

BA(Hons) FINE ART
WELCOME PACK 2018-19



BA(Hons) FINE ART: WELCOME PACK 2017-18

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WELCOME

Congratulations on securing a place on the BA Fine Art course at the University of Northampton!

My name is Michelle Keegan, and alongside my role as Senior Lecturer in Printmaking I am also Head of First Year on the BA Fine Art and BA Fine Art Painting & Drawing courses. This means that I am responsible for planning your first year experience here at Northampton. Like you, I'm a new starter this year, and I'll be meeting you along with the rest of the Fine Art staff at **9.30am, room W10 in the Walgrave building of Avenue Campus on Tuesday 25th September.**

This Welcome Pack has been developed to give you the key details the year ahead. We know it can be a lot of information to take on, so we'll also be reviewing this information on the Tuesday morning of Welcome Week and there will be plenty of opportunities to ask questions either that week or as you move through the year.

Hopefully this welcome pack answers most of your questions, but should you have any issues ahead of the new term then please feel free to contact me via email **michelle.keegan@northampton.ac.uk**

The team and I look forward to meeting you all on the 25th September.

Best regards, Michelle

Michelle Keegan

Senior Lecturer, Printmaking, Fine Art



WHO TEACHES ME?

A wide range of people will help you with your learning and development whilst here at Northampton, and broadly this breaks down into a number of groups:

Senior Lecturers, Lecturers and Associate Lecturers – This is the core team that you have contact with week in, week out. It is these lecturers that deliver the majority of your taught experience, set project briefs, assess your work, lead study visits etc. Details about individual staff is overleaf.

Technicians and Technical Demonstrators – are normally located in one of our workshop areas. The main workshops that you will use are those in the Walgrave building – Printmaking, Photography and 3D – but across both Avenue and Park Campus there are other specialist workshops (for example the leather tanning facilities or the ‘green screen’ rooms in the media suite) to which we can arrange access should you need it. Technicians and Technical Demonstrators normally deliver skills training sessions in their subject area, but are also available to work with 1:1 or in small groups to offer more specialised support.

Visiting Artists – These are freelance artists, curators, writers, critics and other creative practitioners who we invite on a one-off or occasional basis. Typically these are specialists that we feel have certain skills that will complement the core lecturing team, or that will be especially useful to specific students. Normally a Visiting Lecturer would offer a lecture about their creative practice, then either lead a group crit or offer 1:1 tutorials to those students who will get the most benefit from that contact. Since these visitors might not revisit Northampton during your time with us you should make every effort to attend as many lecture opportunities as you can.

Learning & Development Team – is a team of tutors who work university-wide to offer guidance and tuition to all students to enhance their academic, mathematical and general study skills. During the year we will schedule sessions with the team to provide workshops in the following areas: essay writing, critical analysis, presentation skills, time management etc.

Academic Librarians – each Faculty has specialist Academic Librarians with whom you can make an appointment for support on your research activities (for essays or more general background for your studio work). They can provide training in how to access and search academic databases, structure your research etc.

Employability+ – who support students with external employability skills, enterprise initiatives, guidance on external project opportunities etc.

Specialist University Teams – the University also has a number of other specialist departments that will support your learning in a variety of ways, if appropriate to your needs. These include our Student Services, Mental Health and Counseling teams.

Printmaking Fellows – Printmaking Fellows are all practicing artists and, although not staff of the University, are available to support your work in the printmaking workshop between 5-8pm Mon-Thurs.

AN INTRODUCTION TO THE TEAM



Dr Ralph Darbyshire Principal Lecturer, Subject Leader Fine Art

ralph.darbyshire@northampton.ac.uk

Office located in room W26, Walgrave

01604 893002

Ralph is Subject Leader and Principle Lecturer in Fine Art, and has the overall responsibility for all Fine Art courses from our Foundation Art & Design course through to our MA Fine Art. You will have a meeting with Ralph in week 8 or 9 of the Autumn term, and will also work with Ralph this year through tutorials and group crits in your two studio modules ART1013/33. Ralph's art practice extends the idea of activism as a means of making tangible the political and ethical confusions of everyday life, which in turn promotes acceptance of behaviours or opinions different from one's own. Ralph has exhibited widely, including the Liverpool Biennial as well as China, France, Singapore, Sweden, UK and USA.



