

# USC Roski

School of Art and Design

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## **MFA STUDIO ART STUDENT HANDBOOK**

*Updated September 17, 2017*

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University of Southern California  
Roski School of Art and Design  
**Master of Fine Art, Studio Art Program**  
3001 South Flower Street  
Los Angeles, California 90007  
213.743.1804  
[roski.usc.edu/academic/mfa](http://roski.usc.edu/academic/mfa)  
[roski.usc.edu/events](http://roski.usc.edu/events)

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## MFA Program Contact Information

### ADMINISTRATION

#### **Dean**

Erica Muhl  
[artdean@usc.edu](mailto:artdean@usc.edu)  
WAH 104

#### **Vice Dean of Art**

*Academic Head of MFA program,  
advising on programmatic  
matters.*

Nao Bustamante  
[nao.bustamante@usc.edu](mailto:nao.bustamante@usc.edu)  
213.743.4562  
IFT 113D

#### **Graduate Program**

##### **Coordinator**

*Day-to-day program operations,  
guest speaker liaison, and studio  
visit scheduling*

#### **Katherine Guevarra**

[kguevarr@usc.edu](mailto:kguevarr@usc.edu)  
**213.743.1804**  
IFT 113E

#### **Facilities Technician**

*Oversees IFT building  
maintenance, keeps MFA tools  
library for check-out*

Juan Morales  
[jcmorale@usc.edu](mailto:jcmorale@usc.edu)  
IFT 103

#### **Advanced Photography Lab Technician**

*IFT photo lab tech, keeps MFA  
photo equipment for check-out,;  
on-site AV and tech support*

#### **Hiroshi Clark**

[hiroshic@usc.edu](mailto:hiroshic@usc.edu)  
IFT 142

#### **MFA Advisor**

*Course advisement, D-clearances,  
progress to degree, and thesis  
administration*

#### **Alexander Karnazes**

[karnazes@usc.edu](mailto:karnazes@usc.edu)  
213.740.7567  
HSH 101

#### **MA Advisor**

Jahtm Flores  
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HSH 101

*\*additional faculty and staff  
directory in Appendix A & B*

# **MFA in Studio Art Program Curriculum Guidelines**

## **OVERVIEW**

The Master of Fine Arts in Studio Art is a two-year professional degree in the practice and theory of art, preparing students to pursue careers as professional artists in the contemporary cultural landscape including exhibiting, teaching, community engagement, institutional leadership and related positions. The degree is administered by the Roski School of Art and Design in conjunction with the USC Graduate School and is considered a terminal degree for practicing artists.

There are many advantages of studying art at a major university, particularly in terms of interdisciplinary approaches to art, course offerings and cultural programming across the campus. Students may take electives outside of the Roski School starting the first semester and are encouraged to take advantage of not only art history and critical studies offerings, but graduate-level courses in other disciplines such as film, comparative literature, philosophy, gender studies, communications and the sciences, to name just a few. Additionally, USC sponsors readings, performances, and lectures, including the Visions and Voices Arts and Humanities Initiative series, and more intimate lectures and discussions hosted by various USC professional schools and affiliated organizations such as Roski Talks.

Admitted students join a University renowned for its contributions to leadership in a just and equitable society, one that values art as an essential component of civil society.

## **ADMISSION REQUIREMENTS**

Admission is based on: a) successful completion of a Bachelor's degree program (or equivalent) at an accredited college, university or art school; b) submission of a portfolio that meets the requirements of the Roski School's Admissions guidelines; c) an artist statement; d) three letters of recommendation; e) meeting the general admission requirements of the Roski School and the USC Graduate School. Details of application requirements are found at <https://roski.usc.edu/admissions/mfa-admission> and <http://gradadm.usc.edu> \*

\*Students admitted on a conditional basis must fulfill certain requirements by the end of their first semester of enrollment before further enrollment is permitted.

## **CURRICULAR PATHWAYS AND REQUIREMENTS**

MFA graduate students are assumed to be highly motivated people who, as working artists, are involved in the research and practice of art in an intensive manner, in or out of school, with or without the structure of supervision. USC offers a wide variety of faculty expertise and mentorship from which students can expect to develop and maintain a significant career trajectory.

The MFA program espouses a broad perspective on contemporary art that is non-medium specific, although students are encouraged and expected to understand and engage with the history and discourse of the media involved in their studio practices. Students can work with all members of the full-time faculty regardless of medium, and are urged to invite members of the Roski full-time faculty for individual studio meetings in the interest of receiving diverse feedback. Studio visits with adjunct faculty may be arranged, but must be pre-approved by the Dean.

It is expected that the program will be completed within two years, with courses taken primarily in the fall and spring semesters, though summer electives may also be available. In order to maintain full-time status, a Master's student should be enrolled in 8 or more units per semester. The curriculum focuses on

directed investigations of individual objectives in contemporary art practices. Designed to maximize the studio experience, the instructional model is also focused on critical dialogues through regular studio visits with faculty, guest artists, curators and scholars, as well as group critiques with student peers. Students also take courses with Roski's renowned Critical Studies faculty that emphasize tracing intellectual and artistic histories, understanding the complexities of theories applied to the visual arts, and addressing global art practices. Program electives provide a broader platform for interrogation and experimentation, so students may explore complementary fields of research at one of the world's leading research universities.

## **MFA CURRICULUM**

The MFA requires a minimum of 52 units to be distributed as follows:

### **PRACTICE (20 units)**

- a. ART-515 Visiting Artist/Scholar Seminar (2 units per semester, 4 units total)
- b. ART-520 Individual Studies (2 units per semester, 8 units total)
- c. ART-535 Group Critique (2 units per semester, 8 units total)

### **ACADEMIC COURSES (12 units)**

- d. CRIT-510 History and Theory of Art and Exhibitions (4 units)
- e. CRIT-525 Making and Curating Art: Pedagogy and Practice (4 units)
- f. ART-530 Global Art Seminar: The Globalization of Art and Culture 1910-2014 (4 units)

### **ELECTIVES (16 units)**

- g. 8 units of 400-500-level courses selected from the 18 professional schools at USC or the Dornsife College of Letters, Arts and Science, and 8 units of 400-500-level courses offered by the Roski School.

### **MASTER'S THESIS (4 units)**

- h. ART-594a, Master's Thesis (2 units)
- i. ART-594b, Master's Thesis (2 units)

## MFA 2-YEAR/6-TERM SAMPLE COURSE SEQUENCE CHART

Students may use this chart as a guideline when registering each term, in order to meet all course requirements for the MFA program. However, other sequences may also be possible. The MFA Academic Advisor can assist with any questions about MFA degree requirements or course sequences by email, phone, or appointment.

Term	Course Number-Title (Unit value)				Total units
1 <sup>st</sup> year Fall	ART-515 (2) Visiting Artist/Scholar Seminar	ART-520 (2) Individual Studies	ART-535 (2) Group Critique	CRIT-510 (4) History and Theory of Art and Exhibitions	<b>10 units</b>
1 <sup>st</sup> year Spring	ART-515 (2) Visiting Artist/Scholar Seminar	ART-520 (2) Individual Studies	ART-535 (2) Group Critique	CRIT-525 (4) Making and Curating Art-Pedagogy and Praxis	<b>10 units</b>
1 <sup>st</sup> year Summer		ART-530 (4) Global Art Seminar: The Globalization of Art and Culture 1910-2014		400/500 level Elective (4)	<b>8 units</b>
2 <sup>nd</sup> year Fall	400/500 level Elective (4)	ART-520 Individual Studies (2)	ART-535 Group Critique (2)	ART-594a Master's Thesis (2)	<b>10 units</b>
2 <sup>nd</sup> year Spring	400/500 level Elective (4)	ART-520 Individual Studies (2)	ART-535 Group Critique (2)	ART-594a Master's Thesis (2)	<b>10 units</b>
2 <sup>nd</sup> year Summer	400/500 level Elective (4)				<b>4 units</b>

## ACADEMIC COURSES

### INDIVIDUAL STUDIES (ART-520)

Students work with distinguished faculty and visiting artists and scholars through a series of private studio visits. Visits typically occur weekly in the MFA student's studio, but may occur more or less frequently, as determined by individual student needs and faculty advisors. Meetings are intense discussions of the student's ongoing work/practice: its substance, method and means of execution, critical intent and meaning, and relevance both to the individual student's practice and to cultural production in general. Students are expected to process the varying points of view presented by the faculty and engage in both primary experimentation (the execution of artwork) and secondary research (theoretical and critical reading, and viewing of work) in response to these suggestions. Students are in a constant state of challenge and the work is in a constant state of development. Over the course of the two years of the program, the faculty-student dialogue facilitates the development of an individual practice. First-year students present the results of their semester's work at the end of the semester review; and second-year students present their work and research in the form of the final exhibition and written thesis.

