

**DEPARTMENT of the ARTS  
MASTER OF FINE ARTS IN ELECTRONIC ARTS  
GRADUATE STUDENT HANDBOOK  
FALL 2009**

1) PROGRAM DESCRIPTION .....	2
2) ADVISEMENT .....	2
• Academic Advisor	
• Thesis Advisor	
3) CURRICULUM .....	3
• Registration (SIS)	
• Incomplete Grades	
• Transferring Credit	
• Waiving Requirement	
• Plan of Study	
• Required Coursework	
4) GRADUATE QUALIFYING REVIEWS .....	6
• 1st Qualifying Review	
• 2nd Qualifying Review	
• Advancement to Candidacy	
5) THE MFA THESIS .....	8
• The MFA Thesis: Project, Presentation, Paper, and Oral Defense	
• The Thesis Project	
• Committee Selection	
• Documentation of Presentation	
• Thesis Paper	
• Oral Thesis Defense	
• Calendar (December and May Graduation)	
6) STUDIOS, LABS, AND EQUIPMENT ROOM .....	12
7) FACULTY, STAFF, STUDENTS, AND ALUMNI .....	20
8) OFFICE RESOURCES .....	22
• Photocopying, Fax, Keys, ID card, Mail, Contact Information	
• Email	
9) OTHER OFFICES ON-CAMPUS .....	23
• Graduate School	
• Office of Student Records and Financial Services	
• School of Humanities, Arts, and Social Sciences	
• EMPAC (Experimental Media & Performing Arts Center)	
10) LOCAL OFF-CAMPUS ARTS SPACES/VENUES .....	25

## **PROGRAM DESCRIPTION**

Rensselaer's Arts Department is generally considered to be the first integrated electronic arts program within a research university in the United States. The M.F.A. is a 60 credit degree dedicated to art practice, production, and electronic arts theory in a uniquely situated technological environment. The program is an "art school" in an "integrated artistic and technological environment." The curriculum, which stresses creative studio-based work, includes coursework in computer music, video art, image processing techniques, performance, and critical analysis. The technical and artistic environment at Rensselaer provides opportunities for individual, collaborative, and community-based projects.

The program prepares students for careers in the fine and performing arts, media industry, and academia. Graduates of the program are professional artists and composers, performers, educators, multimedia designers and developers, video producers and editors, special effects specialists and directors, computer animation specialists, interactive arts software developers, multimedia studio directors, and sound designers.

Rensselaer's MFA program is unique in its focus on the full range of theory and practice of multidisciplinary electronic arts. It emphasizes students' own work and collaborative efforts and "dialogues" with internationally prominent visiting artists, curators, theorists, and historians.

## **ADVISEMENT**

### **Academic Advisor**

Academic advisors are assigned to incoming students based on the interests they express in their applications and availability of instructor. To register for courses, students will need to meet with their academic or thesis advisor before each Fall and Spring semester of their residency. Consultation week for Spring 2010 registration begins on October 26th, 2009 and ends on November 6th, 2009. Consultation week for Fall 2010 registration begins on March 15th, 2010 and ends on March 26<sup>th</sup>, 2010. These are the official dates given on the Institute's Academic Calendar.

### **Thesis Advisor**

Thesis Advisors are chosen after a candidate completes their second qualifying review successfully. This is a mutual agreement between the student and faculty member. Finding the right thesis advisor is critical to the completion of your graduate degree. Therefore, it is essential for all graduate students to get to know the faculty. The Thesis Advisor Agreement Form, confirming a faculty member as the thesis advisor and including names of the committee members, must be completed and on file in the department for all 2<sup>nd</sup> year students.

## CURRICULUM

### Registration

All full-time continuing students must register during the period specified each semester by the Registrar. New, part-time, or re-admitted students must register before the first day of classes. Graduate students may not register after the tenth class day of the term.

A student's registration is not complete until he or she has paid or arranged for payment of university fees. If special arrangements for payment are necessary, they should be made through the Bursar's Office.

Full-time continuing students who miss registration must pay \$50 and register before the first day of classes each term. All students who fail to register before the start of classes will be charged \$25 to cover additional processing costs. For full-time continuing students, this charge is added to the \$50 fee.

The full-time load for a graduate student normally is 12 to 15 credit hours each term. A student who wishes to register for more than 15 credit hours must have the permission of his or her department and the approval of the Graduate School.

Graduate teaching assistants are required to take a minimum of 9 credits per semester. Research assistants are required to take a minimum of 12 credits per semester. However, unless credits are being transferred, 15 credits must be taken each semester in order to complete the 60 credit degree within the 2 year time limit.

### The Student Information System or SIS (<http://sis.rpi.edu>)

You will register in priority order. Students with more earned credit hours will register first.

You will register on the Web. When the date and time on your registration Time Ticket arrives, you can register at any time and from anywhere you can get to <http://sis.rpi.edu>. When you finish, you can print your schedule, and you're registered!

Registration is almost paperless! You will need special forms--and signatures--to register for independent studies, theses, projects, and some limited enrollment courses. You will be able to direct the system to print the authorization forms for you. You will not need your advisor's signature to register.

### Incomplete Grades

The grade "I" (incomplete course work) is given when – due to illness or other extenuating circumstances, such as a personal emergency beyond the student's control – a student has been unable to complete the required course work. The "I" grade is given only after the contract form, Authorization for Grade of Incomplete, has been completed and signed by both the instructor and the student and received by the Registrar.

The "I" grade must be completed within one semester. If facilities (i.e., laboratory) are required to complete the outstanding work but are not available during the next semester, then one year is the maximum time limit, subject to approval by the instructor.

The grade of "I" is considered a penalty grade in the calculation of the term GPA. Until the grade of "I" is changed, it is calculated as if it were "F."