Dr Mike Evans Senior Lecturer in Painting

michael.evans@northampton.ac.uk

01604 893210

Office located in room W1, Walgrave

Mike is the Year 3 Leader for the two Fine Art undergraduate programmes, but will teach some of your sessions on the ART1012 Understanding the Visual module in term 2. You will also work with Mike this year through tutorials and group crits in your two studio modules ART1013/33. Mike's specialism is contemporary abstract painting and its relationship to spiritual experience, and he has contributed to the publication *Contemplations of the Spiritual in Art* (2013) which explores the role of the unknowable within contemporary art and thought. Mike has exhibited and presented his research internationally.



Stefan Gant Lecturer in Drawing & Digital Media

stefan.gant@northampton.ac.uk

01604 893150

Office located in room W1, Walgrave

Stefan leads the module ART1015 Introduction to Drawing that all 1st Yr Painting & Drawing students complete, and runs the open-access life drawing sessions which run 4-6pm on Tuesdays. You will work with Stefan this year through tutorials and group crits in your two studio modules ART1013/33, and he will also lead on your induction projects into video, sound and other digital practices. Stefan is a co-founder of the Drawing Lab, the research hub for drawing practice and theory within the university, and his art practice explores the discourse of contemporary drawing. Stefan has exhibited nationally and internationally and was selected as a finalist in the 2007, 2010 and 2012 Jerwood Drawing Prize, London and UK tour; and 'Highly Commended' at the National Eisteddfod of Wales Visual Arts Exhibition in 2007.



Dr Andrew Hewitt Senior Lecturer, Art & the Public Sphere

andrew.hewitt@northampton.ac.uk

01604 893353

Office located in Room 4, Heyford 3

Andy is the Year 2 Leader for the two Fine Art undergraduate programmes, but will teach some of your sessions on the ART1032 Social & Professional Practice and ART1012 Understanding the Visual modules. You will also work with Andy this year through tutorials and group crits in your two studio modules ART1013/33. Andy is a practicing artist and has worked collaboratively with Dave Beech and Mel Jordan as the Freee art collective since 2004, operating internationally with organisations including Liverpool Biennial; Venice Biennial; Istanbul Biennial, BAK, Utrecht; SMART, Amsterdam; Culturgest Porto; ICA, London; Collective Gallery Edinburgh; and Wysing Arts, Cambridge. Andy is also the founding co-editor of Art and the Public Sphere Journal.



Michelle Keegan Lecturer in Printmaking

michelle.keegan@northampton.ac.uk

01604 893150

Office located in W1, Walgrave

Alongside her role as Yr1 Leader, you will work with Michelle this year through tutorials and group crits in your two studio modules ART1013/33, and she will also lead on your induction projects into various printmaking approaches alongside Jayne Corfield. Michelle is an active member of various printmaking collectives and networks both nationally and internationally. Michelle has exhibited widely in the UK and Europe, and was the recipient of the Flourish Award for Excellence in Printmaking 2014.



Dr Craig Staff Reader in Fine Art

craig.staff@northampton.ac.uk

01604 893053

Office located in Room 4, Heyford 3

Dr Craig Staff is Course Leader for the MA Fine Art and also leads our theory modules across all years. You will mostly work with Craig through your Yr1 theory module ART1012 Understanding the Visual, but Craig will also be scheduled for tutorials and group crits in your studio modules ART1013/33. Trained as a painter, Craig's research challenges the assumption that 'practice' and 'theory' are mutually exclusive and he is the author of *Monochrome: Darkness and Light in Contemporary Art* and *After Modernist Painting: The History of a Contemporary Practice*. Craig is on the Editorial Board for the Journal of Contemporary Painting.



Jayne Corfield Technical Demonstrator (Printmaking)

jayne.corfield@northampton.ac.uk

01604 893124

Office located in W11

You will mostly work with Jayne during a series of inductions into printmaking processes in term one, and, if you like the medium, also in term two. Jayne can support you with all technical aspects of your studio practice that relates to the printmaking. Jayne also oversees the Mac suite, printer and lasercutter within the printmaking workshop.



Steve Godfrey Technical Demonstrator (Photography)

Steve.godfrey@northampton.ac.uk

01604 893087

Located in Creative Hub, Waterside Campus

You will mostly work with Steve (and Jim Smith) during a series of inductions into photographic processes in term one, and, if you like the medium, also in term two. Steve and Jim also manage the booking system for lighting studios and darkroom access, loan of cameras and other photography/film equipment, and can support you with all technical aspects of your studio practice that relates to the photographic image. Steve has twin practices as a commercial photographer and as an artist exploring the creative edges of photographic processes.



