



# THE KUBERT SCHOOL

The Joe Kubert School of Cartoon and Graphic Art, Inc. 2 Green Village Road, Madison, NJ 07940  
[www.kubertschool.edu](http://www.kubertschool.edu)

CATALOG  
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All art contained in this catalog was illustrated and contributed by our alumni.



## Approvals

### **THE JOE KUBERT SCHOOL OF CARTOON AND GRAPHIC ART, INC.**

is approved by the New Jersey Department of Labor and Workforce Development.

is authorized under Federal Law to enroll non-immigrant alien students.

# History of the Kubert School

What was originally only an idea, based on a lifetime of experience in his selected profession, was implemented in the form of a school in 1976 by Joe Kubert and his wife, Muriel. In addition to his own experience, Joe sought knowledge from intimates in his profession, those who are and have been considered top-echelon practitioners.

The idea became an actuality with the first group of students who were accepted for the class beginning September, 1976. They numbered a total of 22.

In his many years as a cartoonist/illustrator, Joe Kubert also applied himself to almost every area of Cartoon-Graphics, as well as Cinematic Animation and Computer Generated Graphics. Mr. Kubert passed away on August 12, 2012.

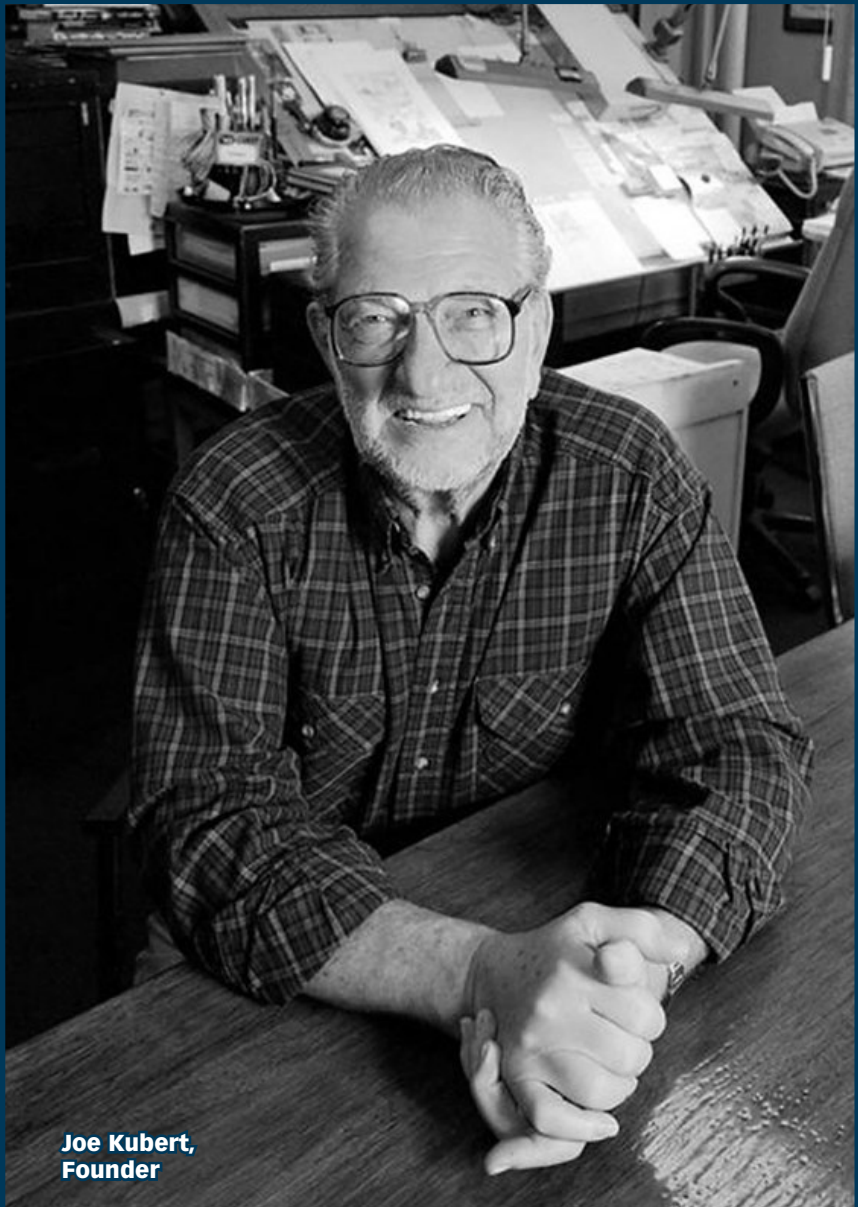
Muriel Kubert was a graduate of Rider College and held a B.S. degree in Business Administration. She was the school vice-president. Mrs. Kubert passed away on July 8, 2008.

