

TULANE UNIVERSITY
NEWCOMB ART DEPARTMENT
MASTER OF FINE ARTS, STUDIO ART

PROGRAM GUIDELINES, 2019-20

These guidelines are meant to assist you as a new member of the Master of Fine Arts (MFA) program in Studio Art. All of the topics outlined below will be discussed during the first orientation meeting at the beginning of the academic year. More information can be found on the [Newcomb Art Department's website](#), including: upcoming events, recent news, descriptions of our faculty, and the degree requirements you must complete before graduation. You also need to familiarize yourself with the guidelines posted on the School of Liberal Arts (SLA) [Graduate Studies website](#) and the SLA [Graduate Catalog](#).

Please reference these guidelines throughout your time in the MFA program and contact your advising professor and/or the Director of Studio Art Graduate Studies if you have any questions. Adam Crosson and Annie Laurie Erickson are currently serving as Co-directors of Studio Art Graduate Studies and are the people to contact regarding general MFA questions or concerns (email: acrosson@tulane.edu & aerickso@tulane.edu). You will be working with professor(s) in your area for your TA and teaching assignments, thesis development, and all area specific issues. Alicia Dugas, the Office Manager, and Molly LeBlanc, the Administrative Assistant, handle administrative items relevant to the art department. The Director for Liberal Arts Graduate Programs, Ann Schumacher, handles university-wide administrative items such as stipend disbursement, health insurance, etc.

Tuition Waiver

All matriculating MFA students are granted a tuition waiver that covers the full cost of tuition for both years of the MFA program.

- The tuition waiver does not cover the cost of mandatory student fees and health insurance.
 - Information about these fees can be found [here](#), including how to apply for a health insurance waiver if you have other health insurance.
- The tuition waiver cannot be applied to any summer courses.
- More than the minimum of 15 credit hours a semester can be taken during the fall or spring without being charged tuition, however it is recommended that only courses directly related to the students artistic and research interests should be pursued during the two years of the MFA program.
- The tuition waiver covers all courses within the 16 departments of the School of Liberal Arts (SLA), but not necessarily courses outside of SLA.
 - In order to take courses outside of SLA justification must be made about how the course would contribute *significantly* to the degree, and approval must be gained from the outside school to allow an SLA waiver.

Graduate Assistantship Stipend

In addition to the tuition waiver, all matriculating MFA students are paid an assistantship stipend that is issued as a biweekly paycheck.

- The total amount for the 2019-20 academic year is \$15,697.
 - This amount can vary based on the number of students enrolled in the MFA program, but it is always equally distributed.
- There are 20 payments each academic year that begin the last Friday biweekly payday in August (dependent on timely submission of paperwork) and end the last Friday biweekly payday in May.
- Payment calendars can be found [here](#).

Teaching and Area Responsibilities

Because you are on a stipend you are expected to contribute to the undergraduate teaching and upkeep of your area during your time in the MFA program.

- The professor(s) in your area will determine specific duties and responsibilities based on the needs of the area.
- All MFA students are required to serve as a Teaching Assistant (TA) both semesters of the 1st year.
 - TA assignments are determined by the professor(s) in the area of concentration.
 - A minimum of one undergraduate course per semester is required. Additional courses may be assigned depending on the needs of the area.
- All MFA students are required to teach one undergraduate course both semesters of the 2nd year.
 - This course is usually a "Foundations of Art" course (1000 level) in the area of concentration.
 - In rare circumstances, an advising professor may decide that a MFA student is not prepared to teach their own undergraduate course, and other service will be assigned.

Studios, Keys and Mailboxes

- Each MFA student is assigned a studio in the Woldenberg Art Center upon entering the MFA program.
 - MFA studios are campus property. There may be times when facilities need to access a studio for maintenance etc. Please remember that although your assigned studio space is yours for your time at Tulane, it is also campus property, and should therefore not be regarded as completely private.
- MFA access to the Woldenberg Art Center, including your studio, is 24 hours a day.
- You can check out your keys from Molly Leblanc in room 202 of the Woldenberg Art Center (the art department office).
 - The following keys are checked out upon entering the program: individual studio key, office key (room 202), building key, and keys to necessary classrooms/facilities in your area.
- Each MFA student has a mailbox in the art department office.
 - Check your mailbox regularly as they are used for departmental communication and announcements.

