Suffolk University Academic Catalog, New England School of Art and Design (NESAD), 1983-1984

New England School of Art and Design

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THE NEW ENGLAND SCHOOL OF ART & DESIGN
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DIRECTORS / ADMINISTRATION

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Consultant
William M. Davis
Vice President, The New England School of Art & Design
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Manager, Graphic Communications, Camp Dresser & McKee
Ray Barron
President, Barron Hillman & Mellnick
John A. Lacey
Treasurer, Greater Boston Bank

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President
William M. Davis
Vice President
Antonino F. Iovino
Clerk/Secretary
Anita E. Stathakes
Treasurer/Financial Aid Officer
Sara E. Chadwick
Director of Admissions
Donna L. Andrews
Administrative Assistant
Beth L. Agersea
Purchasing Manager
Patricia E. Knoetgen
Librarian
Barbara E. Mutz
Secretary/Receptionist

FACULTY 1983-84

Michael J. Baranofsky
phototypesetting
Composition Central Supervisor, Compugraphic Corporation
Ray Barron
management
President, Barron Hillman & Mellnick
BA Burdett College
Harry W. Bartnick
color
MFA Syracuse University
BFA Tyler School of Art
Gabrielle Barzaghi
drawing
School of the Museum of Fine Arts
School of the Worcester Art Museum
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design
Chairman, Foundation Department
MFA School of the Art Institute of Chicago
School of the Worcester Art Museum
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interior/environmental design
Architect, Shepley Bulfinch Richardson & Abbott
MArch University of Pennsylvania
AB Dartmouth College
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interior/environmental design
Project Director, Griswold Heckel & Kelly
Co-Chairperson, Department of Interior/Environmental Design
AAS Fashion Institute of Technology
Linda L. Brown
drawing
School of the Museum of Fine Arts
Gebhardt Art School
Jane R. Coates
calligraphy
President, Jane R. Coates & Associates
AB College of New Rochelle
Albert G. Columbro
interior/environmental design
President, Albert G. Columbro Interior Design
BFA Massachusetts College of Art
AA Chamberlayne Junior College
THE
NEW ENGLAND
SCHOOL OF ART
& DESIGN

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Boston, Massachusetts 02116
Telephone: (617) 536-0383

A non-profit educational institution
incorporated under Chapter 180 of the General
Laws of the Commonwealth of Massachusetts.
Founded in 1923 as New England School of Art
Licensed by the Commonwealth of
Massachusetts, Department of Education

General Catalogue 1983-84
Published June 1983
John T. Cooney
advertising design
Art Director, Hill Holliday Connors Cosmopulos
BFA Massachusetts College of Art
BA Notre Dame University

Stuart L. Cooperrider
copywriting
Copywriter, Hill Holliday Connors Cosmopulos
BA University of Massachusetts

Terry A. Cracknell
interior/environmental design
Architect, Huygens & DiMella
MArch Harvard University
BSCE Duke University

John A. Dellea
interior/environmental design
Mechanical Engineer, Aldrich Company
BS Boston College

Joe R. Eiler
production
Principal, Smith/Eiler Design
BFA Ohio University

Edward P. Germano
illustration
Illustrator, The Brockton Enterprise
Vesper George School of Art

Steven Gildea
pictorial space/drawing
MFA University of Illinois
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BA Colorado University

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communications/art history
PhD Candidate, Boston University
MA Boston University
AB Brandeis University

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drawing
BFA Tufts University
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photography
Free-lance Photographer
MFA Goddard College
BA University of Wisconsin

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Assistant Designer, Designworks
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MED Framingham State College
BS Framingham State College

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interior/environmental design
Mechanical Engineer, Aldrich Company
BMET Northeastern University
AE Wentworth Institute

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graphic design
Free-lance Graphic Designer
BFA University of Michigan
AM University of Michigan
AB University of Michigan

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advertising design
Art Director, Hill Holliday Connors Cosmopulos
BFA Syracuse University

Karl D. Johnson
graphic design
President, Karl Johnson Graphic Design
New England School of Art

T. Thayer Johnson
interior/environmental design
Free-lance Rendering Artist
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School of the Worcester Art Museum

Betty C. Kaufman
law/business
Attorney at Law
JD Boston University School of Law
BA Queens College

Barbara G. Kingsbury
interior/environmental design
Architect, The Architects Collaborative
Co-Chairperson, Department of Interior/
Environmental Design
BArch Syracuse University

Sheila F. Larkin
phototypesetting
Typographer
BS Suffolk University

Harris L. Levitt
interior/environmental design
Free-lance Interior Designer
BArch Rhode Island School of Design
BFA Rhode Island School of Design
AAA Boston University

Stephen D. Licare
production
Production Director, Gregory Fossella
Associates
BS Boston University

Karen A. Lindbo
interior/environmental design
Interior Designer, The Architects Collaborative
New England School of Art

Robert H. Linsky
advertising design
Principal, Clark/Linsky Design
Chairman, Department of Graphic Design
The Art Institute of Boston

Richard A. List
interior/environmental design
Landscape Architect, Skidmore Owings
& Merrill
Harvard University
BLA Syracuse University
Shayna W. Loeffler
typography
Art Director, Sweetheart Plastics
BS Pratt Institute

Douglas W. MacEiroy
interior/environmental design
Free-lance Interior Designer
The New England School of Art & Design
BA Union College

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advertising design
Senior Art Director, Stone and Manning
BA C.W. Post College

Victoria M. Madara
interior/environmental design
Interior Designer, The Architects Collaborative
BFA Moore College of Art

William Maynard
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Chairman, Department of Fine Arts
School of the Museum of Fine Arts
Massachusetts College of Art

Mark M. Melton
copywriting
Copywriter, Cabot Advertising
BS Southeastern Massachusetts University
AS Massasoit Community College

Richard M. Merrill
calligraphy
President, Richard Merrill & Co.
School of the Museum of Fine Arts

William L. Oakes
illustration
Free-lance Illustrator/Author
Burnley School of Art
Cornish School of Art

Lois A. Orlando
graphic design
Free-lance Graphic Designer
BFA Massachusetts College of Art

John G. Parrillo
interior/environmental design
President, John G. Parrillo Architect
MS Columbia University
BS Rhode Island School of Design

Jonathan L. Pieslak
graphic design
Creative Director, Papazian Design
New England School of Art

Frank Raneo
fashion illustration
Free-lance Fashion Illustrator
Chairman, Department of Fashion Illustration
New England School of Art

Anne V. Robinson
interior/environmental design
Principal, Robinson Roth & Associates
New England School of Art

Carla V. Rose
broadcast advertising
Principal, The CAT Group
BFA Tufts University
School of the Museum of Fine Arts

Carol A. Rusche
interior/environmental design
Designer, The Architects Collaborative
MArch North Carolina State University
AB Washington University

Richard D. Sarno
magazine design
Art Director, Morgan-Grampian Publishing
The New England School of Art & Design

Lawrence C. Schwirian
interior/environmental design
Architect, Skidmore Owings & Merrill
BArch Case Western Reserve University

Robert M. Stewart
illustration
Free-lance Illustrator/Author
BA Sam Houston State Teachers College

Martha L. Swanson
typography
Free-lance Designer
BFA Tufts University
School of the Museum of Fine Arts

Christine H. Szydlo
silkscreen
Free-lance Graphic Designer
The New England School of Art & Design

Renee Tietjen
interior/environmental design
Landscape Architect, Shepley Bulfinch
Richardson & Abbott
MLA Harvard University
BLA Utah State University

Gregory C. Tocci
interior/environmental design
Partner, Cavanaugh Tocci Associates
MS Massachusetts Institute of Technology
BS Tufts University

Judith R. Tufts
fashion illustration
Free-lance Fashion Illustrator
BFA Massachusetts College of Art

Linda K. White
photography
BFA School of Visual Arts

David Zaig
graphic design/airbrush
University of London
Central School of Art & Design
General Information

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INTRODUCTION

Educational Philosophy
The New England School of Art & Design is a professional school of visual communications. It is our fundamental objective to provide students with an educational background which fosters the development of the intellectual, aesthetic and practical abilities which are necessary for the success of working professional artists and designers.

It is our conviction that true professionalism demands a literal union of theoretical knowledge and practical skills. We believe that it is no longer enough to educate students in principles and aesthetic theory while largely ignoring the impact which rapidly changing attitudes and technologies have had on the practical application of those principles. Neither is it enough to train students in specialized skills and techniques without providing them with an understanding of why they are learning such skills and how they can be applied creatively and effectively. In the contemporary world both are necessary for professionalism in visual communications: theory and practice: principles and techniques: understanding and skill.

Our society is changing rapidly and unpredictably, and we are committed to providing an education which will have meaning and value, whatever the changes. This demands almost continuous reassessment and frequent adjustments of programs, methods and attitudes. But we are willing to face these often difficult adjustments because we believe totally in the artist as a communicator, creator and innovator; as a shaper of our modern world. Our programs are therefore specialized, yet designed to be flexible and adaptable.

In recent years programs and course offerings at The New England School of Art & Design have been expanded in both number and scope, thus providing a broad range of opportunities suitable to a wide variety of individual needs, circumstances and interests. For the student who is looking for an intensive professional education there are full-time Diploma Programs in four Major Departments. At the same time students whose personal, family or business commitments make the full-time programs inappropriate or impossible can take advantage of the more flexible involve-
The New England School of Art & Design admits students of any race, color, sex, creed, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, sex, creed, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and other School administered programs.

**Licensing**

The New England School of Art & Design is licensed by the Commonwealth of Massachusetts, Department of Education.

**Accreditation and Associations**

The New England School of Art & Design is an Accredited Member, National Association of Trade and Technical Schools.

By agreement with University College of Northeastern University NESA/D graduates may transfer credits toward degree requirements at Northeastern.

**Eligibility**

The New England School of Art & Design is an eligible institution under the Pell Grant (Basic Grant) Program; is an eligible school under the Guaranteed Student Loan Program; is an eligible school under the Massachusetts State Scholarship Program.

The New England School of Art & Design is authorized under Federal Law to enroll non-immigrant alien students; approved by the Veterans Administration for the training of eligible veterans; approved by the Massachusetts Rehabilitation Commission for the training of persons under its auspices.

**STUDENTS / FACULTY**

Enrollment in NESA/D daytime programs is approximately 230 and the Evening Division typically involves about 200 part-time students. The average class size within the School is approximately 15 and no studio course may include more than 25 students. Foundation classes generally tend to be somewhat above the school average while upperclass courses are often lower.

While the majority of NESA/D students come from the New England region, our student body is quite varied and in the 1982-83 school year included students from eight foreign countries. The composition of the student body has changed substantially in the last decade and now includes many persons beyond the traditional college age level. Of the new full-time students entering between 1977 and 1982 over 60% came to NESA/D with previous post-secondary education and/or work experience. This, we believe, is due in large part to the essential integrity and quality of The New England School of Art & Design, its programs and its faculty. We are a school which demands discipline, motivation and professionalism; therefore we are attractive to somewhat older, more experienced students who have developed an appreciation of such qualities. This is not to suggest that we do not actively seek and welcome qualified students entering directly from high school, for we most certainly do. However, NESA/D clearly is not appropriate for the uncommitted or immature.

It is the policy of The New England School of Art & Design to draw its faculty from the ranks of currently practising professional artists and designers. Thus, of the approximately 60 current faculty members, most teach on a part-time basis while maintaining active involvement in the art and design professions. They are men and women whose day to day work experience requires that they be highly competent, current and professional. Because of this they are able to bring a realistic, relevant point of view to the classroom. In brief, we see our student-faculty relationship as one of current professionals teaching future professionals. Please see Faculty for details regarding the work experience and educational background of individual faculty members.
HISTORY / FACILITIES

The New England School of Art & Design was founded in 1923 as New England School of Art and for nearly sixty years has provided educational opportunities for students seeking to enter the professional world of art and design. Our graduates can be found in professional positions throughout New England, ranging from agency art directors and designers, to interior designers and space planners, to free-lance and in-house illustrators, to teachers and painters.

During the Summer of 1975 the School moved to 28 Newbury Street in Boston. The purchase of the building at 28 Newbury Street was evidence of the School's expressed commitment to improvement and growth. That same spirit of commitment continues today.

Formerly the home of the American Academy of Arts and Sciences, our building is just one-half block from the Boston Public Garden, in the heart of Boston's art gallery and design studio center. The School is located within a block of public transportation and is easily accessible from anywhere in the greater Boston area.

The NESA/D building has over 17,000 square feet of floor space and provides comfortable classroom and studio space. Specialized areas include: a life drawing studio; an audio-visual classroom for lecture/slide courses; a darkroom; graphic design and interior design studios equipped with parallel rules and drafting surfaces; a printmaking area; controlled access rooms for the phototypesetter, the computer graphics system, the photostat cameras and animation equipment; a small, but highly relevant library; a first floor gallery. Gallery 28, for the exhibition of student and faculty art work.

The New England School of Art & Design does not provide or make available special facilities or services to handicapped persons. Handicapped persons are therefore advised to discuss the accessibility of the School's physical facilities with the Director of Admissions prior to making application to the School.

The School maintains up to date instructional and support equipment including: a computer graphics system with color graphics and real-time animation capabilities; a computerized phototypesetting system with video display/editing and composition/word management features; slide, film, overhead and opaque projectors; super-8 animation equipment; compressors and outlets for airbrush work; complete darkroom equipment for the developing, printing and enlarging of black and white photographs; equipment for cibachrome color printing; mercury vapor and color-key exposure units; two photostat cameras for the reproduction of original art; blueprint equipment; silkscreen materials; an instant slide system; a transfer proofing system.
EMPLOYMENT AND THE NESA/D EDUCATION

It is the goal of The New England School of Art & Design to prepare students for professional employment in the field of art and design. This basic institutional objective is reflected in virtually all aspects of the School. The curriculum, from the content and format of individual courses to the organization and scope of the Major Departments, is designed to equip students with the skills and concepts expected in the professional world. School policies and standards regarding admissions, academic progress and graduation requirements are similarly designed to encourage and insure professional attitudes, conduct and performance. The professional qualifications of the faculty add yet another dimension to this design. In addition, the Work-Study Program provides senior students with opportunities to gain practical experience in the working professional world and is a valuable tool in preparing students (see Course Descriptions for details of this program).

The School also has a system of required senior portfolio reviews in all Major Departments which are designed both to simulate professional conditions and to guarantee professional quality portfolios. The senior portfolio reviews are an important part of the NESA/D education and are significant because the quality of the graduates' portfolios will be a major factor in determining their success in securing professional employment. The Fall reviews give students and departmental faculty members an opportunity to objectively evaluate portfolios and to plan corrective action where weaknesses exist. The Spring reviews are designed to give students an accurate, realistic evaluation of their readiness for professional employment.

Finally, the School has an active placement assistance program which is designed to help graduates find appropriate employment (see Student Resources). Clearly, however, the success of the placement effort is contingent on the quality of the educational programs. It is the purpose of the programs, policies and procedures described above to achieve such quality education.

While it is the goal of the School to prepare students for professional employment, NESA/D is well aware that there are many factors involved in successful employment over which it has little or no control. The New England School of Art & Design cannot guarantee employment or salary levels to any individual and no implication of a guarantee is intended in or should be inferred from the above stated policies.
STUDENT RESOURCES

Housing
The New England School of Art & Design has itself no facilities for student housing. There are, however, both dormitory and apartment options available in close proximity to the School. There are a number of non-affiliated independent dormitories within walking distance of NESA/D which are much like any typical college dormitory except that they are privately owned and operated and accept students from a number of schools. In addition there are a number of Boston area colleges which make dormitory space available to students from other schools. The School will, on request, provide students with literature about dormitories, but persons seeking additional information will need to contact these organizations directly. The New England School of Art & Design has no interests, financial or otherwise, in any of these dormitories and assumes no responsibility for their operation. The rental of apartments is another option which many students choose, most often on a shared basis involving roommates. On request School staff members will offer suggestions about accessible neighborhoods, available rental agencies and services, and approximate costs. The School can also assist students in identifying and contacting other NESA/D students who are seeking roommates. In general the School can offer only limited housing assistance and housing should be considered primarily the responsibility of the student and/or his family.

Health Insurance
Full-time students between the ages of 19 and 25 who are Massachusetts residents or who reside in Massachusetts while attending the School are eligible for participation in the Student Health Program of Blue Cross and Blue Shield of Massachusetts. Both Major Medical and Master Medical plans are available. General information and applications for this Student Health Program are available at the School. Students under the age of 19 may continue to be covered by their parents’ Blue Cross and Blue Shield membership. The New England School of Art & Design does not itself offer any student health insurance and it is the responsibility of students and/or their families to see that appropriate coverage is provided.

