

Capstone Spring Planning (1/21/20)

Hello 410 students, Next week (1/21) you will each be giving a five minute overview presentation of your spring program to the rest of the class.* This will be followed by about five minutes of discussion/feedback. This is an opportunity to continue your work from last semester or to shift direction slightly in order to enrich your final project. See you next week, Hannah

These presentations should include:

- 1) An overview of your project (a minute at most via your DH website).
- 2) A description of one new skill (either in a lab as per the lab heads' presentations yesterday or on your own) that you intend to learn and why. Toward that end, at the bottom of this document, you will find the rules/regs for the labs as well as a list of what the university offers in terms of software.
- 3) Clear targets (what you will accomplish) by each presentation date to the class. I've posted those dates below.

First Phase Presentation: 10 pts (2/4 & 2/11 in class group discussion. Must include uploads by the Monday before you present, demonstrable progress, and one page statement of purpose/introduction).

Mid-Term Capstone Presentation: 10 pts (3/4 & 3/11 in class group discussion. Must include uploads by the Monday before you present, demonstrable progress, and two page statement of purpose/introduction -- expanded from version #1)

Final Capstone Presentation: 20 pts (4/8 & 4/15 in class group discussion. Must include uploads by the Monday before you present, demonstrable progress, and three page statement of purpose/introduction -- expanded from version #1/#2). Note: The final written overview must appear on your DH website during the public online presentation of your projects.

- 4) The presentations and discussions will be oral for your classmates, but you should each give me a written version (1-2 pages, including which dates you want to present) by the end of the day on 1/21, so that I have a record in writing of what you are planning and when. If (after presenting/discussing these with the class) you want to edit/change them, please send me a revised version of your plan by 1/28.

*For students joining us in their first semester, these will be schematic discussions of what they are thinking about doing and the schedule will be loose. First phase would be a general description of the research problem or project with bibliography. Mid-Term could be annotated bibliography and revision of initial description based on bibliography. Mid-Term might also include sketches. Final Capstone could include either finalized research, prototype, and description of 'next steps' or finished version if project is scaled for one semester.

UNIVERSITY COMPUTER SUPPORT

UIC has restored its Hotspot and Laptop Lending program for students (and faculty). [Request Form Here](#)

- For remote access to virtual computers + labs with specialized software, visit: [Virtual Computer Lab](#)

Access to UIC SAAH Labs

Lab Specialist Schedule: Per the current states of the pandemic our Lab Specialist will be in one day a week to start the semester. The following is when each person will be in:

Monday: Paul Dickinson (Moving Image)

Tuesday: Matt Mancini (Woodshop)

Wednesday: Chris Markin (Photo)

Thursday: Shane Hope(NM/ARTED)

Building Access For Art and Exhibition Hall

For the Spring 2021 semester the AEH building will be Card Access only with the requirement that Faculty/Staff and Students all fill out this self reporting [FORM](#) each day prior to entering the building. The building's front doors will not be open other than card access as our school does not have the ability to have a permanent employee stationed at the front of the building screening people as they walk in.

Levels of Access to AEH main doors:

Faculty/Staff: This population of people will retain full 24/7 access to the building.

MFA Student: This population of people will retain full 24/7 access to the building.

BFA Thesis: This population of students will have access to M-TH 730am-7pm only including BFA Studios.

All other Undergraduates in ART Courses: This population of students will have access to M-TH 730am-7pm only.

If you have issues with card access email Chris Markin, cmarki1@uic.edu with your name, uin and course number.

SAAH Equipment Check Out Procedure: Spring 2021

The following document outlines the way in which equipment check out will occur for the Fall 2020 semester. Equipment checkout for Moving Image and Photography has been relocated to room 3206 AEH. Telephone number is 312-413-8319.

Photo Equipment:

Procedure: Prior to week 2 (when set schedule is made) equipment check out will be made by setting an appointment with chris markin(cmarki1@uic.edu)

Moving Image Equipment:

Procedure: Equipment checkout period is for 7 days. Schedule Pickup AND RETURN via calendar link [here](#). Moving Image checkout hours, rules, and procedures can be found [here](#). Authorization tutorials can be scheduled with Paul Dickinson (pdickins@uic.edu)

Studio Arts Equipment:

Procedure: 3 Day Overnight Prior Notice equipment check out will be made by appointment with Matt Mancini (mmancini@uic.edu). No appointment needed for day only hand tool check out.

Photography Dept. Service Bureau

During the Spring 2021 semester the photography department will be operating in a service bureau capacity for nearly all printing and all film processing. This is subject to change depending on conditions.

Printing Tiers:

1. Tier 1: any combination of 15 ft x 44 in wide prints with material limited to- Epson Luster, Epson Glossy and Epson Matte. Special request for material can be made in Tier 1 but no guarantee of possibilities
2. Tier 2: any combination of 10 ft x 44 in wide prints with material limited to- Epson Luster, Epson Glossy and Epson Matte. Special request for material can be made in Tier 1 but no guarantee of possibilities
3. Tier 3: Students will have the ability to print 15 prints at 8 x 10 or 6 prints at 11 x 14 or 3 prints at 16 x 20. Material limited to- Epson Luster, Epson Glossy and Epson Matte

Film Process:

1. All MFA, BFA, IDEA 410 and students in ART 362 will have access to film processing services. This includes, C-41 35mm film, C-41 medium format fill, Black and White 35mm film and Black and White medium format film.

Access:

The following classes have the following levels of access and quantities.