### GROUP CRITIQUE (ART-535)

Students gain insight and perspective through weekly meetings that investigate individual issues relative to current directions in a student's practice. Analysis, conceptual development, and subjective observation is provided by student peers and faculty.

### **HISTORY AND THEORY OF ART AND EXHIBITIONS (CRIT-510)**

Provides a broad and deep overview of the history of “art” as a conceptual and practical category, emphasizing development of exhibition sites and engagement with the public sphere.

### **MAKING AND CURATING ART: PEDAGOGY AND PRAXIS (CRIT-525)**

Provides students with a foundation in the history and theory of studio art and curatorial education and develops their teaching skills in these areas.

### **VISITING ARTIST AND SCHOLAR SEMINAR (ART-515)**

A weekly forum of visiting artists, curators, writers and scholars in conjunction with Roski Talks. The lectures alternate with discussion sections. Students are expected to engage the visiting artist in discussion of the material presented. In addition to being exposed to a cross section of contemporary work in the field, students will observe and engage in the range of presentation methods and lecture styles used by recognized professionals.

### **GLOBAL ART SEMINAR: THE GLOBALIZATION OF ART AND CULTURE (ART-530)**

An examination of the emergence of the idea of “globalism” through the lens of art practice and theory.

### **STUDENT REVIEWS (MIDTERM AND FINAL)**

All first-year students participate in on-campus reviews of their work, held four times a year at the midterm and the close of the fall and spring semesters. These reviews provide a formal dialogue between student artists and faculty participants. Students present and discuss completed work as well as works-in-progress during each review.

#### **i. Midterm Reviews**

Midterm reviews are held during ART-535 Group Critique, halfway through each term and are attended by the core faculty. Midterm reviews will result in a brief written assessment of the student’s progress.

#### **ii. Final Reviews**

Final reviews are normally held on the Friday of the last week of classes each semester, and are included as part of the grade assessment for ART 520 Individual Studies. In addition to the core faculty, all members of the Roski School’s full-time faculty are invited to participate. During all reviews, MFA students are encouraged to have a fellow student or faculty member take notes capturing the dialog.

#### **iii. Review Assessments and Grades**

The purpose of the first-year reviews is to confirm the student is making satisfactory progress toward their terminal degree, and may then proceed to the thesis requirement in the second year. These assessments are included in the letter grade evaluation for ART 520 Individual Studies in the fall and spring for first-year MFA students. Students should refer to [http://catalogue.usc.edu/content.php?catoid=7&navoid=1767#graduate\\_school\\_policies\\_and\\_requirements](http://catalogue.usc.edu/content.php?catoid=7&navoid=1767#graduate_school_policies_and_requirements) for USC’s policy on maintaining satisfactory academic progress.

Final Reviews at the end of the semester are not required for second-year MFA

students in satisfactory standing.

### **Relationship Between the Spring Final Review & Second-Year Funding**

Funding for a student's second year in the MFA Program is merit-based and competitive. Students must demonstrate they are making timely and satisfactory progress to the degree to be eligible to receive funding in the second year. Funding is at the discretion of the Vice Dean, as approved by the Dean.

### **ADVANCEMENT TO CANDIDACY**

At the end of the second semester of the first year students may be advanced to candidacy for the MFA degree by the Roski School of Art and Design faculty if:

- i. They remain in satisfactory standing following the spring semester Final Review.
- ii. They have successfully completed twenty (20) units according to the curriculum above. 20 units represent the normal minimum for two semesters of full-time course work.
- iii. They have maintained 3.0 GPA.

### **MFA THESIS REQUIREMENTS**

The primary requirements for the MFA thesis are participation in the MFA thesis graduate exhibition presented by the Graduate Program, and a written thesis. An optional solo exhibition by the student in the final spring semester may be added. Required in conjunction with the exhibition is a formal review of the thesis exhibition with the student's appointed thesis committee in the spring semester of the second year.

The written thesis is also carried out under the guidance of the thesis committee and the USC Graduate School. In normal cases, the written thesis is submitted by the end of March of the second year.

#### **A. Thesis Committee**

The thesis committee works closely with the individual candidate to complete the thesis requirements. The thesis committee consists of three members of the USC faculty. Two members must be drawn from the Roski School's full-time faculty ranks currently teaching in either the MFA, MA or BFA programs, and holding an MFA, PhD or their equivalent. Extensive professional experience may serve in lieu of a terminal degree, upon the recommendation of the vice dean, and approval by the dean. The third member must be a full-time USC faculty member from outside of the Roski School. One of the three thesis committee members is designated as the Chair by request of the candidate. The Chair provides leadership and guidance to the committee and helps to steer the process. The thesis committee acts both as a committee of advisors prior to the final MFA exhibition and as a formal review committee for the graduate student's written thesis. For full guidelines regarding faculty eligible to serve on thesis committees, see [http://catalogue.usc.edu/content.php?catoid=7&navoid=1767#graduate\\_school\\_policies\\_and\\_requirements](http://catalogue.usc.edu/content.php?catoid=7&navoid=1767#graduate_school_policies_and_requirements).

#### **B. Formation of the Thesis Committee**



The student forms their thesis committees upon advancement to candidacy at the end spring semester in the first year. The student contacts faculty individually and formalizes their committee by having the faculty sign the Appointment of Committee Form:

[http://graduateschool.usc.edu/assets/doc/Appointment\\_Change\\_of\\_Committee\\_Form\\_Doctoral.pdf](http://graduateschool.usc.edu/assets/doc/Appointment_Change_of_Committee_Form_Doctoral.pdf). All committee appointments are subject to pre-approval by the dean.

The student meets with the faculty on their thesis committee as part of ART 520 Individual Studies, beginning in the second year of study, and will hold regular meetings to discuss the drafts of the thesis with the faculty.

**C. The Written Thesis**

The written thesis is generally expected to be 15 to 50 pages total and the final paper is due March 1<sup>st</sup>. The topic should be relevant to and inform the student's studio practice and final thesis show. The thesis requires a specific form and generally requires research and expository writing.

**D. The Final Thesis Review**

At the end of March, after the final thesis has been submitted to all committee members, the student will meet with their committee in person for the Final Thesis Review. This meeting serves as a forum for the student to elaborate and/or clarify the content and ideas of the thesis. Committee members will also have the opportunity to provide critical feedback or request final changes.

**E. Online Submission**

After the Final Thesis Review, the thesis is submitted and processed online for review by the Thesis Editor. For more information see:

<http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/>

In addition to formal approval of the written thesis by the thesis committee, the student must format and submit their thesis according to the guidelines of the USC Graduate School thesis editors. The USC Graduate School website, in addition to the MFA academic advisor and the Graduate School thesis editor, can provide guidance in how to properly format and submit the written thesis:

<http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/guidelines-for-format-and-presentation/>

Following approval, the student uploads the completed thesis to ProQuest.

**Thesis Milestones**

All students must adhere to milestones in the process of writing their MFA theses for the sake of keeping on track. Required milestones are as follows:

**1<sup>st</sup> Milestone, Written Thesis**

Requirements: The student forms a thesis committee

Due date: The last day of classes of the spring semester, typically on or about April 27.

### **2<sup>nd</sup> Milestone, Written Thesis**

Requirements: The student proposes the subject thesis, the scope of the research, and how it relates to her/his individual practice

Due date: End of September, second academic year

### **3<sup>rd</sup> Milestone, Written Thesis**

Requirements: First draft of thesis is submitted to all committee members

Due date: February 1<sup>st</sup>, second academic year

Note: it is presumed that by this date the candidate will have met with each member of the thesis committee to obtain specific input and direction on the thesis.

