
DEPARTMENT OF THE ARTS
PH.D. IN ELECTRONIC ARTS
GRADUATE STUDENT HANDBOOK
2018-2019

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PH.D. PROGRAM DESCRIPTION

The Ph.D. in Electronic Arts is an interdisciplinary arts degree that integrates arts practice with theoretical and historical research. The program features an integrated and multidisciplinary approach to the arts with a focus on the use of electronic media in artistic creation and performance. The core of the curriculum focuses on the student's personal creative practice, informed by theoretical and creative coursework, individual attention from advisors, and culminates in a dissertation and the creation of a practice-based presentation (e.g., a gallery show, performance). One of the first programs of its kind, this Ph.D. program expands traditions of arts pedagogy through interdisciplinary research in contemporary media theory, practice, and production.

The Arts PhD is practice-based, entailing an independent investigation aiming to gain new knowledge in part by means of practice. In the doctoral thesis, this original contribution to knowledge can be substantiated through art works in various forms and is made publicly available through performances, installations, or exhibitions. The textual component of the thesis must contain a detailed report on the research process as well as analysis of its position in the field and critical reflection.

The exact division between writing and practice is determined in consultation with the advisor. The division is meant to ensure a substantial commitment to both parts of the research process, while leaving flexibility to individual candidates to pursue a variety of projects with differing emphasis and relation between writing and practice.

OUTCOMES

Students who successfully complete this program will be able to:

- demonstrate core knowledge of new media theory with emphasis on 20th and 21st century authors, key artists, movements, works of contemporary music, visual art, and electronic media.
- relate historical and theoretical learning to personal artistic practice.
- employ library resources and other research methods to investigate and analyze historical and theoretical trends, specific art works, and theories.
- demonstrate capacity for written and oral expression through regular exercise in response papers, discussion, group work, oral presentations, peer critique, and formal research papers
- demonstrate proficiency integrating technologies appropriate to a personal creative artistic practice.
- conceptualize, research, plan, and implement the development of large-scale interdisciplinary creative projects.
- create a professional artistic portfolio including writings, recordings, and documentation of performances and professional presentations.

PH.D. CURRICULUM

COURSEWORK

- **Research Methods (ARTS 6570)** - Must be taken in the first semester of the program. An additional Research Methods course is strongly suggested, and students may be directed by their advisor and committee members to take another research methods course in a discipline appropriate for their research.

- **Electronic Arts Overview (Arts 6110)** - Must be taken in the second semester of the program. This is a required history and theory common groundwork for Electronic Arts. Additional history and theory classes are strongly suggested.
- **Arts Graduate Colloquium (ARTS 6900)** - Must be taken each semester until the semester they take their Qualifying Examination, at which point the student enrolls in Dissertation credits. Continued participation in the Colloquium is recommended, but not required. It is also recommended that after they pass their Qualifying Exam, they give least one presentation of their research at the Colloquium.
- **Dissertation (ARTS 9990)** - Must take a minimum of 12 credits.
- Must complete at least 72 credits towards the degree.
- At least two-thirds of the total credit hours, excluding dissertation credits, must contain the suffix numbers 6000-7990, with the further limitation that no more than 15 credit hours of 4000-4999 courses. (Institute Requirement)

CRITIQUES AND EXHIBITION/OPEN STUDIOS

Students must participate and present in end of semester Critiques and the Arts Graduate Student Exhibition or Open Studios, until the semester in which they take their Qualifying Examination. It is strongly encouraged that all students participate in the spring exhibition regardless of their progress through the program. Attendance at Critiques and Exhibition/Open Studios is required for all students. Students may be excused from attendance due to special circumstances by the Department Head.

Fall - Students will host Open Studios with a small group of faculty and students for critique.

Spring - Students will host a group public exhibition/screening/performance of work. The following day will be presentation style critiques with the entire faculty, grad student cohort, and a guest critic.

EXAMS AND DEFENSES

Qualifying Examination is developed and administered by the student's doctoral committee and must be passed within two years of entry into the degree program.

Candidacy Examination is the dissertation proposal defense. The student is considered "all but dissertation" (ABD) after successful completion. It is strongly encouraged to complete this during or before the third year.