Placement
The New England School of Art & Design has an active policy of assisting graduates in identifying and locating potential sources of employment whenever it is possible to do so. The School’s Administrative Assistant maintains an Employment Opportunity File which is updated on a continuous basis. This file contains listings of opportunities of which the School has been informed by employers as well as listings from professional journals. In addition, alumni and faculty members make an extremely valuable contribution through personal referrals and suggestions. While designed primarily to assist recent graduates seeking full-time professional employment, the Employment Opportunity File also includes listings of part-time and free-lance opportunities which are often suitable for currently enrolled students. Qualified graduates and students are routinely notified of opportunities suitable to their expertise and interest. We encourage graduates and students seeking employment to register with the Administrative Assistant in order that they may be kept informed and up to date. Graduates and students are welcome to review the Employment Opportunity File anytime during normal office hours.

While the School will assist graduates in identifying and locating potential sources of employment, it cannot guarantee employment to any individual.

School Store
The NESA/D School Store carries a wide range of art supplies, equipment and books commonly used in course assignments and sells most items at a 20% discount. Supplies not generally stocked can in most cases be ordered or the School Store Manager can suggest alternate suppliers. The School Store is maintained and operated solely for the benefit and convenience of the NESA/D community.

Student Association
The Student Association is the student government of The New England School of Art & Design and is comprised of elected representatives of the student body. The Student Association has been involved in a variety of activities including social events, public service projects, the publication of a student newspaper and the production of yearbooks. The Student Association Fee is $20.00 per semester for all students registered for 6 or more credits. Applicable fees are collected by the School as a matter of convenience, but all Student Association Fees are the property of the Student Association and are administered by the Student Association.
Programs of Study

DIPLOMA PROGRAMS
Full-Time Diploma Programs
Part-Time Diploma Programs

NON-DIPLOMA PROGRAM / SPECIAL STUDENTS

ADJUNCT PROGRAMS
Evening Division
Summer Division
DIPLOMA PROGRAMS

A Diploma may be earned in the following Major Programs:

Graphic Design
Interior/Environmental Design
Fashion Illustration
Fine Arts

Students wishing to pursue a particular professional goal not strictly within the scope of any single Major Program may earn a Diploma in General Art. Candidates for a Diploma in General Art design an interdepartmental program of courses to suit their individual career goals. The Administration and members of the faculty will assist in the design of such programs and no program may be instituted without the prior approval of the Committee on Academic Standing.

Full-Time Diploma Programs

A full-time Diploma Program will include three years (six semesters) of full-time study comprised of one year (two semesters) of the Foundation Program and two years (four semesters) of the Major Program of the student's choice. The successful completion of the Foundation Program is a prerequisite for entrance into any of the Major Programs. Transfer students wishing to enter directly into a Major Program must demonstrate and document background equivalent to the Foundation Program. Full-time students in the Foundation Program will ordinarily select a Major Program (which they will follow for the next two years) during the second semester of their Foundation year. The course requirements for each of the Major Programs may be found in the descriptions of each of the Major Departments (see Departments/Course Requirements).

The New England School of Art & Design defines a full-time student as one who is registered for 12 to 15 credits per semester, or 24 to 30 credits per school year. A semester consists of a minimum of 15 weeks or 75 school days and a school year is comprised of two such semesters, thus totalling a minimum of 30 weeks or 150 school days.

In the case of studio courses a credit is defined as a total of 30 clock hours of class time, or two class hours per week for a semester (15 weeks). All courses are studio courses unless otherwise indicated by the letter "A" (academic) following the course code. In the case of academic courses (i.e. those with the letter "A" following the course code) a credit is defined as a total of 15 clock hours of class time, or one class hour per week for a semester (15 weeks). Students may register for no more than 6 academic credits per semester.

The above stated definition of a credit and the concurrent limitation on credits which may be earned in academic courses means that a full-time Diploma Program will consist of 270 to 450 clock hours of class time per semester (i.e. 18 to 30 clock hours of class time per week for 15 weeks) or 540 to 900 clock hours of class time per school year (i.e. 18 to 30 clock hours of class time per week for 30 weeks). Since a minimum of 76 credits is required for graduation, no more than 36 of which may be earned in academic courses (i.e. 6 per semester for 6 semesters), a full 6 semester Diploma Program will require a minimum of 1740 and a maximum of 2280 clock hours of class time. However, since full-time students may earn up to 90 credits, a full-time Diploma Program may include up to 2700 clock hours of class time. Credits and class hours in excess of graduation requirements are strictly optional.

While the above stated credit requirement for full-time students allows for individual variations in scheduling, most students will find it necessary to carry average credit loads in excess of the minimum (12 per semester, 24 per school year) since a minimum of 76 credits is required for graduation. Please see Academic Information for complete details of the requirements for earning a Diploma at NESA/D.
Part-Time Diploma Programs

Part-time students who have been accepted as part-time Diploma Candidates may earn a Diploma in any of the Major Programs described above under Full-Time Diploma Programs. A part-time Diploma Candidate is defined as a student seeking to earn a Diploma in any of the Major Programs while attending on less than a full-time basis (i.e. while registered for less than 12 credits per semester). In order to graduate, part-time Diploma Candidates must meet departmental and credit requirements identical to those required of students in the full-time Diploma Programs (see Departments/Course Requirements and Academic Information). However, in order to be recognized as a part-time Diploma Candidate a student must first meet the following requirements: Having previously earned a minimum of 12 credits at NESA/D, students may petition the Admissions Committee for recognition as a Diploma Candidate. If accepted by the Committee as a Diploma Candidate, all credits previously earned by the student at NESA/D may be applied toward Requirements for Graduation. Persons seeking to earn a Diploma as part-time students must first meet this minimum credit requirement and should initially apply as Special Students (see Non-Diploma Program/Special Students).

NON-DIPLOMA PROGRAM/SPECIAL STUDENTS

Recognizing that not all students desire or are prepared for the major commitment which is required in the Diploma Programs, NESA/D has created a Non-Diploma Program which permits more flexible involvement and can meet the needs of a broad range of students. Unlike the Diploma Programs, the Non-Diploma Program is not vocational in nature and students participating in it are considered Special Students. Special Students must meet admissions requirements similar to those required of Diploma Candidates except that they need only submit a portfolio of art work relevant to the specific course or courses for which application has been made (see Admissions for details). Special Students take courses for credit, but credits earned may not be applied toward Requirements for Graduation until such time as the student has been accepted as a Diploma Candidate. Should they so desire, Special Students may petition the Admissions Committee for recognition as Diploma Candidates (see Part-Time Diploma Programs and Admissions for details and requirements).
ADJUNCT PROGRAMS

The New England School of Art & Design has long offered a broad spectrum of professional courses in its daytime 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 NESA/D Diploma Programs (courses and faculty are generally drawn from daytime programs) and credits earned may be transferred to these programs. For details regarding full and part-time professional/vocational programs, please see Diploma Programs.

Admissions requirements and application procedures for both Summer and Evening Divisions are detailed in their separate catalogues.

Evening Division

The Evening Division offers two accelerated semesters each year which include a selection of courses from each of the Major Departments of the School. Each semester is ten weeks in length with the Fall Semester beginning in early October and the Spring Semester beginning in early March. Typically the Fall Semester offers courses at the beginning level, providing an opportunity for students to continue their studies at a more advanced level in the Spring Semester.

The Evening Division catalogue for the Fall Semester is available in August and the Spring Semester catalogue is available in December.

Summer Division

The Summer Division offers one accelerated semester for a period of ten weeks beginning in June and extending into the first portion of August. As in the Evening Division, a variety of courses from each of the Major Departments is offered in the Summer Division and includes both beginning and advanced level courses. Many students have used the opportunities provided by the Summer Division to better prepare themselves for entry into the various programs offered during the normal school year.

The Summer Division catalogue is available in April and describes each course in the upcoming semester.
Departments
Course Requirements

FOUNDATION
First Year Requirements

GRAPHIC DESIGN
Second Year Requirements
Third Year Requirements

INTERIOR / ENVIRONMENTAL DESIGN
Second Year Requirements
Third Year Requirements

FASHION ILLUSTRATION
Second Year Requirements
Third Year Requirements

FINE ARTS
Second Year Requirements
Third Year Requirements
FOUNDATION

The purpose of the Foundation Program is to provide students with the resources through which to learn the concepts, attitudes, tools and techniques which NESA/D believes are necessary for the development of professionalism in art and design. The Foundation Program is therefore designed to provide a comprehensive base of skills and experiences which in the long term will be of lasting value and which in the short term will prepare students to meet the specific demands of the Major Programs at the second and third year levels.

Within the Foundation Program we have developed a carefully structured approach to the study of visual communications, drawing skills, the structure and logic of design, the nature and use of color, the tools and techniques of various painting media, the design and use of letter forms, and the relation of the present world of art to its past; all with the goal of educating the student in the fundamental language of the visual arts. Through a required seminar course first year students are also exposed to elements of the Major Programs and related career opportunities in order that an informed choice of a major field of study may be made at the end of the Foundation year.

In our contemporary world there is substantial evidence to support the view that the graduate with a solid, yet diversified and adaptable background—one that is process and idea oriented—will be better able to function in the face of new problems than will his counterpart with a highly specialized, yet limited education. The first will be able to grow and change with the times; the second may find himself becoming obsolete. Thus the ability of the Foundation Program to provide an interdisciplinary approach to problem solving greatly enhances the value of its graduates to their future employers, to society and to themselves.

The completion of the Foundation Program or its equivalent is a prerequisite for entry into any of the Major Programs.

First Year Requirements

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>B02 Drawing Foundations I: Observational Drawing</td>
<td>2.0</td>
</tr>
<tr>
<td>B04 Drawing Foundations II: Drawing Systems</td>
<td>2.0</td>
</tr>
<tr>
<td>B08 Intro. to Lettering I</td>
<td>1.0</td>
</tr>
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*Indicates a one semester course which may be taken either semester.

Credits: A credit represents a total of 30 clock hours of class time, or two class hours per week for the semester, except in the case of academic courses (indicated by the letter "A" following the course code) where a credit represents a total of 15 clock hours of class time, or one class hour per week for the semester. Full-time students are required to add elective courses sufficient to bring their credit total to at least 12 credits per semester. Students may register for no more than 6 credits of academic courses per semester.
GRAPHIC DESIGN

Graphic designers convert ideas, concepts and emotions into visual symbols and in this capacity have the ability to initiate, alter or reinforce the way our society perceives people, products and issues. Utilizing their design skills and their knowledge of typography, illustration, photography, printing and electronic media, graphic designers daily produce the visual communications which influence individual and group attitudes. The results of their efforts are seen in forms ranging from letterheads and logos, to newspaper and magazine advertisements, to television commercials, to books and catalogues, to packages and annual reports.

The Graphic Design Program is designed to equip students with the intellectual and practical abilities required of graphic communication professionals. Thus at the junior (second year) level there are survey courses which emphasize both the conceptual and the pragmatic aspects of design and advertising. In order that students may acquire fluency in the major "languages" of graphic design—typography, illustration, photography—there are specialty courses in all of these areas.

There are also requirements in book design and art history, thus broadening students' abilities. In addition students study production processes in order that they may gain a practical means of preparing art work for reproduction.

Recognizing that in the professional world design for advertising is often practiced as a specialized discipline, in part distinct from other applications of graphic design, the Graphic Design Program has been structured so as to allow senior (third year) students the option of choosing an Advertising Concentration in order that they may devote a significant portion of their time to courses dealing with the specialized needs and concerns of the advertising field. Students who do not wish to concentrate on advertising may continue to develop graphic design skills of a more broadly applicable nature by following the Design Concentration. Students may also combine elements from both areas by electing individual courses from one Concentration while following the other Concentration in its totality. These two Concentrations are simply intended to allow for somewhat different directions within the graphic design profession and the NESA/D Graphic Design Department. Course requirements at the second year level are uniform for all Departmental Majors and third year students in both Concentrations are required to take a core of advanced level courses aimed at developing and refining the skills needed in all specialty areas within the graphic design field. Thus the Concentrations do not constitute separate majors, but rather variations within a single program.

The effectiveness of the Graphic Design Program is further enhanced by student access to support equipment that is comparable to that encountered in professional situations. The School maintains color key equipment; a darkroom with complete facilities for developing, printing and enlarging; two photostat cameras for the reproduction, enlargement and reduction of original art work; a computerized phototypesetting system, the Compugraphic Editor 7500, which comes complete with a video display/editing screen, a composition management keyboard and magnetic disc storage, thus giving students an opportunity to experience and use modern typographic/word management technology; a computer graphics/animation system, the Datamax UV-1, which uses the Zgrass computer language and includes a color monitor, a graphics tablet and a video digitizer, thus providing students with a valuable introduction to the emerging field of computer graphics. Course requirements and elective options encourage Graphic Design Majors to develop an understanding of and familiarity with such equipment.
In terms of a student's time, energy and talent the Graphic Design Program is a demanding one. It has as its goal the preparation of genuine professionals. The areas in which graduates may find employment are extremely diverse. The following are descriptions of some of these areas.

**Advertising Agencies:** Advertising agencies create promotional campaigns and support materials for products, corporations, institutions, issues and people. As such they almost always include sizable art departments whose job it is to conceive and produce visual materials which will support and enhance the work of copywriters, account executives and marketing specialists. Artists employed in advertising agencies range from creative art directors, to designers, illustrators and photographers, to mechanical artists.

**Design Studios:** These independent businesses are generally smaller than advertising agencies and specialize in such diverse areas as industrial design, package design, brochure and catalogue design, corporate design and architectural graphics. Such studios may do work for organizations such as stores, magazines, advertising agencies, and a wide variety of industrial and consumer companies. Independent studios have traditionally been a major source of employment for NESA/D graduates.

**Publishing:** There are several major book publishers in the Boston area which have substantial art departments requiring the diversified skills of graphic designers. The in-house designer must control the visible appearance of a book at all stages, from manuscript through final printing. Free-lance designers, illustrators and photographers may also be employed by publishing firms.

**Newspapers and Magazines:** Most newspapers and magazines have art departments which are responsible for creating an effective and attractive printed product. Designers with strong backgrounds in typography and graphic reproduction techniques are especially needed in this field.

**Television:** Television stations employ artists and designers on both a full-time and free-lance basis. Art directors may be involved in live television, film production and promotions. Designers are frequently used to develop titles and news graphics.

**Industry:** Because of economic considerations and because of the desire for closer supervision and control of company literature, many larger corporations have their own in-house art departments. Such departments may deal with such wide ranging projects as annual reports, company advertising, sales presentations, newsletters, etc.

**Printing:** Large printing firms frequently supply design-related services for their clients. Such services range from simple paste-up and layout to total supervision of a project. In addition, printers need production supervisors to guide work through to final printing.

**Free-Lance:** Some designers work on what is called a free-lance basis—that is to say they supply their services to agencies, individuals, etc. on a project-by-project basis. Free-lance designers work for a variety of different clients (such as those listed above) and tend to specialize in particular aspects of design.
### Second Year Requirements

<table>
<thead>
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<th>Semester</th>
<th>Course</th>
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<td>G61  Intermediate Photography</td>
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### Third Year Requirements

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<td>G13  Advanced Typography</td>
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<td>G71  Art Direction for Photography</td>
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<td>G91A The Business of Art</td>
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*Design Concentration Requirements

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<th>Semester</th>
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<tr>
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<td>G47  Package Design</td>
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<td>G49  Graphic Design II: Print</td>
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<td>G93  Corporate Design</td>
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**Advertising Concentration Requirements

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<td>G58  Advertising Workshop</td>
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<td>Spring</td>
<td>G57  Advertising Design II: Print</td>
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Credits: A credit represents a total of 30 clock hours of class time, or two class hours per week for the semester, except in the case of academic courses (indicated by the letter "A" following the course code) where a credit represents a total of 15 clock hours of class time, or one class hour per week for the semester. Full-time students are required to add elective courses sufficient to bring their credit total to at least 12 credits per semester. Students may register for no more than 6 credits of academic courses per semester.
INTERIOR / ENVIRONMENTAL DESIGN

The objective of the Interior/Environmental Design Program is to provide students with the intellectual and practical background necessary for professional work in both commercial and residential design. The Program stresses the development of design concepts and methodology, technical competency and aesthetic awareness—all necessary ingredients for functional, creative design.

The faculty of the Interior/Environmental Design Department is comprised of a group of dedicated, practicing professionals whose interests and experience span the range of interior design concerns, including related disciplines such as architecture and engineering. They bring to the Program an intimate familiarity with the realities of the design profession.

