GENERAL INFORMATION

INTRODUCTION
The New England School of Art & Design is a non-profit educational institution and has, since 1923, offered a broad spectrum of courses in art for both professional training and personal development in its full-time programs. In recent years, however, the increasing need of people to combine these pursuits with business or family commitments has led NESA/D to design part-time, evening and summer programs which allow a more flexible involvement on the part of students.

The Evening and Summer Divisions have offerings covering a variety of art courses, from the Fine Arts to the Commercial Arts, and include opportunities for beginners as well as for students with previous art background or professional experience.

Although the courses offered in the Evening and Summer Divisions do not constitute a vocational program, these courses are closely allied with the NESA/D full-time vocational programs and credits earned may be transferred to these programs. For details regarding both full and part-time professional/vocational programs, please consult the daytime catalogue.

The New England School of Art & Design is licensed by the Commonwealth of Massachusetts, Department of Education. The School is an Accredited Member, National Association of Trade and Technical Schools.

The New England School of Art & Design welcomes the association of students of any race, creed, color, sex, and national or ethnic origin and prides itself in giving all and equal opportunity.

CLASSES
The course descriptions listed below indicate the starting date, class time, and length of each course. Please make note of this information for any course for which you intend to register. The School reserves the right, in the case of insufficient enrollment, to cancel any course. In such an event a complete refund of amounts paid will, of course, be made.

Unless otherwise noted in a course description, students are expected to provide their own art supplies and books. Estimated average expenditures for art supplies and books are $25 per course. Actual amounts will vary according to the course or courses taken, student use and maintenance.

ADMISSIONS
Candidates for admission must be high school graduates or possess the equivalent of a high school education. Exceptions to this rule may be made for applicants of unusual motivation or ability at the discretion of the Admissions Committee.

Persons wishing to register for courses must complete the following application procedures: 1) All applicants must complete the Application Form (included in this catalogue) and return it to the School together with the $10 Application Fee. 2) All applicants must schedule an interview with a member of the Admissions Committee. Please call the School at 536-0383 for an appointment. 3) Where indicated a portfolio or original artwork relevant to the course or courses for which the student has applied must be presented at the time of the personal interview. (No portfolio is required unless so indicated in the course description.) NOTE: Copies of photographs or pieces based on the work of others will not be considered valid portfolio material.

REGISTRATION
Applicants will be registered in a course or courses following completion of all items listed under Admissions (above) and notification of acceptance by a member of the Admissions Committee. Students may register for courses anytime within 60 days of the beginning date of classes. Registrations from qualified students may be accepted during the first week of each semester for those classes not already filled.

APPLICATION FEE
The Application Fee of $10 applies to all persons making initial application for Evening and Summer Division courses and is in addition to tuition charges. The Application Fee is non-refundable. Note that the Application Fee is paid only once; applicants who have paid this fee will be exempted from the Application Fee should they apply for courses in other semesters of the Evening or Summer Divisions.

TUITION
Tuition rates for courses are indicated in the course descriptions. Please make all payments in the form of check or money order only, payable to The New England School of Art & Design.

PAYMENT DEADLINE
The Payment Deadline is the Wednesday prior to the beginning of classes and students paying after this date will be subject to a $10 Late Registration Fee. Students accepted after the Payment Deadline will be exempted from this provision, but in any event all students will be required to pay full tuition prior to their first class meeting.
CREDITS/GRADES

All credits listed in the course descriptions are quarter credits. Four quarter credits equal one semester credit hour. Students must successfully fulfill all course requirements in order to earn credit. Students will be given a transcript of grades earned following the completion of each semester of the Evening or Summer Divisions. Grades issued are as follows: A (Outstanding), B (Above Average), C (Satisfactory), D (Poor), F (Failing). Letter grades carry numerical values of 4, 3, 2, 1 and 0 respectively. In cases where a student in unable to complete course requirements on time due to illness or emergency, a grade on INC (Incomplete) may be issued. All incompletes must be made up within 30 days of the last scheduled class.

WITHDRAWAL

Students may withdraw from any program or course at any time. Students wishing to withdraw must inform the School in writing of their intention to withdraw. Withdrawal will become effective on the day such notice of withdrawal is mailed. If notice of withdrawal is personally delivered, it will become effective immediately upon receipt of such notice by the School. Dismissed students will be considered to have withdrawn as of the date of dismissal. Notice of withdrawal must be mailed Certified to: The New England School of Art & Design, 28 Newbury St., Boston, Mass. 02116.