Dissertation Defense is composed of a public presentation of the dissertation arts practice and a public examination, defense of dissertation text, conducted by the student's doctoral committee.

ADMINISTRATIVE REQUIREMENTS

FORMS

Please submit all administrative forms, to the HASS Graduate Student Services Administrator. Students are responsible for all forms and **timeliness** of submitting forms.

All forms must be signed and dated in **black ink only**.

Plans of Study must be **typed**.

Most forms and deadlines can be found in one of two places. First the Students page of the Registrar's homepage.

<http://registrar.rpi.edu/>

Or, the Academic Progress page for the Grad Office's homepage.

<https://info.rpi.edu/graduate-education>

PLAN OF STUDY (POS)

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 Academic or Primary Advisor's assistance, a Plan of Study for their degree.

An updated Plan of Study must be submitted each semester. The Office of Graduate Education needs a current completed POS on file for any administrative action including registration in independent study courses, drop, changes of status, etc. If there are any changes in the student's plans or status, a revised Plan of Study must be updated on file.

The Plan of Study form requires the signature of the student's Advisor and the Graduate Program Director. When completed, the student needs to deliver the original form to the HASS Student Services Administrator, who will work with you to deliver the original to the Office of the Registrar with copies going to the Advisor, the GPD, the HASS Student Services and the Office of Graduate Education.

DOCTORAL STUDENT YEARLY REVIEW (DSYR)

Each year the student and Primary Advisor or co-advisors must meet and complete the Doctoral Student Yearly Review (DSYR) and SMART goals provided by the OGE. The DSYR provides a regular timetable and a convenient format for discussing and assessing degree progress. It is a student-development based instrument that provides both the advisor and the student a reliable means to help assess their individual efforts and effectiveness in developing and maintaining a plan for meeting the student's educational goals and the Institute's degree requirements. The Office of Graduate Education believes that the DSYR can serve the advisor and the doctoral student well as an assessment tool not only on this occasion, but also in their ongoing discussions of matters related to degree progress and attainment.

WAIVING REQUIREMENTS

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

ADVISING & TIMELINES

ACADEMIC ADVISOR

Academic Advisors are assigned to incoming students based on the interests they express in their applications and availability of faculty. The Academic Advisor acts as the Primary Advisor until the Primary Advisor is agreed upon.

PRIMARY ADVISOR

As soon as the student has chosen a dissertation area, he or she needs to discuss with potential faculty and the GPD their wishes for a Primary Advisor who will become your dissertation advisor and Chair of your Doctoral Committee, once your committee has been accepted by the OGE. The Primary Advisor must be a tenure-track faculty member. Discuss with the GPD and interested faculty the potential advisor pool, as well as other factors including known leave or sabbatical conflicts, research, service or advising loads.

ADVISOR'S ROLE

- Meet with the student several times during the semester
- Assist with course selection for registration
- Discuss the student's work and progress frequently
- Advise the formation of their Dissertation Committee
- Check in with student and mentor them through the PhD process
- Complete POS, DSYR, and SMART goals with student

STUDENT'S ROLE

- Meet with their advisor several times during the semester
- Manage time appropriately
- Seek help and advice frequently and early
- Responsibly keep track of their progress and maintain forward momentum to degree completion
- Complete all necessary forms
- Register for classes. The Office of Graduate Education will not approve requests for late adds or late drops.

TIMELINE

Below is the indicative timeline for 9 credits a semester. If taking 12 credits, then add an extra elective course or increase Dissertation credits. If student wishes to take their Qualifying Examination in the first semester of their second year; then replace year 2, semester 1 with year 2, semester 2 for coursework and events. The Candidacy Exam may also move earlier if the student is prepared.