The departmental curriculum includes both studio and academic courses. Studio courses involve the study and practice of design methodology, design process, space planning, architectural interiors, landscape design, lighting design and furniture construction, along with drafting and architectural rendering. Lecture courses cover interior structural systems, environmental controls, acoustics, and the history of furniture and architecture. In addition students are introduced to professional realities through a course in business practices.

While drawing directly from the material presented in the Foundation Program, the courses and faculty in the Interior/Environmental Design Department provide the student with a broad, flexible base from which to meet the exacting requirements of the profession. A number of career possibilities available to the graduate are listed below.

Commercial Design: Commercial designers deal with such public spaces as hotels, restaurants, hospitals, schools and retail stores, on either a free-lance or staff basis. Other commercial designers concentrate on office planning as many major corporations now include in-house planning departments. With the current emphasis on inner-city rehabilitation, the redesign of existing commercial structures for functions other than those originally intended has become more common.

Residential Design: In addition to the design of single-family homes, residential design includes the conversion of existing structures to apartments and condominiums, and the restoration of historically significant properties.

Space Planning: Space planners function as analysts and planners of efficient, functional interior space. Their goal is the optimum effective use of any given space based on the nature of the activity for which the space is intended and the specific requirements of that activity.

Architectural Firms: It is now common for architectural firms to employ interior designers as general assistants to architects with a specific emphasis on architectural interiors. These designers may involve themselves with a variety of jobs, from drafting and rendering, to lighting design and the coordination of materials and furniture systems.

Rendering Artist: A person capable of capturing the intended atmosphere, mood and setting of a particular interior space in the form of a comprehensive illustration. Oftentimes, when dealing with a lay client rather than a professional, a more illustrative, less technical version of the finished design is required.

Special-Needs Designers: Interior designers with specialized background in other areas may choose to design within the confines of those disciplines. For example, a designer who also has training in the care of handicapped children might choose to design educational, medical and residential spaces for such children.

Free-Lance Designer: A self-employed designer who prefers to work in a number of different disciplines, with the freedom inherent in being on one's own, rather than a part of a larger organization. Such designers may concentrate on either commercial or residential design or may choose to deal with both areas.
# Second Year Requirements

**Fall Semester**

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<td>Interior Structural Systems: Basic Elements of Construction</td>
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<td>Architecture: History &amp; Analysis I</td>
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<td>E82A</td>
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Electives: 0.0 to 2.0

**Total**: 13.0 to 15.0

**Spring Semester**

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<td>Landscape Design &amp; Interior Plantings</td>
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Electives: 0.0 to 2.0

**Total**: 13.0 to 15.0

# Third Year Requirements

**Fall Semester**

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<td>Acoustics: Theory, Application &amp; Design I</td>
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**Total**: 12.0 to 15.0

**Spring Semester**

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Electives: 1.0 to 4.0

**Total**: 12.0 to 15.0

Credits: A credit represents a total of 30 clock hours of class time, or two class hours per week for the semester, except in the case of academic courses (indicated by the letter "A" following the course code) where a credit represents a total of 15 clock hours of class time, or one class hour per week for the semester. Full-time students are required to add elective courses sufficient to bring their credit total to at least 12 credits per semester. Students may register for no more than 6 credits of academic courses per semester.
The Fashion Illustration Program is designed to prepare the student for work in a variety of fashion related fields. The Fashion Rendering and Fashion Layout courses form the specialized nucleus of the Program. In the Fashion Rendering course the student will receive instruction which emphasizes the development of drawing skills geared toward the special requirements of the fashion field. A heavy emphasis is placed on the human figure, both male and female, and the course also includes instruction in such specialized areas as shoe and accessory illustration and fabric renderings. The Fashion Layout course deals with layout and design for advertising purposes and considers the special problems of fashion advertising. In addition the Fashion Illustration Program includes requirements in graphic design in order that the student may gain a broader understanding of design and advertising. Since the fashion illustrator must deal constantly with the human figure there are also course requirements in life drawing.

The Fashion Illustration Program is a specialized one, yet it is broad enough in scope to prepare the student for a variety of possible positions. Employment opportunities in the fashion field come under four major categories: advertising, pattern, general sketching and display. Of these, advertising offers the largest range of possibilities, including work for department stores, specialty stores, catalogues, brochures, mailers and general advertising. Some of the fields in which NESA/D graduates may find employment are described below.

Department Store Advertising: Involves working on advertisements which are the combined responsibility of many artists and designers, including layout artists. Some of the artists involved may be part of the regular staff of the store's advertising department and some may work on a free-lance basis, depending on the store's policy. Along with newspaper advertising, department stores send brochures and catalogues by direct mail to their charge customers.

Advertising Agencies: Larger agencies often hire fashion illustrators on a free-lance basis to produce work for clients involved in fashion related fields.

Specialty Store Advertising: Since few specialty stores can afford full-time advertising departments they often employ free-lance illustrators for art work appropriate to their advertising.

Pattern Illustrating: Pattern companies, located primarily in New York, have large staffs of artists to produce their catalogues, magazines and pattern envelopes. Such artists range from designers who plan the style to those who sketch the idea to those who do the finished drawing for reproduction in printed form.

Poster and Display Work: Display advertising includes posters and large background illustrations for window and floor display. As a rule these are one-shot sketches to be used as orginals, not as the basis for reproduction in printed form. This type of work can be found in display firms or in department stores having display departments.
### Second Year Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>I02</td>
<td>Fashion Rendering I</td>
<td>3.0</td>
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<td>I06</td>
<td>Fashion Layout I</td>
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</tr>
<tr>
<td>G10</td>
<td>Typography for the Designer</td>
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<tr>
<td>G54</td>
<td>Advertising Design I</td>
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<tr>
<td>F60</td>
<td>Life Drawing II: Rendering</td>
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</tr>
<tr>
<td>F68</td>
<td>Life Drawing II: Concepts</td>
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</tr>
<tr>
<td>F88A</td>
<td>History of 19th Century Art</td>
<td>1.5</td>
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<tr>
<td>Electives</td>
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<td>0.5 to 3.5</td>
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<td><strong>Total</strong></td>
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### Third Year Requirements

<table>
<thead>
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<td>G56</td>
<td>Advertising Design II: Print</td>
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<td>F62</td>
<td>Life Drawing III: Rendering</td>
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<td>F70</td>
<td>Life Drawing III: Concepts</td>
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**Credits:** A credit represents a total of 30 clock hours of class time, or two class hours per week for the semester, except in the case of academic courses (indicated by the letter 'A' following the course code) where a credit represents a total of 15 clock hours of class time, or one class hour per week for the semester. Full-time students are required to add elective courses sufficient to bring their credit total to at least 12 credits per semester. Students may register for no more than 6 credits of academic courses per semester.
FINE ARTS

The Fine Arts Program educates its students in the visual concepts of good design, drawing, painting and printmaking techniques by means of which the artist may make his/her statement. Instruction emphasizes the development of good craftsmanship in these major areas since NESA/D believes that it is not enough to ask the artist to express himself without giving him a spectrum of visual and technical vocabulary to enable him to do so in a professional, mature manner.

A balance between required courses and electives allows the student latitude to specialize in a particular discipline if he so chooses and ensures the scope of background necessary for the professional artist. Also available to the student in the Fine Arts Program are courses from the other Major Departments (Graphic Design, Fashion Illustration, Interior/Environmental Design) which can prove to be of immense value to the fine artist in these days of increasingly arbitrary distinctions between the fine arts and the commercial arts.

The most vital art of the future will not happen in isolation, nor will it be produced by an artist who is not positively interacting with his society. The Fine Arts Program of The New England School of Art & Design is designed to produce professionally educated artists who can take their rightful place as valuable members of our society.

Second Year Requirements

<table>
<thead>
<tr>
<th>fall semester</th>
<th>credits</th>
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<tbody>
<tr>
<td>F02 Drawing Techniques II</td>
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<td>F24 Concepts &amp; Techniques of Painting I</td>
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<td>F50 Basic Silkscreen Techniques</td>
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<td>1.5</td>
</tr>
<tr>
<td>F88A History of 19th Century Art</td>
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<tr>
<td><strong>Electives</strong></td>
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<td>F03 Drawing Techniques II</td>
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<td>F25 Concepts &amp; Techniques of Painting I</td>
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<td>F51 Intermediate Silkscreen Techniques</td>
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<td>F61 Life Drawing II: Rendering</td>
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<td>F89A History of 20th Century Art</td>
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<td>F26 Concepts &amp; Techniques of Painting II</td>
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<td>F52 Advanced Silkscreen</td>
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<td>F62 Life Drawing III: Rendering</td>
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<td>F72 Life Painting Studio</td>
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<td>F27 Concepts &amp; Techniques of Painting II</td>
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<td>F71 Life Drawing III: Concepts</td>
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FOUNDATION

1 Louis Frustaci
   Conte Drawing
   Drawing Foundations I

2 Lydia Mann
   Self-Portrait
   Drawing Foundations I

3 Tracy Slater
   Stamp Design
   Basic Design II

4 Laurel Sullivan
   Stamp Design
   Basic Design II

5 Ellen Racine
   Stamp Design
   Basic Design II

6 Dianne Gens
   Stamp Design
   Basic Design II

7 Barbara Nelson
   Construction
   Basic Design II

8 Penny Getz
   Calligraphy
   Intro. to Lettering

9 Helene Lozanov
   Life Drawing
   Life Studio
Portfolio

FOUNDATION
GRAPHIC DESIGN
ILLUSTRATION
PHOTOGRAPHY
INTERIOR / ENVIRONMENTAL DESIGN
FASHION ILLUSTRATION
FINE ARTS
GRAPHIC DESIGN

1 Kim Petersen
   Advertising Layout
   Advertising Design II

2 Nancy Williams
   Boston Pops
   Graphic Design II

3 Cheryl Dumont
   Logo
   Advertising Design I

4 Jean Hammond
   Book Design
   Advanced Book Design

5 Kim Petersen
   Logo
   Graphic Design I

6 Nancy Williams
   Typography Poster
   Graphic Design II

7 Steve Pascal
   Typography Poster
   Graphic Design II

8 Kim Petersen
   Title Slides
   Advertising Design I

ILLITERACY INHIBITS.
<table>
<thead>
<tr>
<th>Illustration</th>
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<tbody>
<tr>
<td>1</td>
<td>Chris Sabatino</td>
<td>Fantasy Illustration</td>
<td>I</td>
</tr>
<tr>
<td>2</td>
<td>Kim Buszka</td>
<td>Stipple Illustration</td>
<td>I</td>
</tr>
<tr>
<td>3</td>
<td>Chris Sabatino</td>
<td>Breakfast</td>
<td>I</td>
</tr>
<tr>
<td>4</td>
<td>Jeanne Estram</td>
<td>Series Illustration</td>
<td>I</td>
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<tr>
<td>5</td>
<td>Lori Rowell</td>
<td>Pen &amp; Ink Illustration</td>
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<td>6</td>
<td>Jeanne Estram</td>
<td>Portrait</td>
<td>I</td>
</tr>
<tr>
<td>7</td>
<td>Judy Salah</td>
<td>St. Jude</td>
<td>Editorial Illustration</td>
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PHOTOGRAPHY

1 Jeanne Estram
   Photograph
   Intermediate Photography

2 Jim Clattenburg
   Photograph
   Advanced Photography

3 Edgar Sanchez-Vegas
   Scott
   Advanced Photography

4 Jim Clattenburg
   Photograph
   Advanced Photography

5 Paul Harrington
   Photograph
   Intermediate Photography

6 Carol DiNitto
   Photograph
   Intermediate Photography

7 Jeanne Estram
   Photograph
   Intermediate Photography
INTERIOR DESIGN

1 Anne Noble
   Site Model
   Residential Design

2 Sandra Ayles
   Floor Plan
   Commercial Design

3 Anne Dooley
   Axonometric Drawing
   Commercial Design

4 Nancy Roper
   Pondview House
   Residential Design

5 Sandra Ayles
   Perspective Rendering
   Architectural Rendering III

6 Deborah MacDonald
   Wash Rendering
   Architectural Rendering IV
FASHION ILLUSTRATION

1 Velicia Gourdin
   Marker Rendering
   Fashion Rendering II

2 Irina Samoylova
   Wash Rendering
   Fashion Rendering II

3 Velicia Gourdin
   Marker Rendering
   Fashion Rendering II

4 Scott DeMonaco
   Illustration
   Fashion Rendering II

5 Irina Samoylova
   Wash Rendering
   Fashion Rendering II

6 Maeve Moses
   Layout
   Fashion Layout I

7 Deborah Winterson
   Pencil Rendering
   Fashion Rendering I
FINE ARTS

1 Paula Whalen
   Family Portrait
   Research Tutorial

2 Katherine Pratt
   Life Drawing
   Life Drawing II

3 Paula Whalen
   Kate
   Research Tutorial

4 Paula Whalen
   Family Portrait (Detail)
   Research Tutorial

5 Jeanne Estram
   Silkscreen
   Basic Silkscreen

6 Ellen Rosenthal
   Life Drawing
   Life Drawing II
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Prerequisites</th>
<th>Departmental Requirements</th>
<th>Course Schedule</th>
<th>Course Offerings</th>
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<tbody>
<tr>
<td>FOUNDATION I</td>
<td>GRAPHIC DESIGN</td>
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<td>FASHION ILLUSION DESIGN DEPARTMENT</td>
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<td>Research Tutorial</td>
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<td>Work-Study</td>
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</table>
GENERAL INFORMATION

Course Codes
Within each Department courses are listed sequentially according to the assigned course code. In general, courses with even numbered course codes are offered during the Fall Semester and courses with odd numbered course codes are offered during the Spring Semester. Courses with course codes consisting of two numbers (e.g. G 10,11) will run for both Fall and Spring Semesters (i.e. the full school year).

Course Format
Information regarding semesters offered, credits, duration and frequency of class meetings, and total class hours is listed with each course description.

Prerequisites
Where applicable, specific course prerequisites are listed with individual course descriptions. Most courses in the Departments of Graphic Design, Interior/Environmental Design, Fashion Illustration and Fine Arts have as a prerequisite the completion of the Foundation Program or its equivalent. Exceptions to this provision may be made only with the permission of the course instructor, the appropriate Department Chairman, and the Foundation Chairman. Courses listed under the Foundation Department have no specific prerequisites (except where noted) other than normal admissions requirements. Eligibility for registration in Major Department courses with specific prerequisites requires that a grade of C or better be earned in the prerequisite course.

Departmental Requirements
For information regarding course requirements within each Department, please see Departments/Course Requirements.

Course Schedule
A complete schedule of courses which includes information regarding the days and times of class meetings, and instructors assigned to courses is available by August 1 for the upcoming school year.

Course Offerings
Course offerings, content and format are subject to change, alteration or deletion in accordance with changing needs, course enrollment and the availability of qualified instructors. All such changes are subject to the approval of the Commonwealth of Massachusetts, Department of Education.

FOUNDATION DEPARTMENT

The completion of the Foundation Program or its equivalent is a prerequisite for entry into any of the Major Programs. Courses listed under the Foundation Department are first year courses and are not ordinarily elective for students enrolled in any of the Major Programs. However, part-time students, transfer students lacking specific courses and students required to repeat courses may elect courses from this list.

B02 Drawing Foundations I: Observational Drawing
This is a basic drawing course which will focus on the process of drawing from an observed situation—that is, making drawings of something that is seen, be it an object, a still-life or an environment. The course will approach drawing from a point of view which will emphasize accurately recording that which is observed and will introduce students to the concepts and procedures necessary for generating such drawings. Assignments and exercises will be aimed at developing three basic abilities: 1) Perceptual acuity—the ability to see accurately. 2) Motor control skills—the ability to get the hand (with the pencil) to go where you want it to. 3) Tool use and handling—the ability to use drawing tools proficiently and comfortably. The development and coordination of these three basic abilities will enable the student to generate drawings that correspond accurately with the observed world. That is the primary objective of the course.

fall semester, 2 credits
two 2 hour meetings per week
60 class hours total

B04 Drawing Foundations II: Drawing Systems
This basic drawing course will focus on the various systems, methods and techniques which can be used to convey form and spatial information on a two-dimensional drawing surface. The course will approach drawing from a point of view which emphasizes accurately conveying information about the form of an object and the spatial relationships of one object to another, and will explore the variety of languages or systems which the artist may choose from to convey this kind of information. For example, a cross-contour system of lines can be used to describe the surface of an object, or the same object can be subjected to a light source and its form expressed in terms of light and shadow (chiaroscuro). Yet another possible approach would be to convey the form of the object as a function of uniform steps in space (topographical). This course will introduce
students to these and other drawing systems and through assigned problems will develop a familiarity with each. In addition, the course will present specific techniques such as cross-hatching, pointillism and line-weight control which can be used within the drawing systems being studied. By learning to understand the various drawing systems and the particular aspects of form and space which they emphasize, the student will be better prepared to choose a system appropriate to the desired results.