Richard Hawkes Technical Demonstrator (3D)

richard.hawkes@northampton.ac.uk

01604 893181

Office located in room W15, 3D Workshops, Walgrave

You will meet with Rich (and Rich) during your Health & Safety inductions into the 3D workshop in term one. Both Richards also manage the loan system for tools, and can support you with all technical aspects of your studio practice that relates to the manufacture of 3D work – in particular wood and assemblage.



Richard Hollinshead Technical Demonstrator (3D)

richard.hollinshead@northampton.ac.uk

01604 893054

Office located in room W15, 3D Workshops, Walgrave

You will meet with Rich (and Rich) during your Health & Safety inductions into the 3D workshop in term one. Both Richards also manage the loan system for tools, and can support you with all technical aspects of your studio practice that relates to the manufacture of 3D work – in particular wood and assemblage.



Jim Smith Technical Demonstrator (Photography)

james.a.smith@northampton.ac.uk

01604 893087

Located in Creative Hub, Waterside Campus

You will mostly work with Jim (and Steve Godfrey) during a series of inductions into photographic processes in term one, and, if you like the medium, also in term two. Jim and Steve also manage the booking system for lighting studios and darkroom access, loan of cameras and other photography/film equipment, and can support you with all technical aspects of your studio practice that relates to the photographic image. Jim has twin practices as a commercial photographer and as an artist exploring issues of urban/suburban landscape.

HOW WILL I BE TAUGHT?

We use a range of teaching approaches that includes tutorials, group crits, technical demonstrations, workshops, seminars, lectures and study visits.

Tutorials – are the heart of your taught experience. These are one-to-one appointments with academic staff, normally held in your studio space (or wherever is best to experience your work-in-progress) where you will discuss your emerging ideas, your research and the work as it progresses. These sessions normally run for 30-40 minutes each, and staff may recommend certain artists, texts, processes and so on for you to follow up on. Some tutorials are allocated by staff (we post an appointment list of who we want to see that day and at what time), and some tutorials are optional (we post a blank appointment list and you can sign up if you want a tutorial). We ask you to keep a record of your tutorials using the 'Tutorial Record Sheet' (see forms, pg23) so that we can see easily whom you have been discussing your work with. You should also take a few notes from each tutorial as an aide-memoire.

Group Crits – normally led by a member of the academic staff, these are small groups (between 4-8 students) where you discuss each other's work. Staff are there to prompt the discussion rather than lead it, and Group Crits are especially useful for two reasons – they build your confidence in talking about your work, and give you greater insight into the approaches that your fellow students are taking. Group Crits tend to be scheduled when you have reached the culmination of a specific project, and are often mixed groups (groups from different years of Fine Art, or mixed Fine Art and Fine Art Painting & Drawing students). It is really important to recognise that you, as a student body, can be really influential on each other's learning. It is important that you are generous with your knowledge, getting use to discussing each other's work and sharing ideas about art.

Technical Demonstrations & Workshops – These focus on the acquisition of skills, normally how to safely use specific pieces of equipment or software in our three workshop areas of printmaking, photography and 3D (but sometimes focused on the conceptual basis for certain artforms). Throughout the year you have a series of mandatory workshops that will give you a good introduction to each workshop area, and there will also be some optional workshops about additional techniques and processes that you may choose to sign-up to.

Seminars & Lectures – Lectures are formal events where a lecturer or visiting artist will present an illustrated talk, normally for between 45minutes and an hour with the opportunity for questions at the end. They offer an opportunity for you to gain insight into a specific subject in depth, including signposting to further research you might choose to undertake. Seminars are less formal than lectures, and are more conversational and free-flowing.

Study Visits – a really important part of your learning experience, we run a number of study visits each year. They offer you an intensive cultural experience and provide you with a greater knowledge of the art world that you have entered. Staff lead these visits, arranging behind the scenes access and insights to the selected venues. Further details will follow.

WHAT EXPECTATIONS DOES THE UNIVERSITY HAVE OF ME?

Completing enrolment confirms that you are willing to comply with the University's rules, regulations and procedures; that you commit to taking responsibility for your own learning and will actively engage with your studies. This would include, for example, attending inductions, participating fully and actively in classes/seminars/workshops and group learning activities, attending meetings with tutors and/or supervisors, attending placements and ensuring time is spent in private study/research.

