

2018-2019 Graduate Academic Workspace Agreement

This agreement provides the terms and guidelines for studio and facilities use in graduate programs at MICA. It identifies your assigned workspace for your independent work and also outlines your responsibilities as a member of a creative community. Graduate studios and workspaces are dedicated to the intellectual, creative, and personal growth of MICA graduate students. As part of this community and in your use of graduate facilities, all students are expected to adhere to MICA's core values and be tolerant of divergent opinions, differing belief systems, backgrounds, voices, aspirations and modes of aesthetic production. You are also expected to follow these guidelines to ensure personal safety and well-being.

Name: _____

MICA ID: _____

Program: _____

Studio location: _____
(building name, room number, and workstation ID)

Changing Your Studio/Workspace Assignment

Graduate students select or are assigned a workspace at the start of their program. Students who wish to change their space assignment to a new location must first obtain approval from their program director. Second, students must notify Graduate Studies of your intent to move, and the location to which you intend to move. The terms of this agreement shall cover any and all spaces to which a student is assigned during their entire period of residency in MICA graduate facilities.

During seasonal and designated break periods (including Summer and Winter break), Building Services and Facilities will perform maintenance and cleaning of unoccupied studios, including those vacated by students who have graduated, left MICA or moved workspaces under other circumstances. No student is permitted to move into a new independent studio or workspace until Facilities has confirmed the space is in compliance with all cleanup and move-out protocols and performed any necessary cleaning, repairs or other Facilities work. When spaces are ready, Graduate Studies will notify students by email.

Graduate Student Access

All currently enrolled MFA, MA and Post-Baccalaureate students are provided 24/7 access to individual or collaborative graduate workspaces while their program's classes are in session, and during the spring break period. Access is limited during the college's designated break periods and holidays, which includes reduced hours and closure days. Full-time (traditional, academic year) MFA students maintain studio access during the summer months between their first and second year of study with the support of their program director.

All College Buildings, including graduate workspaces, will be closed during the College's holidays (New Year's Day, Martin Luther King Jr, Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, & Christmas Day). Special projects such as renovations, unexpected events, etc. may also alter the use and access of space in this agreement.

Students are issued a MICA ID card that provides access to their respective studio areas and support services. Graduate students do not have individual access to graduate studios/workspaces outside of their enrolled program, or to undergraduate spaces on campus. **Keep your MICA ID card visible and available at all times.** For your safety, all lockable doors should be kept locked all times. Do not prop open doors, or leave laptops, cell phones, cameras, or other personal items in studios or collaborative workspaces unattended. MICA is not responsible for the damage, loss or theft of personal belongings or artwork. **Homeowners or renter's insurance is recommended to cover unforeseen loss or damages.**

Students working in a non-productive or disruptive manner will be subject to reduced access or loss of studio privileges.

Visitors & Guests

Guests are the responsibility of their host. **Visitors and guests must sign in with ID at a security desk, and must be accompanied by a current MICA student, faculty, or staff member at all times. Visitors are not permitted in campus buildings from 9:00 pm to 8:00 am.**

Individuals who do not have a legitimate reason for being on campus, or in a College building, and who refuse to comply with a request to leave, may be subject to arrest for trespassing. Use of keys, access cards, and/or accessing systems in a manner contrary to the safety and security of the community or to the detriment of the College's property and facilities will result in disciplinary action.

Use of Graduate Spaces

Studios are exclusively for professional art making activities. College policy and legal requirements forbid the use of studios as living/eating space. Upon arrival, inspect your studio or workspace and report any problems or issues to your Graduate Program Assistant (GPA) or Program Director. Take photos of any damages for future reference.

Additions, alterations, expansions, and wall-hanging shelves are not permitted. Do not paint, mark or glue any permanent substance on the windows or sprinkler heads. Using any materials, curtains, or fabric, other than those provided exclusively by MICA to block studio entrances is prohibited. Use drop cloths to protect floors from damage. Do not bring furniture or appliances into the building unless these items are directly related to your work. Futons and beds are strictly prohibited. Anything that is brought into the space should be removed during the move-out process.