\textbf{fall semester, 2 credits}  
\textit{two 2 hour meetings per week}  
60 class hours total

\textbf{B05}  
\textbf{Representational Drawing}  
\textit{prerequisite: B02}  
The aim of this course is to establish proficiency in the skills involved in representational drawing and a corresponding refinement in the use of drawing materials. Attention will be given to strong resolution of problems and the quality of “finish” in drawings. In addition the issues of interpretation and expression within a representational context will be introduced. Materials to be used will include various artist’s pencils, drawing pens and ink, and pastels.

\textbf{spring semester, 2 credits}  
\textit{two 2 hour meetings per week}  
60 class hours total

\textbf{B07}  
\textbf{Life Drawing I}  
\textit{prerequisite: B02}  
An introductory course in drawing the human figure which will emphasize learning to judge proportions accurately and, through the use of basic drawing skills, developing a basic proficiency in adapting the three-dimensional reality of the figure onto the two-dimensional surface of the paper. The class will develop an understanding of anatomy and its influence on surface structure and form in order that the student may be better equipped to deal with both the observation and drawing of the model. It is the interaction of the figure observed and the process of drawing that observation that is the focus of this course. Use of an anatomical text and study of the drawing of past artists will aid the student in understanding the processes involved. Materials to be used will include charcoal, pencils, ink, chalks.

\textbf{spring semester, 2 credits}  
\textit{two 2 hour meetings per week}  
60 class hours total

\textbf{B08}  
\textbf{Introduction to Lettering I}  
\textit{prerequisite: B02}  
This course is an introduction to letters as graphic symbols, tracing their development from Imperial Roman Capitals to modern typefaces. Students will become familiar with the traditional tools and materials used in hand lettering while developing skill in Roman and Italic letter forms. They will also explore the way in which weight, structure and spacing affect visual texture and readability through a series of design problems using both traditional and contemporary approaches.

\textbf{fall semester, 1 credit}  
\textit{one 2 hour meeting per week}  
30 class hours total

\textbf{B09}  
\textbf{Introduction to Lettering II}  
\textit{prerequisite: B08}  
This course will continue to develop lettering skills in Roman and Italic forms as well as in flourished Italic Capitals and Foundational Hand. Students will experiment with elongated and compressed forms as well as with less conventional tools. Such elements as letter spacing, line spacing, balance, proportion and negative space will be explored in a series of design problems. The final project will be a small hand-bound and hand-lettered manuscript book.

\textbf{spring semester, 1 credit}  
\textit{one 2 hour meeting per week}  
30 class hours total

\textbf{B22}  
\textbf{Painting Foundations I}  
This is a basic painting course which will introduce students to the basic procedures, tools and materials necessary for acrylic and oil painting. Through a series of structured exercises and problems the student will learn sound technical approaches to the use of these media while exploring the surface, tactile and optical qualities of paint. Assignments will range from the representational to the abstract in order to encourage and foster basic proficiency in the handling of the form, spatial and plastic aspects of painting.

\textbf{fall semester, 1.5 credits}  
\textit{one 3 hour meeting per week}  
45 class hours total

\textbf{B23}  
\textbf{Painting Foundations II}  
\textit{prerequisite: B22}  
Building upon the experiences of Painting Foundations I, this course is aimed at establishing competence in the utilization of the oil paint media in conveying form and spatial information. Through both portrait and still life situations the special properties of the oil paint media will be explored. In addition watercolor will be introduced to familiarize the student with the qualities inherent in transparent painting media.

\textbf{spring semester, 1.5 credits}  
\textit{one 3 hour meeting per week}  
45 class hours total

\textbf{B30}  
\textbf{Color I: Principles & Techniques}  
The study of color is supportive of all other studio disciplines and is a vital prerequisite to any other visual medium with which the student may become involved. The course will answer the student’s questions concerning this complex subject and will hopefully instill a curiosity for further investigation. Beginning with demonstrations in basic techniques for color applications, lectures will cover the qualities of paint and their logical organization. Color contrasts and relationships will be discussed with attention to general ideas of harmony and balance. The student’s response through outside work is of primary importance and will be reviewed in terms of the degree of student comprehension and involvement, as well as excellence in craft and presentation. To aid in the transition from theoretical knowledge
to practical application, projects will touch on the designer’s outlook and process as well as that of the painter. It is expected that as the semester progresses students will begin to apply design and drawing skills gained in concurrent courses.

fall semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

B31
Color II: Image & Design
prerequisite: B30
This second semester course in color will take the student into more diverse areas of color exploration. Included will be: creation of spatial illusion through color; representation of the qualities of color through three-dimensional models; phenomena of light transmission, reception and perception; investigation of other color media including direct light (additive color), transparent and projected color. Also covered will be the psychological aspects of color and a study of both past and present views on the use of color in art.
spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

B34
Basic Design I: Visualization & Process
The ultimate goal of this course is to develop on the part of the student an understanding of and basic proficiency in the logic and structure of two-dimensional organization. All visual communications consist of the various elements of the visual language (i.e. line, value, shape, texture, color, etc.), and to form an effective communication the divergent elements must be successfully combined resulting in a unified whole. This course will introduce the student to the constituent elements of this language and will provide the principles of organization by means of which the student can successfully create unified and exciting visual statements. Exercises and outside assignments will progress from the simple to the more complex in order to enable the student to handle the variables involved.
Emphasis will be placed upon the “designing process” and various visualization techniques utilized in the development of solutions to problems of visual communication. In addition, basic tools, media and technical skills necessary for effective visual communication will be introduced.
fall semester, 2 credits
two 2 hour meetings per week
60 class hours total

B35
Basic Design II: Application & 3-D Principles
prerequisite: B34
A continuation of Basic Design I, this course will emphasize the application of principles, studied during the first semester in abstract terms, to a variety of applied situations ranging from the functional to the expressive. This course will also expand the principles of organization from the flat two-dimensional surface into the area of three-dimensional space and form. Additional tools and materials will be introduced throughout the semester. The student will also be encouraged to apply his/her developing critical faculties to the practical problem of analyzing and critiquing artwork.
spring semester, 2 credits
two 2 hour meetings per week
60 class hours total

B40
Pictorial Space I: Perspective
Perspective is a system of contour control developed at the beginning of the Renaissance which enables the artist to create a naturalistic illusion of three-dimensional space on a flat surface. The course will introduce the principles and practices of perspective and explore the relationship that these concepts have to the development of images from imagination, observation and plans. Both freehand and mechanical processes will be covered in the development of images where the student’s primary focus is the effective control of the illusion of space.
fall semester, 2 credits
two 2 hour meetings per week
60 class hours total

B41
Pictorial Space II: Post-Perspectival Systems
prerequisite: B40
From the Renaissance through the 19th century the artist has been creating images that convey the illusion or look of space as we perceive it. As we entered the 20th century the artist found it necessary to create alternative systems for dealing with the conveyence of form and spatial information, and this course is aimed at introducing the student to these 20th century idioms. This course covers a variety of cubistic approaches to the handling of form and space as well as introducing the student to self-referent or abstract spatial systems.
spring semester, 2 credits
two 2 hour meetings per week
60 class hours total

B70A.71A
Ideas of Western Art I & II
This is a two semester lecture course designed to acquaint the student with the major concepts and ideas of Western art. The role of the artist within a cultural context will be explored as it relates to the image making process. Emphasis will be placed on the interplay of the ideas of the past with the image making process of our contemporary society. The objective of this course is to provide a path by means of which the student may take the ideas and lessons extracted from the study of art history and turn these ideas into meaningful insights that are utilized in the studio.
fall and spring semesters
1.5 credits per semester
one 1.5 hour meeting per week
22.5 class hours per semester

B80
Seminar
A series of lectures, discussions and demonstrations by faculty members and guest speakers which is designed to expose the first year student to the career objectives of the Major Programs in order that an informed choice of a major field of study may be made at the end of the Foundation year.
fall or spring semester .5 credit
one 1 hour meeting per week
15 class hours total
GRAPHIC DESIGN DEPARTMENT

G04
Reprographics
This course is designed to familiarize students with a wide range of graphic arts processes through the study and practice of various methods involved in preparing original art (drawings, designs, photographs) for reproduction and printing. A major emphasis will be placed on learning to operate and control the photostat camera with a variety of image-receiving materials (films, papers, etc.). The course will also include an in-depth introduction to the half-tone through exercises with several types of contact screens (e.g. elliptical dot, line, mezzotint, etc.). Proofing systems such as 3M color-key and chromatek color transfers will also be used throughout the course, thus providing the student with valuable practical skills.

fall or spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

G06.07
Graphic Design Production
The principles and techniques used in the development of art work from design through to final printing. Layout, comprehensive, paste-up and mechanical preparation will be considered in relation to the various printing media. Field trips and lectures by individuals employed in the various areas of the graphic design production field will familiarize the student with a wide variety of techniques and operations. Also included will be an introduction to practical business aspects such as making estimates, quotations and contracts and adhering to a realistic schedule.

fall and spring semesters
one 2 hour meeting per week
30 class hours per semester

G08.09
Production Workshop
prerequisite: G06.07
This course will stress the practical application of the principles and techniques developed in Graphic Design Production. Emphasis will be placed on increasing sophistication in the use of tools and materials and increasing refinement in terms of the speed and accuracy of their application. Where possible, design problems encountered in other courses will be followed through to production stage and examined for practicability.

fall and spring semesters
one 3 hour meeting per week
45 class hours per semester

G10.11
Typography for the Designer
The study and practical application of typography and typographic design as they relate to clear communication by the graphic designer. Major areas of study will include: the history and evolution of alphabets and type faces; typographic terminology: type classification and identification; copyfitting; type selection and specification; typesetting equipment and technology; typographic design and legibility.

The aim of this course is to develop in the student an awareness of the enormous impact typography has on design. In addition, the course seeks to develop practical skills which will allow the student to intelligently discuss, select, order and evaluate type and its appropriateness to a given task. Students in this course will also learn about modern computerized typesetting equipment and may have class projects set in type.

fall and spring semesters
1 credit per semester
one 2 hour meeting per week
30 class hours per semester

G12.13
Advanced Typography
prerequisite: G10.11
A senior level course designed to reinforce and refine the skills developed in Typography for the Designer. It is the goal of this course to help the student understand that typography is an integral part of any design/advertising solution. Thus the course will involve projects relating directly to other Senior level courses such as Advertising Design II and Graphic Design II. Assignments will involve work in areas such as newspapers, magazines, billboards, packaging and tabular material such as charts and coupons.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

G14
Introduction to Phototypesetting
This course will provide an intensive, in-depth introduction to the practical use, operation and application of phototypesetting equipment. Hands-on time with computerized phototypesetting equipment (the School's Compugraphic EditWriter 7500) will form an integral part of the course and students will execute actual composition exercises throughout the course. In addition to covering typesetting functions the course will include lessons in computerized editing and file management. Basic typesetting terminology, conventional rules of typography, and typeface classification and recognition will also be discussed. In order that students may have sufficient time to use the equipment enrollment will be limited to six persons.

fall or spring semester
2 credits
one 1 hour class and one 2 hour lab per week
45 class hours total
Typography Workshop
prerequisite: senior status
This typography workshop is designed to be a two semester intensive study of the alphabet. During the course type and letter forms will be reviewed as graphic elements as well as symbols of communication. In the time allotted each student will explore the alphabet, creating new images that will define either individual letters or words relating to the alphabet and the design world. At the end of the workshop these images will be bound into individual books, thus giving each student a compact, creative portfolio of design and typography.
fall and spring semesters
1 credit per semester
one 2 hour meeting per week
30 class hours per semester

Advanced Calligraphy
prerequisite: BOS
The study and practice of calligraphic techniques, tracing their development from the Paleographic era to the twentieth century, with emphasis on seven basic historical styles of lettering: Roman, Roman Rustica, Celtic, Gothic, Italic, 18th century Script and Bookhand. Particular emphasis will be placed on training the student to be aware of what constitutes good letter form and design; the practical uses of hand lettering, and their relationship to the graphic arts and type design through the hand rendering of letter forms.
fall or spring semesters, 1 credit
one 2 hour meeting per week
30 class hours total

Cartooning
An explanation of basic cartooning media and techniques for a variety of applications, from gag panels to greeting cards and caricatures. The course will include an examination of professional practitioners such as Al Feldstein, Art Spiegelman, Milt Gross, Bill Mauldin and Harvey Kurtzman. Also studied will be periodicals such as Mad and National Lampoon.
fall and spring semesters
1 credit per semester
one 2 hour meeting per week
30 class hours per semester

Illustration I
In this course students will learn to work in a variety of media used in professional illustration. The markets available to the illustrator and what media are appropriate for a specific market will be discussed. The course will concentrate on developing the ability to draw real objects and real people, often from a client's specifications. Illustrating from a manuscript or from a layout will also be included. Several free projects will be included in the course, but the main emphasis will be learning the skills necessary for meeting a client's specific illustration needs.
fall and spring semesters
1 credit per semester
one 2 hour meeting per week
30 class hours per semester

Applied Illustration
prerequisite: G27
This senior level course will concern itself with the preparation of illustrations for specific markets within the advertising, graphic design and publishing fields. Areas covered will include illustration for trade and textbooks, newspapers, consumer and trade magazines, catalogues and brochures, and a range of advertising applications (products, people, issues, etc.). Special emphasis will be placed on developing proficiency in a wide variety of media (pencil, pen and ink, watercolor, airbrush, stipple) and on learning different methods of preparing artwork for reproduction. Developing a style appropriate to a particular market will be stressed throughout the course and an important feature of the course will be guest lectures and critiques from professional illustrators and artists' representatives. Also included will be such practical considerations as the role of the art director in buying illustrations, working with a representative, developing a "clip file", and shooting polaroid photos for quick reference.
fall semester. 1.5 credits
one 3 hour meeting per week
45 class hours total

Editorial Graphics
This course will consist of the study and practice of newspaper and magazine editorial art. Areas considered will include the editorial cartoon, the editorial illustration and news illustrations. Assigned problems will be based on current news developments and on earlier events which still have an effect on contemporary life. Idea research, a creative approach to the problem, layout skills, production knowledge and a familiarity with the purposes of the publication will be stressed.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

Fantasy & Science Fiction Illustration
This course covers concepts central to science fiction and fantasy and strives for their concrete visualization. The evolution of science fiction in literature and film is examined along with trends in the visual interpretation of this material. A study of writers (Philip K. Dick, Ray Bradbury) and artists (Hannes Bok, Frank Frazetta, Virgil Finlay, Moebius) in this genre provides a model for imaginative student approaches. Assignments range from black and white Coquille shading for line reproduction to full-color paperback cover art.
fall and spring semesters
1 credit per semester
one 2 hour meeting per week
30 class hours per semester
G40.41  
**Graphic Design I**  
The first semester of this course will be devoted to an in-depth study of pictorial space. By developing an understanding of two-dimensional space and how it relates to graphic design, advertising and illustration the student will learn to differentiate between these fields and thus be in a position to make an informed choice as to an area of concentration. By the second semester the student will be prepared to deal with the principles and problems of graphic design (two-dimensional visual communication) through weekly assignments covering logotypes, posters, brochures, etc. The incorporation of typography will be stressed throughout.

**Fall and spring semesters**  
1.5 credits per semester  
1.5 credits  
45 class hours per semester  

G46.47  
**Package Design**  
prerequisite: G41, G55  
This course will cover both the creative and practical aspects of designing for packages. The restrictions and requirements of a number of package types (including boxes, polybags, cans, plastics, blister cards) will be examined. Emphasis will be placed on the effective use of typography, photography, illustration and color in a three-dimensional format.

**Fall and spring semesters**  
1.5 credits per semester  
1.5 credits  
45 class hours per semester  

G48.49  
**Graphic Design II: Print**  
prerequisite: G41  
A senior level course for students majoring in Graphic Design, this course will emphasize creative solutions to a variety of typically encountered professional design problems. Areas covered will include design for catalogues, posters, brochures and product sheets. Class time will be divided between lectures, critiques and in-class work.

**Fall and spring semesters**  
1.5 credits per semester  
1.5 credits  
45 class hours per semester  

G50  
**Basic Book & Magazine Design**  
A course in beginning book and magazine design for graphic designers which will focus on the skills necessary to create a text page. Topics covered will include the use of the haberdashery rule, understanding picas, the importance of leading, and what type faces are suitable for text and display. Also covered will be sizing and positioning photographs and illustrations, and estimating the length of a book. In addition to the traditional method of preparing pencil layouts, students will be given the opportunity of setting up sample pages on the School’s phototypesetter. Two complete book designs incorporating illustration, graphics and photography (complete with layouts and specifications) will complete the semester.