The school is the result of Joe Kubert's perception of a recognized need. Having been asked by many young and aspiring artists the means by which one may attain a position in the profession of Cartoon-Graphics and Illustration, and realizing the lack of any formal schools educating in this specific area, THE KUBERT SCHOOL was born.

Although the institution began as a two-year school, the courses of study were extended to 3 years in September, 1978. The school's attempt to indoctrinate professional acumen within a 2- year span was soon recognized as being too demanding. Presently the 3-year course requires that a student be at his drawing board 8 to 10 hours a day.

Motivation and commitment are the prime factors for attending students to acquire the benefits the school offers. Ability (talent) alone does not answer the requisite for becoming a professional cartoonist.

The Joe Kubert School of Cartoon and Graphic Art originally opened its doors in Dover, NJ, where it quickly became a renowned institution for aspiring artists. In 2025, the school moved to the town of Madison, NJ, taking up residence in the historic James Building, continuing its legacy of excellence in cartooning and graphic arts education.

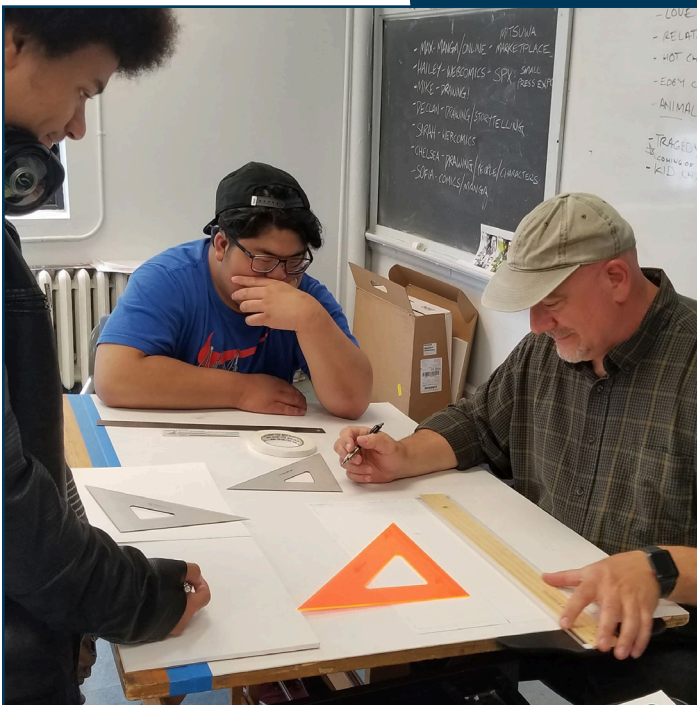


**Joe Kubert,  
Founder**

The school continues to join with publishers, artists, and agencies in the fields of cartooning and illustration in its quest to determine contemporary needs and qualitative requirements deemed necessary by the profession. An Advisory Board composed of representatives of the field's elite publishers keeps the school abreast of current needs in the profession.

The instructors continue to be selected from the highest ranks of the profession. As a general rule, our instructors teach those courses in which they are involved professionally, on a day to day basis. The school may be compared to an atelier where an aspirant is selected for an internship program in which both master and intern learn from each other. The most effective measure by which the success of our programs may be evaluated is the high job placement ratio of our graduates, and the recognition afforded our graduates throughout the profession of Cartoon-Graphics, commercial illustration, animation and graphic novels.

Some of our most effective instructors are those students who have become professionals after graduation, and eventually return to teach on a part-time basis. Their ability to convey their knowledge is enhanced by their having experienced the same rigors and learning problems through which the present day students must pass. All of this helps in strengthening the Administration's and Instructors' dedication for every graduate student to be fully employed.