Registering for Courses

- Follow this [sample schedule](#)
- Make sure that you stay on target to complete the 60 credit hours of graduate level courses required for the MFA degree (15 credit hours each semester).
- Graduate credit is not given for courses numbered lower than 6000.
 - Courses numbered from 6000 to 6999 are for graduates and advanced undergraduates.
 - Courses numbered 7000 and above are exclusively for graduates.
- Register for the MFA seminar course (ARST 7800) every semester. The four seminar themes are: Pedagogy, Professionalism, Studio Practice, and Art Theory.
- Two courses (6 credit hours) in Art History at the graduate level are required.
 - Search for graduate level Art History courses (6000 or above) [here](#)
 - Select the term, the Level of Graduate, and the Subject Area of Art History.

Grades

- Grades in the School of Liberal Arts are reported as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F.
- A grade of B- will count as graduate credit but it is considered a weak grade at the graduate level and may be cause for departmental action such as probation or dismissal from the program.
- A course in which a grade of C+ or lower is earned cannot be counted for credit toward a degree program in the School of Liberal Arts. Any grade of C+ or lower may be cause for probation or dismissal from the program.

MFA Committee Reviews

Upon entering the MFA program each student is assigned a committee of three full-time faculty members in Studio Art, chaired by a tenured/tenure-track professor in the area of concentration.

- There are four reviews in the 1st year: a mid-term and final review in the fall; Candidacy Review and a final review in the spring.
- There are three reviews in the 2nd year: a mid-term and final review in the fall; thesis defense in the spring.
- Committee reviews involve questioning and critique by faculty to track student progress and support new research and artistic production. Each review lasts between 45 minutes to an hour.
- Email a digital copy of your artist statement to your committee members at least two days prior to each of your reviews.
 - Print hard copies of your statement to pass out at the review.
 - Make sure your statements are succinct and specific. Address what you are doing / saying with the work as well as how your formal or technical considerations support this.
- Don't be afraid to help direct the conversation or ask specific questions to help make the review as productive as possible.
- MFA students are encouraged and expected to invite faculty members into the studio for visits throughout the semester.

Candidacy Review (1st year)

In the second semester of the program, all MFA students are required to participate in a Candidacy Review process in which each student installs an edit of their artistic production in the Carroll Gallery and prepares a corresponding artist statement. The date for Candidacy Review will be sent out at the beginning of the fall semester.

- All 1st year MFA students install their work in the Carroll Gallery under the direction of Laura Richens (Curator, Carroll Gallery) and work together to divide up the gallery space.
- All 1st year MFA students are required to attend the full day of reviews.
 - When it is not your review, you are strictly there to listen.
 - It is recommended that each student select another student (in advance) to take notes for them during their review.
 - Due to the amount of faculty and students in the gallery at once, listening students need to give priority of space and chairs to faculty.
 - When work is being reviewed in one of the back rooms of the gallery, students (that are not the student being reviewed) need to listen from outside of the room so that there is space for the faculty in the room.
- Show your most developed work. If you choose to present multiple directions be ready to defend or explain their relevance to your current direction and the projection of your thesis work.
- Email a digital copy of your artist statement to the faculty two days prior to the review.
 - Print hard copies to pass out at the review.
- Document your work while it is installed in the Carroll Gallery. These images will be useful when preparing for your public artist lecture in the fall.
- If anyone offers feedback you find to be particularly insightful think about asking this person to be on your 2nd year committee.
- At the completion of each 45-minute review, all students step out of the gallery and the faculty votes as to whether the student that was just reviewed has shown sufficient progress in order to “pass” Candidacy Review.
 - If a majority of the faculty decides that the student has shown sufficient progress the student will advance to the 2nd year of the program and continue toward the completion of their thesis exhibition.
 - If a majority of the faculty decides that the student has not shown sufficient progress this would be cause for a period of probation or dismissal from the program.