**Fall semester, 1 credit**  
one 2 hour meeting per week  
30 class hours total  

G51  
**Intermediate Book & Magazine Design**  
prerequisite: G50  
A continuation of Basic Book & Magazine Design, this course will involve the student in practical, in-depth application of the principles and skills acquired during the first semester. Three major projects will be executed, each following a problem through from concept to completed design. Emphasis will be placed on the development of an increased sensitivity to book and magazine typography, the ability to create complex layouts, and the utilization of each student’s talents (whether they be in graphics, illustration or photography). With the added ability to set type on the School’s phototypesetter, the student will be able to prepare a professional book and magazine design portfolio.

**Spring semester, 1 credit**  
one 2 hour meeting per week  
30 class hours total  

G52.53  
**Advanced Book & Magazine Design**  
prerequisite: G51  
This course is designed for those students who wish to develop a special expertise in book and magazine design in order that they can target their portfolios towards this discipline. Primary emphasis will be placed on long term projects which simulate professional situations and problems. Use of the student’s own design, photography and illustration will be encouraged. Occasional field trips to publishers, printers and binders will be included.

**Fall and spring semesters**  
1 credit per semester  
1 credit  
30 class hours per semester  

G54.55  
**Advertising Design I**  
A broad introductory survey of typical problems encountered by the professional advertising designer. The course will stress the development of the methodology most commonly used in advertising design: i.e. the progression from concept to thumbnail, to roughs, to layout. Emphasis will be placed on print media, including newspaper and magazine advertising, direct mail, billboard and point-of-purchase.

**Fall and spring semesters**  
1.5 credits per semester  
1.5 credits  
45 class hours per semester  

G56.57  
**Advertising Design II: Print**  
prerequisite: G55  
A survey of a broad range of typical advertising design problems which will stress sophistication in concept, development and execution. Projects will range from single ads to fully developed advertising campaigns and will include work for newspapers, magazines (both trade and consumer). billboards and point-of-purchase. The ultimate goal of the course is the preparation of a professional quality advertising art director’s portfolio.

**Fall and spring semesters**  
1.5 credits per semester  
1.5 credits  
45 class hours per semester
Advertising Workshop
prerequisite: G55
This course is designed for the serious student who plans to make his/her career in the world of advertising agencies and studios. The course will take projects from other senior level advertising design courses and examine them in terms of advertising and marketing theory. The student will learn about trade vs. consumer advertising, hard-sell vs. soft-sell, etc. Advertising concept, copy content and visual solution will be stressed as component parts of a successful whole.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

G60
Basic Photography
open to freshmen
A thorough introduction to the basics of camera use and control, and darkroom procedures for developing and printing black and white photographs. Emphasis will be placed on learning by doing and the course will involve extensive use of the darkroom. An appreciation for aesthetic concerns will be developed by critiques of student work and class discussions of the work of influential photographers.
fall semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

G61
Intermediate Photography
prerequisite: G60
This course is a continuation of Basic Photography and concerns itself with two major areas: advanced camera and darkroom techniques and the application of these techniques in communicating a personal message. The format of the course will involve extensive use of the darkroom and will feature class critiques of student work and class discussions of the work of influential photographers.
spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

G66.67
Advanced Photography
prerequisite: G61
The aim of this course is to introduce future commercial artists to a wide variety of photographic topics in order that they will be able to deal more effectively with photographs and photographers in their future field of endeavor. The course is designed to expand the basic concepts learned in earlier photography courses, allowing the class members to make more sophisticated images. The majority of the material will cover technical subjects and will be presented as a survey of the many different processes in photography. Among the topics included in the course are studio work, documentary photography, non-silver processes, color photography and the manipulated print.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

G68
The Color Print
prerequisite: G61
This course will introduce the basic techniques of color print making from slides and will actively involve the student in color seeing assignments. Since color photography is readily applied to graphic design pieces, ideas and techniques will be introduced which can help the student to solve graphic problems.
spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

G71
Art Direction for Photography
prerequisite: G41 or G55, G61
A senior level course for Graphic Design majors, this course is designed to familiarize students with photography for use in advertising and design. Emphasis will be placed on the art director's role in planning and directing photographic sessions both in the studio and on location. Field trips and guest lectures from professional photographers and art directors will help the design student to understand the techniques, equipment and processes involved in order that they may creatively and intelligently design with photography.
spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

G72
Studio Photography
prerequisite: G61
An advanced course designed to acquaint students with the practical experience of studio photography. Emphasis will be placed on designing and photographing studio-based scenes that fully explain an idea. This course differs from other courses in that it will involve students working as a group to produce one photograph rather than as individuals. Class members will work on projects in conjunction with Graphic Design I (G40.41).
spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

G82.83
Introduction to Airbrush
This course will concentrate on mastering the basic airbrush techniques required to produce both commercial and fine art work. Areas explored will include rendering, photoretouching and production. Within the category of rendering the course will deal with advertising illustration, posters, animation, fine art painting and special effects. Production techniques will cover textiles, toys and ceramics, as well as more straightforward applications of the medium. The early portions of the course will emphasize the development of a working familiarity with airbrush equipment, materials and paints. This will be followed by exercises in line, solid form, brush and wash techniques. The latter portions of the course will progress through to finished renderings and retouching jobs.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester
**G90A.91A  The Business of Art**

It is the goal of this course to introduce senior students in the Graphic Design Program to business practices and procedures as they relate to the design and advertising industries. Readings will expose students to professional journals, magazines and reference sources and assignments will include business related writing problems (e.g. resumes, letters, proposals, reports, contracts, etc.).

*fall and spring semesters*

1.5 credits per semester  
one 1.5 hour meeting per week  
22.5 class hours per semester

**G92.93  Corporate Design**  
prerequisite: G41

This course will focus on the creation and application of designs within business and industry. Areas of study will include identification of client problems, definition of objectives to solve the problems, and the establishment of design strategies to accomplish the objectives. Specific emphasis will be placed on the analysis and development of corporate identity systems including the development of logotypes, stationery, signage systems, annual reports and forms. Also included will be graphic design applications to the various advertising, marketing and public relations pieces associated with corporate design. The course will expose the student to the unique aspects of design directed to identify, establish and promote the business community. Emphasis will be given to the role of the artist in the corporate design environment. Also stressed will be the interrelationships between the advertising, marketing, public relations and communications functions for which the designs are created.

*fall and spring semesters*

1.5 credits per semester  
one 3 hour meeting per week  
45 class hours per semester

**G96.97  Broadcast Advertising**  
prerequisite: G55

This course will explore and examine the creation of graphics for telecommunications media. Television (including cable and closed circuit), videotape and film will be addressed and students will be made aware of the techniques and applications utilized in these broadcast media. Problems unique to this industry will be discussed and their impact on design solutions explored. Included will be field trips to studios and locations that will expose the student to the wide range of tools and techniques used by professional film, video and A/V producers. Students will thus be given an opportunity to see commercials followed through all stages of production from storyboarding through production to distribution. New technologies in broadcasting and their effect on design will also be discussed.

*fall and spring semesters*

1.5 credits per semester  
one 2 hour meeting per week  
30 class hours total

**INTERIOR / ENVIRONMENTAL DESIGN DEPARTMENT**

**E08A  Introduction to Drafting**

This course is intended for students entering the second year level interior design studios and drafting courses (E20, E22, E40). It will provide a basic introduction to the tools and techniques of architectural drafting. Areas to be covered include: drafting tools, floor plans, elevations, reflected ceiling plans, isometrics.

*summer semester, 1 credit*

five 3 hour meetings  
15 class hours total

**E12A  Environmental Control Systems: HVAC**

An introduction to the mechanical systems of heating, ventilating and air conditioning of interior environments will be studied in lecture format. The quality of space and the implications mechanical systems have for environmental/human comfort will be addressed as pertinent issues for the interior design student and his or her own design work.

*fall semester, 1.5 credits*

one 1.5 hour meeting per week  
22.5 class hours total

**E13A  Environmental Control Systems: Electricity, Lighting & Plumbing**

An introduction to the control systems which regulate and nourish the built environment, such as electricity, lighting, plumbing and water systems. Issues relating to the quality of space as affected by control systems and the implications on design solutions will be pursued through an examination of interior design students' studio work as case studies.

*spring semester, 1.5 credits*

one 1.5 hour meeting per week  
22.5 class hours total

**E14A  Lighting: Theory, Application & Design I**

An introduction to the art and science of illumination. This lecture series will discuss lighting principles, the state of the art, and the application of lighting into interior environments for aesthetic, functional and spatial effects. Studio problems will be utilized for the discussion of lighting as well as fixture and source selection.

*fall semester, 2 credits*

one 2 hour meeting per week  
30 class hours total
E15A
Acoustics: Theory, Application & Design
Lectures in sound principles, concepts and the state of the art. Theories as well as the application of materials in interior space for sound control and space acoustics as they affect human experiences will be the vehicle of study for this course. Whenever possible studio problems will be used for discussion, demonstration and class projects.
fall semester, 2 credits
one 2 hour meeting per week
30 class hours total

E17A
Lighting: Theory, Application & Design II
prerequisite: E14A, E40
A continuation of the introductory course on the art and science of illumination, with greater stress on applications. This lecture and workshop series will draw on the knowledge obtained in Lighting: Theory, Application & Design I, enabling the student to become more familiar with the procedures for designing, and the particular design criteria for, specific types of residential and commercial spaces.
spring semester, 2 credits
one 2 hour meeting per week
30 class hours total

E20
Interior Design Studio I
prerequisite: E08A or departmental permission
The first interior design studio in a series, this course will address itself to the understanding and meaning of three-dimensional, real space or the "built environment". An objective of the studio will be the student's ability to develop a methodical and rational approach to dealing with problems of light, shadow, color, texture, rhythm, pattern and volume in space. The elements of interior space and the planning of that space will be discussed in seminars and the design solutions particular to individual problems will be investigated through freehand drawing, drafting and models. Projects will be short in duration, sometimes complex in nature and dealing with both commercial and residential environmental situations.
fall semester, 3 credits
two 3 hour meetings per week
90 class hours total

E21
Interior Design Studio II
prerequisite: E20
Everything being best understood in its context, this design studio will further the investigations of Interior Design Studio I through a more complex series of problems of longer duration. Design methodology, spatial planning and environmental systems will become of greater importance in problems of commercial and residential spaces. As in the first studio, the objectives will be the student's understanding of and ability to effectively deal with interior problems of light, color, shadow, sound, texture and volume.
spring semester, 3 credits
two 3 hour meetings per week
90 class hours total

E22
Site Planning & Landscape Design
prerequisite: E08A or instructor permission
A course intended to introduce students of interior/environmental design to the fundamental principles, theories and resources necessary to establish a working vocabulary of site planning and landscape design. An understanding of site analysis, climatic conditions, vehicular and pedestrian traffic flow patterns as well as qualitative and documentable aspects of the landscaped/built environment interface enable the student to facilitate personal investigations into landscape design and eventually to effectively design with interior landscaped space.
fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E23
Landscape Design & Interior Plantings
prerequisite: E22
A continuation of the study and investigation of site planning and landscape design, this course is intended to further the student's knowledge and understanding of the theory, application and practice of landscape design in the interior/exterior interface. Through various projects relating to the design studios the student will develop an attitude toward the landscaped interior environment and pursue the study of interior plantings as elements of interior design.
spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E24
Furniture Design & Construction I
prerequisite: E41
A seminar/studio which will investigate the various materials and techniques used in the fabrication of furniture, as well as drawing and presentation techniques appropriate to this study. Through a series of design problems the student will develop the design process from concept to presentation. Lectures, field trips and class critiques aid the student in developing a thorough knowledge of the furniture design industry.
fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E25
Furniture Design & Construction II
prerequisite: E24
A continuation of the studies of Furniture Design & Construction I, this course will allow the student to pursue the design of various pieces of cabinetry, furniture and accessories pertinent to particular projects undertaken in the design studios. Where desirable, this course will work in conjunction with drafting courses in developing informational detailing.
spring semester, 1 credit
one 2 hour meeting per week
30 class hours total
E26 

Interior Design Studio III: Commercial Design 
prerequisite: E21, E41
This senior (third year) level design studio concentrates on the beginning phases of the design process. Programming and schematic design are the particular phases that will be covered in the course. The programming phase covers the design problem definition through information gathering and research of a particular client type. It is a brief directive, outlining the course of actions and the criteria to be followed in both planning and design. The schematic design phase is the interpretation of the program requirements by studies and drawings to illustrate basic interior architectural concepts (i.e. space requirements and relationships, circulation, scale, general appearance and scope of the project). This will be accomplished by the following methods: lecture/slide/discussion, individual term projects, sketch problems, desk critiques, and formal presentations.
fall semester, 2.5 credits
one 2.5 hour meeting per week
75 class hours total

E27 

Interior Design Studio V: Commercial Design 
prerequisite: E26
This second semester course in commercial design will be a continuation of Interior Design Studio III and will concentrate on the processes of design development through working drawings and specifications. The design development phase follows the approval of schematic design. It includes the design determination and coordination of all interior architectural elements. This phase results in drawings and documentation, plus additional material as necessary to illustrate final development and insure that all significant design questions and problems have been answered. The working drawing and specifications phase transforms the preceding approved design development package into a set of detailed documents. This will be accomplished by the following methods: lecture/slide/discussion, individual term projects, sketch problems, desk critiques, and formal presentations.
spring semester, 2.5 credits
two 2.5 hour meetings per week
75 class hours total

E28 

Interior Design Studio IV: Residential Design 
prerequisite: E21, E41
This course will address itself to the planning and design of residential structures. A survey of American residential styles from Colonial to contemporary times will be undertaken in conjunction with field trips. Design problems will address adaptive reuse, multi-family and single family housing, using drawings and models as tools.
fall semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

E29 

Interior Design Studio VI: Residential Design 
prerequisite: E28
A continuation of the studies of Interior Design Studio IV, this course will focus on contemporary residential buildings. The student will study and analyze a variety of current approaches to single family and multi-family residences. Two major design problems will be undertaken: one an attached housing complex and one single family residence.
spring semester, 1.5 credits
one 3 hour meeting per week
45 class hours total

E40 

Contract Drafting I: Basic 
prerequisite: E08A or instructor permission
A course designed to familiarize students with the basic concepts and equipment necessary for visualizing space and geometric objects in specific graphic illustrative terms known as plans, elevations and sections. The course aims to provide students with a working knowledge of the processes, graphic and reproductive, used to produce a basic set of contract drawings necessary in the planning and design of interior spaces for commercial or residential use.
fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E41 

Contract Drafting II: Intermediate 
prerequisite: E40
A continuation of the studies of Contract Drafting I with an emphasis on increasing sophistication in concepts, techniques and use of tools. In addition to floor plans, elevations and sections the student will be introduced to production manuals: the problems of electrical, lighting, telephone and furniture requirements: working with typical specifications and finish schedules. Projects included will sometimes involve problems initially encountered in Interior Design Studios I and II.
spring semester, 1.5 credits
one 2.5 hour meeting per week
75 class hours total

E42 

Contract Drafting III: Advanced 
prerequisite: E41
This course will serve as an extension of the studies of Contract Drafting I and II. Its objectives are the production of professional quality work for presentation and portfolio purposes. Class problems will refine drafting skills and will work in conjunction with some problems from Interior Design Studios III and IV.
fall semester, 1 credit
one 2 hour meeting per week
30 class hours total
E43
Contract Drafting IV: Contract Documents
prerequisite: E42
Contract documents, which are perhaps better known as "working drawings" will be the focus of this course. Drawing on the student's prior background in drafting techniques, this course will continue the study of informational detailing in the pursuit of professional quality drawings which will document design work.
spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E44
Architectural Rendering I: Freehand Drawing
prerequisite: E40
A course designed to introduce students to fundamental concepts, tools and techniques necessary for visualizing and representing three-dimensional space. The course is directed toward developing the ability to draw with speed and accuracy in three dimensions as well as increasing the student's spatial awareness and sensitivity.
fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E45
Architectural Rendering II: Design Drawing
prerequisite: E44
A continuation of Architectural Rendering I which will concentrate on developing the principles of design drawing. Heavy emphasis will be placed on trace overlays as this course will act primarily as a workshop and will strive to quickly produce a wide variety of design solutions through specific application of a complex graphic vocabulary. Specific areas of study include: commercial and residential environments; urban design problems; landscape design problems.
spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E46
Architectural Rendering III: Mechanical Perspective
prerequisite: E45
An introduction to the study of mechanical perspective, isometric drawing techniques and axonometric drawing techniques. This course will utilize Interior Design Studio problems and will strive to develop skills for describing designed space with a wide range of graphic possibilities in a highly refined and specific manner. The course will also consider reproduction techniques, media and materials, photographic presentations, shade, shadow and rendering techniques.
fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E47
Architectural Rendering IV: Delineation
prerequisite: E46
A course aimed at producing students capable of a high resolution of graphic presentation of space. The student will pursue several projects from concept through design drawing to finished presentation drawing. Specific areas of study include: hardline drawings; detailed renderings; media and materials; delineation techniques for interior materials, textures, glass, water, sky and ground cover.
spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E60A
Interior Structural Systems: Basic Elements of Construction
A lecture course intended to introduce the interior/environmental design student to the foundations of contemporary technology and methods as they apply to the preliminary investigations of residential and commercial space and structures. The aim of this course is to make the student aware of the resources available and the limitations of construction techniques which ultimately affect any design solution.
fall semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