## Admissions

Applications for enrollment in Cartoon Graphics I are accepted anytime during the year for the following school year. Since instruction is based on an individual student's own capabilities and potentials, upon receipt of the application arrangements will be made for the interview procedure and submission of a portfolio. Individual classrooms are generally limited to 17 students and applicants are urged to apply early.

An applicant must be a high school graduate or have received a high school equivalency diploma for initial acceptance into The Kubert School. An official high school transcript must be sent to the school prior to enrollment.

Interviews (personal or telephone) are scheduled upon receipt of application and application fee. Interviews will not be scheduled until all of the preceding requirements are fulfilled. An applicant who resides a considerable distance from the school may be accommodated with a telephone interview. In such instances, the school must receive the portfolio prior to the scheduled telephone interview. It is the responsibility of the applicant to place the call at the scheduled time of the interview.

To be admitted to the Cartoon-Graphics II program, the student must have successfully completed the Cartoon-Graphics I program. To be admitted to the Cartoon-Graphics III program, the student must have successfully completed the Cartoon-Graphics II program.

Requests for transcripts must be made by the applicants to their respective high schools and post secondary schools and colleges.

The Kubert School is an equal opportunity and affirmative action institution. The Kubert School does not discriminate in admissions or access to its programs and activities or in employment of individuals on the basis of sex, race, color, national origin, religion, disability, age, marital status, union membership or veteran status.

## Admission for Advanced Training

Students who have previous art training or experience may request advanced standing provided a certified transcript, course description, and portfolio are submitted. A proficiency examination may be required. Credit for tuition for any part or period of the program of training not required to be taken by the student will be adjusted by pro-rating the tuition.



Alumni and Instructor Lee Weeks giving a lecture during one of our Master Class sessions.

LEGS.

FREE.  
STRETCH.  
STICKY.  
PUSHING.  
ARMS.  
WEAK.  
THROAT  
SQUEALING.  
CRY.  
VOICE.  
CRY.  
OUT.  
NOW.

THE CRIES ARE MUSIC  
TO EGGSUCKER'S EARS.

WITH STRAINING  
PATIENCE AND STEALTH,  
HE INCHES TOWARD  
THE INFANT'S  
SONG.



INTENT  
ON HER  
UNHATCHED  
OFFSPRING,  
THE RISE  
AND FALL  
OF THE  
FLIES GO  
UNNOTICED.  
THE PATH  
AND PATTERN  
UNSEEN.

SHE HAS OTHER  
THINGS ON  
HER MIND  
AND ALL THE  
WORLD WITHIN  
HER MOUTH.



top: Tyrant, art by Steve Bissette  
bottom: digital art by Joshua Janes

Grade 2 AMERICAN EDUCATION PUBLISHING

**EVERYTHING**  
for early learning

SUPPORTS NATIONAL STANDARDS

- Consonants, Blends, & Digraphs
- Short & Long Vowels
- Writing & Language
- Addition & Subtraction
- Multiplication, Division, & Fractions

320 PAGES PLUS STICKERS

OFFROAD

Workshop

# Facilities

The Joe Kubert School is located in Madison, New Jersey, just 45 minutes by bus, train, or car from New York City. Nestled among scenic lakes and farmland, the town offers a warm, inviting atmosphere. The school is housed in the historic James Building, occupying three floors with modern creator studios.

Each classroom is equipped with ample lighting, drawing tables, taborets, easels, chairs, dry erase boards, high-definition screens, Cintiq tablets, remote learning devices, display cases, life drawing areas, and other essential teaching tools. An extensive reference library, including books, comics, and films, is available, along with computers in the media center for further research.

Wi-Fi is provided throughout the building, and students are expected to use computers for digital art, graphics, coloring, lettering, and publishing. Laptops are required for all first-year students.

Class sizes are kept small, with a general maximum of 17 students.

Archie's MYSTERIES

AAAAAA AAAAAA

NO DAY AT THE BEACH!

CHAPTER 1

DID YOU HEAR THAT? SOUNDS LIKE SOMEONE COULD USE SAVING!

DON'T THEY HAVE LIFEGUARDS FOR THAT?

BESIDES, I NEED YOU TO PLIT SUNTAN LOTION ON MY BACK!

I'LL START SCREAMING SOON, TOO! THERE'S SAND ALL OVER ME!

I DIDN'T ORDER A REAL "SAND" WICH!