Public Artist Lectures

In the third semester of the program (the fall of the 2nd year), all MFA students are required to give a public artist lecture addressing their research and artistic production in the Stone Auditorium of the Woldenberg Art Center:

- The lectures will be scheduled as a group at the end of the spring semester of the 1st year.
- Each lecture is scheduled for 30 minutes, followed by 15 minutes of questions.
- Generally, two MFA's pair up for one evening. For example:
 - MFA lecture 1: 6:00pm - 6:45pm
 - MFA lecture 2: 6:45pm - 7:30pm
- It is your responsibility to publicize the event to the Tulane community and the larger New Orleans art community (posters can be printed in the Art Department Office).
- Personally invite curators, writers, and artists you would like to acquaint with your work.
- Schedule a time to rehearse your lecture in Stone Auditorium prior to the event. This can be scheduled with Molly Leblanc in the office.
- Email a short bio to the Director of Studio Art Graduate Studies one week before your lecture date. This bio will be used to introduce you the night of your lecture.

Thesis Committee (2nd year)

If Candidacy Review is passed successfully, MFA candidates are able to influence and expand the structure of their thesis committee for the 2nd year:

- You need to seek out and ask the faculty members and/or outside professionals you want to have on your committee, even if they are currently on your 1st year committee.
- Faculty members usually serve on no more than three committees and are not allowed to serve on more than four committees (due to scheduling).
 - Please keep in mind that everyone cannot choose the same faculty members.
- Committee selection deadlines:
 - Your committee of three full-time Studio Art faculty members should be solidified and emailed to the Director of Studio Art Graduate Studies before the end of the 1st year.
 - Your fourth committee member should be solidified and emailed to your committee before the start of the fall semester of the 2nd year.
 - Your thesis defense participant should be solidified and emailed to your committee before the start of the spring semester of the 2nd year.

Thesis Committee Composition (2nd year)

- Committee Chair: a tenured/tenure-track professor in the area of concentration
 - Works with student to complete the formation of the rest of the committee
 - Attends all committee reviews during the 2nd year and signs the thesis cover sheet
- Committee Member: a full-time faculty member in Studio Art
 - Selected by the student (subject to faculty member acceptance)
 - Attends all committee reviews during the 2nd year and signs the thesis cover sheet
- Committee Member: a full-time faculty member in Studio Art
 - Selected by the student (subject to faculty member acceptance)
 - Attends all committee reviews during the 2nd year and signs the thesis cover sheet
- Fourth Committee Member (*optional*): an artist, writer, curator, scholar, etc., from outside of the Studio Art faculty
 - Selected by the student with the approval of the Committee Chair (and subject to the individual's acceptance)
 - Attends all committee reviews during the 2nd year and signs the thesis cover sheet
 - It is highly recommended that you take advantage of this opportunity to receive additional input, although it is *not required*.

- Thesis Defense Participant (*required*): an artist, writer, curator, scholar, etc., from outside of the Studio Art faculty or a full-time faculty member in Studio Art that has not previously served on your committee
 - The defense participant is intended to provide a relatively unbiased eye contributing to the rigor and stimulation of discussion.
 - Selected by the student with the approval of the Committee Chair (and subject to the individual's acceptance)
 - Attends ONLY the Thesis Defense and does NOT sign the thesis cover sheet

Thesis Exhibition

All MFA students are required to complete a thesis exhibition in the Carroll Gallery in the spring of the 2nd year (the final semester of the program).

- Laura Richens will work with you all to schedule the thesis exhibitions.
- Your thesis exhibition reception should also be scheduled with Laura Richens.
- All MFA students are required to give a gallery talk during their thesis exhibition.
 - This talk is recommended to occur during your reception but it is up to you if you want to schedule it separately (during the run of your thesis exhibition).
 - The gallery talk should be scheduled with Laura Richens and publicized by you.
 - The talk should be 10 minutes in length and should inform the audience of the ideas surrounding your practice and exhibition.
- You are responsible for printing postcards for your show and publicizing the event.
- Personally invite curators, writers, artists etc. from the community.
- A group poster/invitation with all of the thesis shows for the year will need to be at the printer at least 6 weeks prior to the first show.