Please refer to the Student Partnership Agreement within the 'Policies, Procedures and Regulations' section of the Student Hub to view full details, but in summary you are expected to conduct yourself with due regard for your own responsibilities as a student of the University and with due respect for the rights of all members of the University community, whether staff, students or visitors. It is also expected that your behaviour on and off campus does not damage the reputation of the University of Northampton.

You are expected to operate in a spirit of academic integrity, by embracing values such as honesty, trust, fairness, respect and responsibility. Conversely you would be deemed to have breached the University's expectation of good conduct if you have disrupted teaching, learning or research carried out within the University; have bullied, assaulted or harassed any fellow student, member of University staff or visitor (this includes verbal abuse and cyber-bullying).

All students are required to use their student ID card to record attendance at the start of every lecture and seminar so the University may monitor attendance and engagement with study.

MODULE STRUCTURE & YEAR ONE MODULES

Full-time students take four modules in years 1 and 2, and two modules in year 3. Each year's modules total 120 credits, and for BA Fine Art the modules in year 1 are:

ART1012 Understanding The Visual (20 credits)

ART1013 Introduction to Media (40 credits)

ART1032 Social & Professional Practice (20 credits)

ART1033 Extended Studio Practice (40 credits)

Part-time students take 60 credits in year 1, starting with ART1012 and ART1013.

The most important thing to note at this point is that the first session in each of your modules will be to introduce that module in more detail. There will then be a chance to ask any questions you have about the module in that session or privately later. So for now this is just a little background information to give you a taste of the year.

ART1012 Understanding The Visual is a theory module led by Dr Craig Staff. It provides a grounding in visual analysis, core approaches to art and cultural theory etc. Most weeks there is a one-hour lecture, and then later a one-hour seminar to discuss that lecture. Some weeks are dedicated to 'recap' sessions and one-to-one support. There are three assessable items in the module – a set of weekly blogs in the Autumn term; a 1500 word essay on a negotiated subject in the Spring term; and a 5 minute presentation in the Summer term.

ART1013 Introduction to Media and **ART1033 Extended Studio Practice** are two separate modules within the university structure, but you should think of them as being one extra-large module. This is practical, studio-based activity and is the core of your development as an artist, so therefore it represents the vast majority of your time each week. Teaching is mostly via one-to-one tutorials and group crits, but also includes study visits and technical demonstrations, artist's talks etc. There are two types of assessable items in these modules – 'Consolidated Research Work', which means those major pieces of artwork that are the culmination of each project brief; and 'Speculative Research Practice', which means your supporting sketchpads, experiments, material and process investigations, artist research file etc. You are assessed at the end of the academic year (Summative Assessments), but have two practice assessments (Formative Assessments) at points throughout the year.

ART1032 Social & Professional Practice is specialist module led. It is focused on creating art in public contexts (i.e. non-gallery sites) and the professional skills you will need for that kind of art practice. The module is centred on creating a temporary artwork for a specific space. The module is delivered by a series of lectures, workshops, group discussions and 1:1 tutorials. There are three assessable items in the module – the 5 minute presentation you give to 'pitch' your proposal; the artwork itself and a folder of supporting material. This supporting material can include any form of professional development work that you have completed throughout the year – this might include art workshops in schools, an internship at a gallery or art organisation, evidence of applying for exhibitions or other opportunities; but can also include 'non-art' activities such as running a student society or acting as a Year Rep.

Q TERM DATES

The term dates are:

Autumn Term: Mon 1st October – Friday 14th December

Spring Term: Mon 7th January – Friday 5th April

Summer Term: Tuesday 23rd April – Fri 14th June
(optional activities may extend beyond 14th Jun)

Q WHAT ARE MY TAUGHT HOURS?

Most weeks your standard timetable is like this:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SELF DIRECTED STUDY	ART1013 Introduction to Media 9.30-3.30	ART1032 Social & Professional Practice 9.30-12	ART1033 Extended Studio Practice 9.30-3.30	ART1012 Understanding The Visual (lecture) 9-10am
SELF DIRECTED STUDY		SELF DIRECTED STUDY		ART1012 Understanding The Visual (seminar) 1-2pm

Taught sessions are normally from 9.30-12noon, and 1-3.30pm, and staff are typically available between 9-5pm each day unless they are on their allocated research time. 'Self-directed study' refers to non-taught time when we would expect you to be completing module tasks and general research either in your studio space, the library or off-site (for example visiting a gallery). We do recognise that people have work or family commitments that might absent them from campus on a regular or occasional basis. So we ask each student to complete and display their copy of the 'Standard Week Timetable' form (see pg22), which allows staff to see at a glance whether you should be present.