		Coursework	Events	Administrative	Other	
Year 1	August			TA Training, Orientations, & complete CITI training	Studio, Keys, etc	
	Semester 1	Research Methods				
		Colloquium				
		Elective	Studio Critiques	POS		
Semester 2	Electronic Arts Overview					
	Colloquium	Exhibition & Critiques				
	Elective		DSYR & POS			
Year 2	Semester 1	Colloquium				
		Elective				
		Elective	Studio Critiques	POS		
	Semester 2	Dissertation	Qualifying Exam	DSYR & POS	HAASS Fellowship	
Year 3	Semester 1	Dissertation	Candidacy Exam	POS		
	Semester 2	Dissertation		DSYR & POS	HAASS Fellowship	

Year 4	Semester 1	Dissertation		POS	Find Spring graduation deadlines
	Semester 2	Dissertation	Dissertation Defense	DSYR & POS if Summer Graduation	Return Keys & Empty Studios

STEPS TO CRITIQUES AND EXHIBITION/OPEN STUDIOS

The end of semester critiques permit the entire faculty to become more involved with the graduate students and provide early assessment of the student's progress and continued viability for PhD study. As previously stated, only students who have not completed or intend to complete their Qualifying Examination are required to participate. Although, it is strongly encouraged that students continue to do participate in exhibiting work.

FALL PREPARATION

Students will prepare their studios for a public open studios walk-through during the morning. In the afternoon, students will be visited by at least three faculty, one of which is their academic or primary advisor, for a studio critique for a length of just less than an hour. Other faculty, students, and guests may also attend.

SPRING PREPARATION

Students will self-organize a public exhibition including any necessary screenings, performances, etc. It is expected that the students are responsible for mounting and taking the show down, printing programs, and advertising. Typically critiques occur the following day. The critique format is a presentation/lecture by the student for approximately 30 minutes in which the student will present their work to date and conceptual frameworks of how they plan to move forward through their study to the Qualifying Exam. The entire faculty, graduate study body, guests, and outside critic will be in attendance to provide feedback and ask questions for a length of approximately 20 min.

RESULTS

Faculty will write comments that are provided to the student. The GPD tallies the vote and provides the result to student and advisor. The student can pass, fail, or conditionally pass a critique. In the case of a conditional pass, a detailed, bulleted list with the expectations for improvement by the next critique will be given to the student by the GPD and advisor in consultation with the faculty.

Students receiving a fail or unsuccessfully fulfilling the conditions of a conditional pass at a second critique may be subject to dismissal from the program.

STEPS TO QUALIFYING EXAMINATION

The student must pass a Qualifying Exam, which is an exam tailored to the student's areas of creative practice and research and is intended to formally determine their ability to pursue research leading to a doctoral degree.

The Qualifying Exam will be developed and administered by the student's doctoral committee when the Primary Advisor and student believe the student is ready.

DOCTORAL COMMITTEE

In the Department of the Arts, the Doctoral Committee is formed before the Qualifying Examination occurs. The Primary Advisor consults with the student, Department Head and GPD regarding the nomination of a Doctoral Committee. The Primary Advisor needs to consult with the GPD and the Department Head about potential Doctoral Committee members for the student, and related issues including the current advising load of potential committee members.

The Doctoral Committee includes four members:

- The student's Primary Advisor as Chair from the tenure or tenure track faculty of the Arts Department.
- Two tenured or tenure track faculty members of the Arts Department.
- One outside member who is not from within the Arts Department.

The Outside Member of the committee is expected to be a recognized authority on the subject of the student's research area. Whenever possible, the Outside Member shall be from outside the Institute, but in all cases this person must come from outside the Arts program. If the Outside Member of the committee is outside of the Institute, the student and Primary Advisor must provide the GPD with information about the Outside Member, including a current CV and a brief outline of the particular expertise they have relevant to the student's research area. The Dean of Graduate Education may also request additional information about any of the members of the committee to determine their specific qualifications relevant to the research area.

A non-tenure track Rensselaer faculty member or additional outside member may also be approved by the GPD, Department Head and the Office of Graduate Education as a fifth faculty committee member. Committee members need to represent the principal areas included in the student's Plan of Study. The student's Doctoral Committee assumes responsibility for the plan, for the student's candidacy and final examinations.

The "Nomination of Doctoral Committee, Provisional Thesis Title & Degree Designation" form located on the Office of Graduate Education website is needed to formally request the appointment of the student's Doctoral Committee. The nomination form must be filled out electronically by the student and signed by all members of the Doctoral Committee. Electronic signatures are acceptable on this form. This form and an updated POS are delivered to the HASS Student Services Administrator. The GPD will add a letter of nomination for the outside or fifth member if required. Students should not take the Qualifying Exam until this form has been approved by OGE.