### **Transferring Credit**

Credit for graduate work completed at other accredited institutions prior to matriculation at Rensselaer may be offered in partial fulfillment of the requirements for a degree at Rensselaer when the work is appropriate to the student's program. No more than six credit hours may be transferred toward the master's degree.

### **Waiving Requirements**

Individual course requirements can be waived, in exceptional circumstances, by the department, without decreasing the total number of credits required for the degree.

### **Plan of Study**

The graduate program is flexible and affords each student an opportunity to plan a course of study suited to his or her own objectives. To assure a coherent program in accordance with the student's maturing capacities and aims, each student is to maintain, with the advisor's assistance, a Plan of Study for the degree for which he or she is studying.

The Plan of Study should be submitted during the student's second full-time semester. To be considered valid, the Plan of Study requires the approval of the advisor and the departmental Director of Graduate Studies. The Plan of Study is to be prepared on the forms provided by the Graduate School. Upon approval by the advisor and the Director of Graduate Studies, the department will transmit the original to the Registrar with copies going to the Department, the Graduate School, the student, and the advisor.

Each student who has filed a Plan of Study should register in the usual manner and in accordance with the plan. If there are any significant changes, a revised Plan of Study must be submitted promptly following the same procedure outlined above.

### **Required Coursework**

#### **Summary:**

2 year program (Fall start only)  
60 Credit Hours Total  
30 Credit Hours taken at the 6000 level

Three history or theory courses, including  
Electronic Arts Overview (ARTS 6110) in the first year

Enrollment in Electronic Arts Practice (ARTS 6080) in the fall semester of each year

Enrollment in Master's Thesis (ARTS 6990) in both the fall and spring semesters of the 2<sup>nd</sup> year

Arts Practicum (ARTS-4050 or equivalent)

Review of technical skills

Demonstration of competency in interdisciplinary electronic arts

Participation in critiques at the end of every semester prior to completion of MFA Thesis

Public Presentation or Performance in each semester

Thesis: Publicly presented project, performance, exhibition; thesis paper; oral defense

**Detail:**

The curriculum requires 60 credit hours of coursework at Rensselaer with at least 30 credit hours in 6000 level courses. Graduate Students are allowed to register for both 4000 and 6000 level coursework.

Electronic Arts Overview (ARTS 6110) in the first year

This seminar will deal with the history, theory, and creation of art, popular culture, and mass media from a contemporary perspective. Theoretical and historical texts and a spectrum of electronic arts and media will be investigated. It will support the students' development and articulation of the aesthetic, cultural, and theoretical underpinnings of their artistic work.

2 additional history or theory courses offered either within the Arts department or in another Rensselaer department

History and Theory courses should be reviewed and selected with the assistance of either the academic or thesis advisor for their appropriateness toward student's research and development.

Enrollment in Electronic Arts Practice (ARTS-6080)

Development and completion of individual creative projects in electronic arts with discussions and critiques of student work in a seminar format. Projects may use any of the studios and combinations of media available in the iEAR Studios. All projects will be presented or performed in public concerts, exhibitions, and installations.

Enrollment in Master's Thesis (ARTS 6990) in the 2<sup>nd</sup> year of residency

Please refer to the Graduate Qualifying Reviews Section.

2-9 credits; Active participation in research under the supervision of a faculty thesis advisor, leading to a master's thesis.

Arts Practicum (ARTS 4050)

Arts Practicum provides professional training and experience for graduates and upper-level undergraduates by involving them in the production of a significant artistic project from start to finish. Projects often involve assisting or collaborating with prominent artists in residence at the iEAR studios. If this class is not offered during a student's residency, a field experience or a class must be taken and approved by the student's academic advisor to fulfill this requirement.

Review of technical skills

At the beginning of the fall semester of the 1<sup>st</sup> year, students will need to meet with their academic advisor to determine what area they need to advance their technical skills in. They will be required to enroll in either an independent study with a faculty member or a

4000 level class in which they will meet this individual technical requirement. Incoming students must be actively working toward acquiring technical skill beyond what they have at the time of entry into the program.

Demonstration of competency in interdisciplinary electronic arts

Please see Graduate Qualifying Reviews section.

Participation in end of semester critiques

All MFA students are required to participate in end of the semester critiques with the exception of students in their final semester who have already presented and defended their thesis. Failure to participate will affect your academic standing.

Public Presentation or Performance

All MFA students are required to present or perform publicly each semester. This may either be at an outside venue or at the MFA show that is held at the end of each semester. Outside venues need to be pre-approved by a student's advisor to qualify. Generally, all MFA students participate in the end of semester MFA show, whether or not they have presented their work elsewhere during the semester.

## GRADUATE QUALIFYING REVIEWS

The Graduate Qualifying Reviews are a two-phase qualifying process that MFA students must pass before enrolling in "Master's Thesis" credits.

Due to the wide range of student backgrounds and the many possibilities for study offered in the MFA program, everyone's pathway will be different, and it is impossible to offer an exact "checklist" of how one would demonstrate "competency" in the electronic arts.

The main criterion for success will be the agreement of the faculty that the student's body of work represents a thoughtful and informed execution and articulation of integrated electronic arts practice. A secondary criterion is the demonstration of facility with standard technological tools and concepts for visual and sonic arts.

Each student will undergo two Reviews. The First Qualifying Review will take place at the end of the first fall semester. The Second Review will take place at the end-of-the-semester Critique declared by the student to be their Final Qualifying Review. In most cases, if the student plans to complete the degree in two years, the Second Review will be at the end of the spring semester of the first year. The Review process will be overseen by the Director of Graduate Studies.

### 1st Qualifying Review

As part of the end of semester critiques at the end of the fall semester during the first year of graduate work, tenure track and clinical faculty will fill out a standard evaluation form for each new student. Students are graded with **Pass**, **Conditional Pass**, or **Fail**.