Students may only use tools approved for individual studio use. This includes unpowered hand tools such as screwdrivers, pliers, and handsaws. Battery-powered and corded drills and drivers are permitted when being used with standard bits. Stationary power tools, powered saws, grinders, gas-power tools, welders, and other power tools are not permitted. Students must have appropriate work surfaces and clamps for safe work. All tools and cords must be in proper working order, and used in compliance with guidelines provided by the manufacturer, workplace safety regulations, and MICA shop policy.

You are responsible for keeping your space clean. Building Services does not enter studios or collaborative workspaces to remove trash, sweep, etc. Use and return tools (brooms, dustpans etc.) provided at Housekeeping Stations to keep your space clean. Waste must be placed in recycle bins or garbage cans outside of studios. Students are responsible for removing or arranging for removal of bulk trash to MICA dumpsters. Materials and supplies must be neatly stored within the confines of your studio, in designated storage areas and/or outside of exit aisles. This applies to work in progress and completed artwork.

A valid parking permit is required in order to park in all College lots, including Lazarus Center, Mount Royal Station Building, North Avenue, and Maryland Avenue Lots. Permits are available from Campus Safety. Parking is on a first-come, first-served basis. The purchase of a parking permit does not guarantee a parking space, but students who arrive early generally park without difficulty. Students must be in a campus building while parked on campus. Maryland Institute College of Art is not responsible for damage to vehicles kept on the lot or for the theft of valuables left in cars.

Community Expectations

Be considerate of your peers. Do not disturb others while working. Loud music, long and frequent cell phone calls and other disruptive behavior interferes with others ability to work.

You are expected to clean up after yourself in all common and shared spaces. Shared space, including refrigerators, must be cleaned regularly and all items stored must include a date and name. Open food packages and other food waste attract rodents – store and/or dispose of all food items and trash appropriately. Shared spaces must be cleared of personal belongings and cleaned during Community Clean-up Week, which coincides with the last week of classes of Spring semester. Dumpsters will be provided.

Pets must be MICA registered, leashed and properly cared for. No dogs or pets are allowed in any studio or workspace without the owner present. To read the full policy, visit www.mica.edu/pets.

Alcohol, Drug and Smoking Policy

Absolutely no smoking, alcohol or drugs are permitted in any MICA studios, workspaces, stairwells or classroom areas. Students who violate this policy will be subject to College sanctions.

Smoking and all vapor delivery devices (including e-cigarettes, vaporizers, vape pens, mods, etc.) are prohibited in all indoor campus spaces and outdoors within 25 feet of any campus building. Ashtrays are provided in areas where smoking

and vaping is permitted, and smokers are encouraged to use them instead of campus sidewalks and lawns when extinguishing their cigarettes.

Open containers of alcohol are not permitted in any of the public or common spaces on campus, including courtyards, stairwells, or parking lots. Students may not have full, partial, or even empty containers of alcohol in their independent studios or workspaces. Any containers that are found will be confiscated and the student will face disciplinary action.

MFA, MA, and Post-Baccalaureate students may request permission to have alcohol at graduate student hosted events and activities within designated graduate spaces. Events must be registered and hosted by two student sponsors who agree to uphold the responsibilities outlined in the Events with Alcohol Policy. Event registration forms are available at micagradcommunity.org and must be returned to the Office of Graduate Studies at least ten business days prior to the proposed event. For more information, contact the Office of Graduate Studies.

Hazardous Materials & Personal Protection

Each program will compile and make available a binder of all relevant hazardous materials at locations of hazardous chemical use. Know the hazards and ratings for all materials and always follow all SDS (Safety Data Sheet) precautions, safe storage and disposal, and first aid emergency procedures. Students wishing to use hazardous materials not already included in the SDS binder for their area must get written permission from an instructor and provide the shop technician or program director with an applicable SDS.

Always evaluate the risks associated with specific hazards, the results of this evaluation should give guidance in the selection of risk management techniques such as elimination, substitution, methods for minimizing hazards and utilizing personal protective equipment. Personal Protective Equipment (PPE) is available at the College Store and must be utilized as necessary.

The use of bio-hazardous waste is not permitted in studios. Bio-hazardous waste is defined as all biologically contaminated waste that could potentially cause harm, i.e. human and animal blood, tissues, body fluids, dead animals, and human or animal pathogens.

