

Art Instruction Schools

Founded 1914

Catalog for Military Students

www.artinstructionschools.edu

Art Instruction Schools

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Introduction

Art Instruction Schools – *A Premier Art School*

Art Instruction Schools is proud of its 95 year history and continuous commitment to providing quality art education. The school and its staff have a commitment to improving and enhancing the overall learning experience of students. Our program of study incorporates the most effective teaching and learning methodologies. Art Instruction Schools is recognized as the best distance education supplier of fundamental art instruction. It is the “go to” school for this type of education. Art Instruction Schools is the premier home study, distance education art school!

History of Art Instruction Schools – *A Bit of American History*

Art Instruction Schools was founded in 1914 by the Bureau of Engraving, Inc. to train artists for the growing printing industry of the upper Midwest. The program and teaching methods were so successful that Art Instruction Schools’ graduates were in constant demand by the printing, advertising and newspapers industries throughout the United States.

This growth in popularity led to added areas of instruction. The Art Instruction Schools training soon included cartooning, color application, perspective drawing and other areas. In time, the Fundamentals of Art program was developed to include all popular art techniques and became recognized as one of the most extensive art study programs available.

Many people refer to our school as the “DRAW ME” School. This is due to our long-standing advertising campaigns using “DRAW ME” models. The use of these models has helped us to find creative, aspiring artists through magazine ads, TV commercials and on-line promotions.

Accreditation and Approvals – *Academic Tradition of Standards*

Art Instruction Schools has been continuously accredited by the Accrediting Commission of the Distance Education and Training Council (DETC) since 1956. The Accrediting Commission of the Distance Education and Training Council is listed by the United States Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation. The School has

been re-accredited every five years since 1956 and has been found to meet the Accrediting Commission's published academic and ethical standards.

Accreditation gives public recognition to an institution that it meets rigorous established standards. Accreditation assures each student that the institution has approved programs of study, has qualified instructors, has adequate facilities, is financially sound and has approved admissions policies.

Art Instruction Schools holds extensive state licensures. Art Instruction Schools is licensed in our state of domicile, Minnesota, and complies with all state regulations in the states in which we operate. Art Instruction Schools enrolls students throughout the United States and Canada.

The American Council on Education (ACE) has evaluated and recommended college or university credit for Art Instruction Schools' Fundamentals of Art course. ACE has recommended to over 3,000 colleges and universities throughout the United States that a total of 24 semester hours of credit in Art Education or Studio Art be granted at the lower division associate or baccalaureate degree level for completion of the Fundamentals of Art program. ACE, the major coordinating body for all the nation's higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research and program initiatives. For more than 30 years, colleges and universities have trusted ACE CREDIT to provide reliable course equivalency information to facilitate their decisions to award academic credit. For more information, visit the ACE CREDIT website at <http://www.acenet.edu/acecredit>.

Academic Learning Outcomes – *Educational Validity*

Art Instruction Schools recognizes the validity of its educational program and services is only as strong as the success and satisfaction of its student population. The School and its staff are committed to improving and enhancing the overall learning experience of its students.

The Fundamentals of art program is designed to help students develop skills in the use of various art concepts, art tools and mediums. The student develops a broad knowledge base and familiarity with the techniques used by trained artists to develop finished pieces of art. The Fundamentals of Art program is broken down into four distinct learning segments:

1. Basic Drawing
2. Ink, Color Rendering and Design
3. Animal Drawing, Perspective and Art Mediums and Techniques
4. Figure Drawing and Portfolio

Art Instruction Schools' educational program is designed so that the concepts taught in one lesson are built upon in the next lesson. The assignments require the student to be tested on an accumulation of the knowledge and techniques learned. The educational objectives are to provide each student with an opportunity to increase his/her knowledge, skills, attitudes and appreciations as they relate to art.

Art Instruction Schools Governance – *Education Commitment*

Art Instruction Schools is a wholly-owned subsidiary of the Bureau of Engraving, Incorporated, a privately-owned Minnesota corporation. The Bureau of Engraving, Inc. was founded in 1898 and is engaged in the following enterprises:

1. The graphic arts business, including offset lithography, commercial art and offset printing
2. The manufacturing of bar codes and flexographic label printing
3. Digital printing, and
4. The field of home study education, Art Instruction Schools

The School is located at 3400 Technology Drive, Minneapolis, Minnesota. The buildings are shared with the parent company, the Bureau of Engraving, Inc., which has approximately 130,000 square feet of space -- of this space approximately 15,000 square feet are used exclusively by the School. These modern facilities include a conference room, a lunch room, a display area, individual cubicles for each instructor and counselor, modern indirect lighting, etc. In addition, the School has the advantage of using the services of one of the largest and finest printing companies in the Upper Midwest, the Bureau of Engraving, Inc.

The officers for Art Instruction Schools all have extensive backgrounds in distance education and longevity with the School. The officers are:

President:	Thomas Stuart
Vice President & Secretary:	James B. Stuart
Vice President – Director of Education:	Judith Turner
Treasurer:	Arnold Stull

Art Instruction Schools Mission – *It's Mission*

Art Instruction Schools' Mission Statement is:

Art Instruction Schools is the premier Distance Learning Institution in the Fundamentals of Art Education. Our mission is to provide a quality Education Experience that meets the needs of the student artist interested in developing and improving his/her art skills.