Thesis Paper

All MFA students are required to complete a written thesis contextualizing their thesis exhibition. Please work with your advising professor(s) and your thesis committee to complete this paper during the 2nd year. The following are general guidelines for the MFA thesis paper:

- Reference this [SLA style sheet](#)
- State the overall concept that underpins your thesis show. What are the formal and conceptual problems investigated? (one paragraph)
- Characterize your approach to working, including choice of media, techniques, source of images. Are there traditions or processes that are particularly important to understand the context of your work? Are there references or concepts that are specific to a discipline?
- Discuss the work in the thesis show itself. Elaborate on how specific pieces address your theoretical or formal concepts, in terms of the use of imagery, scale, color, material, installation, etc.. Elaborate on the conceptual connections between pieces as appropriate.
- Discuss other artists (historical and contemporary) who you feel have done or are doing similar work, and how might your work reference theirs as well as differentiate itself, and why. How do you see this thesis show within the context of contemporary art?
- Write in clear, complete and direct sentences. Try to avoid overly jargon laden or arty sounding prose.
- 5 pages is normal.
- Images (figures) of your thesis show and other pertinent work need to be incorporated into your thesis paper and printed in color on high quality printers.

Thesis Defense

The thesis defense is an hour-long oral examination conducted by your thesis committee.

- The defense must occur while your thesis exhibition is installed.
- All members of your committee (including the thesis defense participant) must be present for the defense.

- It is up to you to schedule your defense.
 - Email your committee to find out their availability.
 - Once a time is finalized email the Director of Studio Art Graduate Studies and Laura Richens with the date and time.
 - The defense is often scheduled on a Friday since Studio Art does not schedule classes on Fridays.
 - It is recommended that the defense take place before the reception (not necessarily on the same day, but that your defense is behind you, so you can celebrate at the reception).
- Make sure that your committee completes a [Final Examination/Oral Defense Form](#) upon the successful completion of your defense. This form needs to be signed by your committee, as well as the chair of the art department, and submitted to Ann Schumacher in order to graduate.

Thesis Deadlines

- An outline of your thesis paper should be completed prior to the final review of the fall semester of the 2nd year.
- Email a digital copy of the outline to your committee members at least two days prior to your review.
 - Print hard copies to pass out at the review.
- A full-length draft of your thesis needs to be in the hands of each of your committee members no later than three full days prior to your thesis defense time.
 - Print hard copies and deliver one to each of your committee members, as well as your thesis defense participant.
- Your thesis defense cannot occur in the absence of a full-length draft of your thesis paper.
- Your committee will have one week after the thesis defense to make final edits on your thesis paper; you will then have one more week to complete your final paper.
- Two final copies of your thesis paper need to be submitted **NO LATER THAN TWO WEEKS AFTER THE DATE OF YOUR THESIS DEFENSE.**
 - Both copies need to be printed on 20 lb., 100% cotton, white, untextured, acid-free paper with original signed committee cover sheet. Make sure the left margin is 1/2" and all others are 1".
 - One copy is submitted to the chair of the art department in the art department office.
 - This copy needs to be submitted in a binder.
 - One copy is submitted to SLA Graduate Programs Office, Newcomb Hall, room 108.
 - This copy does NOT need to be bound; it will become the copy of record in the Tulane library system and they will bind it for you.
- Be sure to follow all guidelines listed [here](#) (see "Thesis/Dissertation Submission Required for Graduation" and "Thesis/Dissertation Publishing Fees").
- If you have the last thesis exhibition of the year you may need to request an extension for your final thesis paper submission deadline.
 - If the last day to submit theses in final form (listed under "Spring Graduation Deadlines") is less than two weeks after your thesis defense, email Ann Schumacher, Director for Liberal Arts Graduate Programs at aschumac@tulane.edu.
- If you fail to meet thesis deadlines, you will not be allowed to graduate on time.

Applying for Graduation

Graduation instructions and deadlines for SLA graduate students can be found [here](#).

- Be sure to meet all deadlines under "Spring Graduation Deadlines."
- You must complete the following forms in order to graduate:
 - [Application for Degree Form](#) (this is usually due at the beginning of February)
 - [Final Examination/Oral Defense Form](#)
 - [Graduate Commencement Participation Form](#) (for participation in the Hooding Ceremony ONLY)

Studio Move Out

- All graduating students must clean and move out of their studios no later than June 30 of the year of graduation.
- Return all keys to Molly Leblanc in the art department office no later than the move out date.

ADDITIONAL FUNDING OPPORTUNITIES

Graduate Student Summer Merit Fellowship Awards

All MFA students are eligible to apply for a fellowship award of up to \$5,000 from the SLA Dean's Office to support research activities during the summer before the thesis (2nd) year. Students may use funds for research expenses, equipment, and travel to support data collection, analysis, and performances. The award cannot be used for labor expenses (i.e., site excavation or construction crews; paying a third-party to transcribe interviews), nor for tuition, workshops, or conferences.