ONE OF THOSE GIRLS IS IN MY SWIM CLASS-- NOTHING SCARES HER!

WELL, SOMETHING SURE DID!

Archie, pencils by Fernando Ruiz

## Attendance

The school year consists of two semesters. The first semester commences the beginning of September and ends in December. The second semester begins in January and continues to the middle of May.

The work of the school is intensive. Therefore, prompt and regular attendance is required. If at any time a student has a legitimate reason for not being in attendance, immediate notification must be made to the Administrative office. It is the policy of the school that there shall be 7 1/2 days absence allowed for illness or other excusable reasons per semester. If a student is absent for more than 3 days, a written medical excuse is required. Three excused tardy days equal 1/2 absent day. A student is considered absent if he is more than 30 minutes late for class. Unexcused tardiness and early departure from class will be translated into equivalent full period absences. If absences exceed 7 1/2 days per semester, the student may be liable for a reduction in any given grade and/or a grade of Incomplete, Probation, or Involuntary Withdrawal (dismissal). The school reserves the right to request the withdrawal of students who do not maintain the required standard of scholarship and attendance. The same right is reserved in the instance of students neglectful of their financial obligations. A student that has attended one day in a week is considered to have attended a full week.

## Re-entrance

If a student has been dismissed for unsatisfactory progress, he or she may, at the discretion of the Administration, be considered for re-entrance the following school year, if the student demonstrates that the conditions or problems contributing to the unsatisfactory progress have been resolved. The school considers unsatisfactory progress as it relates to academic, disciplinary, or attendance problems.

## School Calendar

Excluding holiday and snow days, the school is in session from 8:30 AM to 4:00 PM five days a week. See attached fee schedule and calendar.

A specific calendar for each year which includes all holidays pertaining to school closing is issued at the beginning of each current year.

## Calendar

**First Semester:** Beginning of September

**School Closed:** Thanksgiving

**School Closed:** Christmas

**End of First Semester:** December

**Second Semester:** January

**School Closed:** Middle of February (Mid-Winter Vacation), Middle of April (Spring Vacation)

**End of Second Semester:** Middle of May

## Portfolio

A portfolio must be presented for evaluation by the applicant at the time of a personal interview, or must be received by the school prior to a telephone interview. Sizes of the pieces are restricted to 14" x 17". Larger pieces may be sent in form of 35mm slides, 8 1/2" x 11" photocopies or hardcopies, CD-ROMs, DVDs or flash drives with scans in .JPG format and at a maximum of 300 DPI. In general, the portfolio should represent the scope, range and depth of an applicant's work, both current and past.

A minimum of 15 pieces and a maximum of 25 pieces is required, and examples of color and mixed media should be included as well as cartoon illustrations. Finished artwork is preferred but not required.

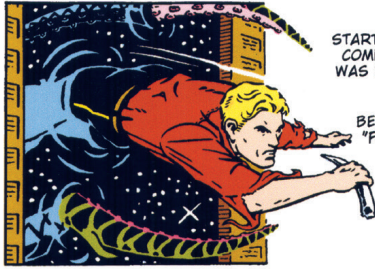
Portfolios submitted by mail (for telephone interviews) will be returned via mail or United Parcel Services at the expense of the applicant. The school exercises all reasonable care in handling of portfolios, but assumes no liability for loss or damage to them. All portfolios sent to the school must be plainly marked with the name and complete address of the owner.

## Enrollment Procedure for Accepted Applicant

When notified of acceptance, students will receive enrollment agreements and off-campus housing information. A \$100 registration fee is required to confirm the intention to attend the school and to reserve a place in the entering class. The registration fee and the signed enrollment agreement are due one month (or sooner) after notification of acceptance. Since enrollment is limited, enrollment agreements received after the due date will be accepted only if the quota of students has not been filled. The registration fee is non-refundable and is applied toward the tuition charges.



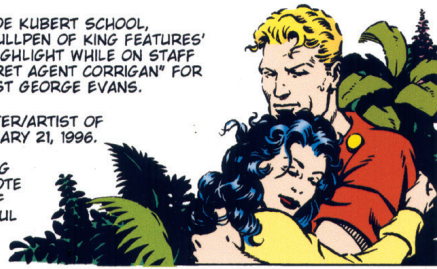
Artist Spotlight:  
**JIM KEEFE**



A GRADUATE OF THE JOE KUBERT SCHOOL, STARTED MY CAREER IN THE BULLPEN OF KING FEATURES' COMIC ART DEPARTMENT. A HIGHLIGHT WHILE ON STAFF WAS BRIEFLY GHOSTING "SECRET AGENT CORRIGAN" FOR LEGENDARY CARTOONIST GEORGE EVANS.