A **Pass** grade means that the student can continue with their plan of study and can expect to advance to thesis work after the 2<sup>nd</sup> Review, provided they continue their progress.

A **Fail** grade means that the faculty feels the student's work is not at an appropriate level for the MFA program, and the student cannot continue in the program.

A **Conditional Pass** means that the faculty have some significant concerns about the student's progress or some aspect of their work. In this case, specific conditions will be laid out for the advancement to thesis work. These may include specific classes to be taken, evidence of acquisition of specific technical skills, or a development of particular aspects of the student's creative work. In the case of a Conditional Pass, the Director of Graduate Studies will discuss the specific conditions set by the faculty with both the student and the student's advisor. Together, the student and advisor will devise a plan of study addressing the student's academic goals and the recommendations of the Review. The conditions imposed by a Conditional Pass must be met before the student may enroll in thesis work.

The Review forms, recommendations, requirements, and final plan will be entered into the student's file. Starting the second semester of graduate work, the student's curriculum will address the recommendations and requirements of the Review process. Work and progress not seen to be of graduate quality will result in warning, loss of funding, or dismissal from the program.

### **2nd Qualifying Review**

When the student and advisor think it is time to proceed to independent thesis work, the student will declare to the Director of Graduate Studies that performance in the upcoming end-of-the-semester Critique will be used for his/her Final Qualifying Review.

The presentation and discussion of the work in the Critique will be a demonstration of the student's readiness to pursue Master's Thesis work. Tenure-track and clinical faculty will document on the departmental forms the evaluation of the student's performance in the Final Qualifying Review and will vote as to whether the student is ready to commence with Thesis work. Any requirements resulting from a Conditional Pass in the First Qualifying Review must be satisfied at the time of the Second Qualifying Review.

The Director of Graduate Studies and the student's advisor will evaluate the results of the vote, as well as the contract from the student's First Qualifying Review. The student will either pass, be given a conditional pass, or fail.

### **Advancement to Candidacy**

Pass: Permission to pursue independent "Master's Thesis" credits.

Conditional Pass: Students who have been found to do acceptable work, but who are deficient in specific areas must ameliorate those deficiencies in order to be in good standing. An additional Qualifying Review will be required.

Fail: Loss of funding or expulsion at the discretion of the department. Disciplinary action will occur.

## THE MFA THESIS

### The MFA Thesis: Project, Presentation, Paper, and Oral Defense

The thesis includes three primary components:

- 1) a significant artistic project which is presented publicly and documented using appropriate media
- 2) a thesis paper which describes the project and places it in an historical and cultural context
- 3) an oral defense of both the project and the paper

### The Thesis Project

Because the work in the MFA program can involve a wide variety of media and artistic orientations, there is no set formula for what constitutes a thesis project. Some examples of the sorts of projects which are of appropriate scale for a thesis might include a solo gallery exhibition of visual or installation work, a full concert of musical compositions, a site specific installation, an evening of single channel video work, or an on-going media intervention. The nature and scope of the work really depends upon the individual artist and is ultimately negotiated with and approved by your thesis advisor.

Whatever form the thesis project takes, there must be a public presentation of the project, and appropriate documentation of the presentation must be submitted to the Graduate School along with your written thesis paper. Again, the nature of the documentation may vary from project to project and must be approved by your thesis advisor. Generally, documentation will be in the form of video or audio recordings on DVD or CD, but if other options seem more appropriate to your project, you should discuss them with your advisor.

### Committee Selection

An MFA Thesis committee is made up of 4 members:

- 1) thesis advisor, also acts as chair of defense
- 2) 2 faculty members from the Arts Department
- 3) 1 outside member, may be from another department at RPI, from another university or from an independent arts organization

The choice of the thesis advisor is most important, and you should consider your options carefully. Most of the details of the planning of the thesis presentation and the paper will be made in consultation with your advisor, and you should expect to meet regularly with her or him to get regular feedback on your work while planning and executing the project and the paper. The advisor will also help guide you through the selection of your thesis committee, planning the presentation of your project, and preparation for your oral defense of the thesis. The thesis advisor should be someone you feel comfortable discussing your work with and whose advice you respect. Since you will need to choose your thesis advisor by the end of your second semester in the program, it's worthwhile to make an effort to get to know the various faculty during your first year so that you will be able to choose the best thesis advisor for you and for your work.

Committee selection should be discussed and approved by your thesis advisor. Verbal or written requests should be made well in advance. You should look for committee members who have perspectives which are likely to provide you with guidance on either artistic or technical levels while working on your project and your paper.

Outside committee members are often chosen because their artwork is representative of a direction in which the student hopes to move in the thesis work or because they may serve as career “gatekeepers” who may help the student move their work from the academy to a larger audience. With this in mind, it’s a good idea to take advantage of the many opportunities to see and hear visiting artists and curators who come through the Arts Dept, EMPAC, and various local galleries in the area. If you come across someone whom you think would be a good outside member of your committee, introduce yourself and try to make a personal connection.

The Thesis Advisor Agreement form, confirming a faculty member as the thesis advisor and including the names of the committee members, must be completed and kept on file in the graduate administrator’s office for all 2<sup>nd</sup> year MFA students.

### **Documentation of Presentation**

MFA graduate students are required to submit audio/visual documentation of their final thesis presentation. This includes submitting a copy of the final work in an easily recognized format (DVD, CD-ROM or Audio CD) as well as a copy of the thesis paper.

### **Thesis Paper**

The thesis paper should include a detailed description of the thesis project, how it fits into your body of work, an in-depth discussion of various influences on your work, and an attempt to place your thesis project within the framework of ongoing electronic arts practice. You should plan to include detailed footnotes and bibliography and to demonstrate a substantial familiarity with and understanding of works in the field which is relevant to your own work.