### **4<sup>th</sup> Milestone, Final Paper**

Requirement: Final thesis is submitted to all committee members

Due Date: March 1<sup>st</sup>, second academic year

### **5<sup>th</sup> Milestone, Final Thesis Review**

Requirement: Final discussion and review of thesis with all committee members

Due Date: End of March, second academic year

### **6<sup>th</sup> Milestone, MFA Group Thesis Exhibition**

**Due Date: mid-May, second academic year**

### **7<sup>th</sup> Milestone**

Requirement: Committee to electronically approve the thesis via the USC Thesis Center

Due date: April 15<sup>th</sup>, second academic year

### **8<sup>th</sup> Milestone**

Requirement: Submission of thesis to USC Graduate School

Due date: June 15<sup>th</sup>, second academic year

## **CONDUCT INSIDE AND OUTSIDE THE CLASSROOM**

As a graduate student, you have the responsibility of conducting yourself, in all education activities, in a befitting manner, showing respect to faculty, staff, your student colleagues, and the surrounding community. Engagements in debate should be respectful and productive. We are here to enrich your intellectual curiosity and push your artistic growth.

A fair amount of conflict and friction is normal in a high-level learning environment, up to a point. Ideally, you should be aware that disagreements occur and that you should find constructive ways to deal with your emotions about them. Faculty are here to address conflicts within and beyond graduate classes, and not to rehash old conflicts. We want to ensure everyone feels supported, and that the classroom is a space of openness and debate. While intellectual and creative disagreements occur, debate should remain respectful and productive, and feedback should come from a place of generosity.

In the classroom, learning to *negotiate rather than escalate* is a crucial part of learning to conduct yourself as a professional in your field. All comments and engagements in class and beyond must remain respectful and productive; if you need tips on how best to achieve this, talk

to your faculty mentors for suggestions. Every effort should be made to resolve conflicts yourselves as individuals and should be addressed in-person, face-to-face. Texting or emailing about a perceived slight is not only ineffective, but counterproductive. If you have taken steps in an attempt to resolve a conflict on your own and been unsuccessful, take the time to meet with the instructor outside of class. Class time should be used for course material and not to discuss or vent about conflicts.

The syllabus for any given course is also a guideline as to the expectations for the type of work being done in the course, including in-class participation and assignments as part of the course. If you are unable to engage in the course material as denoted by the syllabus and directed by the instructor, your grade will reflect this.

If you feel an instructor is hostile or abusive, talk to her/his Vice Dean; if the Vice Dean is not helpful, or is the instructor of the course, you can talk to Dean of Roski; OR you can always go directly to Student Affairs for support and bypass Roski faculty (see Appendix E).

We understand that students have a life outside of Roski and that at times, life takes a course of its own. If you experience difficulties that you feel are impeding your academics, please speak with head of the program or the assistant dean of student services.

We take your well-being, as well as your academic growth, seriously, and want all our students to thrive. While conflicts, at times, may not be avoided, they should be handled in a productive manner that does not take away time and energy from our mission to learn and expand our creative and intellectual practice. It is important to find ways to achieve these goals without disruption.

For more information on university resources to help off-set conflict, additional policies and procedures, please refer to the SC USC Student Handbook <http://policy.usc.edu/student/scampus/> and Appendix E: University Resources.

## **ROSKI TALKS & MFA VISITING LECTURER HOST DUTIES**

All Roski Talks lectures have been invited through the graduate program coordinator's office. Depending upon who has been assigned to a visitor, the graduate program coordinator may ask you to assist as a student host.

### **HOST RESPONSIBILITIES**

As the host, you are the on-site point person to liaise with the guest speaker. While the graduate program coordinator will be the contact for the individual prior to their on-site visit, coordinating the visit schedule, including audio-visual check, dinner, studio schedule, and seminar visit, you are expected to be the "face" of the Roski School on the day(s) of the guest's visit.

You will also assist in coordinating studio visits. The graduate program coordinator will initially set the schedule for all studio visits. You will be responsible for reminding your colleagues of their appointments and making sure the guest speakers makes each appointment, ensuring each student gets their allotted time for studio visits.

Typically, the lecture takes place on Tuesday and the seminar and studio visits take place Wednesday. On the day of their studio visits and seminar, meet the visitor in the parking lot; greet them and give them a quick tour of the building and a copy of their studio visit schedule. Show them your studio. Open your studio so that they have a place to relax and put their things down. Offer them refreshments; you can see what is available in the IFT administrative suite. Ensure that they get to each studio visit in a timely manner. Their schedule does allot guest time to take breaks. You will also make sure they are able to find the seminar room and have all the AV requirements assembled.

### **MFA AUDIOVISUAL EQUIPMENT**

There are a select few items of audio visual equipment such as speakers, DVD players, and other items that can be checked out for a period of one week with the program coordinator. Photography equipment can be checked out at the Advanced Photography Lab next door. The equipment is governed by the Advanced Photography Lab policies. See Appendix F for list of available equipment through the program coordinator. See Appendix G for a list of available equipment through the Advanced Photography Lab.

### **CHECKOUT POLICIES AND PROCEDURES**

- 1) Equipment may be checked out for periods of one week, with the exception of holidays, when students may be able to check out equipment for extended periods. Checkouts are processed through the program coordinator or one of the program coordinator's work study assistants.
- 2) To guarantee availability, it is recommended that students reserve equipment in advance, either by emailing [kguevarr@usc.edu](mailto:kguevarr@usc.edu) or by visiting the program coordinator's office. Students who wish to reserve must specify a checkout period.
- 3) Students must return equipment by noon on the due date. Students who wish to extend a checkout period must stop by the program coordinator's office or email the day before and request an extension. If no other student has reserved the item, an extension will be granted.

4) More than two incidences of returning equipment late may result in loss of MFA AV equipment checkout privileges.

## APPENDIX A

### STAFF DIRECTORY

STAFF	POSITION	EXTENSION	OFFICE	E-MAIL
Avetisyan, Hayk	IT Manager	11414	HAR 117	havetisy@usc.edu
Beas, Chris	Woodshop Coordinator	02723	WAH 204	woodshop@usc.edu
Clark, Hiroshi	Advanced Photography Lab Technician	32017	IFT 142	hiroshic@usc.edu
Guevarra, Katherine	Graduate Program Coordinator	31804	IFT 113	kguevarr@usc.edu
Tran, Vivian	HR/Payroll Coordinator	12081	HSH 101	tranv@usc.edu
Jones, Penelope	Assistant Dean of Student Services	09153	HSH 101	penelope@usc.edu
Karnazes, Alexander	Academic Advisor, MFA & undergrad (A-K)	06260	HSH 101	karnazes@usc.edu
Lizo, Jay	Sculpture Lab Technician	04319	WAH 108A	lizo@usc.edu
Marquez, Raymond	Facilities Manager	19611	WAH 104	rjm@usc.edu
Morales, Juan	Facilities Technician	31764	IFT 119	jcmorale@usc.edu
Murthy, Nikhil	Lead Lab Technician	08804	WAH 116	nmurthy@usc.edu
Shroads, Michael	Intermedia Lab Technician	03328	HAR	shroads@usc.edu
Wingo, Jon	Introductory Photography Lab Technician	07431	HAR 120	wingo@usc.edu

**Calling from outside USC** – If the first digit of the extension is **0** the the three digits of the phone number are **740** and the last four digits remain the same. If the first digit of the extension is **1** the the first three digits are **821** and if it is **3** then **743**. **0 = 740, 1 = 821, 3 = 743**