1. MFA Students: Access to Grad lab (pending orientation) Tier 1 printing
2. BFA Thesis Students: Access to Grad lab M-TH 7-7(pending orientation) Tier 1 printing
3. ART 381 students: in class access to Darkroom or when Space is open, Tier 2 printing
4. ART 362 students: in class access to Darkroom or when Space is open, Tier 2 printing
5. ART 260 students: Access to Computer lab when space is open, Tier 2 printing
6. ART 160 students: Access to Computer lab when space is open, Tier 3 printing
7. IDEA 410 Students: Access to Grad lab M-TH 7-7(pending orientation) Tier 1 printing
8. IDEA 110 Students: Access to Computer lab when space is open, Tier 3 printing
9. All other accommodations will be made on a class by class or student by student basis.

Placing Request:

Student identified as having access to the photo dept. service bureau options will make the request in the following manner:

Digital Printing Submission:

1. Submit an email request for prints to cmarki1@uic.edu Title: **Photo Service Bureau Request**, with the following information-
 - Name
 - Course
 - List of images submitted to Box account(title file: LastNameImageTitle.filetype)
 - Size and resolution of each image
 - Material to be printed on
 - Special instructions
2. After submitting email for request upload images in this UIC Box account(<https://uofi.box.com/s/nshocflizevh2ekgzc5xdstuoa1rd0lv>) with the following steps-
 - Students should title files: LastNameImageTitle.filetype(ex. MarkinSkyProject1.jpeg)
 - Each file should be fully edited and resized to proper H/W/Resolution
 - Each files name and size should correlate to the submission request
3. Confirmation email will be sent once all files have been uploaded. Additional questions also accompany this confirmation email as well as an expected turnaround time. Plan for a minimum week for execution of prints.

Film Processing Submission:

1. Submit an email request for prints to cmarki1@uic.edu Title: **Photo Service Bureau Request**, with the following information-
 - Name
 - Course
 - List of Film being dropped off (speed, type, name)
 - Special instructions
2. Confirmation email will be sent with instructions for film drop off. This will most likely be in the shared check out office in 3206 with a set time and date. However, other accommodations might be made depending on various factors.

Picking Up Prints and Film:

As the semester progresses a more streamlined process will be put in place once a flow to how this will all function and works is developed. However, the starting point will be to come and pick up your work in the AEH building from the shared checkout office located in 3206. A pick up time and date will be communicated to you and we will work with you on that timing.

Any questions or concerns can be directed to Chris Markin at Cmarki1@uic.edu

Note that email will be the primary form of communication, so it is imperative that students be checking email regularly for updates, information and questions.

New Media Arts Service Bureau

During the Spring 2021 semester the New Media Arts area will be operating in a service bureau capacity for nearly all digital fabrication. This is subject to change depending on conditions.

Access:

The following student groups / classes have the following levels of access to digital fabrication equipment / services.

1. Pretrained MFA Students: Will retain independent access to digital fabrication equipment.
2. Untrained MFA Students: Service bureau oriented access arrangements preferred, but new grads may request training (unguaranteed and pending review).
3. BFA Thesis Students: Service bureau oriented access only.
4. NMA Classes: Service bureau oriented access only.
5. Other School of Art class accommodations are possible, made on a case by case basis, and service bureau oriented only.

Placing Requests:

Students identified as having access to NMA digital fabrication services can submit requests in the following manner:

Laser Cutting / Etching Submission:

Submit an email request to shope@uic.edu, Subject: **NMA Service Bureau Request**, with the following information: name, course, **.ai or .jpg file**, and a brief description of your idea and material expectations.

3-D Printing Submission:

Submit an email request to shope@uic.edu, Subject: **NMA Service Bureau Request**, with the following information: name, course, **.stl file**, and a brief description of your idea and material expectations.

You will be emailed once your ideas / files have been assessed / inspected / analyzed and receive a guesstimated turnaround time. Laser cutting turnaround is usually same-day. Etching turnaround can be same-day, but depends on the dimensions / speed of the job and also subject to having less priority than cuts. 3-D printing turnaround depends on a variety of complex factors, varies vastly, but is usually less than 2 days.

Picking Up Parts:

If AEH building access is possible, then parts may be retrieved from in front of classroom 5226 or 5226A. Once the semester starts, other options may be determined. Pending possible pandemic phase shift, a curbside pickup process may be established.

Any questions or concerns can be directed to NMA Laboratory Specialist Shane Hope shope@uic.edu

Note that email will be the primary form of communication, so it is imperative that students be checking email regularly for updates, information and questions.

WOODSHOP SERVICE BUREAU

Access: Graduate Students, Thesis Students, ART 140, ART 240, IDEAS 110

Service Bureau will be open on week 4 of the semester*

How it Works:

Woodshop service bureau is open to fabrication on the follow tools:

- Table Saw Cuts** (Plywood, Masonite, Acrylic, Hardwood, and Dimensional Lumber)
 - 52" max width, 96" max length, 1.5" max thickness
 - table saw cuts are for straight rectilinear pieces and ripping of dimensional lumber only

- Band Saw Cuts** (Plywood, Masonite, Acrylic, Pink Foam, Hardwood, and Dimensional Lumber)
 - 36" max length and width, 6" max thickness
 - band saw cuts are designated for curvilinear and organic shapes.

- Miter Saw Cuts** (Hardwood and Dimensional Lumber Only)
 - 12" max width, 96" max length, 4" max thickness
 - miter saw cuts are for length cuts only with the option of straight, mitered, or angle cuts

Walk Up Service:

Open Mon - Tues 9pm - 4pm (lunch break 12-1pm)

Walk up service will be open for consultation of fabrication. A dimensional drawing is required with specific dimensions. Turnaround time based on project needs and quantities.

Remote Service:

Contact Lab Specialist Matt Mancini (mmancini@uic.edu) to set up a consultation either via phone, email, or zoom. A dimensional drawing is required with specific dimensions. Turnaround time based on project needs and quantities.