Do not use toxic substances or processes that may affect others working in the same space. Specifically vented areas will be labeled as "Ventilation" and these areas must be used when working with toxic materials. When possible, substitute less toxic materials. Some pastels and chalks contain highly toxic pigments or heavy metals and should be used with caution. Spray paints, fixatives, or adhesives may not be sprayed indoors except in designated spray rooms equipped with proper ventilation. Follow all posted spray room guidelines: close the door when in use and wear proper respiratory protection. Do not store flammable chemicals such as paints or spray cans in the spray room. Allow adequate time for materials to off-gas/dry prior to removal from the booth.

All chemical containers must be clearly marked with the manufacturer's labels. If hazardous chemicals are repackaged, they must be clearly labeled in accordance with applicable Globally Harmonized System (GHS) standards. At a minimum, all labels shall include product name, signal word, hazard and precautionary statements, manufacturer information, and hazard pictograms. Label stickers are available on the Health and Safety Boards for your use. Use only tightly re-sealable containers for chemicals. Flammable chemicals must be stored in flame resistant cabinets. Do not use secondary containers for storage of chemicals unless former labels are fully removed and the new contents are clearly labeled in accordance with GHS.

Do not pour any hazardous chemicals down sinks, toilets, or drinking fountains. Industrial sinks are not to be used for anything other than art making purposes. Acrylic waste materials should be allowed to dry, and then discarded in trash. Never leave flammable liquids uncovered, or dispose of them in anything other than a MICA-provided disposal drum/red can. Use the red funnel drums to dispose of unwanted flammable liquids (i.e. Gamsol), and use red step cans for materials that have been soaked in flammable liquids, oils, resins, or solvents. Flammable waste not properly discarded may spontaneously combust (e.g. boiled linseed oil) and the lid on these conveniently located fire resistant containers should be closed when not in use. These hazardous items are collected and disposed of on a regular basis. If during the interim, a drum or red can is full, or there is chemical spill; notify Facilities Management immediately for disposal and cleanup. For any questions regarding safe disposal of hazardous art making chemicals other than flammable liquids, please contact the Office of Environmental Health and Safety.

Violating the Environmental Health and Safety guidelines in this agreement will result in a formal student notification of hazards, and if applicable; notification to the Program Director and the Office of Graduate Studies. In the event that the hazard is not mitigated and non-compliance persists; progressive disciplinary action will occur, up to and including loss of studio privileges and access to shops. If this occurs, the student will have twenty-four hours to remove all materials and belongings from the studio. Remaining project or thesis work must then be completed without any use of MICA shops, studios, equipment, or technicians.

Students are entirely responsible for any damage to studios or workspaces and/or the damage or loss of equipment and tools as a result of violations or negligent or irresponsible behavior.

Fire Regulations

Familiarize yourself with exit and safe-meeting locations in case of an emergency. Evacuation and safe meeting location maps are posted on Health and Safety Boards. In the event the fire alarm sounds, evacuate the building.

Do not attempt to fight a fire. Should you detect smoke or flames, immediately pull the nearest fire alarm and evacuate the building. Fire extinguishers are located at most exits and should not be tampered with.

Keep all hallways and exit lanes clear of materials. Exhibit areas, stairways, hallways, elevators, doorways, and community work areas are not considered storage space for artwork or materials. Any materials placed inside of yellow egress lanes will be removed. Do not block or prop open fire doors, this includes all doors that lead to a stairwell. Do not block or hang anything from light fixtures, plumbing or sprinkler systems.

No cooking or heat-producing appliances or tools such as hot plates, coffee pots, toaster ovens, or heaters are allowed in your studio or workspace. No open flames, candles, burning incense or melting wax are permitted. All irons must have an automatic turn-off feature.

Performance, Installation & Sound Artwork in Public Spaces

Students interested in presenting artwork in public spaces (even for one class session or critique) must submit a proposal at least two weeks prior to the install date to the Office of Events. Forms and policies can be picked up from the Office of Events, located at Bunting B350.

Public spaces on MICA campus include all spaces outside of studios, galleries or designated exhibition spaces. The Office of Events coordinates these proposals for all interior and exterior public space. Approval of proposals is based on compliance with MICA exhibition policies and space availability. The Mt. Royal Avenue median strip, trees, sidewalks, streets, telephone & light poles are property of the City of Baltimore. MICA does not grant permission to use any areas or parks in Bolton Hill, Station North, or any of the property surrounding MICA campus.