**Faculty Desk Phone: 213-821-0427**

**Advisement Front Desk: 213-821-1290**

ON CAMPUS EXTENSION	WHEN CALLING FROM OUTSIDE USC
06267	740-6267
10021	821-0021
34520	743-4520

**APPENDIX B**

**FULL TIME FACULTY - Fall 2017**

<b>#</b>	<b>EMPLOYEE NAME</b>	<b>EMAIL ADDRESS</b>	<b>DIRECTORY TITLE (ACADEMIC TITLE)</b>
1	Alderette, Bob	<a href="mailto:alderett@usc.edu">alderett@usc.edu</a>	Associate Professor of Fine Arts
2	Arceneaux, Edgar	<a href="mailto:earcenea@usc.edu">earcenea@usc.edu</a>	Associate Professor of Art
4	Bustamante, Nao	<a href="mailto:nao.bustamante@usc.edu">nao.bustamante@usc.edu</a>	Professor of Art and Vice Dean of Art
5	Cain, Jeffrey	<a href="mailto:cainj@usc.edu">cainj@usc.edu</a>	Assistant Professor of Teaching, Design
6	Campbell, Andy	<a href="mailto:campbela@usc.edu">campbela@usc.edu</a>	Assistant Professor of Critical Studies
7	Chang, Patty	<a href="mailto:changpat@usc.edu">changpat@usc.edu</a>	Professor of Art
8	Child, Stephen	<a href="mailto:child@usc.edu">child@usc.edu</a>	Assistant Professor of Teaching, Design
9	Clerc, Caroline	<a href="mailto:clerc@usc.edu">clerc@usc.edu</a>	Associate Professor of Teaching, Art and Director of General Curriculum
11	Ebner, Shannon	<a href="mailto:sebner@usc.edu">sebner@usc.edu</a>	Associate Professor of Practice, Art
12	Familian, Karen	<a href="mailto:moss@usc.edu">moss@usc.edu</a>	Lecturer of Critical Studies and Acting Vice Dean of Critical Studies
13	Fine, Jud	<a href="mailto:fine@usc.edu">fine@usc.edu</a>	Professor of Art (on sabbatical 2017-18)
14	Fung, Alice	<a href="mailto:alicepfu@usc.edu">alicepfu@usc.edu</a>	Assistant Professor of Practice, Design
15	Guirguis, Sherin	<a href="mailto:sguirgui@usc.edu">sguirgui@usc.edu</a>	Associate Professor of Practice, Design and Vice Dean of Faculty
16	Jones, Amelia	<a href="mailto:ameliaj@usc.edu">ameliaj@usc.edu</a>	Robert A. Day Professor of Art and Design and Vice Dean of Faculty
17	Kelley, David	<a href="mailto:davidmke@usc.edu">davidmke@usc.edu</a>	Associate Professor of Practice
18	Kelly, Mary	<a href="mailto:marykell@usc.edu">marykell@usc.edu</a>	Judge Whitney Professor of Art
19	Lacy, Suzanne	<a href="mailto:lacys@usc.edu">lacys@usc.edu</a>	Professor of Art
20	Lazzari, Margaret	<a href="mailto:lazzari@usc.edu">lazzari@usc.edu</a>	Professor of Art
21	Liebowitz, Karen	<a href="mailto:kliebowi@usc.edu">kliebowi@usc.edu</a>	Assistant Professor of Teaching, Art
22	Lin-Kirk, Haven	<a href="mailto:linkirk@usc.edu">linkirk@usc.edu</a>	Professor of Practice, Design and Vice Dean of Design
23	Mandler, Marisa	<a href="mailto:mandler@usc.edu">mandler@usc.edu</a>	Assistant Professor of Teaching, Art
24	Mayerson, Keith	<a href="mailto:kmayerso@usc.edu">kmayerso@usc.edu</a>	Professor of Art
26	Mueller, Thomas	<a href="mailto:tmuller@usc.edu">tmuller@usc.edu</a>	Associate Professor of Teaching, Art
27	Newkirk, Kori	<a href="mailto:knewkirk@usc.edu">knewkirk@usc.edu</a>	Visiting Assistant Professor of Art
28	Paull, Julia	<a href="mailto:jpaul@usc.edu">jpaul@usc.edu</a>	Associate Professor of Teaching, Art
31	Steiner, Rochelle	<a href="mailto:rochelle.steiner@usc.edu">rochelle.steiner@usc.edu</a>	Professor of Critical Studies
32	Trujillo, Osvaldo	<a href="mailto:otrujill@usc.edu">otrujill@usc.edu</a>	Assistant Professor of Teaching, Design
34	Weisberg, Ruth	<a href="mailto:reweisb@usc.edu">reweisb@usc.edu</a>	Professor of Art (on sabbatical spring 2018)
35	West, Jennifer	<a href="mailto:greisz@usc.edu">greisz@usc.edu</a>	Associate Professor of Practice, Art
36	Wojciak, Ewa	<a href="mailto:wojciak@usc.edu">wojciak@usc.edu</a>	Assistant Professor of Practice, Design
37	Zoto, Alexis	<a href="mailto:weidig@usc.edu">weidig@usc.edu</a>	Assistant Professor of Teaching, Design

## APPENDIX C

### EMERGENCY INFORMATION SHEET

#### Graduate Fine Arts Building (IFT) Address

3001 S. Flower Street  
Los Angeles, CA 90007

#### Department of Public Safety (DPS)

Emergency Number

213-740-4321

Non-Emergency Number (locked out of building)

213-740-6000

Non-Emergency Number (accidentally set off alarm)

213-740-8210

#### Emergency Information Number

In the case of a natural disaster or some other event that may effect campus operations, you can find information about what to do in those events at these resources:

[emergency.usc.edu](http://emergency.usc.edu)  
213-740-9233

#### USC Trojan Mobile Safety App powered by LifeSafe, Inc.

Search “LiveSafe” in GooglePlay or Apple App Store, created a user profile and then find “University of Southern California” in the drop-down menu.

#### Department of Water and Power

213-481-5411

#### Gas Company

213-427-2200



## **APPENDIX E**

### **UNIVERSITY RESOURCES**

#### **USC Student Handbook**

<http://policy.usc.edu/student/scampus/>

#### **Student Affairs**

The USC Office of Student Affairs encompasses all students support, programming, and other activities at the University.

<https://studentaffairs.usc.edu/>

#### **The Graduate School**

The Graduate School oversees policies, standards and processes related to graduate education at USC. They also oversee the thesis process.

<http://graduateschool.usc.edu/>

#### **Graduate Student Government**

The graduate student body organization. Funding for travel grants for the presentation of work at conferences is available.

<http://gsg.usc.edu/>

#### **Office of Academic Records and Registrar**

Provides services related to course registration, transcripts, diplomas, degree progress

<http://arr.usc.edu/>

#### **Financial Aid**

<http://financialaid.usc.edu/>

Provides services to assist in financing education at USC

#### **Schedule of Classes**

Course listings, academic calendar, fees and additional information regarding course enrollment.

<http://classes.usc.edu/>

#### **USC Catalogue**

Resource to finding answers to course, curriculum, school, program, admission, and other related matters.

<http://catalogue.usc.edu/>

#### **Office of Equity and Diversity**

<http://equity.usc.edu/>

The Office of Equity and Diversity works to prevent, intervene, and protect the rights of our students, faculty, staff, visitors, and applicants.

#### **Engemann Student Health Center**

<http://engemannshc.usc.edu/>

Offers full range of medical services in primary and specialty care, counseling, health promotion and disease prevention.

#### **Making an Appointment Online**

<http://engemannshc.usc.edu/myshr/>

#### **Graduate Student Information**

<http://engemannshc.usc.edu/insurance/for-graduating-students/>

**Student Counselling**

Services include general counseling, stress relief clinic, crisis services  
<http://engemannshc.usc.edu/counseling/>

**Be Well USC Campus Resources** (Initiative by Engemann Student Heather Center)

<https://bewell.usc.edu/campus-l-resources/>

**Office of International Services**

OIS is a resource center that provides advising, information, and opportunities for involvement to help members of the USC international community make the most of their USC experience  
<http://ois.usc.edu/>

**Veterans Resource Center**

The center serves as a one-stop campus resource for Trojan veterans, reservists, and their dependents. At USC, we support our student veterans and affiliates through providing referrals to other campus partners as well as serving as advocates for these students.

<https://campusactivities.usc.edu/veterans/>

**Disability Services and Programs**

Provides support services necessary to enable students with disabilities to develop their maximum academic potential while having the dignity to work independently.