### **Oral Thesis Defense**

Although you will give your committee a “finished” version of your thesis paper for your defense, you should anticipate that you will likely be asked to make further revisions on the paper or on the presentation of the documentation. In some cases the committee may ask for a re-working and re-presentation of the project, which could delay the receipt of your degree.

The best way to prepare for the defense is to keep your thesis advisor and committee members informed about your progress as you create the project and write the paper, and to listen to their feedback. In general, committee members don’t demand that you agree with their critique of your work or your writing, but they do demand that you respond directly and candidly to their legitimate questions. You should plan to listen carefully, participate in the discussion, and take detailed notes in your oral defense in order to make whatever revisions are required before submitting the final edit of the paper.

### Calendar for December 2009 Graduation (MFA)

- 1/15/09 Meet with advisor, choose committee members
- 2/9/09 Finalize committee, submit brief thesis plan to advisor
- 3/14/09 Line up presentation venue and date (list in iEAR Presents! calendar)
- 9/11/09 Outline of paper, 2 to 3 page bibliography and one page presentation plan to committee
- 9/18/09 Reconfirm presentation and defense dates and venues as well as availability of all committee members
- 9/18/09 Detailed thesis plan to advisor
- 9/25/09 \*\* Last day to file degree application with registrar \*\***
- 10/5/09 Draft of thesis paper and final plan for public presentation to committee
- 10/30/09 Thesis paper to committee members
- 11/6/09 Last possible date for public presentation
- 11/16/09 Last possible date for Oral defense
- 11/30/09 \*\* Thesis paper with oral defense revisions to advisor \*\***
- 12/11/09 \*\* All thesis materials sent to Grad School Office \*\***

NB: dates in **\*\* bold \*\*** are set by the Institute and are non-negotiable.

### **Calendar for May 2010 Graduation (MFA)**

- 9/25/09 Meet with advisor, choose committee members
- 10/19/09 Finalize committee, submit brief thesis plan to advisor
- 11/6/09 Line up presentation venue and date (list in iEAR Presents! calendar)
- 2/1/10 Outline of paper, 2 to 3 page bibliography and 1 page presentation plan to committee
- 2/5/10 \*\* Last day to file degree application with registrar \*\***
- 2/8/10 Reconfirm presentation and defense dates and venues as well as availability of all committee members
- 2/8/10 Detailed thesis plan to advisor
- 3/12/10 Draft of thesis paper and final plan for public presentation to committee
- 4/5/10 Thesis paper to committee members
- 4/12/10 Last possible date for public presentation
- 4/19/10 Last possible date for Oral defense
- 5/4/10 \*\* Thesis paper with oral defense revisions to advisor \*\***
- 5/11/10 \*\* All thesis materials sent to Grad School Office \*\***

NB: dates in **\*\* bold \*\*** are set by the Institute and are non- negotiable.

## STUDIOS, LABS, AND EQUIPMENT ROOM

For up-to-date info on all facilities please check frequently at the iEAR Studios Facilities web page: <http://arts.rpi.edu/pl/iear-studios-facilities>

For current studio rules and regulations please refer to the most recent copy of “*Rensselaer iEAR Studios Handbook and Regulations 2009*”.

### 8 Channel Sound and Research Studio

Location: West Hall 118

The 8 channel sound studio is ready to support a variety of multi channel sound field projects and courses. This studio is a black “space” environment (floors, walls and ceiling are all painted black). A pipe grid allows for the rigging of sound speakers, projection systems, lighting and other audio video equipment. This studio is also wired up to the INET2 high bandwidth Internet portal and includes multiple network connections throughout the room. An LCD Projection system is installed and ready for use from either a laptop or the room’s main desktop computer.

Hardware:

- Mac G5 workstation with dual monitor display
- Yamaha 02r digital audio mixing console
- Mackie 8 bus analog audio mixing console
- Tannoy 8 channel sound monitor system
- Sanyo high performance LCD Projection system and screen
- Ceiling pipe grid with spotlights
- Multiple hard wired network ports

Software:

- OSX 10.5 Leopard
- Pro Tools LE 7.4
- MAX/MSP 5 plus Jitter

#### **Current room Status**

Open: Card access required. To report a problem or if you have a question about this space, please e-mail us at: [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu).

### Advanced Computer Music Production Studio

Location: West Hall 410

This single workstation studio is an advanced digital audio and video postproduction system focused primarily on multi-track audio via Pro-Tools. Graduates and advanced level users have the ability to produce and post produce multi-track audio and video including 5.1 surround soundtracks. This studio is open to graduate level users, visiting artists and advanced select undergraduate students.

Hardware:

- Mac G5 workstation with dual monitor display
- Digidesign Command 8 control interface
- Digidesign Pro Tools HD 1 System
- SPL Surround Monitor Controller
- KRK Studio monitors (stereo)
- Genelec Studio monitors (5.1 surround)
- Mackie 1604 analog mixing console
- Tascam CD-RW recorder

- Tascam DAT recorder
- Denon CD/cassette player/recorder
- SONY DSR-1800 DVcam recorder
- Vestax analog turntable
- M-audio Keystation pro 88 keyboard

Software:

- OSX 10.4 Tiger
- Pro Tools HD 7.4
- Reaktor 5.0
- Reason 3.0
- MAX/MSP 5.0 plus Jitter
- Waves plug-ins
- Audacity 1.2.6
- Apple Final Cut Pro Studio full suite
- Toast 9.0
- Live 6.05

**Current room Status**

Open: Card access required. To report a problem or if you have a question about this space, please e-mail us at: [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu).

## Advanced Graphics Production Studio

Location: WH 415

This studio is a high end computer graphics and printing center that supports student projects in advanced imaging, computer graphics, printing, laminating, pre-press work and video capture. Large Format archival Printing, Photo film scanning, Video post production, high performance document scanning, and ink jet printing are all available to end users who have attended the studios orientation program.