- Three copies of the application should be submitted to Ann Schumacher, Director for Liberal Arts Graduate Programs, in March of the 1st year (specific deadlines and instructions can be found [here](#)).
- You need to have a working draft of your two-page proposal well in advance of the listed deadline so that your area head can give you feedback and write a letter of recommendation to accompany your application.

J.E. Land Fund for SLA Graduate Student Travel

The School of Liberal Arts helps to support travel for SLA graduate students who have been invited to attend professional conferences to present their work in the form of invited papers, lectures and presentations.

- The J.E. Land Fund is intended for advanced graduate students in the final year of the MFA program.
- The key requirement is that students must be a participant, presenting a paper or demonstration, or participating in a panel or performance and have a letter or notice documenting that participation.
- Travel support will be up to \$1,500 per student, per year and can support registration, coach travel, and accommodations.
 - Students may only receive one award, for one conference event, per calendar year.
- Applications are accepted three times per year:
 - December 1 for travel in the spring semester (January through April)
 - April 1 for travel in the summer (May through August)
 - August 1 for travel in the fall semester (September through December)

Tulane Graduate Studies Student Association (GSSA)

GSSA is funded by a portion of graduate student activity fees, and acts to provide social, academic, and career enriching opportunities on and off campus for the graduate student population.

- One of GSSA's major functions is to make funding available to member departments for events and to host speakers, as well as to graduate student members for travel.
- Each department with a graduate program in the School of Science and Engineering or the School of Liberal Arts is entitled to representation within GSSA.
 - Studio Art receives a slot for one representative per year because we have less than 15 graduate students.
 - The representative is the liaison with the GSSA body as a whole.
 - To remain in good standing, a department must maintain a presence at the regular business meetings. A set of three consecutive meetings with no representation will place a department in bad standing with the organization.
 - All current department representatives can be found under [Representatives](#).
 - Contact a [GSSA Officer](#) for further information.

[GSSA/OGPS Travel Funding](#)

Tulane's Office of Graduate and Postdoctoral Studies (OGPS), in cooperating with the Graduate Studies Student Association (GSSA), awards a limited number of travel grants for graduate students to present at a professional conference.

- Requests for funds must be received before travel is initiated.
- Funds may be requested before receiving a formal acceptance to present, in which case a conditional award is made.
- Students are eligible for awards *up to* \$500 per academic year:
 - The following grant options are available:
 - \$500 once per year or \$250 twice per year for presenting at a conference.
 - \$200 once per year for attending a conference.
 - You can use one \$200 attending award and one \$250 presenting award in a year.
 - Funds will be proportionally distributed each semester among all applicants; award amounts may vary each semester (i.e. \$500 is the maximum amount that may be received, but an application does not guarantee that exact funding amount).
- Eligible travel costs include: airfare, conference registration, and transportation (parking, taxi, rental car, train pass, etc.).
- Applications are accepted three times per year:
 - August 15 for travel in the fall (September through December)
 - December 15 for travel in the spring (January through April)
 - April 15 for travel in the summer (May through August)

Funding Opportunities for Undergraduate Course Activities

- [Undergraduate Activities Fund](#)
 - Maximum of \$150 per course per semester.
 - For undergraduate courses at the 4000-level or below.
 - For activities that take place outside the normal classroom setting, and/or enhance the opportunity for faculty and students to have a meaningful social interaction.
- [CELT Classroom Enhancement Grant](#)
 - Maximum of \$400 per semester.
 - Designed to enrich the academic experience for the students by providing faculty resources to be used in or out of the classroom that tie in directly with the material in the course. *(Only those activities/equipment that are incorporated into the curriculum will be considered.)*
 - Some examples of uses for these funds include:
 - Purchase materials to do an in-class demonstration or experiment
 - Host a speaker, performer, or other expert
 - Take students on a field trip

CAMPUS SERVICES

Emergency Preparedness and Response

- Emergency Fire, Police, Medical: x5200 (504-865-5200)
 - Campus police know the buildings and should arrive faster than 911.
- Non-emergency Police, Fire: 504-865-5381
- Non-emergency Medical: 504-865-5868