Once formed, changes or replacements on the committee will occur only if a member is unable to serve or if a student's dissertation topic changes, requiring a new dissertation advisor and/or modification in the committee. Final approval for changes in committee membership rests with the Dean of Graduate Education.

PREPARATION

Students will create a bibliography of their research area(s) for the Qualifying Exam under advisement of the doctoral committee, with input from Arts Department faculty and based on work developed in their coursework.

The bibliography will be a list of books, articles, other published materials, key art works, and related practices that cumulatively specify the student's area(s) of research and the parameters of his or her creative discourse. The bibliography establishes a foundation for the disciplinary boundaries of the Qualifying Exam. It will also serve as a basis for what will be the dissertation's literature review. The latter will be an examination of key texts and sources related to the dissertation research.

Students commonly provide a short description or literature review accompanying the bibliography which frames their view of how the field(s) is/are perceived or aligned. The bibliography and description/literature review needs to be formatted according to The Chicago Manual of Style guidelines.

After receiving a draft bibliography, the doctoral committee, led by the Primary Advisor, will develop questions for the written portion of the exam. They may also offer feedback as to ways the bibliography can be expanded for the exam.

EXAMINATION

The Qualifying Examination has at least two components: written and oral. In some cases, a practice-based component may be applicable. The exam is intended to establish the Candidate's overall knowledge of the key works, practices, as well as the historical and theoretical literature, in their chosen field of research. The student's Primary Advisor determines the scope and number of questions on the exam, with input from the doctoral committee. For instance, some exams may consist of only a single, comprehensive question; others may offer a choice of multiple options among a set of questions.

The schedule and length (word count) of the written exam needs to be discussed by the committee and the student. The schedule and length (word count) will be determined as is appropriate to their field of investigation, the academic calendar, and the schedules of the student and the committee. Exams have aimed at a 15,000-20,000-word count (total), and frequently less when a practice-based question is included. The Primary Advisor and committee will decide the length of time the candidate will have to complete the written, and if applicable practice, portions of the Qualifying Exam. However, it is expected that the candidate be able to complete the exam in four to six weeks. Any component of the exam and final bibliography are due a minimum of two weeks before date of the Oral Exam. Students are permitted to ask for clarification during the exam, but are not permitted to receive feedback prior to the oral component.

The oral component consists of a two-hour exam with the candidate and the entire doctoral committee present. Committee members will ask questions intended to establish the candidate's ability to discuss the content of the written exam, and if applicable practice portion, and related issues in his or her field of research.

RESULTS

After the candidate's oral examination, the Primary Advisor and Doctoral Committee will convene to discuss whether the student has passed or failed their examination. The committee can also issue a conditional pass, in which case the committee must determine the specific conditions that the student needs to resolve in order to pass the examination. The candidate has one month to resubmit the revised (and perhaps expanded) Qualifying Exam text according to the committee's conditions. A record of Qualifying Exam form is required to be signed and submitted to the HASS Student Services Administrator.

TIMELINE

Example Timeline	What has to get done	What happens
Spring and Summer of first year	Verbal approval from a tenure track faculty to be your dissertation advisor	
	? Weeks	Work with advisor and GPD to build committee

30 Jun - Sep 1	Verbal approval from all committee members	
	1-4 weeks	Gather signatures. Plan ahead time-wise if outside member is international. Send outside person's CV to GPD.
27 Aug - 10 Sep	Committee nomination to OGE	
	2-4 weeks	Work with advisor and committee to develop a final bibliography with statement about your areas.
24-Sep	Bibliography to committee	
	4 weeks	Wait, read.
22-Oct	Receive QE questions	
note: t-giving break may lengthen time	6 weeks	Answer questions, written or practice. The committee may provide clarification to questions, but not review prior to completion.
3-Dec	QE to committee	
	2 weeks	Prepare detailed responses, read more.
17-Dec	QE defense	

STEPS TO CANDIDACY EXAMINATION

After completing the Qualifying Exam, the student will work on a Dissertation Proposal with their Primary Advisor and committee. By Institute regulation, the student must proceed to Candidacy within two years of the Qualifying Examination but we recommend that this happen by the end of the second year or beginning of the third year of residence. Once the proposal has been approved by the Committee, it needs to be placed in the student's file. Approval of this proposal marks the student's advancement to Candidacy, or ABD ("all but dissertation").