Hardware:

- Mac G5 workstations (x6)
- Epson Pro 9800 large format archival inkjet printer
- Epson photo 1800 inkjet printer
- Cannon i9900 inkjet printer
- Xerox 7760 color printer
- JVC CD/VHS combo player/recorder
- Fostex sound monitors
- Paper cutting boards
- Photo capture stand
- Layout workspace

Software:

- Adobe CS4 Master Suite
- Adobe CS3
- Apple Final Cut Studio (1 machine)
- Toast 9

**Current room Status**

Open: Card access required. Card access is available to Graduate Students and Faculty who have completed a hardware orientation on the advanced equipment. To report a problem or if you have a question about this space please e-mail us at: [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu).

## Art Gallery

Location: WH 111

This gallery space is used to display a large array of Art works from students, faculty and visiting artist ranging from traditional 2d paintings and prints to Multi Media interactive installations. This gallery also supports some lectures and iEAR Presents receptions. A configurable lighting grid, a movable partition, and AV media closet with projection installation capability round out this multi-use facility.

## Digital Imaging & Graphics Studio

Location: WH 214

This facility is setup to support high performance scanning, printing, drafting, and some video editing via 12 (new summer 09) Macintosh workstations for undergraduate courses, special lectures, and other special events. Workstation hardware includes flatbed scanners, film scanners, camera stands, USB flashcard readers, a cutting board, network printer and pin up space. The installed LCD projection system with AV podium provides instructors with a variety of multimedia presentation formats such as DVcam, SVHS, DVD, DAT and Mac or PC laptops. Software in this lab consists of Adobe CS3 master suite, frame thief, Toast, Adobe After effects and final cut studio (1 station only).

Hardware:

- 12 iMac workstations
- 1 Mac Intel G5 teacher workstation
- 2 Microtek 9800xl scanners
- 4 Epson 4490 flatbed scanners
- 2 Epson 1440 printers
- 1 Xerox 6200dx network printer
- 2 mini repro camera capture stands
- LCD Projection system
- Podium system with AV equipment for presentations

Software:

- OSX 10.5.8
- Adobe CS4 master suite
- Toast 9
- Framethief

### ***Current room Status***

Open: Card access required. To report a problem or if you have a question about this space, please e-mail us at: [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu).

## Drawing Studio

Location: West Hall 411

This studio supports all basic and advanced level drawing and painting courses and activities. Pedestals, drawing boards and subject stands are all available for the users enrolled in these courses.

## Equipment Room

Location: WH G12

The Equipment Room provides AV equipment for all Arts Dept courses, events and research. Available, is a large variety of Audio Video and Computer equipment such as Pro consumer Mini DV cameras, portable Flash Audio field recorders, LCD projectors, portable screens and monitors, PA systems, mixers and other equipment to support class work assignments, iEAR Presents, Faculty research, Visiting artist installations, capstone installations, MFA Shows and Installations, graduate research and undergraduate activities as well as remote arts venue such as The Sanctuary For Independent Media.

### **Current room Status**

The equipment room is open Monday through Friday 9am-5pm. Advanced reservations for equipment can be made by e-mailing us at [engine-l@lists.rpi.edu](mailto:engine-l@lists.rpi.edu) or by calling (518) 276-4775.

## iEAR Black Box Studio Suite

Location: DCC 174 + 175

The "black box studio suite" is a three-room system designed to accommodate live audio and video recordings, small concerts, lectures, and other special events. DCC 174 is the large black box space, which allows for the staging of performances and installations. It consists of a configurable lighting grid, projection screen, 8 channel PA system and black curtain that can cover all sides of the space. An INET2 high bandwidth Internet connection is installed for audio and video tele performances. DCC 178 is the vocal voice over booth to compliment the audio recording capabilities of the black box space. It consists of a small soundproof room with a window view into the black box space. DCC 175 is the control room for black box and voice over booth and allows for multi track digital audio recording via pro-tools. A separate video editing system allows for a live 3 video camera recording production onto DVcam format.

### Hardware:

- 3 SONY PD 170 cameras with rolling tripods
- Video switching system includes AV switchers, patch bay, AV monitors and recorders
- Mac Intel G5 workstation for video editing and live capture
- 2 Wireless lav microphone systems
- Protools HD
- Soundcraft 6000 series 32 track 8 bus mixing console
- KRK audio monitors
- Blue screen system
- JBL 8 channel PA system
- Projection screen and pipe grid

### Software:

- Protools
- Apple Final cut pro
- OSX

### **Current room Status**

Open: Card access required. To report a problem or if you have a question about this space, please e-mail us at: [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu).

## Intermediate Computer Music Laboratory

Location: West Hall 110

This is a 6-workstation undergraduate electronic music classroom used for the teaching and production of electronic computer music and other special audio topics courses. The workstations allow for the audio switching between the dedicated desktop computer and a laptop. This gives laptop users access to good external audio monitoring equipment.

Hardware:

- 6 Mac G5 workstations
- LCD Projection system
- KRK audio monitoring system
- 6 Mbox systems
- San disc flashcard readers

Software:

- OSX 10.5
- Protools 8 with plug-ins
- Reason 3
- Reaktor
- MAX/MSP Jitter 5
- Audacity

### Current room Status

Open: Card access required. To report a problem or if you have a question about this space, please e-mail us at: [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu).

## Intermediate Video Laboratory

Location: West Hall 113

This place is a 6-workstation non-linear video postproduction studio-classroom with DVD authoring capabilities that supports courses in both Intermediate and Advanced Video as well as some topics courses.

Hardware:

- 6 (8 core) Mac pro desktop computers
- 6 JVC HD external monitors
- 6 AJA HD monitor video monitor cards
- 2 SONY HDV recorders
- 4 SONY DVcam recorders
- LCD Projection system
- Mackie mixer and tannoy monitors
- Roland desktop monitors
- San Disc flashcard readers

Software:

- Apple Final Cut Pro 5
- Adobe Aftereffects
- OSX 10.5

**Current room Status**

Open: Card access required. To report a problem or if you have a question about this space, please e-mail us at: [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu).