BEGAN MY TENURE AS WRITER/ARTIST OF "FLASH GORDON" ON JANUARY 21, 1996.

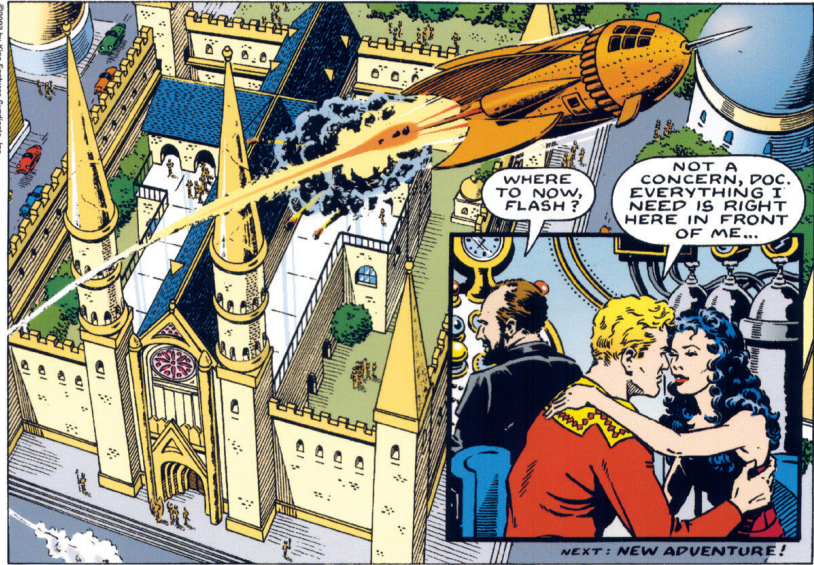
WHEN NOT WORKING ON FREELANCE, DEVOTE THE REMAINDER OF TIME TO MY BEAUTIFUL WIFE AND KIDS.



Flash Gordon, art by Jim Keefe

**FLASH GORDON**  
By JIM KEEFE

3-16  
www.keefestudios.com



Fanastic Four, color art by Morry Hollowell



Reaper by Cliff Rathburn

## Registration Procedures

Tuition statements and any additional fees will be due as described in the current Fee Schedule Calendar. Orientation information will be mailed in August to each enrolled student. Every student must register on or before the dates indicated in the school calendar. Registration procedures are completed by payment of all fees to the Administration.

## Tuition

Tuition must be paid on time for the school year (see dates on enclosed calendar). Students with delinquent accounts will not be permitted to attend classes and may be subject to dismissal. See attached schedule of fees.

## Art Supplies

The amount that a student can expect to spend for art supplies during the year is listed on the calendar. All new students are required to purchase specific art supplies prior to attendance in the school. Substitutions or omissions are not permitted. An initial art supply bill, if applicable, will be mailed to each student in June, preceding the Fall semester. All fees must be paid according to the dates listed in the school calendar.

## Returning Students

Students returning for second or third year studies will be required to complete current applicable enrollment agreements during the Spring semester. Registration fees for the following year must be paid at this time. The registration fee of \$100 is deducted from the annual tuition bill and is non-refundable.

## Proficiency Study

Proficiency study is available for a student who has attempted to complete a specific program's prescribed course of study, but has not been awarded a certificate of completion due to a grade of C- (Failing) or INC (Incomplete) in one or a maximum of two courses during the second semester of a specific year. A student may attend the class for that particular course (or courses) in the following year or its equivalent in order to attain a passing grade. Assignments and studio work must be maintained and will be monitored by the instructor. The student will have the use of the school's facilities to the extent of his course of study. In addition, the student will be eligible for the certificate. The tuition fees for proficiency study will be pro rata based on the number of required courses being taken.