REFUNDS

All refunds are calculated on a semester basis (normally 16 weeks of classes for daytime programs; 8 or 10 weeks for Evening and Summer Divisions). Withdrawing students will receive refunds of tuition according to the following schedule within 30 days of the receipt of notice of withdrawal. This policy (as stated below) applies to all students in all programs and courses.

1) If withdrawal occurs within 3 days of signing the Enrollment Contract and/or making initial payment, all tuition monies paid by the student will be refunded.
2) If withdrawal occurs later than 3 days after signing the Enrollment Contract and/or making initial payment, but prior to the beginning of classes, the School will retain 15% of the semester tuition, or $100, WHICHEVER IS LESS.
3) If withdrawal occurs during the first week of classes, the School will retain 20% of the semester tuition.
4) If withdrawal occurs after one week of classes, but within the first 25% of the semester, the School will retain 35% of the semester tuition.
5) If withdrawal occurs after 25% of the semester, but within the first 50% of the semester, the School will retain 60% of the semester tuition.
6) If withdrawal occurs after the first 50% of the semester, there will be no refunds.
7) In the event of prolonged absence (i.e., 15 consecutive school days with no recorded attendance) with failure to notify the School in writing of withdrawal, it will be assumed the student has withdrawn. In such cases refunds will be computed as of the last day of actual attendance. However, failure to notify the School of withdrawal in writing within 15 school days will make the student liable to an additional penalty charge of $25 or 5% of the semester tuition, WHICHERVER IS LESS.
8) Refunds of the General Fee and any other fees applicable to the program or courses (except the Application Fees) will be calculated according to the schedule described above for tuition.
9) The Application Fees are nonrefundable.

EVENING DIVISION CALENDAR

SPRING 1979

Registration Period: Jan. 29 - March 6
Payment Deadline: Feb. 28
Classes Begin: March 6, 7, 8
Classes End: May 8, 9, 17
Please note that classes will not be held on Thursday, April 19 (Patriots Day).
COURSE DESCRIPTIONS

BASIC SILKSCREEN TECHNIQUES
EF50  (4 quarter credits)
David Zaig — Artist
This course will begin with demonstrations and experiments in a wide variety of silkscreen techniques. Students will then pursue many individual directions while exploring the technical and aesthetic possibilities of the medium. Fine Arts and commercial uses of the medium will be considered, including touche and glue, stencil, cut film, and lift-ground techniques. Individual and group criticisms will analyze the student's work and progress. Basic materials (frame, silk, backboard) will be supplied by the School for in-class use. A fully refundable deposit of $15 will be required of students wishing to use these materials outside of the School. Additional materials (inks, stencils, etc.) are the student's responsibility.

Ten 3 hr. sessions. $100 tuition
Thurs. 6:00 to 9:00 p.m.
Begins March 8

INTRODUCTION TO FASHION ILLUSTRATION
EI10  (4 quarter credits)
Frank Raneo — Chairman, Department of Fashion Illustration
For those who wish to explore the world of fashion drawing and to be able to express their ideas with style and flair. The course will begin with knowledge of the human figure - its proportions, typical poses and techniques for illustrating them. Also: how to drape a figure and how to render fabric textures. Basic materials: layout pad (12” x 16” or larger), 2B and 4H pencils, erasers, ruler. All beginning work will be done in black and white. This course will include both male and female figures. A portfolio demonstrating previous drawing background and ability is required for entry to this course.

Ten 3 hr. sessions. $100 tuition
Wed. 6:00 to 9:00 p.m.
Begins March 7

CARTOONING
EG22  (4 quarter credits)
Bob Stewart — Free-lance Illustrator and Author
This course will cover editorial cartoons, greeting cards, comic strips, comic books, underground comics, funny stickers, children's books, gag panels, newspaper spots, caricatures. Textbook: "The Art of Humorous Illustration" by Nick Meglin (Watson-Guptill). Purchase of this book is optional, but recommended. Please bring the following materials to the first class: 11" x 14" layout pad, 3H pencil, india ink, crowquill pen, Winsor & Newton #3 series 7 brush. A portfolio demonstrating drawing and/or cartooning background is required for entry to this course.

Ten 3 hr. sessions. $100 tuition
Thurs. 6:00 to 9:00 p.m.
Begins March 8
THE FINE ART OF ILLUSTRATION
EG32  (4 quarter credits)
Bill Oakes — Illustrator

Develop the art that speaks with authority. This course puts an emphasis on spontaneous expression, visual problem-solving and good drawing. Challenging assignments will professionalize the student's approach and portfolio. The main requirements for this course are enthusiasm and a strong drawing background. Drawing from models will be included. Please be sure to bring samples of your previous work in drawing to the first class meeting.

