



January 8, 2017

Dear Colleague,

The student presenting this letter to you is participating in a required field trip to Chicago this semester that is sponsored by the Department of Art and Design. The trip is planned as a one-day event on Thursday, February 8th, 2018.

The department regrets the absence from your class that the student's participation in the event will cause. It is our hope that you will understand the necessity for the student to be absent and work with them on a plan to make up their absence. It is the responsibility of the student to complete all missed assignments, to acquire course information that is covered in their absence, to arrange for turning in assignments that are due, and to reschedule any tests that may take place.

Each semester, a trip to Chicago is planned for Visual and Media Arts students and is required in a small number of selected courses the department offers. The primary goal of the trip is to expose students to important art collections in the Chicago area with the focus of the visit on the Art Institute of Chicago and the Museum of Contemporary Art. Students will also have some unscheduled time to visit other galleries and cultural sites. This trip to Chicago may be the first opportunity to experience the city and to see actual works of art for some of our GVSU freshman.

Your understanding and support of this event will be greatly appreciated. If you have any questions or concerns, please contact one of us.

Thank you in advance,

Professor Paul Wittenbraker,  
Department of Visual Media and Art  
[wittenbp@gvsu.edu](mailto:wittenbp@gvsu.edu)

Associate Professor Anna Campbell  
Department of Visual Media and Art  
[campbean@gvsu.edu](mailto:campbean@gvsu.edu)

Visiting Assistant Professor Meghan Moe Beitiks  
Department of Visual Media and Art  
[beitiksm@gvsu.edu](mailto:beitiksm@gvsu.edu)