No artwork may be on Corpus Christi Church or church property, elementary school or daycare property. Use of any MICA-owned equipment, furnishings, and fixtures within installation and performance work must be pre-approved by the Office of Events. Damage, moving, and/or reinstallation charges may be assessed. Work containing sexually explicit images should not be exhibited in public areas without appropriate signage warning of potentially offensive content.

Move-Out

Dates & Deadlines

Full-Time MFAs, MAs, and Post-Baccalaureate students (fall/spring studio residency)

All graduated full-time academic year MFA, MA, and Post-Baccalaureate students must vacate their studio or workspace **no later than May 24, 2019, at 5:00 PM**. Failure to clean and remove items from your assigned studio/workspace and all common areas (to include classrooms, hallways, kitchen/lounge, or other shared space) could result in one or all of the following: withholding of transcripts, diplomas and or a charge of \$300 to your student account. Post-Baccalaureate students who enroll in a MICA MFA program are not eligible for summer studio or access until their program formally begins.

Low-Residency & MAT students (summer studio residency)

All MAT and low residency graduate students assigned a summer studio space must vacate their studio **no later than 5 calendar days after the published end date of the Summer Session at 5:00 PM** of the current academic year. See Academic Calendar for specific dates.

Studio/Workspace Condition Expectations

Upon move-out, all floors should be scraped of debris and swept clean. Remove all nails, screws, and tacks from studio walls. All studio walls must be repainted with the paint provided by Facilities Management. Do not paint unpainted items such electrical outlets, switches, door hinges, etc. Any furnishings provided by MICA must remain in the studio, including retractable extension cords. If not - students will be charged for replacement.

Items Left Behind

MICA will provide open top roll off containers and trash cans to facilitate cleaning and removal of trash and any unwanted items. Students must remove all trash including building materials, personal items, furniture, artwork, art supplies, etc. from walls, floors, windows, and ceiling of their assigned studio or workspace AND from any common areas, to include classrooms, kitchen/lounge, exhibit areas, stairways, hallways, elevators, doorways, and community work areas. Failure to clean and remove items from your studio/workspace or common areas could result in one or all of the following:

withholding of transcripts, diplomas and/or a charge of \$300 to your student account. Excessive damages, above and beyond normal wear and tear, will be assessed on a case-by-case basis, and further charges may apply. Any and all items left behind in a studio after the published move-out deadline will be disposed of as MICA determines appropriate.

Resources After Move-out

The Grad Lab, Equipment Checkout, Computer Lab, Print Lab resources, labs and wood shops are available for students currently enrolled in a graduate program at MICA. An active MICA Graduate ID card is required to enter facilities, to check out equipment or to use computer and printing resources. Access to the Grad Lab, Fabrication Studios, or Wood Shops ends within 30 calendar days of the last day of attendance, or the published move-out date (whichever comes first).

Leave of Absence or Withdrawal

Students who withdraw or take a leave of absence from their program must vacate their assigned studio or workspace **no later than 30 calendar days after the last day of attendance**, or the published move-out date (whichever comes first). Students must comply with the conditions of move-out outlined above. Space is not guaranteed for students returning from a leave of absence.

Dismissal

Students who are suspended or expelled from the College must vacate their assigned workspace in the same timeframe as their overall departure from campus, typically no longer than 48 hours from resolution. The terms specified as part of the suspension or expulsion will provide this detail.

Studio/Workspace Use is a Privilege

Students are expected to adhere to the rules and guidelines outlined in this agreement, in addition to any specific health and safety precautions used for handling hazardous materials, and use of tools, or equipment. Violations to this agreement are subject to disciplinary measures and studio privileges will be revoked.

By my signature, I certify that I have read and agree to abide by all parts of the Graduate Academic Workspace Agreement and all other MICA student rights and responsibilities. I have reviewed and understand all posted health and safety signage. I understand the rules and guidelines that are presented in this document.

signature _____ **date** _____

Enrolled students at MICA are subject to and expected to adhere to all of MICA's institutional policies, which may not all be included in this Agreement. For a full list of MICA's current policies, visit www.mica.edu/policies