Q WHAT ARE MY ACCESS HOURS?

The photography, printmaking and 3D workshops are open and staffed by Technical Demonstrators between 9-12 and 1-5pm (4.30pm on Friday). In addition the printmaking workshop is staffed by our Printmaking Fellows Monday-Thursday between 5-8pm. Studio spaces are normally open between 7.30am and 9pm, but if you need access at other times or on the weekends you can arrange this in advance using an 'Out of Hours' form (see pg19)

Q ARE THERE ADDITIONAL ACTIVITIES?

The majority of your time follows a standard diary, but certain weeks in the academic year have a very different structure. For example Changing Futures Week is an intensive programme of lectures and workshops by visiting specialists; and you may join our study visits. Each week there are also likely to be a number of optional additional activities that you can benefit from. For example Andy Hewitt programmes an excellent range of visiting artists, curators and other creative practitioners for his Yr2 module ART2017 Professional Studies (which runs on a Wednesday) that you will have the option to attend. We will brief you about these activities via the noticeboards, weekly meetings, on-line messageboards etc.

ASSESSMENTS & FEEDBACK

Q HOW WILL I BE ASSESSED?

Each of your four modules (two if you are studying part-time) will have a number of assessable items, and a number of assessment points throughout the year. There are two types of assessment, which we call 'Formative' and 'Summative'. A Formative Assessment is essentially a trial-run scheduled part-way through your module. This gives you a chance to get used to the assessment process and get some written and verbal feedback on your work to date, with an indicative grade. The Summative Assessments are the final grades that you receive for each module, and are the grades recorded by the university. You need to pass each module in order to proceed into Year Two.

Q WHAT FEEDBACK WILL I RECEIVE?

You are able to get feedback on your work regularly throughout the year, informally, via tutorials and conversations with your module tutors in your studio space. Try to get into the habit of making a few notes during or after these conversations. You will also get formal verbal and written feedback on your progress after both your Formative and Summative Assessments, and this will include a grade for each assessment.

Q WHAT DO THE GRADES MEAN?

Part of your feedback is your grade. We use a letter system for grading all modules in the University – 'A+' being the highest possible grade and 'D-' being the lowest pass grade. Any 'A' grade equates to a 1st class degree, any 'B' to an upper 2nd class degree (a 2:1), and 'C' to a lower 2nd class degree (a 2:2) and any 'D' to a 3rd class degree. We can also grade 'F+'/'F'/'F-' for fail grades and 'G' for non-submission of assessment work. Remember though that work that achieves an 'A' in Year One would not achieve the same grade in Year Two – the expected standard goes up each year as you progress. Also note that, although you need to pass each module, your Year One grades do not count towards your final degree grade. This is important because it allows you to experiment and take risks in your art practice.

Q WHAT SHOULD I DO IF I THINK I MIGHT BE FAILING MY MODULES?

Firstly, talk to your module tutors or your Personal Academic Tutor. We will be able to either reassure you or suggest some practical steps to get you back on track. If you have ongoing circumstances that are affecting your studies we need to know so we can put support in place for you (see the section on 'additional support available'). If you have 'one-off' or time-limited issues that are affecting your studies then we have the option to offer time extensions on your assessments through the University's 'Mitigating Circumstances' policy.

Q WHAT HAPPENS IF I FAIL A MODULE?

If you do fail one or more of your assessments then you will be given one opportunity to resit the assessment(s) items for the module. You will have a few weeks to develop additional work, during which time we will work with you to advise you on which areas to focus on. If the worst should happen and you also fail your resit opportunity then we will make an appointment for you to meet the University's Academic Advisor who can give you the best advice about what options you have.

WHAT ADDITIONAL SUPPORT CAN I ACCESS?

Outside of the Fine Art team the University has an excellent system to provide additional support should you need it. The Personal Academic Tutor you will be allocated can signpost you to specific support as and when you need it, but in brief the three main routes to specialist help are as follows:

Student Information Desk

studentservices@northampton.ac.uk

01604 892833

Your first port of call for any support needs you have that are non-specific to your course is the Student Information Desk. The actual desk is on the ground floor of the Learning Hub.