<http://dsp.usc.edu/>

**Kortschak Center for Learning and Creativity**

Offers support assisting students with dyslexia, ADHD, and other identified learning differences.

<https://kortschakcenter.usc.edu/>

**Center for Excellence in Teaching**

The Center is a uniquely fellow-driven institution that is dedicated to the inspiration and advancement of outstanding and innovative teachers in a learner-centered environment. They hold regular workshops on teaching pedagogy.

<http://cet.usc.edu/>

**Information Technology**

Manage services, software, and internet for the university at-large. They oversee numerous computer labs on-campus. Roski oversee their own labs.

<https://itservices.usc.edu/>

**Department of Public Safety**

Oversees safety and peace on campus and in the surrounding neighborhood.

<https://dps.usc.edu/>

**Bike Registration**

Per USC Policy, all faculty, staff and students who ride and park a bike on campus need to register it with DPS. It helps to identify your bike should it be lost, stolen or impounded.

<https://dps.usc.edu/services/bikes/>

**USCard Services**

<http://mycard.usc.edu/>

Card Services distributes ID cards; your ID card helps you gain access to buildings and other campus resources.

**Transportation**

USC Transportation covers the bus fleet and parking on-campus. See Graduate Student Government for information on student rates for Metro passes.

<http://transnet.usc.edu/>

**USC Libraries**

Provides a multitude of resources, physical and electronic, in their 20 spaces, which include the Architecture and Fine Arts Library and the ONE Archive. Provides interlibrary loans. Rare book holdings in special collections. Study rooms available.

<http://libraries.usc.edu>

**USC Visions and Voices**

Arts and Humanities Initiative that consists of a series of various events for student participation and attendance. Events are covered by student fees.

<http://visionsandvoices.usc.edu/>

**USC Ticket Office**

Tickets available for attractions (some at discount) and events at USC and the Southern California-area available for purchase.

<https://fbs.usc.edu/depts/ticketoffice/>

## **APPENDIX F**

### **ART MATERIALS AND SUPPLIES RESOURCES**

This is not meant to be an exhaustive guide for materials purchasing, but recommendations on where to procure materials and services as a part of your studio practice. While provided in this list, this does not an endorsement of these vendors.

#### GENERAL ART SUPPLIES

##### **AARON BROTHERS ART & FRAMING**

716 N. La Brea Los Angeles, CA 90038 213.930.2611 M -Sat (10a -9p) Sun (10a -6p)

[www.aaronbrothers.com](http://www.aaronbrothers.com)

8383 Santa Monica Blvd. West Hollywood, CA 90069 323.656.2611 M -Sat (10a -9p) Sun (10a -6p)

10% Student Discount on Art Supplies not "value priced"

5453 Hollywood Blvd Los Angeles, CA 90027 -0409 (323) 978 -0409 M -Sat (10a -9p) Sun (10a -6p)

10% Student Discount on Art Supplies not "value priced"

##### **ARTIST & CRAFTSMAN SUPPLY**

1917-1921 E 7<sup>th</sup> Street, Los Angeles, CA 90023 M-Sat (9-8 pm), Sun (11-6 pm)

1660 S La Cienega Blvd, Los Angeles, CA 90035 M-Sat (9-8 pm), Sun (11-6 pm) Inquiry about student discount rates [www.artistcraftsman.com/](http://www.artistcraftsman.com/)

**BLICK ART MATERIALS** 44 S. Raymond Ave. Pasadena, CA 91105 626.795.4985 M-F (9-8pm) Sat (9-7pm) Sun (10 -6pm) [www.dickblick.com](http://www.dickblick.com) Inquire about 10% student discount

7301 W. Beverly Blvd. Los Angeles, CA 90036 (323) 933 -9284 M-F (9-8pm) Sat (9-7pm) Sun (10 -6pm) Inquire about 10% student discount

11531 Santa Monica Blvd. West Los Angeles, CA 90025 310.479.1416 M-F (9-8pm) Sat (9-7pm) Sun (10 -6pm) Inquire about 10% student discount

##### **BLUE ROOSTER ART SUPPLIES**

4661 Hollywood Blvd, Los Angeles, CA 90027 [www.bluroosterartsupplies.com/](http://www.bluroosterartsupplies.com/) M-S (10-8p) Sun (11-6p)

##### **CARTER SEXTON**

5308 Laurel Canyon Blvd. North Hollywood, CA 91607 10% Student Discount 818.763.5050 M-Fri (9-7p) Sat(9-5:30) [www.cartersextton.com](http://www.cartersextton.com)

##### **CONTINENTAL ART SUPPLIES**

7041 Reseda Blvd. Reseda, CA 91335 -4209 818.345.1044 M-F (10-7p), Sat (10-6p) [www.continentalart.com](http://www.continentalart.com)

### **GRAPHAIDS ART SUPPLIES**

3030 S. La Cienega Blvd. Culver City, CA 90232 310.204.1212 M-F (8-6p) Sat (9-4p)  
www.graphaids.com 30% student club discount

### **KIT KRAFT**

12109 Ventura Pl. Studio City. CA 91604 818.509.9739 M-Sat ( 9-6p ) [www.kitkraft.biz](http://www.kitkraft.biz)

### **MCMANUS & MORGAN**

2506 W. 7th St. Los Angeles, CA 90057 213.387.4433 M-F ( 9-5 p), Sat (10-2p) Cash & checks only  
Discounts given on large orders

### **MOSKATELS**

733 San Julian St. Los Angeles, CA 90014 213.689.4590 M-Sat (6-5 pm); Sun (9-5 pm)

### **OFFICE DEPOT**

Many other locations throughout the Southland 2020 S. Figueroa St. Los Angeles, CA 90007  
213.741.0576 8-8 M-F, (9-7) Sat, (10 -7) Sun [www.officedepot.com](http://www.officedepot.com)

### **RAW MATERIALS**

436 South Main Street Los Angeles, CA 90013 213.627.7223 M-F (10-7p) Sat (11-6p) Sun (12-5p)  
[www.rawmaterials.com](http://www.rawmaterials.com)

### **SCI -ARC SUPPLY STORE**

955 E 3rd St, Los Angeles, CA 90013, CA 90013 (213) 356-5309 Telephone M -Th (10 -6p), F (10 -5p), Sat -  
Sun (12 -5p) [sciarcsupply@sciarc.edu](mailto:sciarcsupply@sciarc.edu)

### **STAPLES**

Many other locations throughout the Southland 1701 S. Figueroa St. Los Angeles, CA 90015  
213.746.6330 M-F (8-8p), Sat -Sun (10-6p) [www.staples.com](http://www.staples.com)

### **SWAIN'S ART SUPPLIES**

537 N. Glendale Ave. Glendale, CA 91206 -3307 818.243.3129 M-F (9-7p), Sat (9-6p), Sun (10 -  
6p) [www.swainsart.com](http://www.swainsart.com)

### **TOP'S ART SUPPLIES**

3447 W. 8th Street Los Angeles, CA 90005 213.382.8229 M-F (10-6p) Sat (10-5p)  
[www.topsartsupply.com](http://www.topsartsupply.com) Inquire for student discount Free parking

### **TROJAN BOOKSTORE**

University Park Campus Supply Dept. 2nd Floor 213.740.8997 M -F (7:45 -8p), Sat( 9 -5p), Sun (10 -5p)

## Photography Camera and Filming Equipment

### **CAMERA ESSENTIALS**

Inquire about student discount 91 North Daisy Avenue Pasadena, CA 91107 626.844.3722 323.686.5230  
FAX [www.cameraessentials.com](http://www.cameraessentials.com)

### **HOOPER CAMERA & IMAGING**

Inquire about student discount 21902 Devonshire Street Chatsworth, CA 91311-2907 818.709.0014  
818.709.0130 FAX M-Sa (9:00-6:00), [www.hoopercamera.com](http://www.hoopercamera.com)

### **OLSON VISUAL**

(large format photography) 13000 Weber Way Hawthorne, CA 90250 310.355.1681 310.263.6980 (fax)  
T-F (11-8p) Sa-Su (11-5p) [www.olsonvisual.com](http://www.olsonvisual.com)