DISSERTATION PROPOSAL PREPARATION

The dissertation proposal is an extremely important step in the completion of the doctoral degree. It establishes a creative and conceptual framework for the dissertation text and practice. The proposal will aid the student and committee to stay on track for degree completion, and to serve as a basis for applications to Institute assistance programs such as the HASS Fellowship Award.

The Dissertation Proposal will include:

- research questions and methods
- literature review and/or conceptual framework(s)
- proposed practice component
- a timeline for dissertation research, writing, defense and degree completion
- an annotated outline of the proposed Dissertation
- working bibliography for the proposed Dissertation
- any optional appendix material

The Dissertation Proposal needs to be formatted according to The Chicago Manual of Style guidelines.

DEFENSE

The Candidate's completed Dissertation Proposal is due a minimum of two weeks before the date of the Dissertation Proposal Defense. At the defense the research questions proposed, research methodology, structure of the writing, relationship to practice, and other issues pertinent to the work will be discussed for approximately one – two hours.

RESULTS

Candidates will either be required to revise their proposal or it will be passed, allowing the student to advance to Candidacy. The candidate typically spends one – two months to resubmit the revised Dissertation Proposal according to the committee's suggestions and requirements.

The student must bring a Record of the Candidacy Exam Form to the Dissertation Proposal Defense, and have filled out the personal information required for the form. After the defense, the Chair of the doctoral committee will indicate on the form if the student passed the exam and all committee members must sign it in black ink. Original signatures are required on this form. The student delivers this form, an updated POS, and certificate proof of having completed the CITI Program, specifically the *Responsible Conduct of Research Module*, to the HASS Student Services Administrator.

STEPS TO DISSERTATION DEFENSE

This final defense must be completed within three years of passing the Candidacy Examination, although the total permitted time to degree is five years for students entering with a master's degree and seven years for bachelor's degree. Typically, funding lasts for four years, and we strongly encourage completing the degree in four years.

In accordance with Rensselaer academic regulations:

The doctoral dissertation demonstrates the candidate's capacity for independent work. It embodies the results of an original investigation in the candidate's principal field of study on a subject approved by the student's doctoral committee. Only work meeting the highest standards of integrity will be accepted for degree requirements at Rensselaer. Academic integrity is a requirement of continued good academic standing and for the awarding of a graduate degree. The field of the dissertation needs to be chosen as soon as possible after entry upon doctoral study.¹

The PhD in Electronic Arts is practice-based degree composed of a creative investigation in arts practice that results in an original contribution to the dissertation's field(s) of study. The dissertation is composed of two parts:

1. Artwork that is presented publically
2. A text that describes and situates the work or works within discourses relevant to the subject of inquiry, such as aesthetic, intellectual, historical, or technical fields.

Please refer to the RPI catalog for more details on Dissertation and Final Examination.

¹ <http://catalog.rpi.edu/content.php?catoid=16&navoid=383>

PREPARATION

The grammatical conventions of the dissertation's text need to be in accordance with The Chicago Manual of Style guidelines. But the overall dissertation formatting needs to follow the preparation guides for Rensselaer's required format specifications, which is available on the Office of Graduate Education's website.²

DEFENSE

The defense occurs after the public presentation of the artwork(s), as the text dissertation is the document that frames the practice contribution. In accordance with Rensselaer academic regulations, "[w]hen the dissertation is completed, the candidate must defend it in a public examination conducted by his or her doctoral committee, which passes on its acceptability."³ The public examination consists of a two-hour defense with the candidate and the entire doctoral committee present. Committee members will ask questions intended to establish the candidate's ability to discuss the content of the dissertation. In accordance with the RPI catalog, "[e]ach member of the doctoral committee must be presented with an unbound copy of the dissertation at least two weeks before the public examination is scheduled."⁴

RESULTS

Similar to the process of the Candidacy Exam, a Record of the Dissertation Exam form must be filled out and signed in black ink by the committee members and then delivered to the HASS Student Services Administrator prior to the dissertation deadline.