Admissions and Enrollment Process

Admission Policy

Art Instruction Schools' admissions policy is oriented to individuals, including military members, who have an appreciation and liking for art and appear to be properly motivated to complete an in-depth art program. To be admitted to Art Instruction Schools, students need to provide proof of ability to benefit from the educational program by submitting a completed piece of art. The student must be able to comprehend basic English.

Admission Practices

It is the policy of Art Instruction Schools not to discriminate against individuals on the basis of race, sex, color, creed, religion, sex, age, national origin, ancestry, sexual preference, disability or marital status.

Transfer Policy

Art Instruction Schools will recognize previous academic art studies completed at an accredited postsecondary educational institution. It is the responsibility of the student to notify Art Instruction Schools of their desire to transfer credit prior to beginning their studies. The student will be required to provide an official transcript sent directly to Art Instruction Schools from the postsecondary educational institution. The student will also be required to provide a portfolio of four to six pieces of art.

Since Art Instruction Schools offers a specialized art program, the student's transcript and portfolio of artwork will be examined to determine if the previous education, substantiated by the art samples, covers what is taught in a particular segment of the Fundamentals of Art course. If the previous education is comparable to what is taught in a segment of the Fundamentals of Art course, credit will be granted.

Art Instruction Schools will not grant credit based on a student's artistic ability.

Application and Enrollment Process

The application process is simplified to reduce processing time. Prospective Art Instruction Schools' students complete an online Application that can be accessed from the website, www.artinstructionschools.edu under the Military section. Once the Application is received at the School, an Enrollment Advisor will contact the applicant.

The Enrollment Advisor will help the applicant determine if he/she wishes to enroll for the entire Fundamental of Art program or for one segment of the program at a time, depending upon the learning objectives of the student. Since the art education techniques taught build upon each other, completion of the segments in the prescribed order is mandatory. The Enrollment Advisor will e-mail the prospective student the correct Enrollment Agreement.

The prospective student should e-mail the completed filled out and signed Enrollment Agreement to Art Instruction Schools at mea@artinstructionschools.edu. Also included should be the appropriate tuition fee (down payment or tuition in full) and a sample of art as evidence of ability to benefit from the educational program. (For military applicants who want to use Tuition Assistance to pay tuition fees, please see the section of this catalog entitled **Tuition**.)

The Enrollment Agreement is a contract that defines essential terms and conditions related to enrollment at Art Instruction Schools. **Students should read their Enrollment Agreement carefully and retain it in a safe place for future reference.**

Once the above documents have been received by Art Instruction Schools Admission Department, the student will be notified of acceptance into the school. A copy of the accepted Enrollment Agreement will be returned to the student. The textbooks and supplies to begin the educational program will be shipped.

Re-Admittance Policy

For student enrolling in the Fundamentals of Art program one segment at a time, upon successful completion of a segment, Art Instruction Schools will mail you a new Enrollment Agreement for the next segment. The student would need to follow the procedures set forth under **Application and Enrollment Process** for continuing on to the next segment. A sample of art does not need to be submitted for Segments 2, 3 or 4.

Any student who has been withdrawn from Art Instruction Schools for the following reason(s) must complete a new Enrollment Agreement for re-admittance:

- Voluntarily withdraws
- Fails to maintain satisfactory academic progress
- Violates Student Integrity Policy or
- Is administratively cancelled or withdrawn

The student who is being re-admitted will be subject to the policies, procedures and program requirements of the Catalog and the Enrollment Agreement in effect at the time of the re-admittance.

Please refer to **Withdrawal Policy** for more information regarding withdrawals.

Student Identification Card

A student identification card will be sent with the Start-up Kit. The card identifies its holder as a currently enrolled student of Art Instruction Schools. Many art stores – and even some music stores – extend discounts to students upon presentation of a student identification card.

Academic Information and Policies

Textbooks, Materials and Postage

Art Instruction Schools provides all of the materials, textbooks and art tools required to complete the educational program through a student textbook and materials grant at no additional cost. Once the student's enrollment is accepted at Art Instruction Schools, immediately a Start-Up Kit is shipped. The Start-Up Kit contains Textbooks 1 and 2, along with the needed art tools to complete Segment 1 of the educational program. Also included are two protector folders. The protector folders are to be used to protect the student's art assignment when mailing to the school for grading.

Additional textbooks, protector folders and art tools will be shipped as the student progresses through the educational program. For example, with the return of graded Lesson 1, Textbook 3 is sent. With the return of graded Lesson 2, Textbook 4 is shipped. The shipment of textbooks continues in this pattern throughout the course.

The student should utilize the Kit to store practice drawings, returned assignment drawings, instructor letters, textbooks and protector folders. As the student moves through the educational program, Art Instruction Schools urges students to periodically look at earlier lesson submissions. In this way, a student can see the progress he/she is making in developing his/her art skills.

Students are required to pay postage or delivery costs on letters, lessons and drawings mailed to the School. Art Instruction Schools pays the postage on lessons and drawings returned to students. The School cannot assume responsibility for lessons or drawings lost or damaged in transit.

Academic Delivery Method

Art Instruction Schools' goal is to provide a high quality educational experience to students by distance education. The school has open-enrollment and each student is considered to be a cohort of one. Each enrollment has a fixed start date and end date.