### **PHOTOGRAPHIC RENTAL SERVICE INC.**

12322 Exposition Blvd. Los Angeles, CA 90064 310.979.8173 310.979.8533 FAX M-Fri (7:30-5)

### **SAMY'S CAMERA**

Inquire for student discounts 431 S. Fairfax Ave. Los Angeles, CA 90036 323.938.2420 323.937.2919  
FAX M-F (9:30-6:30p) Sat (10-6p) Sun (11-5p)

41 E. Walnut St. Pasadena, CA 91103 626.796.3300 626.432.6731 FAX M-F (8-6p) Sat (10-6p) Sun (11-5p)

4411 Sepulveda Blvd, Culver City, CA 90230 310.450.4551 M-F (9:30-6:30 p) Sat (10-6 p) Sun (11-5 p)  
[www.samys.com](http://www.samys.com)

## Film Processing—Photo and Film

### **A & I PRINTS**

933 N. Highland Hollywood, CA 90038 323.856.5280 M-F (10-6p) [www.aandi.com](http://www.aandi.com)

### **THE ICON**

5450 Wilshire Blvd, Los Angeles, CA 90036 M-F (8:30-7p) Sa( 12-5p)

### **RICHARD PHOTO LAB**

15% student discount on processing 979 N. La Brea West Hollywood, CA 90038 323.939.8893  
323.937.0431 FAX M-F (9-5p) [www.richardphotolab.com](http://www.richardphotolab.com)

### **FOTO-KEM INDUSTRIES**

2801 W Alameda, Burbank, CA 91505 inquire with Student Services at 818-846-3102 ext. 558 or  
[education@fotokem.com](mailto:education@fotokem.com) for student price list. M-F (open 24hrs)

### **QUICK PIX**

1/2 hour color print processing. 2 hour E-6 Ektachrome processing. 10% discount for students & staff  
3325 S. Hoover St. University Village Los Angeles, CA 90007 213.744.1112 M-F (11-5p)

### **USC ADVANCED PHOTO LAB GRADUATE FINE ARTS BUILDING**

3001 S Flower St, Los Angeles, CA 90007

### 3D Printing

#### **USC Galen Lab**

Harris Hall (HAR), 2<sup>nd</sup> Floor 213.740.3328 M-Sa (9-10p) Su (9-5p)

#### **Iovine and Young Garage**

Steven K Sample Hall, 3<sup>rd</sup> Floor 213.821.1668 M-Sa (9-10p) Su (9-5p)

### Hardware and Building Supplies

#### **Anawalt Lumber Company**

West LA 11060 W Pico Blvd, Los Angeles, CA 90064 310.478.0324 M-F (6-8 pm), Sat (8-8 pm), Sun (9-6 pm)

Highland 1001 No. Highland Ave, Hollywood, CA 90038 323.464.1600 M-F (6:30-8 pm), Sat (8-8 pm), Sun (9-6 pm)

West Hollywood 641 N. Robertson Blvd, West Hollywood, Ca 90069 310-652-6202 M-F (6:30-8 pm), Sat (8-8 pm), Sun (9-6 pm) [www.anawaltlumber.com](http://www.anawaltlumber.com)

#### **B & B HARDWARE**

12450 W. Washington Blvd. Los Angeles, CA 90066 310.390.9413 310.390.1625 FAX M-Sa (8-5p) Sun (9-3p)

#### **CHARLES G. HARDY INC.**

15723 Vermont Ave. Paramount, CA 90723 562.634.6560 323.774.1510 FAX M-F (6-4:30 )  
[www.charlesghardy.com](http://www.charlesghardy.com)

#### **E.B. BRADLEY**

5080 S. Alameda St. Los Angeles, CA 90058 323.565.9201 800.533.3030 323.585.9209 FAX M-F (7-5p)  
[www.ebbradley.com](http://www.ebbradley.com)

#### **HARDWARE SPECIALTIES SALES**

Hardware, Catches, Hinges etc. 2041 East Locus Court. Ontario, CA 91761 909.975.4853 866.975.4853  
M-F (7-3:30p) [www.hardwarepecialties.com](http://www.hardwarepecialties.com)

#### **INDUSTRIAL METALS**

10% student discount 8300 San Fernando Rd. Sun Valley, CA 91352 818.729.3333 818.729.3334 FAX  
M-F (7-5p) Sat (8-2p) [www.imsmetals.com](http://www.imsmetals.com) *\*ask to meet with Neil Sherman ahead of your visit and mention from USC Roski. He loves to meet our students and go over any of your particular needs.*

#### **MODEL CENTER INC**

Detailed milling/etching Cash & checks only 11845 Teale Street Culver City, CA 90230 310.737.1011  
310.737.1022 FAX 9:30-6:30 M-F (hours vary) [www.modelcenterinc.com](http://www.modelcenterinc.com)

## **OSH ORCHARD SUPPLY AND HARDWARE**

4801 Venice Blvd. Los Angeles, CA 90019 323.930.6060 M-Sa (7-9p) Su (8-8p)

5525 Sunset Boulevard Hollywood, CA 90028 323.871.1707 M-Sa (7-9p) Su (8-8p)

452 Fair Oaks Avenue South Pasadena, CA 91030 626.403.8115 M-Sa (7-9p) Su (8-8p)

641 N. Victory Blvd. Burbank, CA 91502 818.557.2755 M-Sa (7-9p) Su (8-8p)

[www.osh.com](http://www.osh.com)

## **PENNSYLVANIA BUILDERS SUPPLY**

6659 Santa Monica Blvd. Los Angeles, CA 90038 323.957.7620 323.957.2528 FAX 6-5 M-F 7-3 Sat

## **VERMONT OUTLET TRUE VALUE HARDWARE**

2929 S. Vermont Ave. Los Angeles, CA 90007 323.734.4477 M-Fri (7:30-6:30p), Sat (7:30-6p), Sun (9-4p) [www.vermontoutletruevalue.com](http://www.vermontoutletruevalue.com)

## **FOAM MOLDERS**

20004 State Road Cerritos, CA 90703 800.378.8987 M-F (8-5p) [www.foammolders.com](http://www.foammolders.com)

## Lumber

### **BONHOFF LUMBER**

Only cash and checks accepted Inquire for student discount 3411 E. 26th St. Los Angeles, CA 90023 323.263.9361 M-F (7:30-4) [www.woodfinders.com](http://www.woodfinders.com)

### **FAR WEST PLYWOOD**

Multi-ply birch Ask about student discount 18450 Parthenia Place Northridge, CA 91325 818.885.1511 818.885.1832 FAX M-F (7:30-5p) Sat (8-1) [www.farwestplywood.com](http://www.farwestplywood.com)

### **GANAHL LUMBER**

3003 E Colorado Blvd, Pasadena, CA 91107 626-993-2100 M-F (6-6 pm), Sat (7-6 pm), Sun closed

10742 Los Alamitos Blvd, Los Alamitos, CA 90720 562-346-2100 M-F (6-6 pm) Sat, (7-6 pm), Sun closed

[www.ganahl.com](http://www.ganahl.com)

### **HOUSE OF HARDWOOD**

8934 Ellis Ave Los Angeles, CA 90034 310.479.4196 310.479.2029 FAX M-F (7:30-5) [www.houseofhardwood.com](http://www.houseofhardwood.com)

## Ceramics

### **AARDVARK CLAY & SUPPLIES**

Ceramics 10% student discount on most items 1400 E. Pomona St. Santa Ana, CA 92705 714.541.4157 M-F (8-5p), Sat (8-12p) [www.aardvarkclay.com/](http://www.aardvarkclay.com/)

### **Laguna Clay**

14400 Lomitas Ave, City of Industry, CA 91746, 626.330.0631 M-F (8-5p) [www.lagunaclay.com](http://www.lagunaclay.com)



Laser Cutting

**LASER CUTTING LASERONICS**

9629 Beverly Rd. Pico Rivera, CA 90660 562.949.0081 562.949.1860 M-F (8-5p)  
laseronics@advancedlaserdies.com [www.advancedlaserdies.com](http://www.advancedlaserdies.com)