Materials needed: newsprint pad 19” x 24”, ebony pencils, black magic marker, or any heavy black pencil; portfolio. A portfolio demonstrating previous drawing background and ability is required for entry to this course.

Ten 3 hr. sessions. $100 tuition
Thurs. 6:00 to 9:00 p.m.
Begins March 8

TYPOGRAPHY FOR THE DESIGNER
EG10  (4 quarter credits)

Instructor to be announced

This course will develop a fresh and meaningful way for graphic designers to look at the variety of letterforms around them and understand the importance of good typography as the key to successful communication. The development of current typographic trends and technology will be traced through the historic origins of type and printing. Emphasis will be placed on the practical techniques for ordering type — selecting type, typeface, method of composition and understanding the difference between hot metal and photocomposition; judging typographic quality — relating character, interword and interline spacing to the intended use of the job; and the mechanics of copyfitting — verifying if the type style and size selected for a job will fit into a given area before it is typeset.

Ten 3 hr. sessions. $100 tuition
Tues. 6:00 to 9:00 p.m.
Begins March 6

BASIC GRAPHIC DESIGN PRODUCTION TECHNIQUES
EG42  (4 quarter credits)

Wendell Arsenault — Senior Graphic Designer and Production Supervisor, Camp Dresser & McKee Inc.

An introduction to the methods, tools, language and techniques used by the Graphic Designer to bring artwork to final, printed form. The course will develop a basic understanding of offset printing, paste-ups, typography, papers, inks, etc. as they relate to the preparation of artwork for printing and reproduction. It is the objective of the course to expose students to the enormous range of possibilities available to the Graphic Designer and to help them to understand the necessary limitations imposed by the processes used. Since this course will emphasize production processes as opposed to aesthetics, no previous design background is required. Persons wishing to explore design concepts and aesthetics should see “Introduction to Graphic Design” (EG44) listed below.

Ten 3 hr. sessions. $100 tuition
Tues. 6:00 to 9:00 p.m.
Begins March 6
INTRODUCTION TO GRAPHIC DESIGN
EG44 (8 quarter credits)
Rick Horton — Van Dine Horton McNamara Inc.
This course is designed for students who wish to explore advertising and editorial art direction. Basic problems of layout design will be given weekly and will cover all basic print media: newspaper, magazine, billboard, poster, point-of-purchase, and direct mail. All class problems will be professional problems originally assigned to the instructor. Although visual solutions will be left to each student, all members of the class will work with the original headlines and body copy — copy written by professional writers. Students will be taught to think of layouts in typographic, photographic, and illustrative terms. Emphasis will be placed on type identification, type specification, photo-indication techniques, proper use of drawing board materials (T-square, ruler, magic markers, pencils, etc.) and acquiring a basic understanding of the capabilities of the printing press. Students will also be instructed in ways of dealing with the subcontractors — the printers, illustrators, photographers and mechanical artists who will do preparation of the final layout for reproduction. Class work will be geared toward the preparation of a portfolio.
Two 3 hr. sessions per week for 10 weeks.
$200 tuition
Tues. & Thurs. 6:00 to 9:00 p.m.
Begins March 6

BASIC BOOK DESIGN
EG50 (4 quarter credits)
Edith Allard — Book Designer
A course in beginning book design for graphic designers, editors, and others interested in the art of the book. No previous design background is required. The course will focus on the practical design of adult books. The following areas will be covered: basic typography, the manufacturing stages of producing a book; the purpose and history of book design; the elements of the physical book; and how to estimate the length of a book. The students will also execute several book design projects. Supplies required: a pica rule, a type gauge, a triangle, 2H or 4H pencils, red pencils, blue pencils, a pad of 14” x 17” tracing paper, and “The Pocket Pal” (published by International Paper Co.).
Ten 3 hr. sessions. $100 tuition
Wed. 6:00 to 9:00 p.m.
Begins March 7

BASIC CALLIGRAPHY AND LETTERING
EG20 (4 quarter credits)
Richard Merrill — Calligrapher
This course will cover six styles of lettering: Roman, Uncial, Olde English, Chancery Cursive, Spencerian, and Bookhand. Particular emphasis will be given to the Chancery Cursive and Olde English. The use of different pens, inks, colors, and papers will be taught with a brief introduction to gilding and illuminating.
Ten 3 hr. sessions. $100 tuition
Wed. 6:00 to 9:00 p.m.
Begins March 7
BASIC PHOTOGRAPHY
EG60 (8 quarter credits)
Jim Haberman — Photographer
An intense, in-depth introduction to the basics of camera use and control, and darkroom procedures for developing and printing photographs. Emphasis will be placed on learning by doing and the course will involve extensive use of the School darkroom. An appreciation of aesthetic considerations will be developed by critiques of student work and class discussions of the work of famous photographers. Students should have their own 35mm cameras and will be expected to provide their own film and printing paper. Darkroom facilities, chemicals, and equipment for processing are supplied by the School and are included in tuition cost. Enrollment limited to 12 persons.