Lesson work sent to the school for evaluation is returned to the student with a letter grade, hand-written instructor comments, a demonstration drawing and a letter from the instructor pertaining to the lesson.

The Fundamentals of Art program is designed to help students develop skills in the use of various art concepts, art tools and mediums. There are 27 different lessons, plus a final exam in the Fundamentals of Art Program. The student can enroll in the entire Fundamentals of Art program or for one segment of the program at a time depending upon the learning objectives of the student. Since the art education techniques taught

build upon each other, completion of the segments in the prescribed order is mandatory. The four learning segments of the Fundamentals of Art program are:

1. Basic Drawing – 8 lessons
2. Ink Color Rendering and Design – 6 lessons
3. Animal Drawing, Perspective and Art Mediums and Techniques – 8 lessons
4. Figure Drawing and Portfolio – 5 lessons plus final exam

Academic Term – Continuous Enrollment

Art Instruction Schools enrolls students on an open-enrollment basis. The student may elect to enroll in the full program at one time or by segments. Art Instruction Schools' educational program consists of four terms or segments. A term or segment is a period of twenty-six (26) weeks in which a student must complete all of the lessons in the segment. For students who enroll by segments, the start of an academic term is the day on which the enrollment is accepted at Art Instruction Schools. The end date is 26 weeks from the start date. An extension of twenty-six (26) weeks beyond the Segment end date may be requested. To maintain continuous enrollment in Art Instruction Schools when a student has elected to enroll by segments, a student must sign a new Enrollment Agreement within 60 days from the end date of the segment. If the student has requested an extension, the 60-day period begins at the end of the extended end date.

If a student has elected to enroll in the full Fundamentals of Art program at one time, the student is considered to be continuously enrolled as the student moves through each segment of the program. The start of an academic term is the day on which the enrollment is accepted at Art Instruction Schools. The end date for completion of Segment 1 (Lessons 1-8) is 26 weeks from the start date. An extension of twenty-six (26) weeks beyond the Segment end date may be requested. The start date for Segment 2 would begin the day following the end date (original or extended) for Segment 1. The start date for Segment 3 would begin the day following the end date (original or extended) for Segment 2. The start date for Segment 4 would begin the day following the end date (original or extended) for Segment 3

Student Success

The student's success in the Fundamentals of Art program depends on careful reading of each textbook, completion of all the practice activities and completion of the assignment examinations. The textbooks are designed to develop your artistic skills in a step-by-step fashion. The student is encouraged to do each learning step outlined. Becoming an artist is exciting and challenging, but it requires hard work. The student should maintain an open mind and a willingness to experiment with different art techniques.

The student examination process is very comprehensive. The examinations are both subjective and objective. The student is required to prepare and submit an examination in the form of drawing assignment(s) for each lesson. The drawing requirements in the course are designed to allow the student to demonstrate grasp of the subject matter covered in the text material. The submitted artwork should demonstrate the degree of development of the student's skill in the drawing and rendering techniques learned through practice exercises called for in each textbook. Since the art education techniques build upon each other, assignments prepared by students should demonstrate not only the grasp of the subject matter covered in the current textbook, but also in previous instruction.

In order to validate the student's understanding of the art concepts set forth in the text material, objective review tests are given throughout the program. The objective tests are Multiple Choice items. In addition, the student is required to do a capstone project at the end of the Fundamentals of Art program. The capstone project is the start of the student's art portfolio and requires the student to demonstrate with several art projects the knowledge gained throughout the course.

The most successful student takes the concepts taught in each textbook and practices those concepts on element in the individual's environment. The student may learn the new concepts taught more quickly by closely observing and then copying another artist's work. The student may also choose to draw a picture using a photograph for reference. The close study and replication will help the student to develop his/her art skills and ability to reproduce work using a similar artistic technique. Art Instruction Schools highly recommends students begin to develop an Art File for use as a reference in his/her own artwork. The Art File should contain interesting magazine ads, photographs that show a distinct style or point of view, or the artist's own sketches. As a note of caution, when a student does copy the work of others, credit must be given to the original artist.

In the Fundamentals of Art program, the student will see examples of artwork from master artists throughout history. As the student learns more about certain art techniques and visual styles, Art Instruction Schools highly encourages students touring art galleries or museums to research art examples. The internet is also an excellent source of reference since there are many famous art galleries online.

Team of Instructors

The student works with a team of instructors. As the student progresses through the program, he/she will have the benefit of working with several different instructors. Each instructor has their own area of expertise and are more than willing to share their professional insights with students.

Student and Staff Interaction – Hours of Operation

Art Instruction Schools has a team of instructors and staff members ready to assist students through the Fundamentals of Art program. The School's Toll Free phone number is 1-800-ARTISTS (1-800-278-4787). Staff members may also be contacted through e-mail at military@artinstructionschools.edu. E-mails are responded to the next business day. The School's call center is available Monday through Friday, from 8:00 a.m. to 4:30 p.m. Central Time. The School is closed for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day

When contacting the school by telephone, the student should have their student number available to provide to staff. With written communication, either by e-mail or regular mail, the student number should be included in the correspondence.

Grading Policy

Students have the right to pursue their education with Art Instruction Schools in an atmosphere based on honesty, trust and fairness in grading. Students should have the right to have examinations evaluated by instructors with freedom from discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, creed, political beliefs, national origin or disability.