The final version of the dissertation, which is the version revised according to any requests for modifications by the committee at the defense, is presented to the candidate's Primary Adviser at least one month before the end of the term in which it is expected that the degree will be awarded.

SUBMISSION

After passing the final examination, and having received final approval from the Dissertation Advisor regarding the final version of the dissertation, the student must submit the dissertation. Visit the OGE website for the most up to date information regarding for deadlines, a checklist, how to submit your dissertation, and information about fees.⁵ OGE reviews all submitted dissertations for citations and formatting. They may return the dissertation for corrections. Please acknowledge receipt of this message within 48 hours of receiving it.

FUNDING AND EXPECTATIONS

TEACHING ASSISTANT

Teaching Assistant (TA) is the most common funding stream. These students' funding is through the School of HASS; as such, every effort is made to place TAs within Art but in rare instances TA placement may occur in other programs within HASS. TAs must register for a minimum of 9 credits in both Fall and Spring. Fall and Spring TA appointments are made by the GPD in consultation with the Department Head and the needs of the curriculum,

² <https://info.rpi.edu/graduate-academics/submit-your-thesis-dissertation>

³ <http://catalog.rpi.edu/content.php?catoid=16&navoid=383>

⁴ <http://catalog.rpi.edu/content.php?catoid=16&navoid=383>

⁵ <https://info.rpi.edu/graduate-academics/submit-your-thesis-dissertation>

then approved by the HASS Associate Dean of Graduate Education and OGE. Summer TA appointments are requested to and made by the Associate Dean of Graduate Education in HASS.

As a TA the student will work for the assigned courses only. A TA should not be assisting with a faculty's research or service obligations. TAs are limited to 20 hours per week within the available work periods from the business office. While each course is different and may have specific tasks that need to be completed, general TA tasks may include:

- Grading
- Office Hours
- Attendance
- Printing materials
- Research, Preparation, and delivery of material (faculty is expected to be present even if student is leading the lesson)

Staff may be available to assist with questions and direct students to help, but staff will not perform any of the above tasks for students or faculty who have a TA, for example: printout a reading for a course. Any issues with hours or tasks should be brought to the GPD and Department Head. If these routes don't resolve the issue, then please visit the Ombudsperson for graduate students in the Office of Graduate Education or Associate Dean of Graduate Studies in HASS.

RESEARCH ASSISTANT

Research Assistant (RA) funding is not as common in the Department of the Arts. These students are funded through a faculty's grant or startup package. Students on this fellowship must register for a minimum 12 credits both Fall and Spring. If the faculty is paying a summer stipend, then the student must register for summer admin credits (ADMN 6600) to receive the summer stipend.

As a RA the student will work on the faculty's research only. The RA should not be assisting with the faculty's teaching or service obligations. RAs are limited to 20 hours of work per week within the available work periods from the business office. Any issues with hours or tasks should be brought to the GPD and Department Head. If these routes don't resolve the issue, then please visit the Ombudsperson for graduate students in the Office of Graduate Education or Associate Dean of Graduate Studies in HASS.

RENSSELAER GRADUATE FELLOWSHIP

This fellowship is only available to first year students and is granted by the Office of Graduate Education. This is a one-year fellowship. Students on this fellowship must register for a minimum 12 credits in both Fall and Spring. And, students must register for summer admin credits (ADMN 6600) to receive the summer stipend.

HAASS FELLOWSHIP

This Humanities, Arts, Architecture, and Social Science (HAASS) fellowship is very competitive and available to students who have completed the Qualifying Exam by the start of the award tenure. Typically the call is sent out in early February with a Deadline in mid-March. The proposal is similar to your Dissertation Proposal, and written to an audience of faculty across HASS and Architecture. Students on this fellowship must register for a minimum 12 credits both in Fall and Spring. And, students must register for summer admin credits (ADMN 6600) to receive the summer stipend. This Fellowship is available for one additional year of renewal that must be applied to.