Ultimate Hulk versus Wolverine, art by Adam Kubert



Superman, Batman and Wonder Woman, art by Andy Kubert

## Refund Policy

The refund policy of this school shall be in accordance with the New Jersey Department of Labor and Workforce Development Regulations for Private Vocational Schools. It is noted that the following apply:

### 1. Right to Cancel:

The student has the right to cancel the agreement within three business days after signing the agreement even if instruction has begun. Upon notification, all monies paid, less the application fee and registration fee, will be refunded. Students who have not visited the school prior to enrollment can withdraw without penalty within three days following either the regularly scheduled orientation or a tour of the school facilities and equipment.

### 2. Other Cancellation:

An applicant subsequently requesting cancellation prior to starting training shall be entitled to a refund of all tuition monies paid minus a registration fee of 15% of the contract price of the course, but in no event may the school retain more than \$100.00.

### 3. Dismissal/Withdraw

The student understands that he/she may be terminated from the school for having more than 7 1/2 days absences per semester; for not having met the standards of conduct; for not fulfilling the financial obligations; or for not maintaining a minimum grade of 2.0 in each course. If a student receives a grade of C- or incomplete, he may be placed on probation the following semester. If a student is on probation in more than one subject, the school reserves the right to request the withdrawal of that student. Students who are dismissed will be governed by the same refund policy as students who interrupt training voluntarily.

### 4. Student Termination:

The student may terminate training at any time by giving written notice to the school office of the intention to terminate enrollment subject to the school's refund policy.

### 5. Rejection:

An applicant rejected by the school shall be entitled to a refund policy of all monies paid minus any stated application fee, not to exceed \$50.00.

### 6. Three-Day Cancellation:

All monies paid by an applicant will be refunded, if requested, within three days after signing an enrollment agreement and making an initial payment, even if instruction has begun.

### 7. Refund Policy:

The school will refund not less than that portion of the tuition, lab fee and equipment fee assessed the student by the school equal to the portion of the period of enrollment for which the student has been charged that remains on:

#### A. All students, within 30 calendar days of the earliest of these dates:

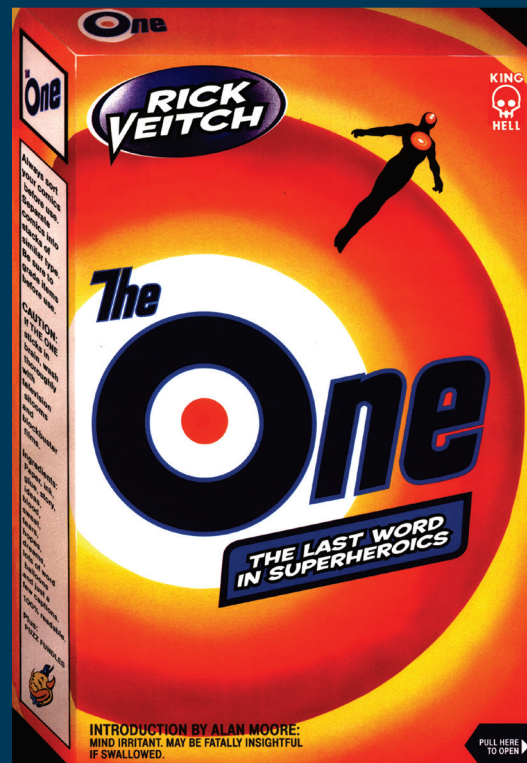
- i. The date the student notifies the school of withdrawal or the date of withdrawal specified by the student, whichever is later.
- ii. The date on which the school makes its determination that the student has withdrawn.
- iii. The expiration of the semester in which the student withdrew, as determined by the school.

The refund schedule applies to full-time attendance in courses exceeding 300 hours in length but not exceeding 1200 hours. The school only has full time enrollment. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited.

This refund does not apply after 17 weeks of enrollment. All refunds shall be processed within thirty days. The school may retain the registration fee plus:

| Weeks Completed | Refunded to Student |
|-----------------|---------------------|
| 0               | 100%                |
| 1               | 90%                 |
| 2-3             | 80%                 |
| 4-8             | 55%                 |
| 9-17            | 25%                 |
| Past 17 weeks   | 0%                  |

An administrative fee equal to the lesser of \$100 or 5% of school charges assessed the student, will be retained by the school. All other fees are non-refundable.