Lesson work sent to the school for evaluation is returned to the student with a letter grade, hand-written comments, a demonstration drawing and a letter from the instructor pertaining to the lesson. Overall, all student work is evaluated on the following criteria:

- Achievement and understanding of the stated objectives of the assignment
- Demonstration of the understanding of the art concepts set forth in the text material
- Performance indicates student understands lesson assignment directions
- Neatness and presentation of the assignment.

Art Instruction Schools uses the standard letter grade. The grade ranges are as follows:

Grades	Equivalent	Quality Points
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Below Average	1.0
F	Failing	0.0
NGR	No Grade	
INC	Incomplete	

A (+) symbol following any letter means the grade is raised towards the next higher grade. A (–) symbol following any letter means the grade has been lowered towards the next lower grade.

Although a grade of D is considered to be the minimum satisfactory grade on an examination, a student must maintain a C or 2.0 cumulative grade point average or better in order to qualify for graduation. The School normally does not assign an F grade to a student on the first attempt at an examination. The student is given an opportunity to resubmit the examination. Resubmitted examinations are graded the same as examinations initially submitted and the student's grade is not impacted.

When computing the cumulative grade point average, each individual grade is calculated at two decimal places; i.e. B+ equals 3.33. The overall grade point average is rounded up if the decimal is 0.50 or above. The grade is rounded down if the decimal is below 0.50. For example, if the overall grade point average was 3.56, the grade point average listed on a transcript would be shown as an A– or 3.67. Or, if the overall grade point average was 3.48, the grade point average listed on a transcript would be shown as a B+ or 3.33.

Academic Dismissal

Art Instruction Schools' established procedure for handling unsatisfactory student progress is to first ask the student to resubmit examinations. If the student has been requested to resubmit an examination the second or third time, and in the estimation of the School, the student cannot perform adequate work, the student is dismissed from the educational program on the basis of unsatisfactory academic performance. Such a dismissal is done without penalty. In this case, the student is required to pay only for the lesson work completed. When a student who has been dismissed by the School for unsatisfactory academic performance reapplies, the student will be readmitted. The student is required to give the School assurance of the student's serious intentions of applying himself/herself diligently to the lessons. If the student is dismissed the second time based on academic performance, the dismissal stands. The student will not be readmitted.

Grade Correction or Appeal Procedure

Student grades on each examination are maintained and become a permanent part of a student's academic records at the school. Should the student's grade be recorded incorrectly due to clerical error, the student has the right to have a grade correction made. The student needs to notify the school. For verification purposes, the student will be required to return the overlay from the examination in question prepared by the instructor. If a clerical error has been made, the grade will be corrected on the student's permanent academic records.

It is the presumption of Art Instruction Schools that the grade assigned to a particular examination by an instructor is correct. On the other hand, if the student has a concern about how an examination has been graded, the student has the right to notify the school. The student will be requested to return the examination in question to the school for re-evaluation. This re-evaluation will be done by the Lead Instructor. If in the opinion of the Lead Instructor the examination was graded fairly, the grade will stand. On the other hand, if the Lead Instructor determines the examination was not graded fairly, the grade will be adjusted.

Policy on Student Integrity and Academic Honesty

Art Instruction Schools considers student integrity and academic honesty as an integral part of learning. Art Instruction Schools work with students on the premise that the act of submitting work for evaluation is regarded as assurance that the work is the result of the student's study and artistic endeavor. Students of Art Instruction Schools are to reflect academic integrity at all times. Students shall be considered in violation of academic integrity by doing any of the following:

- Presenting the work of others as their own
- Altering the grade assigned by faculty to a particular project
- Misrepresenting assignment instructions or course requirements from a telephone conversation with faculty or staff members
- Having someone else take a written test or exam in place of the enrolled student

Any infraction of the Student Integrity and Academic Honesty Policy is detrimental to the student's education and the integrity of the institution. All integrity violations will be reviewed by the Director of Education, who will be responsible for disciplinary action.

Grievances

All student grievances or concerns must be submitted in writing to the Director of Education. The Director of Education will contact the involved department(s) on the student's behalf. If further action is deemed necessary, the student's grievance will be referred to the President's office.

Graduation Policy

To receive a Certificate of Completion, a student must satisfy all requirements established by the faculty for the Fundamentals of Art program. It is the student's responsibility to ensure that all requirements for graduation have been met and are completed in a timely manner.

Student Records – Privacy Act

Student records, including but not limited to, personal information, grades and financial and payment information, will not be released or discussed with a third party without the student's written permission.

Study Time Extensions

Each segment of the Fundamentals of Art program is twenty-six (26) weeks. An extension of twenty-six (26) weeks beyond the Segment end date may be requested. Please see **Academic Term – Continuous Enrollment** for segment start and end dates.

Transcripts

To request an official transcript from Art Instruction Schools, the student must put the request in writing. The transcript request needs to set forth the name and address of the college or university where the transcript is to be sent. The student is entitled to one transcript free. Additional transcripts are \$10.00 each.

Art Instruction Schools reserves the right to withhold the release of official transcripts if any of the following conditions exist: 1) the student has not yet completed at least one lesson assignment; or 2) the student has outstanding financial obligations to the School.

