



Dear Visual Arts Intro Students and Parents,

Congratulations on your acceptance to NOCCA's Visual Arts program; we look forward to an exciting year. As we begin the year, there are some dates and information that you need to be aware of:

**Start of Classes:** It is important that you are in attendance on the first day of classes. All students attend Prelude on **Wednesday, August 17<sup>th</sup> at 4:00 pm**. The first day of class for students in the **Tuesday/Thursday** program is **Thursday, August 18, 2016**. The first day of class for students in the **Monday/Wednesday** program is **Monday, August 22, 2016**. Classes run from 4:00-6:30 pm. Tardiness will not be accepted; every effort should be made to get to NOCCA on time. You may want to bring a snack to eat on the way to NOCCA or before class if you have time. There are vending machines in the canteen where you can get a snack if you like; however, no food or drink is allowed in the Visual Arts studios.

**Attendance Policy:** The visual arts program is studio-based, which means that class work cannot be easily made up. Absences should be kept to a minimum. If your student is sick or cannot be at NOCCA for some reason, a note explaining the reason for the absence should accompany them on their return to the NOCCA. An email can also be sent to Leigh Traylor at [ltraylor@nocca.com](mailto:ltraylor@nocca.com) and a copy to me at [mparker@nocca.com](mailto:mparker@nocca.com). Missed work will have to be made up by making arrangements with the faculty member whose class was missed.

We hope you have a rewarding and interesting summer and look forward to working with you next school year!

Cordially,

The NOCCA Visual Arts Faculty



Dear Visual Arts Level I Students and Parents,

Congratulations on your acceptance to the Level I Visual Arts program. We are looking forward to an exciting year at NOCCA. Below are some things you will need to know to insure a successful year.

**Start of Classes:** All students are required to attend Prelude, NOCCA's orientation session on **Wednesday, August 17<sup>th</sup>, 2016 at 4:00 pm**. Your first day of class in Visual Arts will be on **Thursday, August 18<sup>th</sup>, 2016 at 4:00 pm**, and it is important to be on time. Tardiness will not be accepted; every effort should be made to get to NOCCA on time and stay for the entire class, which ends at 6:30 pm. You may want to bring a snack to eat on the way to NOCCA or before class if you have time. There are vending machines in the canteen where you can get a snack if you like; however, no food or drink is allowed in the Visual Arts studios.

**Attendance:** Because the visual arts program is studio-based, absences should be kept to a minimum (no more than three per semester). If your student is absent, a note explaining the reason should accompany them they day that they return and can be turned into the front office. An email can also be sent to Leigh Traylor at [ltraylor@nocca.com](mailto:ltraylor@nocca.com) and a copy to me at [mparker@nocca.com](mailto:mparker@nocca.com).

**Home Assignments:** All students will have a home assignment due on Monday of each week that school is in session. Instructions for these assignments are given out one week before they are due. There is no reason that a student should miss any home assignments, as this is an important part of their grade and their development in the program. If your student misses **more than ONE home assignment** in a single grading period, he/she will be placed on probation and receive a "C," regardless of their other class grades. A "C" at NOCCA is a failing grade, which must be brought up to a "B" or higher by the next grading period or the student's enrollment will be jeopardized. If an assignment is brought in late (on Tuesday through Friday of the week the assignment is due), the piece, no matter how well executed, will be graded at a "C" or below. If the assignment is not brought in by Friday of the week the assignment is due, the grade will turn to an "F" and cannot be made up.

NOCCA's program is challenging and all students will need the active support of their families in order to thrive. You are an important part in your child's success and we look forward to working with you.

Cordially,

The NOCCA Visual Arts Faculty



Dear Visual Arts Level II-IV Students and Parents,

We hope you are having a relaxing and productive summer. The visual arts faculty members look forward to a great school year and are excited to hear about all of your exciting summer experiences. All students attend Prelude on **Wednesday, August 17<sup>th</sup> at 4:00 pm**. The first day of class is **Thursday, August 18, 2016**. We will begin promptly at **1:15 pm** and expect all of you to be here with the three new pieces of summer work that are required as described below.

**Mandatory Artwork Due:** Each student should have **three** new works that have been created in either a summer pre-college program or on their own during the summer. All three works should be **finished** and **"portfolio worthy."** A faculty member will check with all students at the beginning of class on Thursday to be sure that the **3 completed pieces** are in hand. Students are also expected to maintain a journal throughout the summer, which will be reviewed when we collect journals during the first grading period.

The three summer pieces can be in any media—**black and white drawing, color drawing, mixed media, paint, etc.** The size of each piece should be the equivalent of 18 x 24 inches or larger (work can be created using an unusual or shaped format). Sculptural work is also accepted.