E62A
Architecture: History & Analysis I
This course is the first part of a two semester survey of the history of architecture and the analysis of architecture. In order to gain a full and usable understanding of history, it is important to study history in two ways: 1) in its historical context and 2) as an artifact from the past. In the spirit of its historical context, history will be studied as a survey course with illustrated lectures, readings and discussions. In order to study examples from history as artifact and to gain a means for using architecture for contemporary design needs, a formal analysis of architecture and discussion time will be allocated. The goal of the course is to develop the student's critical abilities in the understanding of the significance of architecture in the age of its design as well as the ability to use the understanding of a building as we see it now in current design problems. The course will provide the student with a knowledge of major architectural developments from the ancient civilizations of Egypt, Greece and Rome through to the Baroque era.
fall semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total
E63A
Architecture: History & Analysis II
A continuation of Architecture: History & Analysis I, this course will review the major developments in architecture from the dawn of the modern world to the present day. This course will conclude with an examination of contemporary architecture and will attempt, through an historical survey and architectural analysis, to place current trends and thought in historical perspective.
spring semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

E64
Materials for the Interior Designer I
A course which investigates the construction, professional use and availability of a broad array of fabrics, wall coverings, flooring materials, fixtures and building materials which are available to the professional designer through manufacturers, representatives and wholesalers. The emphasis of the course will be placed on the use of materials in commercial interiors and their appropriateness in terms of environmental problems, building codes, etc.
fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E65
Materials for the Interior Designer II
prerequisite: E64
A continuation of the studies begun in Materials for the Interior Designer I, this course will increasingly stress the practical application of the knowledge and principles gained during the first semester. The goal of the course is the development of the student's awareness of and familiarity with available resources.
spring semester, 1 credit
one 2 hour meeting per week
30 class hours total

E67A
Interior Structural Systems: Structural Space
prerequisite: E60A
An examination of constructional elements and their effect on interior/architectural space and design. Elements examined will include doors, windows, stairs, elevators, plumbing fixtures and finish work. Studies will be supplemented by readings from Building Construction Illustrated by Francis D.K. Ching.
spring semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

E81A
Business Orientation & Professional Practice
prerequisite: senior status
A seminar/lecture course which addresses the realities of business practice in the interior design profession. The course will pursue topics which include contracts, business procedures and management, client relations and the basics of establishing and maintaining a business.
spring semester, 1 credit
one 1 hour meeting per week
15 class hours total

E82A
History of Furniture I
A study of furniture history from ancient Egypt through the twentieth century. A major consideration will be the social, economic and political factors which influenced the development of furniture styles. The first semester of the course will cover ancient Egypt, ancient Greece, ancient Rome and the Renaissance through the twentieth century in Italy and France.
spring semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

E83A
History of Furniture II
A continuation of the studies of History of Furniture I, this course will cover furniture styles in England (from the Renaissance on) and America (from the Colonial period on) and will include studies of Germany (the Bauhaus) and Scandinavia in the twentieth century. In addition, there will be a brief examination of Chinese and Japanese furniture design concepts and motifs.
spring semester, 1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

E84
Graphics for Interior Design
prerequisite: E84
This course is designed for Interior/Environmental Design seniors and will cover the basics of two dimensional design (e.g. composition, color, typography). It will also review the basic elements of visual communication. This will be accomplished through the following methods: lectures and examples of graphic techniques, visual communication projects, individual reviews and formal presentations.
fall semester, 1 credit
one 2 hour meeting per week
30 class hours total

E85
Presentation Techniques
prerequisite: E84
This course will cover the numerous presentation techniques available to the interior architectural profession. Methods of presentation covered in this course will be applied to the senior level design studios and to student portfolios.
spring semester, 1 credit
one 2 hour meeting per week
30 class hours total
FASHION ILLUSTRATION DEPARTMENT

102.03 Fashion Rendering I
This course will emphasize the development of drawing skills as they relate to the special requirements of the fashion field. A heavy emphasis will be placed on the human figure, both male and female, and its interpretation for fashion and advertising purposes. Included are studies in anatomical proportion, movement, foreshortening, facial expression and hair styles. Exercises in fabric rendering will explore techniques for rendering textures (e.g. cotton, wool, leather, velvet, knits) and patterns (e.g. stripes, floral prints, plaids, paisley) commonly encountered in professional work. Fashion related products and accessories such as jewelry, handbags, cosmetics and shoes will also be dealt with. The execution of these exercises will involve the student in the practical application of a wide variety of drawing media and techniques, ranging from simple line art to full-color renderings. Throughout, the emphasis will be placed on the preparation of camera-ready art work.

fall and spring semesters
3 credits per semester
two 3 hour meetings per week
90 class hours per semester

104.05 Fashion Rendering II
prerequisite: 103
This course will continue the studies of Fashion Rendering I on a more sophisticated and professional level. A heavy emphasis will be placed on interpretive renderings of products and styles — i.e. learning how to effectively project both the literal reality and the desired image or impression simultaneously. Continuing studies of the human figure and fabric renderings will teach the student to deal creatively and originally with poses, textures and patterns. The ultimate goal of the course is the preparation of a professional quality portfolio of fashion illustrations.

fall and spring semesters
3 credits per semester
two 3 hour meetings per week
90 class hours per semester

106.07 Fashion Layout I
This course will concern itself with the overall layout and design of fashion advertising pieces. Far more than good drawing is involved in the preparation of successful advertising and it is the goal of this course to make the student competent in dealing with these other elements. The course will therefore deal with problems which overlap with graphic design: problems in page organization, type measurement and specification, mechanicals and paste-up. Throughout the emphasis will be placed on the special problems encountered in fashion advertising. Such problems will include the effective arrangement of figures and products illustrated and the relationship between the illustration and other elements such as copy, logos and photographs.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

108.09 Fashion Layout II
prerequisite: 107
A continuation of Fashion Layout I, this course will deal primarily with the practical application of the principles and skills learned in the prerequisite course. Assignments given will emphasize the production of finished layouts and will throughout stress an effective balance of drawing, type and space. Students will also be given an opportunity to expand their skills beyond the level of single page advertisements and into brochure and catalogue design. As with the senior level rendering course, this course will aim for the preparation of a professional quality portfolio.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester
FINE ARTS DEPARTMENT

F02.03 Drawing Techniques II
Using the experience of the Foundation Program drawing courses as a basis, this course will delve further into a wide variety of drawing techniques and emphasize the development of aesthetic judgement and technical proficiency. Assignments will include exercises in composition, abstraction and color use.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F20.21 Non-Objective Painting
Through a study of several major schools of twentieth century painting students will develop an understanding of abstraction. Assignments will reflect the concepts being studied. The schools of painting included are Impressionism, the New York School, Cubism, Dada and Surrealism, Abstract Expressionism, Pop Art, Optical Art, Minimal Art and Conceptual Art.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F24.25 Concepts & Techniques of Painting I
This course is designed to give the student, through a series of problems, an opportunity to gain additional knowledge of and proficiency in the use of watercolors, oils and acrylics. Assignments will include exercises in both representational and semi-abstract approaches. Each member of the class will be trained in sound technical approaches to the subject and the media.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F26.27 Concepts & Techniques of Painting II
prerequisite: F25
This course for senior students is designed to give the student a greater degree of flexibility in pursuing individual directions. Themes and concepts will be left largely to the student and the course will concentrate on the refined application of a variety of painting media, including oils, acrylics, watercolors, stains, collage, photographs and combinations of these.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F50.51 Basic & Intermediate Silkscreen Techniques
The technical and aesthetic possibilities of a variety of silkscreen techniques will be explored in this introductory course. Fine arts and commercial uses of the medium will be considered, including cut paper stencils, cut film stencils, single and multi-color prints and an introduction to photographic techniques. Individual and group criticisms will evaluate the student's work and progress.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F52.53 Advanced Silkscreen
prerequisite: F51
Students will concentrate on the production of print editions of professional quality which are clear expressions of their personal application of the possibilities of the medium of silkscreen. In addition several new techniques will be introduced: direct emulsion photostencils, lift transfers, drypoint positives, litho crayon and touche, halftones and halftone color separations.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F60.61 Life Drawing II: Rendering
Building on the Foundation Program course in life drawing this course will continue to build insights and abilities in drawing from the nude and draped model. Proportion, foreshortening, the use of space, compositional problems and anatomical structure will all be considered in relation to a growing familiarity with a variety of drawing techniques and media.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F62.63 Life Drawing III: Rendering
prerequisite: F61 or F69
Designed for senior students who are pursuing fine arts or illustration, this course will stress independent yet disciplined studies based on the model. Emphasis will be placed on the application of a wide variety of media to a series of longer poses.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F68.69 Life Drawing II: Concepts
This course will focus on the study of the nude in relation to the history of the use of the nude in art. The styles of contemporary and past artists will be discussed in relation to the student's own progress in making use of the nude as a vehicle for expression. Both representational and more abstract techniques will be studied and practiced.

fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F55

55
F70.71  Life Drawing III: Concepts
prerequisite: F61 or F69
This course is designed for senior students whose drawing abilities have reached an advanced level and will stress the use of the model as the starting point for interpretive drawing and illustration. A continuing historical study of the use of the figure will suggest styles and approaches to be explored.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F72.73  Life Painting Studio
Life Painting Studio is designed to explore basic technical and conceptual approaches as they apply to painting the figure from life. Using a direct, alla prima method, students will work on exercises in composition, light and shadow modeling, and with several alternative color systems on white and toned grounds. The model will be studied both clothed and nude, with attention given to texture and detail in drapery as well as anatomical construction. Ongoing critiques will address individual student progress while providing direction and inspiration for further development of paintings outside of class time. The course will foster a deeper understanding of the human form while allowing students to pursue personal painterly expression and interpretation.
fall and spring semesters
1.5 credits per semester
one 3 hour meeting per week
45 class hours per semester

F80A  History of 19th Century Art
An introduction to significant movements and artists in 19th century European and American art history. The course will consider the movements of Neoclassicism, Romanticism, Realism, Impressionism and Post-Impressionism in painting, architecture and sculpture from 1785 to 1900. Emphasis will be on painting and painters from Jacques Louis David to the early work of Pablo Picasso. Architecture and sculpture lectures will focus on American contributions. The course will rely heavily on slide lectures.
fall semester
1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

F80A  History of 20th Century Art
A survey of art history from 1900 to the present. This course will focus on the artistic realms of expressionism, abstraction, fantasy and realism, including such subgroups as the Fauves, the Stieglitz Group, Cubism, Dadaism, Surrealism, Abstract Expressionism, Pop art and Op art. Parallel development of contemporay painting, sculpture and architecture will be discussed. The course will rely heavily on slide lectures and supplementary readings.
spring semester
1.5 credits
one 1.5 hour meeting per week
22.5 class hours total

RT2.3  Research Tutorial
The highly motivated, inquisitive student will sometimes find that a specific direction of study in which he or she is interested is not covered by the existing course at NESA/D. For example, an Interior/Environmental Design student may desire to develop his or her ability to photograph interior and architectural space, and although this area of photography may have been introduced in an existing photography course, no course is currently offered which covers the subject in depth. In order to accommodate such students NESA/D has developed the Research Tutorial. Working closely with a faculty advisor a student will write a clearly defined program of study, drawing on the resources available at NESA/D and elsewhere. Such a proposal will then be presented to the appropriate Department Chairman and the Administration. If found acceptable, the student may then pursue this individually designed program of study. At the end of the semester the student's work will be evaluated and appropriate credit given. Only full-time students in good standing may apply for Research Tutorial and a maximum of two credits per semester will be given. All Research Tutorial proposals must have clearly defined objectives, methods and schedules and must demonstrate significant professional/vocational relevance. All such proposals must be approved by a faculty advisor, the appropriate Department Chairman and the Administration.

WS  Work-Study
The Work-Study Program of The New England School of Art & Design is a program which is designed to give senior students experience in and exposure to the realities of the professional world of art and design. Under this program a student may be placed with an agency, studio, business firm, etc. whose work is directly related to the student's major field of study. In such settings students work on a part-time basis and function essentially as apprentice employees. Participating students receive credit for such work, the amount of credit being dependent on the amount of time devoted to Work-Study. This program is open to full-time students only and is ordinarily limited to seniors. Participating students may substitute Work-Study for elective courses, but may not be released from required courses of their Department. Students may earn no more than 6 credits for Work-Study and one credit will be given for every 45 hours of Work-Study. All Work-Study time must be confirmed in writing in order for credit to be given. All Work-Study arrangements must be approved by the appropriate Department Chairman and the School prior to student participation. The objectives of the Work-Study Program are purely educational in nature and therefore students may not be paid for their Work-Study time (i.e. that time for which they are receiving credit).
Attendance
Attendance is the student’s responsibility and will be considered a factor in determining final standing. Students with three or more absences from any one course in a single semester may be placed on Probation and students with five or more absences from any one course in a single semester will automatically be considered to have failed the course in question. Since this policy represents the absolute minimum acceptable attendance standard and since it often falls short of what is realistically appropriate for a particular course, individual instructors are permitted to apply more stringent attendance requirements to their individual courses, provided they have so notified their students and the Administration in advance. Faculty members are in general advised to consider three classes per semester the maximum acceptable number of absences in a single semester. Where scheduling permits students may, with the permission of the instructor or instructors concerned, make up missed classes by attending other sections of the same course. Students arriving one half hour or more after the scheduled beginning of a class will be marked absent.

Prerequisites
Where applicable, specific course prerequisites are listed with individual course descriptions. Please see Course Descriptions for details. Most courses in the Departments of Graphic Design, Interior/Environmental Design, Fashion Illustration and Fine Arts have as a prerequisite the completion of the Foundation Program or its equivalent. Exceptions to this provision may be made only with the permission of the course instructor, the appropriate Department Chairman, and the Foundation Chairman. Courses listed under the Foundation Department have no specific prerequisites (except where noted) other than normal admissions requirements. Please see Admissions for details. Eligibility for registration in Major Department courses with specific prerequisites requires that a grade of C or better be earned in the prerequisite course. This provision may be waived only with the permission of the appropriate Department Chairman and the instructor concerned.

Dean’s List
The Dean’s List contains the names of students who have a grade point average of 3.3 or higher for the semester, with no grade below C. A student must be making Satisfactory Progress and carrying a minimum of 12 credits to be considered eligible.

Probation
Students may be placed on Probation for failing to remain in Good Standing, for failure to maintain Satisfactory Progress, for receiving a grade of F in any course, for receiving a grade below C in any departmentally required course, for having three or more absences from any course in a single semester, or for overall poor performance which is judged to place the student in academic danger. Students placed on Probation will be required to maintain a perfect record of attendance and are liable to Dismissal should they fail to observe this provision. When imposed during the course of a semester the Probationary period will include the remainder of the semester and when imposed at the end of a semester the Probationary period will include the following semester.
Dismissal
A student may be dismissed from Diploma Candidate status by majority vote of the Committee on Academic Standing for failure to maintain Satisfactory Progress, for two consecutive semesters of Probation, for three semesters of Probation in any sequence, or for failure to observe the provisions of Probation. Dismissed students may, at the discretion of the Committee on Academic Standing, be permitted to continue as Part-Time/Special students under the Non-Diploma Program (see Programs of Study) but credits earned after the date of Dismissal may not be applied toward Requirements for Graduation until such time as the student has successfully petitioned for reinstatement as a Diploma Candidate. A petition for reinstatement as a Diploma Candidate may not be submitted to the Committee on Academic Standing until such time as the dismissed student has completed at least 6.0 credits as a Part-Time/Special student with a grade point average of at least 2.3 for those credits. All decisions regarding reinstatement are subject to majority vote of the Committee on Academic Standing and the decision of the Committee on Academic Standing, after hearing all parties concerned, shall be considered final. In addition the School reserves the right to withdraw the privilege of enrollment from any student whose activities or behavior are disruptive of the ongoing educational and professional life of the School, or from any student who fails to meet his or her financial obligations to the School in a timely manner.