**Media Conversion Studio**

Location: West Hall 318

This is a high definition postproduction video studio with a high end Mac G5 workstation running the latest Final Cut Studio Suite of software. It also supports Media dubbing, Media format conversions, and video post productions allowing for end users to change formats from older or archive media such as VHS, Hi 8mm, UMATIC etc... into a more usable digital medium for today's post production projects.

**Hardware:**

- 8 core Mac Pro desktop
- Aja HD monitor card
- JVD HD external monitor
- Raid card for external drives
- 1 SONY UVW 1800 betacam
- 1 SONY9850 UMATIC
- 3 SONY DVcam recorders
- 1 Panasonic SVHS recorder
- 1 SONY hi 8mm recorder
- Panasonic DVD recorder
- Audio DAT and cassette recorders
- B&W 5.1 audio monitoring system
- Genelec audio monitoring system
- Audio and video patch bays

**Software:**

- Apple Final Cut Pro 5
- Adobe aftereffects
- OSX 10.5

**Current room Status**

Open: Card access required. To report a problem or if you have a question about this space, please e-mail us at: [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu).

## Media Studio Laboratory

Location: WH 211

This lab is a large multipurpose classroom that supports lectures and courses such as Media Studio audio video, as well as special presentations and installations. There are several Mac workstations at the back of the room used for graphics work.

Hardware:

- 8 Mac G5 workstations
- 2 Epson 4490 scanners
- 1 Xerox 6250 network printer
- LCD Projection system with PA
- Teacher podium with audio video equipment
- Video monitor on cart for media studio camera work
- Large video capture stand

Software:

- Adobe CS3
- Toast 9
- OSX
- MS office for Mac 08

### **Current room Status**

Open: Card access required. To report a problem or if you have a question about this space, please e-mail us at: [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu).

## Multi Media Conference Room

Location: WH 413

This room supports Graduate seminars, lectures, topics courses, and special presentations. An AV podium consists of a variety of presentation hardware such as DVcam, SVHS, DVD, DAT, Phono and a network connection. An installed LCD Projection and sound system will accommodate either a Mac or PC. In addition there is a large white dry erase maker board for use.

## Multi Media Lecture Classroom

Location: WH 112

This room is for more traditional style lecture arrangements and supports a variety of courses and presentations. The podium's AV system includes formats like Dvcam, DVD, SVHS, DAT and Phono player with stereo PA, LCD projection and network connectivity.

### **Current room Status**

Future improvements include the reinstallation of the projection system for optimal viewing of presentations for full screen viewing.

## **Sculpture Studio**

Location: SA 1211

The sculpture studio is used for students enrolled in sculpture courses and their lab sessions. The studio is outfitted with a variety of sculpture stands, tools, and raw material for creation of unique art pieces.

## **VAST Studio**

Location: SA 2411

The VAST (Visualization, Animation, Simulation Technology) Studio is an advanced digital imaging and animation lab. The goal of the facility is to provide students with access to professional grade tools in a classroom environment. With this in mind the Institute recently completed an equipment upgrade to support the new GSAS major as well as the existing EMAC and EARTS majors. The newly upgraded facility has capacity for 24 students and 1 instructor.

### Hardware

- Boxx Technologies, 3DBOXX 8400
- DUAL XEON E5440 2.83GHz, 12MB cache
- NVIDIA Quadro FX 1700 512MB
- Hardware RAID - 2 x 74GB 10,000rpm SATA
- 20X Dual Layer DVD–RW Writer
- Gigabit networking
- Dual 20In LCD's
- Logitech MX 400 Mouse

### Software

- Vista Enterrpise x64
- Maya Unlimited 2008
- Mental Ray rendering software
- Adobe Creative Suite 3, Master Collection
- Visual Studio 2008
- Office 2007

## **FACULTY, STAFF, STUDENTS, AND ALUMNI**

### **Full Time Faculty**

Curtis Bahn, Associate Professor & Studio Director  
 Nao Bustamante, Associate Professor  
 Caren Canier, Professor  
 Michael Century, Professor  
 David Gibson, Clinical Associate Professor  
 Tomie Hahn, Associate Professor (sabbatical F2009-S2010)  
 Kathy High, Associate Professor (sabbatical F2009)  
 Larry Kagan, Professor  
 Shawn Lawson, Assistant Professor  
 Branda Miller, Professor  
 Pauline Oliveros, Distinguished Research Professor  
 Neil Rolnick, Professor & Grad Director (sabbatical S2010-F2010)  
 Kathleen Ruiz, Associate Professor  
 Mary Anne Staniszewski, Associate Professor & Acting Dept. Head  
 Igor Vamos, Associate Professor

### **Administrative Staff**

Timothy Austin, Financial Manager (military leave 2009-2010)  
 Laura Garrison, Assistant Director of iEAR Studios  
 Erin Glasheen, Director of Undergraduate Programs  
 Jennifer Mumby, Assistant to the Dept. Head & Grad Program Administrator  
 Todd Palmer, Administrative Associate

### **Engineering Staff**

Seana Biondolillo, Digital Imaging Studio Engineer  
 John Grady, Audio Video Technician  
 Jay McGlothlin, Web Producer (School of HASS)  
 Troy Pohl, Audio/Video Studio Engineer  
 Greg Palmer, Technical Manager of iEAR Studios  
 Tim Robichaud, Senior System Administrator (School of HASS)