Plastic

**PLASTIC DEPOT OF BURBANK**

2907 North San Fernando blvd Burbank, CA 91504 (818) 843-3030 M-F (8-12:30p/ 1-5p)  
www.plasticdepotofburbank.com

**SANTA MONICA PLASTICS**

2834 Colorado Ave. Unit 39 Santa Monica, CA 90404 310.663.8668 M-F ( 8-4:30p) Sat ( 9-3p) [www.santamonicaplastics.com](http://www.santamonicaplastics.com)

**SOLTER PLASTICS**

Good prices on acrylic, free scraps in back 12016 W. Pico Blvd. West Los Angeles, CA 90064  
310.473.4731 310.477.7577 FAX M-F ( 8-5:30p) www.solterplastics.com No AMEX

Other

**BURMAN INDUSTRIES, INC.**

Mold making and casting materials 13536 Saticoy St. Van Nuys, CA 91402 818.782.9833 818.782.2863  
FAX M-F (8:30-5p) [www.burmanfoam.com](http://www.burmanfoam.com)

**REYNOLDS ADVANCED MATERIALS**

10856 Vanowen St, North Hollywood, CA 91605 [reynoldsam.com](http://reynoldsam.com) (818) 358-6000 M-F 8AM–5:30PM Sa (9-5:30)

**APPENDIX F**

113 Closet Supply

<b>KIT</b>	<b>EQUIPMENT</b>	<b>QTY</b>	<b>Notes</b>
Grounded Extension Cable		8	
Non-grounded Extension Cable		10	
Coby Earbuds		1	works
Uniex Headphones		1	works
Sony MDR-CD180 Headphones		1	works
Unmarked Headphones		2	works
Sony MDR-V150 Headphones		1	works
USB Microphone		1	Works
Canon PowerShot SX 200	Camera	1	Works missing battery
	16GB SD Card	1	
	RCA cable	1	
	RCA Video	1	
	USB 2.0 Cable	1	
	Charging Cable	1	
Non US grounded charging cables		2	
Non US charging cables		1	
CoolScan IV Film Scanner		1	might work needs film
Sony DVD/VHS Combo		1	works
Samsung DVD/VHS Combo		1	works
Samsung BluRay Player		1	works
Sony DVD player		1	works
M-Audio BX5a Monitor		1	works
Super 8 Camera		1	works
M-Audio Studio 3 Speaker R		1	works
HLLY TX-01s Radio Transmitter	Transmitter	3	works
	120V Charger	3	works
	Antennae	3	works
	Audio cable 1/8th inch	3	
Villa FM Transmitter	Transmitter	1	works
	Charger	1	works
	Antennae	1	works
	Audio cable 1/8th inch	1	
2 Prong 125v charging cable		4	
3 Prong 125v Charging cable		1	

KIT	EQUIPMENT	QTY	Notes
Universal Power Cable		8	
Mac Universal Power Cable		1	
12V charger		2	
4V charger		1	
11V charger		1	
5V micro Cellphone charger		1	
Sony Camera Battery charger	Charging port	1	
	Battery	1 of 2	
Canon Battery Charging port		1	
CoAx Cables		2	
Mac Charging cables		2	
Mac Charging mini ports		6	
Mac Mouses		2	
Mac Remotes		2	
USB Converters	Micro to USB	2	
	Mini to USB	1	
	USB 2 to USB	1	
USB to Micro		3	
USB to USB 2		2	
USB Male to USB Female		1	
VGA cable		2	
DVI cable		1	
Firewire Cable		1	
Firewire to mini		4	
RCA Video		2	
RCA Video and Audio		6	
RCA Video to 1/8th inch		3	
RCA Audio to 1/4r inch		1	
RCA Female audio to 1/8th inch		3	
1/8th inch to RCA Audio female adapter		2	
1/8th inch to 1/8th inch male		4	
Speaker wire		5	

KIT	EQUIPMENT	QTY	Notes
RCA audio to 1/8th inch female		3	
RCA audio to 1/8th inch male		4	
RCA audio to 1/4 inch female		1	
Audio to audio male		6	4 professional
RCA to RCA audio		4	
1/8th inch to 1/4r inch female adapter		2	
Audio to audio female		1	
1/4r inch to audio		4	
1/4r inch to audio female		2	
1/4r inch to 1/8th inch screw on adapter		4	
1/4r inch split female to 1/4r inch single		1	
CAT 5 cable		4	
Female 1/8th inch to female 1/8th inch		2	
Female RCA to Female 1/8th inch adapter		1	
Super 8 Film Projector		1	works
XLR Cable		2	
Long speaker Cable		1	
HDMI Cable Long		2	
HDMI Cable Short		1	
XLR to Audio		2	
XLR to 1/8th inch		1	
XLR Split to 1/8th inch		1	
XLR to 1/4r inch		2	
Sony Boombox		1	works
Overhead Projector		1	works
Speaker Mounts		1	
Media Mounts		4	
Security Mount		1	
iPad Mount		1	
Photon 303 Speakers		2	
Onkyo Tweet and Sub		1	
Dancing guy Subwoofer		2	

**APPENDIX G**

**MFA Photo Lab Equipment**

<b>Kit</b>	<b>Kit Number</b>	<b>Category</b>	<b>Equipment</b>	<b>EQ#</b>	<b>Manufacturer</b>	<b>Condition</b>	<b>Description/Comments</b>
Marantz Sound Recorder kit	600018	Sound Recorder	Sound recorder	500465	Marantz	Good	
	600018	Sound Recorder AC Adaptor	Sound recorder AC adaptor	500466	Marantz	Good	
	600018	Sound Recorder Power Cable	K-10 power cable	500467	Kawasaki	Good	
C Zeiss 16mm lens for Aaton	500675	16mm Lens for Aaton	16mm lens	500675	Zeiss	Good	
Canon Rebel XSi camera kit	600006	Rebel XSi Camera	Rebel XSi camera	500547	Canon	Good	
Rebel Xsi camera kit	600006	Camera Strap	Rebel XSi camera strap	500558	Canon	Good	
	600006	18-55mm lens	18-15mm lens	500548	Canon	Good	
	600006	18-55mm lens cap	18-55mm lens cap	500549	Canon	Good	
	600006	Canon battery	Rebel Xsi camera battery	500552	Canon	Good	
	600006	Canon battery	Rebel Xsi camera battery	500554	Canon	Good	
	600006	Canon battery case	Rebel Xsi camera battery case	500553	Canon	Good	
	600006	Canon battery charger	Rebel Xsi camera battery charger	500551	Canon	Good	
	600006	18-55mm lens port cover	18-55mm lens port cover	500550	Canon	Good	
	600006	USB to mini-USB cable	USB to mini-USB cable	500421	N/A	Good	
WD TV Live Media Player kit	700028	WD media player	WD media player	700029	WD	Good	
	700028	HDMI cable	HDMI cable	700032	N/A	Good	
	700028	AC cord	AC cord	700031	APD	Good	
	700028	WD media player remote	WD media player remote	700030	WD	Good	
Yamaha Stereo Speaker Kit	500512	Yamaha Right Speaker	Yamaha Right Speaker	500514	Yamaha	Decent	

Kit	Kit Number	Category	Equipment	EQ#	Manufacturer	Condition	Description/Comments
	500512	Yamaha left speaker	Yamaha left speaker	500513	Yamaha	Decent	
	500512	Power cable	Power cable	500511	Yamaha	Decent	
Optoma Pico Pocket Projector Kit	500523	Mini projector	Mini projector	500526	Optoma	Decent	
	500523	Pico remote	Pico remote	500524	Otomoa	Decent	
	500523	Power cable	Power cable	500525	Elementech Int. Co.	Decent	
	500523	USB to mini-USB cable	USB to mini-USB cable	500560	N/A	Decent	
	500523	Video-in cable	Video-in cable	500559	N/A	Decent	
	500523	VGA cable	VGA cable	500561	N/A	Decent	
Edirol R-09HR Sound Recording Kit #2	600020	R-09HR sound recorder	R-09HR sound recorder	500454	Edirol	Decent	
	600020	Edirol paper manual	Edirol paper manual	500457	Edirol	Decent	
	600020	Edirol CD	Edirol CD	500460	Edirol	Decent	
	600020	Edirol sound recorder remote	Edirol sound recorder remote	500455	Edirol	New	
	600020	Edirol sound recorder 4GB SD card + case	Edirol sound recorder 4GB SD card + case	500468	N/A	Decent	
	600020	Edirol sound recorder power cable	Edirol sound recorder power cable	500458	N/A	Decent	
	600020	Edirol sound recorder A/C adaptor cord	Edirol sound recorder A/C adaptor cord	500456	Roland	Decent	
	600020	Edirol sound recorder USB to mini-USB cable	Edirol sound recorder USB to mini-USB cable	500459	N/A	Decent	
Panasonic AVCHD Mini Video Camera Kit	600014	AVCHD mini video camera	AVCHD mini video camera	500469	Panasonic	Decent	
	600014	AVCHD mini video camera battery	AVCHD mini video camera battery	500492	Panasonic	Decent	

