

PUBLIC EDUCATION

Student Guidelines + Resources

PUBLIC EDUCATION DEPARTMENT

Monday-Friday, 9:00am - 5:00pm

415.351.3538

publiceducation@sfa.edu

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Public Education Manager

Welcome to San Francisco Art Institute's Public Education program. We are excited to have you join us on campus as you make work and enfold into the SFAI art community. Please review this document for information on available Public Education student resources and guidelines.

For complete student rights, regulations, procedures, and information, refer to the [SFAI Student + Campus Handbook](#).

SFAI MISSION STATEMENT —

San Francisco Art Institute is dedicated to the intrinsic value of art and its vital role in shaping and enriching society and the individual. As a diverse community of working artists and scholars, SFAI provides its students with a rigorous education in the fine arts and preparation for a life in the arts through an immersive studio environment, an integrated liberal arts curriculum, and critical engagement with the world.

ACCESSIBILITY ACCOMMODATIONS —

SFAI is committed to providing equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, equality of access for qualified students with disabilities, and accommodations, auxiliary aids, and services that will specifically address those functional limitations of the disability which create barriers to equal educational opportunity. SFAI will assist qualified students with disabilities in securing such appropriate accommodations, auxiliary aids, and services.

The Accessibility Services Office at SFAI aims to promote self-awareness, self-determination, and self-advocacy for students through our policies and procedures. The Accessibility Services Office is located on the Chestnut Campus in the Student Affairs Office and can be reached at 415.351.3523 or accessibility@sfa.edu

FREEDOM OF EXPRESSION —

SFAI, in line with its mission, aims to encourage imagination, investigation, and personal growth; to inspire art that is experimental, diverse, and expressive; and to expose students to the broadest possible range of artistic and intellectual approaches. Academic, artistic, and expressive freedoms are critical to SFAI's mission. Presentations of art are essential to its purpose. Such presentations educate the community, advance the understanding of art, foster the exchange of ideas, and expand the institution's public service. SFAI encourages the widest variety of personal and artistic expressions possible, knowing they may occasionally be controversial or offensive. Sometimes the expression of art may come into conflict with the responsibility of SFAI to provide a safe educational environment for all members of the SFAI community. Every effort will be made to ensure that responsible and respectful dialogue on issues within the art world and the education arena remain open. Since the Board of Trustees, faculty, and staff have the duty to preserve the stability, integrity, and mission of SFAI; to uphold the law; to protect persons from injury or harm; and to protect personal and institutional property, limitations on freedom of expression for these reasons may occur at the discretion of the President or designee.

PUBLIC EDUCATION STUDENT RESOURCES

- **Public Programs Lectures**—bring in talented artists all semester who give evening lectures about their work. Visiting Artist and Scholars Lectures take place select Thursday evenings at 7 pm and we also host some Friday lectures at 4:30 pm as a part of our Graduate Lecture Series along with other exciting film screenings and free public opportunities. For a complete schedule, visit: sfai.edu/events-calendar
- **DMS (Digital Media Studio)**—is a large computer lab with access to a black and white printer, as well as all of the software programs that are available on campus. The DMS supports a wide range of media and workflows, including a dedicated video editing station with mini DV decks, VHS decks, DVD decks, analog-to-digital converters, dual LCD monitors, and CRT monitors. There are also scanners, printers, headphones, and pen tablets available for use.

Contact the DMS for current semester hours: 415.771.7020 ext. 4497 or edusupport@sfai.edu

- **DIS (Digital Imaging Studio)**— is a by-appointment printing lab with all of the amazing hi-tech printers, color-accurate screens, and helpful staff to get your images printed on paper (and a wide variety of other materials, such as; fabric, canvas, or plastic). The cost of printing is about \$5.00 per square foot for ink and paper (you can see the detailed price list online).

Call 415.351.3501 to make an appointment/current semester hours, or e-mail Luis Munoz-Najar at lmunoz-najar@sfai.edu

- **Open Drawing Studio**—this is a great way to continue your figure drawing practice in these FREE Friday-evening, drop-in sessions. No advanced registration is necessary. Just bring yourself and your drawing materials, and we will provide the studio space and the model. There is no instructor for this course, so relax, and practice at your own pace!

View the website for current semester dates and more information: sfai.edu/open-drawing-studio

- **Software Discount Letter**—if you are in a course that uses specific software (such as Adobe Photoshop) that you would like to purchase for personal use, Public Education staff can provide you with a letter to help you receive an educational discount on the product. Please e-mail publiceducation@sfai.edu and tell us if you would like a letter, and which class you are currently enrolled in. Please allow 1-3 business days for us to write the letter, and e-mail it back to you.
- **Anne Bremer Memorial Library**—with over 20,000 art books, catalogues, magazines, and digital media, this is a great place to spend time before class browsing resources. Public Education students are unable to check out books, but teachers can place books on reserve to read in the library, and you can also make black and white and color photocopies here, or use the computers.