The One, art by Rick Veitch



art by Luke Radl



Froglok animated by Tom Tobey

## Refund Policy, continued

iv. The school will refund tuition and fees according federal and state policies, whichever is more beneficial to the student regardless of the source of funds used to pay student tuition, related fees, and other educational costs.

## Placement Assistance

Prior to graduation, selected representatives of publishers, art directors, editors, greeting card companies, advertising agencies, and other affiliated businesses may review portfolios of senior students.

All graduate students have an opportunity to take advantage of the school's affiliations with various professional associates in order to attain gainful employment on an entry level in their chosen profession; however, the school does not guarantee placement.

The placement office of the school is in contact with local agencies, art studios, printers, magazine and newspaper publishers, and a variety of industries and manufacturers who have internal art departments. The curriculum taught to students over the three-year period, including Cartoon Illustration, Graphic Arts and Animation, is made available to all potential employers on a continually up-dated basis.

The placement department will notify potential employers of the availability of students upon completion of first year, second year, and upon graduation. In many instances potential employers contact the school during the school year, relative to "extracurricular" work availability.

Before a student makes an appointment for a job interview, his portfolio is refined and re-evaluated by an instructor to ensure that the work contained applies specifically to the type of job sought and at the quality level required.

Students have access to advice or information from the Administration as well as the faculty beyond the time they have received their first year certificates, second year certificates, or third year certificates. Since the first job can be critical and the first few weeks at the first job even more so, the school attempts to retain communication with students to ease them over that initial period of time.

## Advisory Board

The Kubert School boasts an advisory board of outstanding professionals in our field.

- **Andy Kubert** - Art Director, DC Comics
- **Dan Didio** - Writer, Editor, former Publisher of DC Comics
- **Joseph Rybandt** - Editorial Director of Dynamite Comics
- **Gina Gagliano** - Previous Publishing Director of Random House Graphic
- **Mike Marts** - Executive VP and Editor in Chief, Mad Cave Studios
- **Nick Napolitano** - Vice President Manufacturing Administration, DC Comics
- **Paul Levitz** - Writer, former President of DC Comics
- **Stan Madaloni** - Creative Director Star Trek Brand Development
- **Dr. Kristy Miller** - Hi-Fi Colour Design

Our students benefit greatly from this relationship. The board is directly involved with the day-to-day activities that affect our graduates' careers. The board's input of current requirements is implemented into the school's curriculum.

In addition, prior to graduation, third year students have personal interviews with the editors and art directors of these companies for the purpose of critiques, contacts, and possible future employment.

## Student Complaint/Grievance Policy and Procedure

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the New Jersey Department of Labor and Workforce Development (NJLDR). The student must submit a written complaint form to the NJLDR. A copy of the NJLDR Complaint Form is available at the School and may be obtained by contacting the Main Office.

The Complaint/Grievance Policy and Procedure can be found on our website:

<https://www.kubertschool.edu/student-life/student-services.html>

## Leave of Absence Policy

A student may apply for a short Leave of Absence, 1-2 weeks, by requesting it in writing from the school.

If the leave is for a short period, 1-2 weeks, the student is in good academic standing with a C or better and the student is capable of making up the work, the leave of absence will be granted.

If the leave of absence lasts longer than 2 weeks, the student will be able to repeat the year starting in the following fall semester and withdraw from the school as per the school's withdrawal policy.



Superman,  
art by  
Lee Weeks

## Grading System / SAP

Students receive a grade report at the end of each semester. Those who received a QUALITY POINT AVERAGE of 3.7 (A- or better, with no grade below B+), qualify for the Dean's List.

All courses are evaluated in terms of clock hours.

| Grade | Description       | Quality Points |
|-------|-------------------|----------------|
| A     | Superior          | 4.0            |
| A-    |                   | 3.7            |
| B+    | Good              | 3.3            |
| B     |                   | 3.0            |
| B-    |                   | 2.7            |
| C+    |                   | 2.3            |
| C     | Passing           | 2.0            |
| C-    | Failing           | 1.5            |
| I.    | Incomplete        | 0.0            |
| A.T.  | Advanced Training | 0.0            |
| W     | Withdraw          | 0.0            |

A temporary grade of Incomplete may be given by the instructor after consultation with the Administration. It is used when a student, because of some unavoidable circumstances, has been unable to complete the course or has not handed in assignments related to the course. The instructor must certify that the student's work is passing at this point.