Credit Transfer from Art Instruction Schools

The Fundamentals of Art program has been reviewed by the American Council on Education for college credit recommendations. The American Council on Education recommends to colleges and universities through the United States that a total of 24 semester hours of credit in Art Education or Studio Art be granted at the lower division associate or baccalaureate degree level for completion of the Fundamentals of Art program.

Acceptance of transfer of credit is determined by the institution to which the credits will be transferred. Although Art Instruction Schools will make every effort to enhance the transferability of credit to other institutions, it is up to each individual college to decide if it will grant credit and in what amount. When a student wishes to apply for transfer credit, the student must write Art Instruction Schools requesting an official copy of his/her transcript be forwarded to the appropriate college or university.

Tuition

Tuition Fees

Total Fundamental of Art program cost is \$4285.00. Should the student elect to enroll in one of the four distinct learning segments, the cost for each segment is \$1071.25. All materials, textbooks and art supplies required to complete the educational program are provided at no additional cost.

Payment Plans

For students who are unable to pay the tuition fees in full at the time of enrollment, Art Instruction Schools finances its students. The School has three different payment plans available to students:

1. **Bank Plan** – The monthly tuition payment is deducted from the student’s bank account and is processed through Automatic Clearing House
2. **Credit Card Plan** – The monthly tuition payment is charged directly to the student’s credit card. The school honors MasterCard, Visa, American Express and Discover.
3. **School Plan** – The student pays the school directly. Interest is charged to the outstanding tuition balance.

Tuition Assistance for Military Students

Most active-duty military personnel qualify for their branch’s Tuition Assistance program. Each branch of the military has its own criteria for the amount of Tuition Assistance a service member receives.

Art Instruction Schools Fundamentals of Art program is listed in the Defense Activity for Non-Traditional Education Support (DANTES) Catalog of Nationally Accredited Distance Learning Programs. The student can find this catalog at every base education office. Or, this catalog can be found online at <http://www.dantes.doded.mil/dantes/web/DantesHome.asp>. An Education Services Officer can advise students on the eligibility of programs.

If the student is in the Air Force, the student needs to go through the Air Force portal to have the Tuition Assistance form sent to Art Instruction schools directly. Click on Active Duty Air Force Tuition Assistance on the Air Force portal.

Military students, who want to use Tuition Assistance to pay tuition fees, must have an approved Tuition Assistance voucher before beginning studies.

Employer Tuition Reimbursement

Many corporations in the United States have tuition reimbursement benefits for employees. The student should check with the human resources department at his/her place of employment for information about tuition reimbursement benefits and how to apply.

Cancellation, Withdrawal and Refund Policy

Refund Policy

A student who finds it necessary for any reason to withdraw from Art Instruction Schools should inform the Department of Student Services of his or her intention along with putting the withdrawal request in writing.

A student may withdraw from Art Instruction Schools by following the procedures outlined below. Any money due the student will be refunded within 30 days.

If the withdrawal is requested within five (5) business days after midnight of the day on which the enrollment agreement is accepted at Art Instruction Schools, the student is entitled to a full refund of any tuition paid.

If the withdrawal is requested after five (5) business days from the date on which the Enrollment Agreement is accepted, but before submitting a lesson assignment for grading, all tuition paid by the student except 15 percent of the total cost of the program but not to exceed \$50.00 shall be refunded to the student. If the student is enrolling for one segment of the course at a time, the \$50.00 surcharge applies for Segment 1 only and does not apply for Segments 2, 3 and 4.

If the withdrawal is requested after the student submits a lesson assignment, but before completion of 75 percent of the program, the amount charged for tuition for the completed lessons shall be prorated as a portion of the total tuition charged, plus a surcharge of \$75.00. After completion of 75 percent of the program, there is no refund.

Honors and Distinctions

Art Competitions

Each year in the fall, Art Instruction Schools encourages students and graduates to participate in the School's Annual Art Competition. Several thousand dollars in cash prizes are awarded to 40 of the best student and graduate entries. Competition rules are sent with the return of graded lessons. Or, the student may call the Department of Student Services at 1-800-278-4787. Winning entries are published in the annual issue of the school's student publication, *The Illustrator* magazine.

Cartoon Art Scholarships

Each year in the spring, Art Instruction Schools offers a scholarship competition for aspiring students who have an interest in cartooning. *The Charles Schulz Cartoon Art Scholarships* are awarded to three students to promote skill in the cartooning field and to honor the memory of Charles Schulz, Art Instruction Schools' most famous graduate. One full scholarship and two one-half scholarships are granted.

Entrants must have completed a minimum of seven lessons for eligibility to enter this program. Scholarship rules are sent with the return of graded lessons. Or, the student may call the Department of Student Services at 1-800-278-4787. Scholarship recipient entries are published in the annual issue of the school's student publication, *The Illustrator* magazine.

Blue Ribbon Art Award

Art Instruction Schools recognizes student achievements through our Blue Ribbon art award each month. The student is only eligible to win this award one time while studying the Fundamentals of Art program.

Merit Art Award

Art Instruction Schools awards Merit art awards each month to students who had a high academic grade on lesson assignments submitted for that month but were not awarded a Blue Ribbon art award. The student must have an overall "B" grade point average to receive this award. The student is only eligible to win this award one time while studying the Fundamentals of Art program.