Additional Student Support & Inclusion Services Team (ASSIST)

ASSIST@northampton.ac.uk

01604 893430

If you have additional needs relating to a disability, medical condition, dyslexia or mental health difficulty please contact us the ASSIST team by telephone or email to discuss your needs, if you have not already done so. Your Personal Academic Tutor can support you with making an approach to the ASSIST team should you need help.

Student Union

www.northamptonunion.com

enquiries@northamptonunion.com

01604 89 2818

The Students' Union is a registered charity led by students and completely independent from the University. You will automatically become a member of the Students' Union as soon as you enroll at the University. This is free and entitles you to all their services including sports, societies, shops, bars, volunteering opportunities, advice and representation.

Skills Hub

<https://skillshub.northampton.ac.uk>

The Skills Hub is an open access resource containing videos, guides, interactive tutorials and blog posts covering core academic skills areas at all levels. It is for use by students, schools, researchers and the community. The material on the Skills Hub is mainly created in-house by Library and Learning Services staff, in particular, by Academic Librarians and Academic Practice Tutors. In addition, we have selected material from other external open access sources that we think is valuable.

Academic Advice Manager - Chris Glenson

chris.glenson@northampton.ac.uk

01604 892573 office in Maidwell MR82B

The Academic Advice Manager can support you with reliable academic advice and guidance on university policies and regulations throughout your studies. Your Personal Academic Tutor or Head of Year may also refer you to Chris Glenson in the event of difficulties with your studies.

WHAT EQUIPMENT AND MATERIALS DO I NEED TO BRING?

The Student Union run an art materials shop in the main Maidwell building on campus, and you can source most standard art materials there. Our technical staff can also advise on sourcing other materials from local suppliers that you might need for your specific ideas. The kind of materials and processes you might end up using are hugely varied so we can't provide a definitive list of what to bring with you, but you should try to bring the following:

- A small padlock to secure your locker
- A lockable tool box (the larger the better, for materials and basic tools)
- Sketchpads, pencils, pens etc
- A memory stick
- An SD card
- A laptop (the library has laptops for short-term loan if you do not have one)
- Basic tools such as a stanley knife, measuring tape, hammer, pliers, screwdrivers etc (we have a supply of these tools but you will find it easier to use your own kit)

The other important thing to think about is your individual studio space, and how to make it into an environment you feel comfortable and productive in. We have tables, chairs, easels etc, but if you want to bring your own items of furniture with you please do. Your studio walls will quickly fill up, but you should bring some imagery that you find inspiring with you to help get your space up and running (see Summer Task 3 on page 18).

HOW WILL MY VOICE BE HEARD?

We value (and need) constructive feedback on your experience of the course in order to improve it year on year. For example, the Welcome Pack itself is the result of recommendations from students. We also need to know if you are having any issues with the course or outside of it that is interfering with your studies, so communication is essential to the smooth running of the course and to you having a really positive experience here at Northampton. There are a number of ways – both formal and informal – that you can raise any issues:

Module Tutors: The most informal and direct way is to let the tutors who teach you each week know if you have any issues. You can either talk to them during your taught studio session, call at their office informally outside of taught time, or email them to request a formal appointment. Try to raise things as quickly as possible, so we can address them before you fall behind in your studies.

Personal Academic Tutor: Your Personal Academic Tutor (PAT) will be one of the Fine Art lecturing team, and will be allocated on arrival. You will have the opportunity to meet your PAT as a group and individually during Welcome Week, and will stay with the same PAT throughout your time on the course. Your PAT is responsible for your pastoral care (your wellbeing) whilst on the course and should be the person you talk too about any issues affecting your studies or general wellbeing – this could include physical or mental health issues, study-related concerns, or other difficulties in your personal life. S/he can also signpost you to specialist support within the university for specific issues such as counseling, mental health support, dyslexia assessments/support etc. Please see overleaf for more details about this support.

1st Year Leader: The Year Leader is responsible for programming activities for that year group, including all assessments, feedback sessions, workshops and so on. The year leader for Yr1 of the course is Dr Richard Hollinshead whose office can be found in the corner of the 3D workshop room W15.

Student Reps: We have two student representatives from each year of your course. These reps are your main voice at the termly Staff-Student Liaison Committee, but they also meet more regularly with your Year Leader and so can voice your thoughts as a year group. Student Reps are selected by you, and we will be asking for nominations in the first week or two of the course.