Kit	Kit Number	Category	Equipment	EQ#	Manufacturer	Condition	Description/Comments
	600014	AVCHD mini video camera battery charger	AVCHD mini video camera battery charger	500493	Panasonic	Decent	
	600014	40 GB HDD SD Media Storage	40 GB HDD SD Media Storage	500596	Panasonic	Decent	
	600014	AC adaptor cord	AC adaptor cord	500494	Panasonic	Decent	
	600014	DC power cable	DC power cable	500496	N/A	Decent	
	600014	Component cable cord	Component cable cord	500498	N/A	Decent	
	600014	Power cable	Power cable	500497	N/A	Decent	
	600014	USB to mini-USB cable	USB to mini-USB cable	500495	N/A	Decent	
	600014	Power cable	Power cable	500499	N/A	Decent	
AKG Mic Sound Recording Kit #2	600022	AKG mic	AKG mic	600022	AKG	Decent	
Canon Rebel T2i Camera Kit	600005	Rebel T2i camera	Rebel T2i camera	500600	Canon	Decent	
	600005	Canon body lens cap	Canon body lens cap	500601	Canon	Decent	
	600005	Canon camera strap	Canon camera strap	500572	Canon	Decent	
	600005	Canon 18-55mm lens port cap	Canon 18-55mm lens port cap	500606	Canon	Decent	
	600005	Canon 18-55mm lens	Canon 18-55mm lens	500607	Canon	Decent	
	600005	Canon 18-55mm lens cap	Canon 18-55mm lens cap	500605	Canon	Decent	
	600005	Rebel T2i camera battery pack	Rebel T2i camera battery pack	500608	Canon	Decent	
	600005	Rebel T2i camera battery charger	Rebel T2i camera battery charger	500609	Canon	Decent	
	600005	Power cable	Power cable	500570	N/A	Good	
	600005	USB to mini-USB cable	USB to mini-USB cable	500571	N/A	Decent	

Kit	Kit Number	Category	Equipment	EQ#	Manufacturer	Condition	Description/Comments
	600005	Rebel T2i English camera manual	Rebel T2i English camera manual	500576	Canon	Decent	
	600005	Rebel T2i Spanish camera manual	Rebel T2i Spanish camera manual	500577	Canon	Decent	
	600005	Software instruction manual	Software instruction manual	500574	Canon	Decent	
	600005	Solution Disk CD	Solution Disk CD	500575	Canon	Decent	
	600005	17-44mm lens manual	17-44mm lens manual	500573	Canon	Decent	
Lavalier Sound Recording Mic Kit #3	600025	Sound recording mic	Sound recording mic	600025	Lavalier	Poor	
Lavalier Sound Recording Mic Kit #1	600023	Sound recording mic	Sound recording mic	600023	Lavalier	Decent	
Lavalier Sound Recording Mic Kit #2	600024	Sound recording mic	Sound recording mic	600024	Lavalier	Decent	
Pioneer DVD Player Box	500585	HD DVD DV-420V-K Player	HD DVD DV-420V-K Player	600039	Pioneer	Decent	
	500585	DVD remote	DVD remote	500586	Pioneer	Decent	
	500585	DVD RGB cable	DVD RGB cable	500588	N/A	Good	
	500585	DVD power cable	DVD power cable	500587	N/A	Decent	
	500585	DVD operating Instructions	DVD operating Instructions	500589	Pioneer	Decent	
Logitech Z506 Speaker Box	700053	Z506 speaker (desktop #1)	Z506 speaker (desktop #1)	700055	Logitech		
	700053	Z506 speaker (desktop #2)	Z506 speaker (desktop #2)	700052	Logitech		
	700053	Z506 speaker (desktop #3)	Z506 speaker (desktop #3)	700054	Logitech		
	700053	Z506 speaker (desktop #4)	Z506 speaker (desktop #4)	700056	Logitech		



Kit	Kit Number	Category	Equipment	EQ#	Manufacturer	Condition	Description/Comments
	700053	Z506 speaker (desktop #5)	Z506 speaker (desktop #5)	700057	Logitech		
	700053	Z506 speaker (sub woofer)	Z506 speaker (sub woofer)	700053	Logitech		
	700053	Z506 speaker cord	Z506 speaker cord	700051	Logitech		
	700053	Z506 speaker cord	Z506 speaker cord	700050	Logitech		
Panasonic DVX 100B Camera Kit	600013		DVX 100B Camera	500630	Panasonic		
	600013		DVX 100B Matte Box	500631	Panasonic		
	600013		DVX 100B lens cap	500632	Canon		
	600013		DVX 100B remote	500635	Panasonic		
	600015		DVX 100B battery (large)	500532	Panasonic		This battery belongs to kit 600015 (which is missing) but was with kit 600013.
	600013		DVX 100B battery charger	500633	Panasonic		
	600013		Firewire cable	500637	N/A		
	600013		Power cable	500636	N/A		
Calumet 4x5 Kit	500077		Calumet 4x5 camera body	10877	Calumet		
Canon XL1 Video Camera Kit	600011		Canon Eyepiece attachment	500641	Canon		
	600011		Canon XL battery	22104	Canon		
	600011		Canon shotgun microphone	500640	Canon		
	600011		Canon power adaptor	13110	Canon		
	6000111		Canon battery charger	22130	Canon		
	600011		Firewire cable	41415	N/A		
	600011		Canon matte box	500639	Canon		
	600011		Canon XL1 instruction manual	500642	Canon		
	600011		Canon XL1 video camera	13149	Canon		Camera is not in system.

Kit	Kit Number	Category	Equipment	EQ#	Manufacturer	Condition	Description/Comments
	600011		Canon XL1 video camera lens	13136	Canon		Camera lens is not in system.
AATON 16mm Film Camera Kit	600001		AATON camera body	500703	AATON		
	600001		AATON battery	41961	AATON		
	600001		AATON battery	42000	AATON		
	600001		AATON battery	41987	AATON		
	600001		AATON battery charger	41922	AATON		
	600001		AATON Film Mag B	500704	AATON		
	600001		AATON Film Mag A	500663	AATON		
	600001		AATON hand held grip (wood)	500667	AATON		
	600001		AATON handle connector	500664	AATON		
	600001		AATON matte box connector	500668	AATON		
	600001		AATON long rods x 2	500666	AATON		
	600001		AATON short rods x 2	500665	AATON		
	600001		AATON handle wire	500662	AATON		
Eiki SSL-0 Film/Slide Projector Kit	600016		Eiki SSL-0 film/slide projector	600016	Eiki		
Grad Light Stand Kit	500020		Calumet photographic light stand	54870	Calumet		
	500020		Calumet photographic light stand	54857			
Grad Strobe Kit	52803		Travelite strobe head	54805			
	52803		Travelite strobe head	54831			
	52803		Travelite strobe head	27434			
	52803		Strobe speed ring	18909			

<b>Kit</b>	<b>Kit Number</b>	<b>Category</b>	<b>Equipment</b>	<b>EQ#</b>	<b>Manufacturer</b>	<b>Condition</b>	<b>Description/Comments</b>
	52803		Strobe speed ring	18922			
	52803		Strobe reflector	55013			
	52803		Strobe reflector	54909			
	52803		Strobe power cable	49306			
	52803		Strobe sync cord	47655			
	52803		Strobe power cable	48695			
	500145		Strobe AC cable	500145			