Two 3 hr. sessions per week for 8 weeks.
$150 tuition
Tues. & Thurs. 6:00 to 9:00 p.m.
Begins March 6

INTERMEDIATE PHOTOGRAPHY
EG61 (4 quarter credits)
Jim Haberman — Photographer
This course is a continuation of Basic Photography (EG60) and concerns itself with two major areas: advanced camera and darkroom techniques, and the application of these techniques in communicating a personal message. Some of the topics to be covered include: filters, print manipulation, toning, print presentation, the portrait, the landscape. The format of the class will involve extensive use of the school darkroom for completing assignments and will feature classroom critiques of these assignments. The work of prominent photographers will be discussed in relation to the material presented. Completion of Basic Photography (EG60) or equivalent experience is required for entry to this course.

Ten 3 hr. sessions. $100 tuition
Wed. 6:00 to 9:00 p.m.
Begins March 7

BASIC DRAWING TECHNIQUES
EB02 (6 quarter credits)
Walter Hawk — Painter, Draughtsman
An introductory course to acquaint the student with the major techniques of drawing. Form, volume, and mass will be experienced by the use of contour and modelling exercises. Technical control of various media and techniques will lead to a study of light as it affects form. The course will focus on the development of the ability to render natural form with accuracy, subtlety, and insight. A portfolio demonstrating previous drawing accomplishment is required for entry to this course.

Two 3 hr. sessions per week for 8 weeks.
$150 tuition
Tues. & Thurs. 6:00 to 9:00 p.m.
Begins March 6
BASIC EXPERIMENTAL DRAWING  
EB04  (4 quarter credits)  
Carol Owen — Artist  
A necessary corollary to the technical skills acquired in Basic Drawing Techniques, this course will emphasize spontaneous expression and visual problem-solving as approaches to good drawing. Aesthetic awareness and the intimate involvement of the artist's personality in the act of drawing will result in the development of art which speaks with authority. A portfolio demonstrating previous drawing accomplishment is required for entry to this course.  
Ten 3 hr. sessions. $100 tuition  
Thurs. 6:00 to 9:00 p.m.  
Begins March 8

INTRODUCTION TO WATERCOLOR PAINTING  
EB22  (4 quarter credits)  
William Maynard — Chairman, Department of Fine Arts  
An introduction to painting with watercolors, this course will deal with proper use of materials, basic strokes, color mixing (beginning with a limited palette and working up to a full palette), and the rendering of basic three-dimensional forms in space. In addition, the course will emphasize sound composition and design through still-life problems. The objective of this course is to help students to develop the ability to create their own designs with confidence. Students with previous experience with watercolors are also welcome to participate in this course. Such students will be encouraged to work on their own ideas with individual help from the instructor. Where appropriate, problems will be assigned to strengthen particular areas.  
Ten 3 hr. sessions. $100 tuition  
Tues. 6:00 to 9:00 p.m.  
Begins March 6

INTRODUCTION TO ACRYLIC PAINTING  
EB24  (4 quarter credits)  
William Maynard — Chairman, Department of Fine Arts  
This course is designed to familiarize students with the many potential uses of acrylic paints and to instruct them in their proper application in order that they may be used confidently and professionally. Related materials such as brushes, the palette knife, canvas, gesso panels, etc. will also be discussed. Class assignments will involve the following techniques: spatter, scumble, palette knife, additives, razor blade, wet-in-wet, glazing. In the latter portions of the course the use of acrylics with other media (inks, modeling paste, watercolors) will also be explored.
INTRODUCTION TO OIL PAINTING
EB26  (4 quarter credits)
Ellen Stutman — Artist
This course will introduce students to the manipulation of oil paint, including both the mixing of colors and the application of paint to a surface. Various techniques will be covered, such as underpainting and the use of glazes, the palette knife, and the proper stretching and preparation of canvas will be included. Students will also learn to deal with basic problems of composition and expression.
Ten 3 hr. sessions. $100 tuition
Tues. 6:00 to 9:00 p.m.
Begins March 6