Module Feedback: At the end of the year we will ask you to complete an anonymous module feedback form for each of the modules you are enrolled on. These are scanned and the module leaders receive a summary of the data – what you thought about the teaching, the assessment process and so on. We then use this to adjust and improve the modules for the following year.

In the unlikely event that you have a course issue that isn't resolved through any of these routes, then you can either contact the Course Leader Dr Ralph Darbyshire or your student union team.

SUMMER TASKS

This year's summer artwork/research tasks are based on suggestions by past Yr1 students:

Task One: Gallery Visit

Visit at least one contemporary art exhibition. Document the exhibition thoroughly and research the artist(s). Write a journal entry of around 200 words analysing the one artwork you found most engaging. Start an artist research folder (a ring binder or similar) and put your documentation, research and critical response into it.

Task Two: 'Home/Memory' Sketchpad Project

Start a new sketchpad (A5 or similar, something you can easily carry around), and make one entry each day based on your current home and those memories (Memory – “in which information is encoded, stored and retrieved”) you associate with it. Think about space, place, time, sounds, smell, taste and touch as much as you consider the visual. These sketchpad entries should use a range of approaches: drawings, photographs, notes, maps, artefacts etc; and you should think about the idea of 'home' in the broadest sense – it might not simply be a single physical location, but perhaps a number of places or people. Also research artists who have looked at this theme and include that information in your sketchpad.

Task Three: '4m² of Me'

During Welcome Week you will be allocated and move into your studio space for the year. At first this is set of blank white walls and it is important that you make it 'home' as quickly as possible. Please bring with you four square metres of 'stuff' to display in your space – this could include, but is not limited to, past artwork, postcards/printouts of artworks you like, images that you have found in magazines/online, statements about you/life, work schedules and so on. These will give you things to discuss with your fellow students and with staff once teaching commences.

FORMS

Overleaf are copies of the four key forms that you will need:

- **'Out of Hours' form**

Use this form if you want access to your studio outside of normal working hours. Complete the form, have it signed by a member of staff and drop it off with the Security staff at Quinton Lodge at least 24 hours before you want access. Then when you enter the campus out of hours, report to Quinton Lodge again and the security staff will unlock Walgrave and your studio room for you.

- **Tutorial Record Sheet**

To be pinned up in your studio space, this provides an 'at a glance' record of the tutorials you have received throughout the year. It allows your Personal Academic Tutor to check easily that you are getting the support you need, and it also enables any tutor you are working with to see who you've recently been talking with about your art practice.

- **'Standard Week' timetable**

Not all students can be at the university all day Monday to Friday due to work or personal commitments. Block out times when, most weeks, we can expect to see you in your studio space and pin the form up in your studio space. If you are not present the timetable will enable us to see that you have commitments elsewhere and that we need not worry that you are struggling with your studies.

- **Study Visit Form**

If you are attending any off-site study visit you will need to complete a travel form and email a copy to the member of staff leading the visit. The form provides health information so that staff can organise for a safe visit, and basic emergency contact information in case of an incident.

ASSISTANCE FROM SECURITY STAFF OUT OF HOURS

There are a variety of reasons why The University of Northampton staff and students may wish access to buildings after hours or once a building has been secured. To promote a safe working environment it is essential that the Security Team are aware of all those who are working Out-of-Hours and/or in secured buildings. The manager/course leader authorising the access is responsible for ensuring:

1. The University of Northampton Policies and Procedures are implemented.
2. A risk assessment has been completed for the required activity.
3. Emergency procedures have been fully communicated.

This procedure applies to both employees and students requiring access to buildings before 07:00 and between 21:00-00:00 Monday to Friday (excluding Bank Holidays) and at any time on a weekend or Bank Holiday. It does not apply to time-tabled activities or standard opening hours (e.g. the Library).

Staff should be aware that due to security considerations some areas may begin to be locked from 18:00. This will tend to be those on the outskirts of the campus. It is recommended that staff notify security if they require access or will be on site after this time.

Access to areas of greater risk such as workshops and laboratories will **not** be permitted unless it is clear that students will be **supervised by a member of staff**.

Where access to these areas is required by staff wishing to work alone a risk assessment detailing how the risks associated with lone working will be managed should accompany this form.