415.749.4562 or library@sfai.edu for current semester hours. You can also browse the collection online: sfai.edu/library

ART STORES

Artist and Craftsman Supply: (415) 931-1900
555 Pacific Avenue (between Kearny & Montgomery Streets), San Francisco, CA 94133

Blick Art Materials: (415) 441-6075
979 Market Street (at Mason), San Francisco, CA 94103

+ (415) 409-1359
1930 Van Ness Avenue, San Francisco, CA 94109

Flax Art and Design Fort Mason Center: (415) 530-3510
Building D, 2 Marina Blvd, San Francisco, CA 94103

ARCH Art Supplies: (415) 433-2724
10 Carolina St, San Francisco, CA 94103

STUDENT CODE OF CONDUCT —

SFAI expects all students to respect city, state, and federal laws and ordinances, and to demonstrate respect for the individual and property rights of others. Students are responsible for knowing and understanding all SFAI policies, rules, and regulations and for upholding these community standards of conduct. This policy applies to anyone enrolled in courses at SFAI, whether full-time or part-time, for credit or not for credit; and at any level, including undergraduate, graduate, and non-degree. For the purposes of this policy, “student” may also include a person with a pending relationship with SFAI who may not be officially enrolled. This includes a

person admitted to SFAI, on suspension, and on hiatus.

Students will bear the consequences of their actions and may be subject to discipline if found in violation of these rules and regulations. Detailed rules and regulations can be found on pages 29-33 of the [Student + Campus Handbook](#).

CAMPUS USE POLICIES —

Students will bear the consequences of their actions and may be subject to discipline if found in violation of the below campus regulations. Complete Campus Use Policies are outlined on pages 34-36 of the [Student + Campus Handbook](#).

- Public Education Students are not permitted to use the studio outside of class time (with the exception of the Campus Cafe, Library, Digital Media Studio, and Digital Imaging Studio).
- Ball Playing of any kind or the throwing or kicking of objects is not permitted on campus premises.
- SFAI prohibits the use of bodily fluids—including human and any other animal—in art works that are created or performed on campus.
- SFAI does not allow dogs or other animals on campus, with the exception of registered service dogs and miniature horses. Exceptions may be made under certain circumstances with prior approval from the Dean of Students or their designee.
- No installation or painting may be put on concrete walls, footings, roof tiles, or any other area other than a display wall itself.
- SFAI has adopted a no-tolerance policy regarding graffiti on any SFAI properties. While graffiti art performed on the proper, approved mediums is accepted, using SFAI facilities as a canvas is strictly prohibited.
- Students are not permitted to use SFAI premises not intended for residential and housing purposes (i.e. SFAI affiliated residence halls or approved events with sleep-over component) as a living space at any time. Doing so is a violation of the City Health and Zoning Codes.
- SFAI is located in a residential neighborhood with several homes in very close proximity. Please respect our neighbors. Refrain from loud music or noise, especially after 10:00 pm in accordance with City of San Francisco permits and noise ordinances for this site.
- Access to the tile roof and tower is prohibited.
- SFAI is a smoke-free campus. In accordance with the laws of the City and County of San Francisco, smoking is also prohibited within 20 feet of all entrances, exits, open windows, ventilation intake systems, and entryways of any building owned or leased by SFAI. At the 800 Chestnut Street campus, the designated smoking area is on the roof at the top of the amphitheater.
- Students are directed to use the bicycle racks to lock and secure their bikes. Bicycles locked to railings or other unauthorized places will be removed without notice. Bicycle riding is prohibited on the SFAI campus.
- Please remove all personal property stored in lockers on campus by the end of class. In advance of locker clean-out, the pertinent dates will be announced via and posted on fliers in the locker areas. Items found will be donated to local art charities. SFAI bears no responsibility for loss or damage to personal property.
- The use of skateboards, rollerblades, and related items is not permitted on campus premises.
- There are many areas around SFAI set aside for the purpose of displaying student work. These include the courtyard, hallway display cases, the quadrangle, and certain roof areas (the tile roof areas and the tower are off limits). The policy governing the display of student art is designed to ensure that work on public display does not cause damage to, or impair safety in or around, SFAI facilities; does not disturb the conduct of SFAI classes or public programs; and is removed in a timely manner at the end of the period approved for public display. SFAI has no intention of controlling the content of student artwork with this policy. The following guidelines apply:

Students who wish to display their work (or to perform) in a public area must complete a Request to Display Artwork form (available in the mailroom) prior to installation (or the performance). Public areas include the courtyard, quadrangle, roof, the quadrangle wall to the right of the Walter and McBean Galleries entrance, restrooms, ramp, meadow, and all other common areas. Approval of the Area Managers and the Facilities Office is required for all wall painting, installations, and sculptural or performance-based exhibitions in public areas. Requests for approval to display art that will result in damage to property, impair safety, or interfere with other SFAI programs or activities will be denied.

Area managers and the Facilities Office staff have authority to remove any work not authorized for display. Works approved for public display will be allowed for a specified time only. Area Managers and the Facilities Office staff have authority to remove any work on display beyond the approved time frame.

TITLE IX —

Title IX of the Education Amendments of 1972, as amended, is a comprehensive federal law that prohibits discrimination on the basis of sex as well as retaliation for making a Title IX complaint in any federally funded education program or activity. The Title IX Coordinator is responsible for coordinating SFAI's efforts to comply with its obligations under Title IX and the Title IX regulations.

If you have a complaint regarding sexual harassment, sex discrimination or sexual assault, please contact:

Yasmin Lambie-Simpson
Title IX Coordinator
800 Chestnut Street
ylambie-simpson@sfai.edu or titleix@sfai.edu
415.749.4576 (after hours, contact Campus Security at 415.749.4537)