### **Current Students**

#### **Class of 2013 (Ph.D.)**

Nicholas Chase, Brenda Kenneally, Jung Yoon Lee, Joshua Thorson

#### **Class of 2012 (Ph.D.)**

Jonathan Chen, Boryana Dragoeva, Byeong Sam Jeon

#### **Class of 2011 (MFA)**

Jim de Seve, Yehuda Duenyas, Anna Lindemann, Ellie Markovitch, Clara Tomaz

#### **Class of 2011 (Ph.D.)**

Adam Zaretsky

#### **Class of 2010 (MFA)**

Kyle deCamp, Victoria Kereszi, Blair Neal, Rob Ray, Jeff Stark, Rebecca Weisman

#### **Class of 2010 (Ph.D.)**

Mike Bullock, Dara Greenwald

#### **Class of 2009 (MFA – finishing thesis)**

Todd Chandler, Stephanie Loveless, Kyle McDonald, EE Miller, Paolo Pedercini

**Alumni (MFA)****Class of 2009**

J. Craig Tompkins

**Class of 2008**

Ethan Bach, Ryder Cooley, Jim Finn, Jung Yoon Lee, Jeff Pitcher, Charles Veasey

**Class of 2007**

Alex Chechile, Dara Greenwald, Wil Lindsay, Noah Marchal, Boryana Rossa, Bart Woodstrup

**Class of 2006**

Jesse Pearlman Karlsberg, Zulma Aguiar, Caterina De Re, Bettina Escauriza, Yael Kanarek

**Class of 2005**

Carrie Dashow, Kyra Garrigue, Daniella Kostova, Penny Lane

**Class of 2004**

Rafael Alcalá, Nathan Gibbs, Tyler Jacobsen, Ann Marie Lanese, Nathan Martin, Tara Mateik, Rachele Menshikov, Rich Pell, Olivia Robinson, Chris Skinner, Jesse Stiles, Naomi Ture, Sarah Warren

**Class of 2003**

Anuar Ayob, Victor Cintron, Joann Halabi, Myriam Hammami, Julia Heyward, Brad Moody, Stephan Moore, Colleen Mulrenan, Elizabeth Press, Sarah Smiley, Lazarina Todorova, Doug Van Nort

**Class of 2002**

Laurie Brown, Andreas Huber, Andrew Lynn, Caz McIntee, Jason Steven Murphy, Erin Seymour, Dina Williams

**Class of 2001**

Lori Anderson, James Baumgartner, Kristin Carlson, Nick Fortunato, Bob Gluck, Gretchen Skogerson, Sara Tack

**Class of 2000**

Mike Barron, Greg Bowman, Eleanor Cupp, Hua Gan

**Class of 1999**

Kathleen Brandt, Arlen Johnson, Chung Kyu Kim, Liz Miller, Ju-Mei Shieh

**Class of 1998**

Johnny DeKam, Holland Hopson, Collier Hyams, Shannon Johnson, Michiyo Kojima, James Keepnews, Julia Meltzer, Chien-Chun Tsao, Wendy Vissar

**Class of 1997**

Stephen Copel, Lisa Erdman, Amy Goodrich, Jackie Goss, Allison Hunter

**Class of 1996**

Daniel Beck, Puvanai Dardarananda, Roger Frace, Adriene Jenik, Donna McCabe, Ann Sundberg

**Class of 1995**

Damian Catera, Phillip Djwa, Lisa Kaplan, Lesley Wahl, Paul "Blue" Verhey

**Class of 1994**

Roberto Bocci, Svjetlana Bukvic, Andrew Deutsch, Joe Giroux, Melanie Printup Hope, Jennifer Bozick McCoy, Kevin McCoy, Arlen Speights, Joanna Whitney

**Class of 1993**

Patricia Abt, John (AJ) Jannone, Jonathan Kozzi, Mark Schlichenmayer, Eric Zittel

## OFFICE RESOURCES

Graduate Students in the MFA program have the following limited access to office related assistance.

### Photocopying:

Students can use their RCS ID and password to gain access to the photocopier, located on the 1st floor of West Hall. A certain amount of copying is anticipated for coursework and program related activities. Excessive amounts of copying can be tracked and will be billed to students unless suitable explanation is provided. Assistance with copying can be provided by the department secretary.

### Faxing:

Students are allowed to use the office fax machine for program related purposes, such as faxing registration forms to the Registrar, sending documents to out of town faculty, submitting fellowship applications, or correspondence that is necessary to a student's personal art practice commitments. International and long distance faxes are approved on a case by case basis with the department secretary.

### Keys:

Students are issued keys to non-card access rooms, including but not limited to the Graduate Studio Space on the ground floor of West Hall, the mailroom, the kitchen, and main office. Loss or non-return of issued key will result in a substantial replacement fee.

### ID Cards:

Your Rensselaer ID card will be use to gain access to all spaces that have a card access system, either proximity (West Hall) or magnetic strip (DCC and Sage Lab). Access to studio doors and West Hall outside doors via cards is 24/7. ID cards are obtained at the ID Desk, 1st Floor, Student Union. Assistance with card access can be provided by the Audio/Video Technician.

### Mail:

Students are issued a mailbox in the mailroom on the 1st floor of West Hall. Students should check their box regularly, as important documents from the department will be placed here rather than sent to a home address. Students may have packages shipped to their department address with prior permission of the office coordinator if they feel a package is "at risk" being shipped to their home address or will require a signature. All pseudonyms and corporate identities should be registered with the department secretary. Items sent to you should be labeled as follows:

Rensselaer Polytechnic Institute  
Name of Receiver  
Arts Department  
110 8<sup>th</sup> Street  
West Hall, Room 107  
Troy, NY 12180

**Contact Information:**

Students are responsible for providing their current address and telephone number to the grad program administrator. This includes notifying the administrator of changes to that information in a timely fashion. The department and staff will not be held responsible for any negative repercussions caused by its inability to contact you in a timely fashion.

