

Undergraduate Studio Use Form (B9 and B22 McNeal)

CDes students not currently registered in a class taught in B9 or B22 McNeal can request special permission to be allowed to work on a class project in the B9 or B22 McNeal studios. ***There is a \$15.00 nonrefundable studio usage fee which is charged to your student account.***

Studio access permission is requested by completing this form and agreeing to the criteria/expectations listed on the second page of this form. Access will not be granted until all faculty signatures have been received.

Students interested in doing a class project (screen printing, letterpress, and/or dyeing or other fabric manipulation) in the B9/B22 studio area will need to purchase printing supplies (see criteria/expectations for details).

Please fill out the form, sign it, and have the instructor of the CDES course for which you propose to do this work sign it. The completed form may be dropped off in 240 McNeal or emailed to Julie Hillman at jhillman@umn.edu. Card access will be activated after the completed form is processed.

Name _____

E-mail _____ Phone (____) _____

Course number/name _____

Faculty instructor _____

Estimated time period to complete project _____

Project description (list specific facilities needed):

I have read and agree to the criteria and expectations for my use of the B9/B22 studio areas.

Student ID Number Date

Faculty Instructor Date

Criteria/Expectations for using the studio

Criteria

- 1) Students may request access to studio space to complete *academic projects only*. The project must be approved by the instructor of the class and forwarded to James Boyd Brent (jboybre@umn.edu) for final studio usage approval.
- 2) Student must be a currently registered student in a CDes class (if not, student will need to register for a Directed Study— (program designator) 4193— with a CDes instructor).
- 3) Supplies in the studio area are purchased with the course fees from currently registered students in GDes 3312 and GDes 4330. Students not registered in either course shall supply their own screen printing inks, tape, rubber gloves, paper, and/or fabric.
- 4) Students agree to have their student account charged **a \$15.00 nonrefundable studio usage fee**.

Expectations

- 1) Students will not be allowed to use the studio area facilities during the last three weeks of the semester, due to project assignments for GDes 3312 and GDes 4330.
- 2) Student will have a working knowledge of screen printing processes (and letterpress, if applicable), and shall have taken GDes 3312.
- 3) Student will always be respectful of others in the studio.
- 4) Student will be responsible, sensitive to the needs of others working in the studio areas, and will follow the studio rules posted.
- 5) Students will not be allowed to use the studio area while a class is in session.
- 6) Student is not allowed to invite guests into the studio while they are working.
- 7) Student agrees to clean up –not only after themselves, but also after others too—all surfaces to be left completely free of items, everything put away.
- 8) At the end of project work, student shall vacate their locker and clean any “shop screen” used (if applicable).
- 9) Student agrees to work with a studio partner if in the studio after 11pm.
- 10) Student will lock the studio door when leaving the studio for any reason.
- 11) Student will allow the custodial staff access to their work area so the staff may complete their duties in a timely manner.
- 12) Supervising faculty will review the student’s compliance with the studio expectations. Failure to meet expectations will result in a lowering of the course grade and loss of future lab privileges.