RESEARCH & ARTS PRACTICE INVOLVING ANIMAL OR HUMAN SUBJECTS

All Arts graduate students who plan to work with animal or human subjects in their artwork, be it on or off campus, must initially contact the head of the IRB (Institute Review Board) and IACUC (Institute Animal Care and Use Committee) with a brief project proposal outlining their proposed project(s). Upon review of the proposal description by the heads of the committees, the student may be asked to submit a full proposal for review by the respective committees. This review can take up to two - three months if the committees are overwhelmed. If a review is deemed necessary, no work may commence on any projects until the proposal is approved. Heads of IRB and IACUC are available to assist in the completion of all proposals. An Arts faculty mentor will be assigned to also advise and consult with the completion of said proposals.

The Institutional Review Board (IRB) has the responsibility and authority to review, approve, disapprove, or require changes in research activities involving human subjects. This policy applies to all faculty, staff, and student projects, regardless of whether the project is funded externally, internally, or receives no funding support.

<http://research.rpi.edu/compliance/irb>

Rensselaer – under the guidance of The Institute Animal Care and Use Committee (IACUC)- is responsible, under federal law, for the appropriate performance of all research and teaching activities that involve the use of vertebrate animals - mammals, fish, birds, amphibians and reptiles.

<http://research.rpi.edu/compliance/IACUC>

Even if the student is working with animal or human materials off campus, a letter from the respective committees must be obtained and submitted with the student's dissertation stating that a Rensselaer review (IRB or IACUC) was not necessary. Letters of invitation must also be submitted from hosting institutions for off-campus research.

STUDIOS, LABS, EQUIPMENT ROOM, AND FACILITIES

GRADUATE STUDIOS

The Arts Department will work with the School of HASS to provide each student with a private or shared studio or workspace appropriate to their needs. Everything will be done to work out the best solution within the resources available.

Graduate Studios must be used for active research/art-making purposes only. Students who are not "in residence" will not hold studio or office spaces in the building. Students who have useable spaces that are clearly being used for storage or are inactive will need to relocate contents off campus or to uninhabitable spaces in the building, subject to availability and appropriateness of storing the materials. Students must follow Institute rules for safe use of electrical tools, fire, and environmental safety hazards, egress and cleanliness. Graduate studios may be inspected periodically for fire and safety violations or other issues.

Students must vacate their studio within one month of their thesis/dissertation being submitted to the Office of Graduate Education or at the conclusion of financial aid. Any extension beyond that will need to be arranged through the Graduate Program Director and Arts Department Head. Any student belongings left in studios beyond this point will be thrown out or boxed and stored for a period of no longer than one month.

IEAR STUDIOS

The Integrated Electronic Arts (iEAR) Studios provide equipment, engineering and facilities support for the various programs of the ARTS department. For up-to-date info on iEAR Studio facilities, please reference the iEAR Studios 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 2012.”

OFFICE RESOURCES

Graduate students in the Ph.D. program have the following limited access to office-related assistance:

PHOTOCOPYING AND PRINTING:

Students can use their RCS ID and password to gain access to the photocopier, located on the 2nd floor of Sage. 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 and printing can be provided by HASS tech support.

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, such as the mailroom and studios. Loss or non-return of issued key will result in a substantial replacement fee.

ID CARDS:

Your Rensselaer ID card can be used 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, on the 1st Floor of the Student Union.

MAIL:

Students are issued a mailbox in the mailroom on the 1st floor of West Hall. Students need to check their box regularly, as important documents from the department and Institute 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 need to be registered with the Arts Administrative Specialist. Items sent to you need to be labeled as follows:

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

ARTS DEPARTMENT EMAIL LIST SERVES

iearphd-l@lists.rpi.edu: sends to all Ph.D. students no faculty are on this list

iearfac-l@lists.rpi.edu: sends to all tenure track & clinical faculty

iearteach-l@lists.rpi.edu: sends to all faculty and adjuncts

hasshelp@rpi.edu: sends to all technical staff

iearcom-l@lists.rpi.edu: sends to all the above lists plus any others (alumni, for instance) who request to be on this list

COMMUNICATION AND CONTACT INFORMATION

Students are responsible for providing their current address and telephone number to the HASS Student Services Administrator and the Arts Administrative Specialist. This includes notifying them of contact information changes 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.

99% of departmental, institute, and program correspondence 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.