**EMAIL:**

99% OF DEPARTMENTAL, INSTITUTE, AND PROGRAM CORRESPONDANCE IS SENT VIA EMAIL. IT WILL BE SENT ONLY TO YOUR OFFICIAL RPI ADDRESS. IF YOU PREFER TO USE A DIFFERENT ADDRESS YOU WILL NEED TO MAKE ARRANGEMENTS TO HAVE YOUR RPI ADDRESS FORWARDED TO A DIFFERENT LOCATION. YOU WILL NEED TO CHECK YOUR EMAIL AT LEAST DAILY. THE DEPARTMENT AND STAFF WILL NOT BE HELD RESPONSIBLE FOR INFORMATION NOT RECEIVED OR READ IN A TIMELY FASHION NOR ANY NEGATIVE REPERCUSSIONS THIS MAY HAVE ON YOUR ACADEMIC STANDING. EMAIL accounts are activated at the Voorhees Computing Center, Help Desk. Photo ID is required for activation.

**Arts Dept. Email List Serves**

- [iearmfa-l@lists.rpi.edu](mailto:iearmfa-l@lists.rpi.edu): sends to all MFA students
- [iearphd-l@lists.rpi.edu](mailto:iearphd-l@lists.rpi.edu): sends to all Ph.D. students
- [iearfac-l@lists.rpi.edu](mailto:iearfac-l@lists.rpi.edu): sends to all tenure track & clinical faculty
- [iearteach-l@lists.rpi.edu](mailto:iearteach-l@lists.rpi.edu): sends to all faculty and adjuncts
- [iearadmin-l@lists.rpi.edu](mailto:iearadmin-l@lists.rpi.edu): sends to all administrative staff
- [engine-l@lists.rpi.edu](mailto:engine-l@lists.rpi.edu): sends to all engineering staff
- [iearcom-l@lists.rpi.edu](mailto:iearcom-l@lists.rpi.edu): sends to all the above lists plus any others (alumni, for instance) who request to be on this list

**OTHER OFFICES ON-CAMPUS****Graduate School (Walker Lab)**

The Graduate School at Rensselaer provides current graduate students with the administrative, academic, and curricular guidance they need to progress through their courses and programs.

Website: <http://gradoffice.rpi.edu/setup.do>

Telephone: (518)276-6488

**Who's Who?**

- Dr. Stanley Dunn, Vice Provost & Dean of Graduate Education
- Dennis Gornic, Associate Dean of Graduate Education
- Celia Paquette, Sr. Student Services Administrator
- Kathryn Norman, Administrative Associate

### **Student Records and Financial Services (Academy Hall)**

The mission of the Student Records and Financial Services office is to maintain accurate student academic and financial records and preserve the confidentiality, security, and ethical handling of those records. They are a client-centered service-oriented unit, performing duties for students, alumni, faculty, and staff.

#### Who's Who?

- **Bursar:** Responsible for billing, payment, and student loans. All inquiries regarding tuition billing and payment should first be directed to the Bursar.  
Website:  
<http://finance.rpi.edu/update.do?catcenterkey=33>  
Telephone: (518)276-6610
- **Registrar:** Responsible for registration, transcripts, degree clearance, and course scheduling.  
Website: <http://srfs.rpi.edu>  
Telephone: (518)276-6231

### **The School of Humanities, Arts, and Social Sciences (Sage Lab)**

The School of Humanities, Arts, and Social Sciences is home to a broad range of academic disciplines which both complement the science and technology offerings at Rensselaer and provide challenging and innovative major fields of study. Five academic departments include: Arts, Cognitive Science, Economics, Language, Literature and Communication, and Science and Technology Studies.

Website: [www.hss.rpi.edu](http://www.hss.rpi.edu)

Telephone: (518)276-6575

#### Who's Who?

- Wayne Gray, Acting Dean
- Elizabeth Large, Director of Student Services

### **EMPAC - Experimental Media & Performing Arts Center**

Advancing interdisciplinary artistic production at the intersection of technology, media and performing arts — commissions and long-term, project-based artist residencies enable artists to develop work that otherwise would be impossible. EMPAC supports complex, adventurous projects – utilizing existing or yet-to-be-developed tools and technology in a reciprocal relationship with artist-driven content and craftsmanship and with a high degree of rigor and inspiration – from inception to completion.

Website: <http://www.empac.rpi.edu/>

Telephone: (518)276-4135

#### Who's Who?

- Johannes Goebel, Director
- Kathleen Forde, Curator, Time-Based Arts
- Hélène Lesterlin, Curator, Dance
- Micah Silver, Associate Curator, Music

## LOCAL OFF-CAMPUS ARTS SPACES/VENUES

- The Frances Young Tang Teaching Museum and Art Gallery at Skidmore College: <http://tang.skidmore.edu>
- MASS MoCA: [www.massmoca.org](http://www.massmoca.org)
- The Contemporary Artist's Center (CAC): [www.thecac.org](http://www.thecac.org)
- The Sanctuary for Independent Media: [www.thesanctuaryforindependentmedia.org](http://www.thesanctuaryforindependentmedia.org)
- The Fulton Street Gallery: [www.fultonstreetgallery.org](http://www.fultonstreetgallery.org)
- The Arts Center of the Capital Region: [www.artscenteronline.org](http://www.artscenteronline.org)
- Albany International Airport: <http://www.albanyairport.com/3/gallery/current.html>
- Albany Center Galleries: [www.albanycentergalleries.org](http://www.albanycentergalleries.org)
- Gasholder: there is no specific website for this but you can read about it here - <http://rpinfo.rpi.edu/regional-troy.html>
- Opalka Gallery: <http://www.sage.edu/sca/opalkagallery/about.html>
- Masry Center for the Arts: [http://www.strose.edu/campus/masry\\_center\\_for\\_the\\_arts](http://www.strose.edu/campus/masry_center_for_the_arts)