Campus:		Building:				Room No:	
Names of Persons Authorised For Access	Student /Staff	Access Date		Access Time		Reason for Access	Comments
		From	To	From	To		
Name of Course Leader:					Signature		
Security:					Signature		

TUTORIAL RECORD FORM

Name:



week	date	tutor	notes
wk 1	2.10.17		
wk 2	9.10.17		
wk 3	16.10.17		
wk 4	23.10.17		
wk 5	30.10.17		
wk 6	6.11.17		
wk 7	13.11.17		
wk 8	20.11.17		
wk 9	27.11.17		
wk 10	4.12.17		
wk 11	11.12.17		

CHRISTMAS BREAK

wk12	8.1.18		
wk13	15.1.18		
wk 14	22.1.18		
wk 15	29.1.18		
wk 16	5.2.18		
wk 17	12.2.18		
wk 18	19.2.18		
wk 19	26.2.18		
wk 20	5.3.18		
wk 21	12.3.18		
wk 22	19.3.18		

SPRING BREAK

wk 23	26.4.18		
wk 24	16.4.18		

NOTE: TERM CONTINUES INTO EXAMINATION PERIOD, BUT TEACHING IS CONCLUDED AT THIS POINT



LEARNING CONTRACT: STANDARD WEEK COMMITMENTS

STUDENT NAME: STUDENT SIGNATURE

PERSONAL TUTOR: TUTOR SIGNATURE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8-9.30am					
9.30-12noon [core]					
1-3.30pm [core]					
3.30-5pm					
5-8pm					

Please shade in those sections when you intend to be in your studio space or using other university facilities each week, agree this with your personal tutor, and then display this clearly in your studio space. On weeks where you know you will have different commitments please email your personal tutor to confirm the details.

STUDY VISIT TO:

Name :

Student ID No.:

Course:

Mobile number:

Special needs or requirements (e.g relating to a disability or illness)

Health issues we should be aware of (e.g. Diabetes / Epilepsy / Heart condition, etc

Emergency Contact details (next of kin, relative or friend):

Name of Contact:

Telephone (mobile):

Telephone (landline):

DOnT **WA**IT **UN**TIL
y**OU** **KN**ow y^o**UR**S**EL**f
TO **Ge**T **ST**a**R**T**E**D



Or, put another way, being at University can be strange, unsettling, exciting, challenging and a number of other things.

But the best way forward is just to get stuck in and give everything (especially the challenging bits) your best focus and effort.

BA (Hons)
Timetable:

Fine Art/ Fine Art Painting & Drawing Welcome Week
24-28 September 2018



Monday 24/09/18	Tuesday 25/09/18	Wednesday 26/09/18	Thursday 27/09/18	Friday 28/09/18
	FINE ART WELCOME Ralph Darbyshire + Fine Art team 9.30-10am Avenue Campus W10	MEET YOUR PERSONAL ACADEMIC TUTOR 10-12 Ralph Darbyshire Avenue Campus W26	LONDON GALLERY STUDY TRIP meet 8.15am outside Walgrave building, Avenue Campus coach departs Northampton @ 8.30am coach departs London @ 4.30pm	LIBRARY INDUCTION 10-11.30 Michelle Pierrot + team Learning Hub Waterside Campus
EXPECTATIONS SESSION 11-11.30am onwards Waterside Campus SN208	THE YEAR AHEAD & YOUR FIRST TASKS 10-10.30am Avenue Campus W10	NN CONTEMPORARY SUBJECT SESSION NN Contemporary 9 Guildhall Rd, Northampton NN1 1DP		STUDIO ALLOCATIONS inc. installation of '4m ² of Me' material 12.30-2pm W14 (FA) W13 (P&D)
STUDENT UNION FRESHERS FAIR 12 onwards Waterside Campus Student Union	MA EXHIBITION TOUR Group Crit 10.30-11 Avenue Campus W14	1 Introduction to NN Contemporary 1.30 Introduction to workshop activities		Q&A SESSION 2-2.30pm Avenue Campus W10
	SKILLS SESSION 12-3pm onwards Waterside Campus SN109	1.45-4 Workshops (a) NN exhibition crit (b) Sketchpad research (c) Cultural quarter		3-4 DROP-IN SESSION to discuss any issues Avenue Campus W1
4-5 DROP-IN SESSION to discuss any issues Avenue Campus W1	4-5 DROP-IN SESSION to discuss any issues Avenue Campus W1	4-5 DROP-IN SESSION to discuss any issues Avenue Campus W1		