Transcripts
Graduates, students and former students may receive one free transcript of grades for all courses taken at The New England School of Art & Design. There will be a charge of $2.00 for each additional copy. All requests for transcripts must be submitted in writing.

Student Work
The School reserves the right, with the permission of the student, to retain two pieces of each student’s course related work annually without remuneration to the student.

Committee on Academic Standing
The Committee on Academic Standing is charged with administering, interpreting and applying academic policies and requirements. The Committee is the final authority in all matters pertaining to academic policy: no individual has the authority to change, alter, make substitutions for or grant exemptions from currently published requirements and policies without the expressed consent of the Committee. The Committee on Academic Standing is comprised of all Department Chairpersons and Co-Chairpersons, the President, the Vice President, the Director of Admissions and the Financial Aid Officer.
GRADES

Letter Grades
Students are graded in each course with one of the following letter grades: A (outstanding), B (good), C (average), D (poor), F (failing), P (passing), W (withdrew), WF (withdrew failing), INC (incomplete).

Numerical Values
The letter grades of A, B, C, D and F have numerical values of 4, 3, 2, 1 and 0 respectively. A”+” notation will add 0.3 to the numerical value of a letter grade (e.g. B+ equals 3.3) and a “–” notation will similarly subtract 0.3 (e.g. B– equals 2.7). Please see explanations below regarding P, W, WF and INC.

Passing
A grade of P (passing) may be issued for seminars, work-study or research tutorials. Courses in which a grade of P is received earn credit, but are not used in calculating grade points or grade point average since a grade of P has no assigned numerical value.

Withdrawals
Students may withdraw from any course at any time. Students withdrawing from a course or courses must so inform the School in writing. Withdrawal will in all cases be dated from the last date of actual attendance. If withdrawal occurs within the first 50% of the semester a grade of W (withdrew) will be issued for the course or courses concerned. W is a non-punitive grade and courses in which a W is received are not included in calculating grade points or grade point average since a grade of P has no assigned numerical value.

Incompletes
A grade of INC (incomplete) may be issued in cases where a student is unable to complete all required assignments on time due to extenuating circumstances (e.g. illness, emergencies). In such cases an extension of up to 30 days from the issuance of grades may be granted in order to permit the student to complete all course requirements. Failure to make up required assignments within the 30 day period will result in a grade of F (failing) being given. In order for a grade of INC to be issued students must submit a Petition for Incomplete Status together with a written explanation of the extenuating circumstances involved prior to the conclusion of the semester. All incompletes are subject to Administration approval. A grade of INC is temporary and will be changed to a final letter grade at the end of the 30 day extension period. Regardless of extenuating circumstances students who have not met minimum attendance requirements (see Attendance above) will not be eligible to receive a grade of INC.

Grade Points
Grade points are determined by multiplying course credits by the numerical value of the grade issued. Courses in which a grade of P or W is received are not included in grade points since no numerical values are assigned to these grades.

Grade Point Average
The semester grade point average is determined by dividing total grade points for the semester by total course credits for the semester. The cumulative grade point average is determined by dividing total grade points to date by total course credits to date. Courses in which a grade of P or W is received are not included in the grade point average since no numerical values are assigned to these grades. A grade point average is not calculated for students with outstanding incompletes.
CREDITS

Course Credits
In the case of studio courses a credit is defined as a total of 30 clock hours of class time, or two class hours per week for a semester (15 weeks). All courses are studio courses unless otherwise indicated by the letter "A" (academic) following the course code. In the case of academic courses (i.e. those with the letter "A" following the course code) a credit is defined as a total of 15 clock hours of class time, or one class hour per week for a semester (15 weeks). Students may register for no more than 6 credits of academic courses per semester.

In addition to the class hours described above, a typical studio course will involve an estimated 15 hours minimum of outside preparation, research and practice time per credit, or one hour per week for the semester for each credit. A typical academic course will involve an estimated 30 hours minimum of outside preparation, research and practice time per credit, or two hours per week for the semester for each credit. Thus, in the case of both studio and academic courses, one credit represents 45 hours of course involvement (in-class instructional time plus outside preparation, research and practice time), or three hours per week for the semester. Concurrently, Work-Study/Laboratory credits represent 45 hours of Work-Study time per credit, or three hours per week for the semester. Work-Study/Laboratory time must be confirmed in writing for credit to be granted.

Credit Earned
Credit earned is the credit awarded a student upon completion of a course and is equivalent to course credit when any of the following letter grades are issued: A, B, C, D, P. No credit is earned for courses in which a grade of F, W, WF or INC is received.
Financial Information

TUITION AND FEES 1983-84
Application Fees
Full-Time Diploma Programs
Part-Time/Special Students
Penalty Charges
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Explanation of Fees
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Refunds

ESTIMATED STUDENT EXPENSES
Full-Time Diploma Programs
Part-Time/Special Students

FINANCIAL AID
Financial Eligibility
Applying for Financial Aid
Receiving Financial Aid
Pell Grant (Basic Grant) Program
Guaranteed Student Loans (GSL)
Auxiliary Loans to Assist Students (ALAS)
Massachusetts State Scholarships
Veterans
Other Sources of Financial Aid
TUITION AND FEES 1983-84

Application Fees
Full-Time Diploma Programs $20.00
Part-Time/Special Students 10.00

Full-Time Diploma Programs per semester
Tuition $1825.00
General Fee 150.00
Student Association Fee 20.00
Total $1995.00

Total tuition and fees for a school year (2 semesters) will be double the semester amount or $3990.00.

Part-Time/Special Students per semester
Tuition per credit:
Studio Courses $190.00
Academic Courses 95.00
Student Association Fee 20.00
Total tuition per semester for Part-Time/Special students will necessarily depend on the course or courses for which the student is registered and may be determined by multiplying the above charges by course credits. Tuition for a school year will be double the semester amount. All courses are studio courses unless otherwise indicated by the letter "A" following the course code. Academic courses are those with the letter "A" following the course code. Please consult Course Descriptions for individual course credits. The Student Association Fee is required only of students registered for 6 or more credits in a given semester.

Penalty Charges
Late Payment Charge:
Full-Time Students $25.00
Part-Time Students 10.00
Charge for redeposit of checks 10.00

The charge for failure to notify the School of withdrawal will be 5% of semester tuition or $25.00, whichever is less. See Withdrawal below for explanation.

Terms
Enrollment Contract: All students will receive a copy of an Enrollment Contract appropriate to the Program for which they have been accepted at the time of formal notification of acceptance. The Enrollment Contract specifies in detail all terms, conditions, requirements and charges involved in enrollment at The New England School of Art & Design. All students (joined by parent or legal guardian if they are not of legal age) are required to sign the appropriate Enrollment Contract and return it to the School prior to entering classes.

Method of Payment: Total tuition and fees due for a semester must be paid on or before the Payment Deadline of the semester in question. Tuition and fees may be paid for an entire school year by simply doubling the semester charges stated above. Students may not attend classes until all tuition and fees have been paid.

Payment Deadline: The Payment Deadline for each semester is published as part of the School Calendar and is included in the catalogue appropriate to the Program or Division for which the student is registered. Persons paying after the Payment Deadline will be subject to a Late Payment Charge (see Penalty Charges above).

Advanced Tuition Deposit: Accepted applicants are required to pay an Advanced Tuition Deposit of $100.00 within one month of formal notification of acceptance in order to guarantee their place in the entering class. This deposit is deducted from total tuition and fees due for the semester. In addition, returning students are required to pay an Advanced Tuition Deposit of $100.00 at least 15 days prior to the end of the school year for re-entrance the following school year. This is likewise deducted from total tuition and fees for the semester. Evening and Summer Division students are not required to pay an Advanced Tuition Deposit.

Tuition and fees are subject to change with thirty days prior notice. However, tuition and fees will not be changed during the course of a semester.

Explanation of Fees
General Fee: The General Fee covers School expenditures for materials, equipment and services directly related to class use. Examples of items included are: chemicals for photography, printmaking, typesetting, blueprinting, photostating; the purchase and maintenance of audio-visual equipment, darkroom equipment, the photostat cameras, the phototypesetter, the computer graphics system, the blueprint machine; fees for models, lockers, diplomas, graduation. In addition the General Fee covers Museum of Fine Arts passes for full-time students and identification cards for all new full-time students. Only full-time students are required to pay the General Fee.
**Student Association Fee:** The Student Association is the student government of The New England School of Art & Design and is composed of elected representatives of the student body. Student Association Fees are collected by the School as a matter of convenience, but all Student Association Fees are the property of the Student Association and are administered by the Student Association. The Student Association Fee is required of all students registered for 6 or more credits per semester.

**Application Fees:** The Application Fees are required of all persons making initial application to any Program of Study offered by the School. The Application Fees are non-refundable.

**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 in all cases be dated from the last day of actual attendance by the student. However, failure to notify the School of withdrawal in writing within 15 days of the last actual attendance will make the student liable to an additional penalty charge of $25.00 or 5% of the semester tuition, whichever is less. *Notice of withdrawal must be mailed Certified to: The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.*

**Refunds**

All refunds are calculated on a semester basis (normally 15 weeks of classes for daytime Programs; 10 weeks for Evening or Summer Divisions). Withdrawing students will receive refunds of tuition and fees 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 after signing the Enrollment Contract and/or making initial payment, but prior to the beginning of classes, all tuition monies paid 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 $100.00, whichever is less.

3) If withdrawal occurs during the first week of classes the School will retain 15% 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 30% 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 55% 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 as of the last day of actual attendance.

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 non-refundable.
ESTIMATED STUDENT EXPENSES

The expenses listed below are not included in tuition and fees and represent school related expenditures which a typical student may reasonably expect to incur. The amounts listed are estimates; actual amounts will vary widely according to the Program or course for which the student is registered and also according to student use and maintenance.

Full-Time Diploma Programs

<table>
<thead>
<tr>
<th>Item</th>
<th>per semester</th>
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<tbody>
<tr>
<td>Art Supplies*</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$560.00</td>
<td></td>
</tr>
</tbody>
</table>

*Students enrolled in the Foundation Program should, in general, allow approximately 25% more than this figure (i.e. $625.00 per semester total) for art supplies.

Part-Time/Special Students

<table>
<thead>
<tr>
<th>Item</th>
<th>per course</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Supplies per course</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Books per course</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Total per course</td>
<td>$65.00</td>
<td></td>
</tr>
</tbody>
</table>

FINANCIAL AID

Financial Eligibility

In general we would encourage all persons who feel they have a legitimate financial need to apply for financial aid. Most financial aid awards are determined on the basis of a detailed needs analysis which takes into account many factors other than simple annual income (e.g. assets, debts, dependents, marital status, other family members in college, changes in financial status, etc.) and it is therefore inadvisable for one to assume that he does or does not qualify for financial aid. The simple fact is that there is only one definite way of determining whether or not a student is eligible for financial aid—and that is to apply.

Applying for Financial Aid

Students intending to apply for financial aid in order to attend The New England School of Art & Design should file an Application for Federal Student Aid (AFSA) with the Office of Federal Student Aid Programs. The Financial Aid Form (FAF) of the College Scholarship Service may be substituted, provided the student also has
requiring that students meet certain standards of financial eligibility, most major financial aid programs require that students maintain Satisfactory Progress and be enrolled on at least a half-time basis. Any NESA/D student who fails to maintain Satisfactory Progress (as defined in this catalogue under Academic Information and as specified in the Enrollment Contract) and/or who fails to maintain enrollment on at least a half-time basis (defined as registration for a minimum of 6 credits per semester) will be ineligible to receive Title IV funds (Pell Grants, Guaranteed Student Loans, ALAS loans).

Pell Grant (Basic Grant) Program
The Pell Grant (Basic Grant) Program is a Federal student aid program administered by the Office of Federal Student Aid which provides financial assistance for students who meet eligibility requirements. Awards are in the form of grants which need not be repaid. Awards for the 1983-84 school year will be approximately the same. Pell Grants are determined on a school year basis, but awards are disbursed on a semester basis, one half of the school year amount being credited to the qualifying student at the beginning of each semester. In order to receive a Pell Grant applicants must be undergraduate students who have not received a Bachelor’s degree, who maintain Satisfactory Progress, and who are enrolled on at least a half-time basis.

Persons wishing to apply for a Pell Grant must file an Application for Federal Student Aid or request that information from their FAF be sent to the U.S. Department of Education (see Applying for Financial Aid above). Within six weeks of filing, a Student Aid Report (SAR) will be issued to the applicant. The SAR will include a Student Aid Index (SAI) which is simply a number used to determine whether or not the applicant is eligible for a Pell Grant. If the Student Aid Report (SAR) indicates that one is eligible for a Pell Grant, it should then be submitted to the School’s Financial Aid Officer in order that the amount of the award may be determined. The lower the Student Aid Index (SAI), the higher the Pell Grant award will be.

Guaranteed Student Loans (GSL)
The Guaranteed Student Loan Program (the Massachusetts adjunct of which is called the Higher Education Loan Program or HELP) is a program which provides Federally guaranteed low interest loans of up to $2500 per school year for students who meet eligibility requirements. Repayment does not begin until six months after a student has graduated or withdrawn and up to ten years are allowed for repayment. In addition to providing low interest rates (currently 9% per annum) GSL loans provide a Federal interest subsidy which pays the...
interest on the loan while the student is in school. All students applying for GSL loans must complete a certified needs test. If the needs test establishes that the student’s family had adjusted gross income of less than $30,000 per year, the student will be considered eligible for a GSL loan. Students from families with adjusted gross income of more than $30,000 per year will be required to submit the needs test to the School’s Financial Aid Officer in order to determine their eligibility for a GSL loan. The needs test will be used to establish the student’s expected family contribution according to Federal Student Aid guidelines. If the anticipated cost of education (including tuition, fees, room, board, supplies) is higher than the expected family contribution, the student may be considered eligible for a GSL loan even though his/her family’s adjusted gross income is over $30,000 per year. In order to receive a GSL loan students must maintain Satisfactory Progress and be enrolled on at least a half-time basis. GSL loans are secured through participating banks and lending institutions and persons wishing to apply should obtain an Application for Guaranteed Student Loan from such institutions. GSL applicants should also file an Application for Federal Student Aid or FAF (see Applying for Financial Aid above) since these are used by the Financial Aid Officer in determining the student’s expected family contribution. Students with previous post-secondary education are also required to submit a Financial Aid Transcript (see Applying for Financial Aid). Please note that the School’s Financial Aid Officer cannot certify a GSL application until such time as the student has been accepted and the Advanced Tuition Deposit paid.

Auxiliary Loans to Assist Students (ALAS)
The Auxiliary Loans to Assist Students Program (the Massachusetts adjunct is called Parent Loans for Undergraduate Students or PLUS) provides loans of up to $3000 per school year to the parents of eligible undergraduate students. Independent students can also qualify for ALAS or PLUS loans. These loans are designed as an alternative for parents and independent students who may not qualify for other types of aid, and as a supplementary source of funding for those who may require additional assistance. ALAS or PLUS loans differ from GSL loans in two major respects: the interest rate charged is 12% to 14% and repayment begins within 60 days of the original date of the loan. Persons interested in applying for ALAS or PLUS loans should obtain the necessary application forms from participating banks and lending institutions. Students with previous post-secondary education will also be required to submit a Financial Aid Transcript (FAT). Please note that the School’s Financial Aid Officer cannot certify ALAS or PLUS loans until such time as the student has been accepted and the Advanced Tuition Deposit paid.

Massachusetts State Scholarships
The Massachusetts State Scholarship Program provides tuition assistance of up to $900 per school year for students who meet eligibility requirements. Applicants for this program must be Massachusetts residents and must be enrolled as full-time undergraduate students. Students may apply by filing the Massachusetts Financial Aid Form (MFAF) by March 1 in order to be considered a candidate for the upcoming school year which begins in September. Many states now have similar scholarship programs for residents and out of state students are advised to contact their state scholarship office for information and appropriate forms.

Veterans
The New England School of Art & Design is approved for veterans training. Eligible veterans planning to use their VA benefits to help finance their education should contact the closest Regional Office of the Veterans Administration for information regarding procedures and requirements. Please note that although VA benefits are paid to veterans on a monthly basis, the School requires full payment prior to the beginning of each semester and cannot accept monthly payments. Also, before an Enrollment Certification can be issued by the School the veteran must have been accepted and have paid the Advanced Tuition Deposit.