COLOR: PRINCIPLES & TECHNIQUES
EB30  (4 quarter credits)
John Jagel — Artist
Color seen and experienced as a unified configuration of physical, psychological, and expressed qualities. Emphasis shall be on perception of the action and interaction of color as developed by Josef Albers. Particular two-dimensional studies will be explored. Text: “Interaction of Color” by Josef Albers, Yale University Press. Materials: a packet of 6” x 9” Color Aid paper, scissors and a pack of single edge razor blades, rubber cement (brush-in-cap can), chipboard (6 sheets 30” x 44”), color Zippatone (your choice of color).
Ten 3 hr. sessions. $100 tuition
Tues. 6:00 to 9:00 p.m.
Begins March 6

BASIC LIFE DRAWING CONCEPTS
EB60  (4 quarter credits)
Ellen Stutman — Artist
A studio course for those with a minimum of drawing experience and for those more advanced students who have difficulty in drawing the human figure. Emphasis will be on developing ability in gesture and contour drawing, the use of value, and an observational approach to foreshortening and proportion. Primary emphasis will be placed on the development of sensitive form perception and on technique displaying both control and freedom of expression. A knowledge of human anatomy as it relates to the artist’s purpose will also be developed. Materials needed for the first class: a large (e.g. 19” x 24”) rough newsprint pad, soft vine charcoal, kneaded eraser, soft sanguine conte crayon. A portfolio demonstrating previous drawing accomplishment is required for entry to this course.
Ten 3 hr. sessions. $100 tuition
Wed. 6:00 to 9:00 p.m.
Begins March 7
INTRODUCTION TO INTERIOR DESIGN
EE10 (4 quarter credits)
Al Columbro — Designer, M. B. Stahl Interiors
An introduction to the concepts, tools, and techniques of the professional Interior Designer. Through a series of lectures, discussions, and problems, students will learn the use and application of the creative process and the basic principles of design. Problems presented to the class will include the redesign of an existing space for a function other than its current one, and the overall design of a complete space, including concept, space planning, color, lighting, furniture, and fixtures. Part of the goal of the course is to teach students to overcome their subjective assumptions and preconceptions; to lead them to plan space objectively and functionally. Throughout the course students will be encouraged to approach problems as would the professional designer. Therefore the course will include drafting fundamentals, since this is the professional designer’s primary means of presenting ideas clearly and accurately. Materials will cost approximately $15.
Ten 3 hr. sessions. $100 tuition
Begins March 7

BASIC DRAFTING
EE40 (4 quarter credits)
Joseph Chetwynd — Designer, S.L.S. Environetics
This course is designed to familiarize students with the basic equipment and concepts of visualizing interior and architectural space in graphic illustrative terms (i.e. plan, elevation and section). The course content aims to provide students with a working knowledge of the processes used to produce a basic set of drawings necessary in planning and designing interior spaces for commercial or residential structures. Materials needed for this course will cost approximately $40. A list of these materials and an explanation of their use will be given during the first class meeting.
Ten 3 hr. sessions. $100 tuition
Begins March 6

ARCHITECTURAL RENDERING 1: FREEHAND DRAWING
EE44 (4 quarter credits)
Steven Rich — Environmental Designer
This course is designed to introduce students of interior/environmental design to fundamental concepts, tools, and techniques necessary for visualizing and presenting three-dimensional space. Although interior designers may, with sufficient experience, be adept at visualizing on the basis of plan and elevation, many clients have great difficulty translating such two-dimensional representations into what will eventually be the three-dimensional reality. Difficulties of this sort can lead to serious misconceptions which can detract from the designer's intent. Thus a vital tool for increasing a client's awareness and understanding of spatial concepts and designs (as well as saving time and money) is the ability of the designer to draw with speed and accuracy. Architectural Rendering I is a course directed toward developing a person's ability to draw with speed and accuracy in three dimensions as well as increasing one's own spatial awareness and sensitivity to space as architecture. This course, for the beginning student as well as for the advanced, requires no prior drawing experience. However, a heavy commitment in terms of homework is required as the key to success is perseverance, not "talent".
Ten 3 hr. sessions. $100 tuition
Begins March 7
THE NEW ENGLAND SCHOOL OF ART & DESIGN
EVENING DIVISION APPLICATION FORM
(Application fee of $10 must accompany this form)

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REMINDER: Applicants must follow the application procedure detailed elsewhere in this catalogue under the heading Admissions. Applicants will not be registered for courses until all required application procedures have been completed.

TUITION: Students may not attend classes until tuition has been paid in full. Students paying after the Payment Deadline (see Calendar) will be subject to a $10 Late Registration Fee.

PLEASE RETURN THIS APPLICATION FORM TO: Director of Admissions, The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.

FOR OFFICE USE ONLY:

Application Received by Date

Day and Time of Scheduled Appointment Date Registered