EMERGENCY NOTIFICATION SYSTEM: TU ALERT	RAVE GUARDIAN
<p>In the event of a campus emergency, Tulane University will notify students, faculty, and staff by email, text, and phone call. You were automatically enrolled in this system when you enrolled at the university.</p> <p>Check your contact information annually in Gibson Online to confirm its accuracy.</p>	<ul style="list-style-type: none"> • Download the RAVE Guardian app from the App Store • Communicate with dispatchers silently by selecting “Submit Tip” feature in the app • Use the Safety Timer feature to alert your “guardian” (TUPD, family, friend) when travelling alone at night <p>For more information, visit publicsafety.tulane.edu/rave-guardian</p>
	
ACTIVE SHOOTER / VIOLENT ATTACKER	SEVERE WEATHER
<ul style="list-style-type: none"> • RUN – run away from or avoid the affected area, if possible • HIDE – go into the nearest room that can be locked, turn out the lights, silence cell phones, and remain hidden until all-clear message is given through TU ALERT • FIGHT – do not attempt this option, except as a last resort <p>For more information on Active Shooter emergency procedures or to schedule a training, visit emergencyprep.tulane.edu</p>	<ul style="list-style-type: none"> • Follow all TU Alerts and outdoor warning sirens • Seek shelter indoors until the severe weather threat has passed and an all-clear message is given • Do not attempt to travel outside if weather is severe • Monitor the Tulane Emergency website (tulane.edu/emergency/) for university-wide closures during a severe weather event

Facility Services

- Emergency Maintenance: x5445 (504-865-5445)
 - Emergency lines are answered 24/7.
 - Examples of emergency or urgent maintenance issues: Elevator breakdown, Loss of electricity or water; Gas leaks or odors, Water leaks or flooding, Loss of refrigeration or air conditioning, Room too hot, too cold, Toilets or sinks clogged.
- Non-emergency Maintenance: x5441 (504-865-5441)
- Facility work requests can be submitted online through [Service Wave](#)

Office of Environmental Health & Safety

- Emergency Hazardous incidents (such as chemical spills): 504-988-5486
- Non-emergency: 504-865-5307

Information Technology Services

- Technology Support & Network Operations: 504-862-8888
- [Wireless Services](#)
 - From your wireless setup, connect to the wireless network named 'tulane-guest'. Open a browser and enter <http://neverssl.com>. You will be redirected to the Guest Portal. Do not enter your username and password at this point. Instead, click on the red text 'Tulane faculty, students, and staff click here...'. You will be redirected to the 'JoinNow' page. Click on the JoinNow button and follow the prompts to initiate a connection to eduroam. Detailed configuration information for specific devices and operating systems and more information on eduroam, see our Knowledge Base article [here](#).

TITLE IX

Tulane University recognizes the inherent dignity of all individuals and promotes respect for all people. As such, Tulane is committed to providing an environment free of all forms of discrimination including sexual and gender-based discrimination, harassment, and violence like sexual assault, intimate partner violence, and stalking. If you (or someone you know) has experienced or is experiencing these types of behaviors, know that you are not alone. Resources and support are available: you can learn more at allin.tulane.edu. Any and all of your communications on these matters will be treated as either “Confidential” or “Private” as explained in the chart below. Please know that if you choose to confide in me I am mandated by the university to report to the Title IX Coordinator, as Tulane and I want to be sure you are connected with all the support the university can offer. You do not need to respond to outreach from the university if you do not want. You can also make a report yourself, including an anonymous report, through the form at tulane.edu/concerns.

Confidential	Private
<i>Except in extreme circumstances, involving imminent danger to one’s self or others, nothing will be shared without your explicit permission.</i>	<i>Conversations are kept as confidential as possible, but information is shared with key staff members so the University can offer resources and accommodations and take action if necessary for safety reasons.</i>
Counseling & Psychological Services (CAPS) (504) 314-2277 or The Line (24/7) (504) 264-6074	Case Management & Victim Support Services (504) 314-2160 or srss@tulane.edu
Student Health Center (504) 865-5255	Tulane University Police (TUPD) Uptown - (504) 865-5911. Downtown – (504) 988-5531
Sexual Aggression Peer Hotline and Education (SAPHE) (504) 654-9543	Title IX Coordinator (504) 314-2160 or msmith76@tulane.edu