Outstanding Graduate Program

Art Instruction Schools promotes academic and professional excellence by supporting the Distance Education and Training Council's *Outstanding Graduate Program*. The annual award is given to a graduate who has completed their training with Art Instruction Schools **within five years of graduation**. The criteria for selection of the Outstanding Graduate are based on how the student has benefited from his/her training through the following:

- Academic record while studying with Art Instruction Schools
- Contributions to the field of art by art projects completed, competitions enter, artwork displayed and/or artwork published
- Contributions to the public by volunteer art projects
- Future art plans

Entry forms are mailed to graduates mid-summer. A write-up on the Outstanding Graduate will be included in the Outstanding Graduate Booklet published by the Distance Education and Training Council and will be presented with a Plaque of Recognition from that organization. The Outstanding Graduate will also be featured in the school's student publication, *The Illustrator* magazine.

Course Description

Overview

Art Instruction Schools offers a comprehensive educational program entitled Fundamentals of Art. The Fundamentals of Art program is recognized as one of the most extensive art study programs available.

The Fundamentals of Art program is designed to help students develop skills in the use of various art concepts, art tools and mediums. The student develops a broad knowledge base and familiarity with the techniques used by trained artists to develop finished pieces of art. The Fundamentals of Art program is broken down into four distinct learning segments:

- 1: Basic Drawing
- 2: Ink, Color Rendering and Design
- 3: Animal Drawing, Perspective and Art Mediums and Techniques
- 4: Figure Drawing and Portfolio

The student can enroll in the entire Fundamentals of Art program or for one segment of the program at a time depending upon the learning objectives of the student. Since the art education techniques taught build upon each other, completion of the segments in the prescribed order is mandatory.

The Fundamentals of Art program has been reviewed by the American Council on Education for college credit recommendations. The American Council on Education recommends to colleges and universities throughout the United States that a total of 24 semester hours of credit in Art Education or Studio Art be granted at the lower division associate or baccalaureate degree level for completion of the Fundamentals of Art program.

Segment 1: Basic Drawing

American Council on Education College Credit Recommendation: 4 semester hours

Basic Drawing consists of drawing fundamentals. It introduces a variety of drawing approaches aimed at sharpening the student's ability to achieve accurate proportion, basic shapes and three-dimensional shapes and structure. It explores principles and techniques of using various pencil strokes to show texture, tone, depth and color. Emphasis is given to fundamentals of form to increase the student's ability to draw realistically. The segment is divided into eight individual lessons, requiring the student to complete nine pieces of art to show mastery of the art concepts taught and a comprehensive objective examination.

Learning to See and Draw (Lesson 1) – The student is taught to observe critically by a process of training the eye to see what is really there. The student

is shown how to use a grid to accurately duplicate a drawing and to see the image as it really is or to enlarge or reduce a piece of art. *Requirements:* The student demonstrates an understanding of concepts taught by completing a pencil drawing using the grid method

Basic Shapes (Lesson 2) – The student is shown how to capture the basic shapes of any subject. An emphasis is given to the use of positive and negative space within an object to check for accuracy when drawing and how to use three-dimensional shapes to build volume in a piece of art. *Requirements:* The student demonstrates an understanding of the concepts taught by producing a freehand pencil drawing using basic shapes to build the drawing.

Lines and Measurements (Lesson 3) – The student gains an understanding of creating realistic images by using lines to align and measure and to determine actions and angles of subjects. The student studies lines of direction and lines of action and how to determine and sketch angles in subjects using a pencil as an angle finder. *Requirements:* The student is required to complete a pencil freehand drawing showing an understanding of lines of action and lines of directions.

Building a Drawing (Lesson 4) – The student learns to establish basic shapes, lines of action, use of angle and proportions in developing a professional piece of artwork. The student is shown how to use gesture, contour line, blind contour and continuous line sketching techniques to start the preparatory step in beginning a piece of artwork. Tips are given to keep the final drawing clean and neat and well presented. *Requirements:* The student produces a well presented freehand pencil drawing combining the use of basic shapes, positive shape and negative space techniques.

Tone and Value (Lesson 5) – The student is shown how to render shading in a piece of art by the use of tone, value, light and shadow in order to establish the mood. The student gains an understanding of the difference between tone and value and how to create a scale of tones from light to dark and a value range. *Requirements:* The student will demonstrate an understanding of the concepts by enlarging and shading a final drawing of a provided model of a dog.

Texture and Pencil Methods (Lesson 6) – The student creates various tones and textures in a piece of art by using different mark-making pencil techniques. The student studies the use of texture transfer techniques, various types of drawing materials and paper to expand the kinds of drawing textures and shadows used in a piece of art. *Requirements:* The student demonstrates an understanding of the concepts taught by re-creating the textures demonstrated in a stone house example.

3D Basics and Light Sources (Lesson 7) – The student learns to create rounded, believable objects through the technical use of tone, values and textures. In

addition, the importance of light sources on objects and how the light source creates contrast, highlights and shadows in art is demonstrated. *Requirements:* The student is required to demonstrate an understanding of cast shadow by completing a shaded drawing of a cylinder, and an understanding of the use of tone and shadow in nature by completing a shaded drawing of a birch tree.

Review Book I (Lesson 8) – The student demonstrates an understanding of the art principles taught in the first seven lessons and how these principles work together to form a unique piece of art. *Requirements:* The student is required to reproduce a seahorse demonstrating an understanding of the various pencil techniques learned to achieve good form, texture and value. The student also takes a comprehensive written objective examination.