Here are some suggested ideas that can be used as a springboard:

- Do a series of self-portraits or portraits of your family or friends,
- or do three complex drawings of your room at different times of the day.
- Explore different points of view—bird's eye, worm's eye, or different lighting situations.
- Working from direct observation is strongly encouraged

Since the subject is up to you, do something you enjoy so that you will be willing to invest the time to make some strong, ambitious work. Do not wait until the first week of August to start these pieces.

We hope you are enjoying your summer and look forward to working with you next school year!

Cordially,

The NOCCA Visual Arts Faculty



## Important Guidelines for the Parents of Visual Arts Students- Levels II, III and IV

The visual arts faculty wants each student's experience to be rewarding and successful. In order to accomplish this goal, we have put in place some guidelines around absences and home assignments that will ensure a successful year for your student.

**Home Assignments:** One of the most important aspects of the NOCCA visual arts program is the weekly home assignment. All students will have a home assignment due on Monday of each week of the school year (except on Mondays that are holidays). Instructions for these assignments are given out two weeks before they are due. **There is no reason that a student should miss any home assignments.** They are an important part of their grade and their development in the program. If your student misses **more than ONE home assignment** in a single grading period, he/she will be placed on probation and receive a "C," regardless of their other class grades. A "C" at NOCCA is a failing grade, which must be brought up to a "B" or higher by the next grading period, or the student's enrollment will be jeopardized. If an assignment is brought in late (on Tuesday through Friday of the week the assignment is due), the piece, no matter how well executed, will be graded at a "C" or below. If the assignment is not brought in by Friday of the week the assignment is due, the grade will turn to an "F" and cannot be made up.

**Attendance:** Because the visual arts program is studio-based, absences should be kept to a minimum (no more than three per semester). If your student is absent, a note explaining the reason should accompany them they day that they return and can be turned into the front office. An email can also be sent to Leigh Traylor at [ltraylor@nocca.com](mailto:ltraylor@nocca.com).

**Making up Work:** Excused absences, while unavoidable at times, still cause students to miss crucial studio time. If your student is absent from any class at NOCCA, he/she will have to make arrangements with the faculty whose class they missed to make up the work during after school hours (between 4 and 6:30 pm). Each faculty member will keep a log of made up time in the studio.

**Portfolio Review:** Each Level II student will be required to prepare a portfolio for review by the visual arts faculty at the end of the school year. More instructions will be given out to the students as the time approaches. However, it is important to note that home assignments will make up a significant part of the student's portfolio.

**Mandatory Gallery Opening Attendance:** The Kirschman Artspace is a professional gallery that the Visual Arts department uses to extend the students' arts education. As part of the "On the Edge" series, NOCCA hosts up to five visual arts shows by faculty, alumni, and visiting artists. On the opening night of the exhibitions, usually held from 6-8pm on Thursday nights, students have the opportunity to talk to the exhibiting artists. Throughout the school year, attendance at all openings will be mandatory. We will email a schedule to you when it becomes available in the fall.

NOCCA's program is challenging, and all students will need the active support of their families in order to thrive. You are an important part in your child's success, and we look forward to working with you.

## **Visual Arts Levels II-IV Students: Participation at 5 Press Gallery**

5 Press Gallery focuses on artists with a connection to the New Orleans Center for Creative Arts, including present and former faculty, visiting artists, and alumni. The gallery is attached to Press Street Station restaurant and open to the public during regular business hours and during receptions every Second Saturday. Our visitors include locals, artists, and tourists and we have about 500 guests each month. In addition to presenting work by professional artists, 5 Press Gallery offers several opportunities for showcasing student work for sale, including special exhibitions open to students and inclusion in a flat file portfolio.

The gallery takes a 40% commission on works sold and provides students with professional experience presenting and pricing their work. If your student is interested in opportunities to share their work at 5 Press Gallery, please help them fill out the attached W9 form, which is required for any artist receiving payment from the gallery. We keep these forms on file for all artists whose work we show, and we collect them before collecting artwork for exhibitions in order to streamline the process of paying artists when their work sells.

### **Instructions:**

Only the first page of the W9 is needed. Please fill out with student's name, address, social security number and signature. In section 3, please check "Individual/sole proprietor or single-member LLC."

Artists who are paid \$600 or more in a calendar year will receive a 1099 in the mail during tax season.

If you have any questions, please contact gallery manager Amanda Cassingham-Bardwell at [Amanda@5PressGallery.com](mailto:Amanda@5PressGallery.com)