Other Sources of Financial Aid
Applicants for financial aid should be aware that in addition to the government sponsored programs listed above there are many private organizations which have programs designed to assist students and parents in financing educational expenses. Such organizations may include associations, clubs, fraternal orders, churches, trusts and foundations. Students are encouraged to research such possibilities, but the School can offer little assistance in identifying and locating sources appropriate to an individual student.
ADMISSIONS POLICIES

Information and Visits
The Admissions Office welcomes the opportunity to provide interested persons with information about the School at any time. However, in order that you may be fully and accurately informed we strongly recommend that you personally visit the School and speak with a member of our staff. Applicants are also encouraged to allow time to speak with current students and/or faculty. To arrange an appointment please call the School at (617) 536-0461. It is not the School’s practice to review portfolios of non-applicants. Please address all requests for information to: Director of Admissions, The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.

Admissions Objectives
It is the fundamental objective of The New England School of Art & Design to provide students with a sound professional education in the intellectual, aesthetic and practical skills necessary for the success of working professional artists and designers. The School welcomes applications from persons whose goals are consistent with this basic institutional objective and whose abilities and background indicate the capacity to substantially benefit from NESA/D programs. The New England School of Art & Design is rigorously demanding of its students’ time, energy and talents and applicants must be prepared to meet such demands. The admissions policies and procedures outlined below are therefore designed to give applicants the opportunity to present and explain their goals and qualifications fully in order that the School may make a fair and reasonable decision regarding any applicant while insuring continued adherence to standards appropriate to a professional school of art and design.

Nondiscriminatory Policy
The New England School of Art & Design admits students of any race, color, sex, creed, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, sex, creed, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and other School administered programs.

Eligibility
All 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. Such applicants may only be admitted as Special Students under the Non-Diploma Program. However, they may petition, at a later date, for recognition as Diploma Candidates, provided they have in the meantime earned a high school diploma or its equivalent. Please see Admissions Procedures for additional information regarding eligibility requirements specific to the various categories of admission.
Admissions

ADMISSIONS POLICIES
Information and Visits
Admissions Objectives
Nondiscriminatory Policy
Eligibility
Spring Semester Admissions
Application Deadline
Acceptance/Rejection
Advanced Tuition Deposit
Registration

ADMISSIONS PROCEDURES
Full-Time Diploma Programs
Transfer Students
Part-Time Diploma Programs
Non-Diploma Program/Special Students
Evening and Summer Programs

APPLICATION FORMS
Full-Time Diploma Programs
Part-Time/Special Students
Spring Semester Admissions
Candidates for admission as full-time Diploma Candidates are ordinarily accepted only for the Fall semester since the Spring semester programs in all departments presume the background of the Fall semester programs. However, students with comparable background from other art schools or colleges may be considered for Spring semester admission. Part-time students may be accepted for either the Fall or Spring semesters.

Application Deadline
Applications for admission in a specific school year or semester may be submitted at any time prior to the beginning of that school year or semester. Space limitations, however, make it highly advisable that applications for admission to full-time Diploma Programs be submitted at least two full months in advance of the beginning of the semester.

Acceptance/Rejection
The New England School of Art & Design uses a rolling admissions plan and all applicants will be notified of acceptance or rejection within 30 days of the date of completion of the appropriate admissions procedures outlined in this catalogue. No admissions decision can be made until such time as all admissions procedures, including the interview and portfolio presentation, have been completed. Exceptions can be made only in cases where there are legitimate extenuating circumstances which make completion of the normal admissions procedures impossible. In such cases the Director of Admissions may waive or make substitutions for certain requirements.

Advanced Tuition Deposit
Accepted applicants are required to pay an Advanced Tuition Deposit within 30 days of the date of written notification of acceptance in order to guarantee their place in the entering class. An extension of one month may be granted under unusual circumstances with the permission of the Director of Admissions. Please see Financial Information for details regarding payment of the Advanced Tuition Deposit. Evening and Summer Division students are not required to pay an Advanced Tuition Deposit.

Registration
Accepted applicants who have paid the Advanced Tuition Deposit may register for specific courses beginning one month prior to the start of classes. Appropriate course and schedule information is distributed to students approximately six weeks before the beginning of each semester. Accepted Evening and Summer Division applicants may register for courses immediately following acceptance.
ADMISSIONS PROCEDURES

Full-Time Diploma Programs
Candidates for admission to full-time Diploma Programs must submit the following documents to: Director of Admissions, The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.

1. A completed copy of the Full-Time Diploma Programs Application Form together with the $20.00 Application Fee.

2. A transcript of grades from:
   a. High School (results of the high school equivalency test may be substituted where applicable).
   b. Any post-secondary schools attended.

3. Two letters of recommendation, preferably from:
   a. Present or former teachers.
   b. Present or former employers
   c. Other persons familiar with the applicant's art and/or school background and performance.

In addition to the documents listed above, each applicant for full-time Diploma Programs must submit a portfolio of original art work and have an interview with a member of the Admissions staff. The portfolio should be submitted at the time of the interview. Applicants who live beyond a 300 mile radius of Boston are not required to have an interview (although it is strongly recommended) and may present their portfolio in the form of slides sent to the School. The Admissions Office will contact all applicants directly concerning the time and date of the interview.

The applicant's portfolio, whether sent to the School or presented at the time of the interview, should include the items listed below and must consist entirely of original art work executed by the applicant. Copies of photographs and pieces based on the work of others will not be considered valid portfolio material.


2. Two drawings of a chair, in any drawing media. The two drawings should be done from different angles or points of view.

3. A drawing, in any drawing media, which includes a full human figure.

4. A carefully detailed drawing of a plant together with a free design based on this plant form. Both drawing and design should be presented in a format of the same size. Any media may be used.

5. A non-figurative (i.e. "abstract") design in black and white together with a color version of the same design, executed in the same scale or size.

6. A sketchbook of unfinished work, idea sketches, etc.. Applicants who have not previously kept such a sketchbook are not required to submit this item.

7. A least five additional pieces which the applicant feels will best demonstrate his abilities and background. Please do not feel limited to five additional pieces: the more of your work we can see, the better picture we can get of you and your talents.

Please do not submit three-dimensional objects or works larger than standard portfolio size. These may be presented by means of slides or prints.

In the vast majority of cases an applicant's portfolio will be returned to him at the conclusion of the interview. However, the School reserves the right to retain the portfolio for one week should further evaluation or additional opinions appear advisable. Portfolios mailed to the School will be returned by mail, provided return postage is forwarded by the applicant.
Transfer Students
Students with previous post-secondary art education who wish to enter any of the Diploma Programs should follow the procedure outlined above, except that they should supplement normal portfolio requirements with as broad a selection as possible of the work done in previous art courses. It is extremely important that transfer applicants present as complete a picture as possible of their previous background and experience. In the case of studio courses, transfer credits are based largely on the evidence of the portfolio. It is therefore vital that all relevant material be submitted. In the case of relevant or comparable academic courses a grade of C or better is required for the granting of transfer credit. All decisions regarding transfer credit are subject to the approval of the appropriate Department Chairman and the Director of Admissions.

Part-Time Diploma Programs
In order to be eligible to apply as a part-time Diploma Candidate a student must have previously earned a minimum of 12 credits at NESA/D. Persons who wish to become part-time students, but who have not met this minimum credit requirement should apply as Special Students under the Non-Diploma Program (see Non-Diploma Program/Special Students immediately following this section).

Part-time students who have met the minimum credit requirement stated above may petition the Admissions Committee for recognition as part-time Diploma Candidates by submitting the following to the Director of Admissions:

1. A completed copy of the Petition for Diploma Candidate Status. This Petition is available from the Admissions Office. No application fee is required.
2. A transcript of grades for:
   a. All courses taken at NESA/D.
   b. All courses taken at other post-secondary schools.
3. Two letters of recommendation, preferably from present or former NESA/D faculty members.

In addition to the documents listed above, applicants for part-time Diploma Programs must submit a portfolio and have an interview with the appropriate Department Chairman and the Director of Admissions.

The portfolio submitted should consist of examples of work from all courses taken at NESA/D and any additional material which the applicant feels will be evidence of artistic achievement and commitment to professional art goals. Part-time students not accepted as Diploma Candidates may resubmit a Petition for Diploma Candidate Status after a wait of at least one semester from the date of the original submission.
Non-Diploma Program/Special Students

All persons making initial application for admission as part-time students should apply as Special Students under the Non-Diploma Program. The Non-Diploma Program is not vocational in nature and credit earned as a Special Student may not be applied toward Requirements for Graduation until such time as the student has been accepted as a Diploma Candidate (see Part-Time Diploma Programs immediately preceding this section).

Persons applying for entry as Special Students must submit the following documents to: Director of Admissions, The New England School of Art & Design, 28 Newbury Street, Boston, Massachusetts 02116.

1. A completed copy of the Part-Time/Special Student Application Form together with the $10.00 Application Fee. Applicants should indicate on the Application Form the course or courses for which they are making application.

2. A transcript of grades from:
   a. High School (results of the high school equivalency test may be substituted where applicable).
   b. Any post-secondary schools attended.

3. One letter of recommendation, preferably from present or former teachers or employers.

In addition to the documents listed above, applicants for entry as Special Students must submit a portfolio of original art work and have an interview with a member of the Admissions staff.

The portfolio submitted should consist of a minimum of five pieces of original art work relevant to the course or courses for which application has been made. In the case of academic courses (those with the letter "A" following the course code), no portfolio is required.

Evening and Summer Programs

Evening and Summer Division applicants must complete the following application procedures:

1. All applicants must complete the Evening or Summer Division Application Form (included with the Evening and Summer Division catalogues) and return it to the School together with the $10.00 Application Fee. Applicants should indicate on the Application Form the course or courses for which they are making application.

2. All applicants must have an interview with a member of the Admissions staff.

3. Most Evening and Summer Division courses do not require the submission of a portfolio. However, where indicated in the course description as it appears in the Evening or Summer Division catalogue, a portfolio of original art work relevant to the course or courses for which the student has applied must be presented at the time of the interview. No portfolio is required unless so indicated in the course description.

Complete details of Admissions requirements for Evening and Summer Divisions are contained in their respective catalogues.
APPLICATION FOR ADMISSION
FULL-TIME DIPLOMA PROGRAMS
Application fee of $20 must accompany this form

Personal

Last Name ____________________________________________
First Name __________________________________________ Initial _______________________
Number and Street __________________________________ City _______________________
State ___________________________ Zip Code _______________________
Home Telephone _________________________ Business Telephone ______________________
Birth Date __________________________ Social Security Number ______________________
Name of Parent, Guardian, or Spouse __________________________
Number and Street __________________________________ City _______________________
State ___________________________ Zip Code _______________________
Home Telephone _________________________ Business Telephone ______________________

Education

Name of High School __________________________ Date Graduated ______________________
Post-Secondary School(s) Attended __________________________
Dates Attended __________________________ Major __________________________
Semesters Completed __________________________ Credits/Degree Earned ______________________
Program

Applying for entry as:
First Year Student
Second Year Student
Third Year Student
Unsure

Intended area of study:
Graphic Design
Interior/Environmental Design
Fashion Illustration
Fine Arts
Undecided

Financial Aid

Have you previously received financial aid?
Yes _________________ No ______________

If you anticipate applying for financial aid, please indicate below the sources which you are considering.
Pell Grant (Basic Grant) Program
Guaranteed Student Loan
Private Scholarship
Massachusetts State Scholarship
Veterans Benefits
Other

Admissions

If you have applied or intend to apply to other schools, please indicate these in order of preference below.
1)
2)
3)
4)

Reminder: A transcript, two letters of recommendation, a personal interview and a presentation of your portfolio are necessary to complete your application. Please see Admissions for complete details.

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
Scheduled Appointment
Receipt Number
Acceptance/Rejection
APPLICATION FOR ADMISSION
PART-TIME / SPECIAL STUDENTS
Application fee of $10 must accompany this form

Personal

Last Name ____________________________________________
First Name __________________________________________ Initial _______________ 
Number and Street __________________________________ City ____________________
State ___________________________ Zip Code __________________________
Home Telephone __________________________ Business Telephone ______________________
Birth Date __________________________ Social Security Number ______________________
Name of Parent, Guardian, or Spouse ________________________________________________
Number and Street __________________________________ City ____________________
State ___________________________ Zip Code __________________________
Home Telephone __________________________ Business Telephone ______________________

Education

Name of High School __________________________ Date Graduated _______________
Post-Secondary School(s) Attended ____________________________
Dates Attended __________________________ Major __________________________
Semesters Completed __________________________ Credits/Degree Earned _______________
Program

Applying for entry as:
- Special Student
- Diploma Candidate
- Unsure

Intended area of study:
- Graphic Design
- Interior/Environmental Design
- Fashion Illustration
- Fine Arts
- Undecided

Courses

Please list below the course or courses for which you are applying. Include course titles, codes, and credits as they appear in the catalogue.

Title ________________________________
Course Code ______ Credits ______

Title ________________________________
Course Code ______ Credits ______

Title ________________________________
Course Code ______ Credits ______

Title ________________________________
Course Code ______ Credits ______

Title ________________________________
Course Code ______ Credits ______

Title ________________________________
Course Code ______ Credits ______

Reminder: A transcript, a letter of recommendation, a personal interview and a presentation of your portfolio are necessary to complete your application. Please see Admissions for complete details.

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 ___________________________
Receipt Number ___________________________
Scheduled Appointment ___________________________
Acceptance/Rejection ___________________________
# CALENDAR 1983-84

## Diploma Programs

**1983**
- Aug. 1: Fall Semester registration period begins
- Aug. 17: Payment Deadline, Fall Semester
- Aug. 30: Orientation, new students
- Aug. 31: Orientation, returning students
- Sept. 1: Fall Semester classes begin
- Nov. 24: Thanksgiving recess begins
- Nov. 30: Classes resume
- Dec. 1: Spring Semester registration period begins
- Dec. 21: Fall Semester classes end
- Dec. 22: Semester Break/Christmas vacation begins

**1984**
- Jan. 9: Spring Semester classes begin
- Feb. 20: Spring vacation begins
- Feb. 27: Classes resume
- May 2: Spring Semester classes end
- May 13: Graduation

## Summer Division

**1983**
- April 15: Registration period begins
- June 1: Payment Deadline
- June 6: Classes begin
- Aug. 15: Classes end

**1984**
- April 15: Registration period begins
- June 1: Payment Deadline
- June 6: Classes begin
- Aug. 16: Classes end

## Holidays

In addition to the recesses and vacations previously listed, all Divisions of the School will observe the following holidays:

**1983**
- July 4: Independence Day
- Sept. 5: Labor Day
- Oct. 10: Columbus Day
- Nov. 11: Veterans Day

**1984**
- Jan. 15: Martin Luther King Day
- Feb. 20: Washington’s Birthday
- April 16: Patriots Day
- May 31: Memorial Day

## Evening Division

**1983**
- Aug. 15: Fall Semester registration period begins
- Sept. 28: Payment Deadline, Fall Semester
- Oct. 3: Fall Semester classes begin
- Nov. 24: Thanksgiving Day, no classes
- Dec. 15: Fall Semester classes end

**1984**
- Jan. 10: Spring Semester registration period begins
- Feb. 22: Payment Deadline, Spring Semester
- Feb. 27: Spring Semester classes begin
- May 7: Spring Semester classes end
Design
This catalogue was designed during the 1981-82 school year by a team of students consisting of the following:
Jeanne Estram, Graphic Design '83
Jean Hammond, Graphic Design '82
Deborah McCarthy, Graphic Design '82
Kim Petersen, Graphic Design '82

Typesetting
All type for this catalogue was set on the School's Compugraphic EditWriter 7500 by members of the NESA/D staff and student body.

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Carol DiNitto, Graphic Design '83
Jeanne Estram, Graphic Design '83
Eileen Fitzgerald, Graphic Design '83
Christilla Germain, Special Student
Laura Hanlon, Graphic Design '82
Paul Harrington, Graphic Design '83
Craig Harrison, Special Student
Deborah McCarthy, Graphic Design '82
Nancy Roper, Interior Design '82
Judy Salah, Graphic Design '82
Edgar Sanchez-Vegas, Special Student

Printing
Speed Impressions

Editor
William Davis
The New England School of Art & Design admits students of any race, color, sex, creed, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, sex, creed, national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and other School administered programs.

This catalogue does not constitute a contractual agreement. The New England School of Art & Design reserves the right, with the approval of the Commonwealth of Massachusetts, Department of Education, to change any program, department, course, policy and the personnel of the faculty at its discretion. The School has no responsibility for loss or damage to student work, supplies or other personal property.