Segment 2: Ink, Color Rendering and Design

American Council on Education College Credit Recommendation: 4 semester hours

Prerequisite: The student is required to complete Section I before starting Section II

Ink, Color Rendering and Design consists of the creative use of a variety of art media and techniques. The student is introduced to drawing and shading projects and cartoon techniques, by using pen and ink, brush and ink and a combination of pen and brushwork. The segment explores the fundamentals of the color wheel and the psychology of color, value and scale of color as it applies to design principles, decorative or abstract artwork. Emphasis is given to the techniques for mixing and applying color schemes to increase the student's ability to communicate with color. The segment is divided into six individual lessons, requiring the student to complete six pieces of art and a comprehensive objective examination.

Pen and Brush Techniques (Lesson 9) – The student is given an introduction to the history of ink drawing and the various art tools which can be used to produce an ink drawing. *Requirements:* The student is required to demonstrate in a male portrait an understanding of the following pen and brush techniques: hatching, cross-hatching stippling, full brush and fine brush.

Cartooning (Lesson 10) –The student will study the history of cartooning. The student studies a broad introduction to cartooning by gaining an understanding of the various cartoon body shapes, body types, poses and movement. *Requirements:* The student is required to demonstrate an understanding of the concepts taught by creating a cartoon character and finishing the character as an ink rendering.

Color Theory (Lesson 11) – The student will learn the scientific nature of color and study the basic principles of color theory. The student will learn how to mix

primary color to produce secondary and tertiary colors, organize the color palette according to the color wheel and control color balance and values in a piece of art. *Requirements:* The student is required to mix a complementary red-orange and blue-green color scheme to paint a decorative horse.

Color Application (Lesson 12) – The student will study how to apply paint and use the five basic color schemes to control the outcome of a piece of artwork. The student will gain an understanding of how to use different brush strokes to change the way a painting looks and feels and learn how to analyze and correct common color problems. *Requirements:* The student is required to reproduce a painting demonstrating an understanding of drawing a subject correctly, identifying and mixing colors and painting with varying paint consistencies.

Basic Design (Lesson 13) – The student will study the principles of design and the ways in which design is used as a communication and problem solving tool for an artist. The student will learn how to apply design principles to realistic, decorative and abstract artwork. *Requirements:* The student is required to demonstrate an understanding of design concepts by creating a design of a tropical bird or victorian house with the design finished in paint.

Review Book II (Lesson 14) -- The student demonstrates an understanding of the art principles and techniques taught in the Ink, Painting and Design lessons. *Requirements:* The student is required to demonstrate an understanding of these concepts by completing a design of a butterfly from a model using a combination of ink and paint and a triadic color scheme, along with a comprehensive written objective examination.

Segment 3: Animal Drawing, Perspective and Art Mediums and Techniques

American Council on Education College Credit Recommendation: 8 semester hours

Prerequisite: The student is required to complete Sections I and II before starting Section III

Animal Drawing, Perspective and Art Mediums and Techniques consist of advanced drawing techniques and the creative use of a variety of art mediums and techniques. It is designed to give the student an understanding of animal form and construction and the use of perspective in drawing. Emphasis is given to the techniques of drawing and rendering animal forms, skeletons and muscle structure, along with studying the construction of fish and birds. This segment also focuses on the rules of linear perspective to capture illusion from one point to multiple points. It explores atmospheric perspective to develop the student's understanding of how perspective applies to vanishing trace, shadows, reflections and projections. Building upon previous skills and

concepts, the student also explores the sight-size method of drawing, with appropriate lighting setups and the techniques involved in enlarging or reducing single subjects. The student is exposed to the history and techniques of hand lettering. Identification of lettering styles and lettering tools are required, along with creative lettering projects completed with pen and brush. Focus is given to concepts of pictorial composition, including the use of positive and negative shapes in still life art. The segment is divided into eight individual lessons, requiring the student to complete sixteen pieces of art and a comprehensive objective examination.

Animal Basics (Lesson 15) – The student will study the anatomy, ways to build form, movement, proportions and characteristics in animals. The student will be required to compare the differences among animals within an animal group. The student will begin drawing details such as fur, facial features, paws and hands, feet and hooves. Requirements: The student is required to demonstrate the concepts taught by producing a final pencil drawing of a greyhound dog.

Advanced Animal (Lesson 16) – The student will look at color, patterning and composition of animal subjects and be introduced to animal development using a variety of different art media and artist styles. Emphasis is given on the research and study of the animal's habitat. Demonstrations are provided on how to draw prehistoric, mythological and fantasy creatures by combining animal drawing skills, research and imagination. Requirements: To demonstrate an understanding of the concepts taught, the student is required to draw and paint a pheasant from a photo reference.

Linear Perspective (Lesson 17) – The student will learn to use the basic elements of technical perspective to create accurate artwork by studying the rules of one, two, multi-point perspective and vanishing trace. Requirements: From a photo reference of a juice container, the student is to demonstrate an understanding of linear perspective by completing a pencil rendering of the juice container by using the rules of two-point perspective.

Atmospheric Perspective (Lesson 18) – The student will learn the rules of visual perspective and how to create perspective in a piece of artwork by using value, scale and position. The student will gain an understanding of position, overlapping and size of objects to suggest depth. Requirements: To demonstrate an understanding of visual perspective, the student is required to produce a pencil drawing of three fish in a manner that suggests depth in the art.

Drawing a Still Life (Lesson 19) -- The student will learn to create a realistic still life that will communicate to the viewer a theme or story. The student will review many of the art concepts and techniques learned earlier as they apply to the process of drawing a successful still life. Requirements: The student is required to create a still life pencil drawing of a shoe.

Lettering Basics (Lesson 20) – The student will learn about different letter forms, terminology and letter construction. Emphasis is given to the specific rules by which letters are formed, spaced and dressed to satisfy specific aesthetic and functional needs. *Requirements:* To demonstrate an understanding of lettering techniques, the student is required to complete three different assignments. The student will hand letter the Basic Calligraphic Alphabet, create a lettering design using the student’s initials and create a letter analogy of the word “broken”.

Arranging Your Picture (Lesson 21) – The student will observe works of the great masters to develop an understanding of composition in art. The student will learn to direct the eye of the viewer through placement, line, tone and color. The student will study deconstruction or cropping of images to make a stronger composition or to isolate areas of interest in a piece of art. *Requirements:* The student is asked to apply what he/she has learned on composition to create a visual collage composition from three photographs provided. The assignment is done in three steps with the student completing three different sketch arrangements, three different value studies and then enlarging the drawing the student identified as his/her favorite.

Review Book III (Lesson 22) -- The student demonstrates an understanding of the art principles and techniques taught in the Animal Drawing, Perspective, Drawing a Still Life, Lettering and Composition lessons. *Requirements:* The student is required to demonstrate an understanding of these concepts by creating a postage stamp of an animal, creating a sense of depth in the work and a strong composition. Lettering is to be used to title the piece of art. The student also takes a comprehensive written objective examination.

Segment 4: Figure Drawing and Portfolio

American Council on Education College Credit Recommendation: 8 semester hours

Prerequisite: The student is required to complete Sections I, II and III before starting Section IV.

Figure Drawing and Portfolio is an advanced art segment. An analysis of the human anatomy sharpens the student’s ability in drawing nude and draped figures. Students will have drawing projects in which proportions, skeleton, muscles, action, expression, foreshortening and distortion are emphasized. Focus is given to the techniques of drawing and rendering heads, hands and feet. The segment investigates concepts and development of various folds and lighting in drawing and rendering clothing on the figure. An introduction is given to fashion illustration. The portfolio is the capstone project. It is designed to arm students with an understanding of techniques used to present artwork professionally in preparation of an art portfolio. An emphasis is given to preparation of compositions. Focus is given to a review of the entire art program that will culminate in preparation of the student’s portfolio. The segment is divided into five

individual lessons, requiring the student to complete six pieces of art, a comprehensive objective examination and the capstone project requiring the student to show mastery of the concepts learned throughout the program in five art projects.

Proportions of the Figure (Lesson 23) – The student will study the history of figure drawing and learn the structure of the skeletal and muscular forms and proportions of the body. The student will learn the process of human growth and development to best portray this development from young children to senior adults. An emphasis will be given to the use of the simple to complex methods of drawing for beginning to building form in a figure and the use of the build-up technique to develop a realistic figure. Requirements: The student demonstrates understanding of the concepts taught by completing a build-up technique pencil drawing of a female figure from a photograph provided.

Foreshortening of the Figure (Lesson 24) – The student will study the rules governing foreshortening of the human figure. The student will gain an understanding of overlapping shapes and the see-through method to create and control foreshortened shapes and to use light and shadow to create depth, action and exaggeration in a figure. Requirements: To demonstrate foreshortening concepts, the student is required to produce a pencil drawing of a foreshortened male figure in a realistic style using a photograph reference as a guide.

Portrait Studies (Lesson 25) – The student will learn to draw a portrait accurately portraying the character, age and gender of the individual. Emphasis will be given to the construction and proportions of the head and its parts. The student will gain an understanding of seeing similarities and differences in facial features, expressions and the structure of the head, along with the differences and similarities of people from different regions of the world. Requirements: The student is to demonstrate an understanding of the concepts taught by completing a pencil portrait of a male in a realistic style from a photo reference provided.

Fabric, Folds and the Figure (Lesson 26) – The student is introduced to several areas of artistic discipline where fabrics, folds and the figure play a major role. The student will study different fabric types, how they fold and drape on the human figure and the stylized rendering of fabric. Emphasis is given to five standard folds in fabric. Requirements: To show an understanding of correctly drawing fabric, folds and the figure, the student is asked to produce two different drawings. The student is required to draw and render either the column or drape fold in a realistic manner. Secondly the student is to draw and render a female clothed figure in a realistic manner from a photo reference.

Review Book IV (Lesson 27) -- The student demonstrates an understanding of the art principles and techniques taught in the Figure Drawing lessons. Requirements: The student is required to demonstrate an understanding of these concepts by completing a self portrait from a photograph of the student. The portrait is to be professionally rendered and done with pencil, applying shading to

create form and imply textures throughout. In addition, the student takes a comprehensive written objective examination.

Portfolio (Final Assignment) – The student is to demonstrate mastery of concepts and skills presented throughout the art program. Requirements: The student is required to complete five professional art projects using assigned art mediums as a beginning to the development of the student's art portfolio. The projects require the student to do an animal composition, an active figure drawing, a book illustration, a logo design, and a free choice drawing.