The grade of Incomplete shall revert to a permanent Incomplete if the student does not complete all work by the end of the two (2) week make-up period. A CQPA will not be assigned a student receiving a permanent Incomplete grade.

Before annual promotion and prior to receiving a Certificate of Completion, a student must complete all assigned work in each course, attain a minimum grade of 2.0 in each course, meet the standards of attendance and conduct, and fulfill all financial obligations to the school.

A transcript will be provided after all requirements are met at the end of each semester.

In addition, a student may be placed on probation at the discretion of the Administration when a student's work falls below the grade of C. Such probation shall last only until the student is able to raise his grades to a passing level.

If a student is on probation with either a C- or Incomplete at the end of the semester in more than one subject, he may be liable for dismissal for unsatisfactory progress. The probationary period for make-up of an Incomplete or Failure grade begins on the last day of each semester. A maximum of two weeks will be permitted for the make-up of an Incomplete or Probationary grade. All probations may be lifted when the student provides adequate make-up work as approved by his instructor in that specific subject and the Administration.

All new students are on probation for the first semester following enrollment. Students who have attained satisfactory grades in all courses may continue with their studies.

When a student is dismissed from the school for not making SAP in their education program, they are notified they can come back in September to repeat the program year they were studying. The maximum time frame cannot be longer than 150 percent of 2775 clock hours.

The Joe Kubert School does not allow transfer of credits in as our courses are unique.

Any student not making SAP is dismissed from the school. A Student can appeal the decision of not making SAP, it will be evaluated by the President, Vice President, Administrator and Academic Supervisor. Based on all available data a decision will be made and that student can return the following fall semester.



## Homework

It is necessary for students to allot sufficient time for homework in order to satisfactorily complete their assignments. If a student fails to turn in an assignment, a "zero" will be noted in the student's record. This assignment must be made up before credit can be granted for that class. The student's assignment grade will be lowered for not submitting the assignment by the posted deadline. If there is an inadequate reason for the non-completion of the assignment, the student will be notified of a probationary status. At the end of the probationary period, the student's effort and progress will be reviewed to determine whether or not he/she will be allowed to continue their education or to be subject to involuntary withdrawal (dismissal). The maximum time frame in which training must be completed shall not exceed 1.5 times the normal duration or number of clock or credit hours required to complete the program.

## Professional Orientation

This program was instituted as a result of commercial work offered to attending students in their senior year. Due to requirements of class assignments, the possibility of accepting "outside work assignments" is a challenging decision for attending students to make. This program allows students to work while studying under the guidance and supervision of their instructors. Only the students who obtain permission from their instructors and the school administration may qualify for this program.

This program acts as a bridge between the student's responsibilities for school work and his introduction to the commercial and professional world with positive results.

The school will endeavor to make arrangements whereby a portion of the curriculum will be devoted to study and field trips with professional companies, organizations and individuals. This will enable the students to have direct contact with job situations and be better prepared for eventual employment in their chosen field.

A Special Projects program has been enacted by the school in which a student may participate under certain criteria:

- This program is generally limited to Third Year students in their last semester.
- The program must not interfere with normal school hours and assignments in classes not directly involved in the program.
- The program may be awarded upon request of the student, and is permitted only for students who qualify. Qualifications are determined by the student's instructors.
- Student's work related to this program is designed by the student in terms of schedules, deadlines and esthetic career values. Described schedules must be maintained, as well as levels of quality.

## Housing

Although the Kubert School does not offer on-campus housing, we are happy to recommend location options for housing. For information, contact the Administration Office.

## Standard of Conduct

All students are expected to conduct themselves in a proper manner according to the general regulations of the school (available upon request from the Administration). Activities or conduct, such as, but not limited to, inefficiency, lack of interest, excessive absenteeism or tardiness, or disregard of regulations which shall be deemed by the Administration to be detrimental to the school or to the accomplishment of student work shall be considered cause for dismissal.

## Reports

A progress report will be issued to each student at the end of each semester. The school maintains all academic records on file indefinitely. Reports will be made available to interested parties upon authorization of the student.

## Retention of Student Work

The school reserves the right each year to select for its permanent files one piece of each student's work. A photocopy of the work retained will be given to the student.

## Academic Advising

Academic advice is provided to students. Appointments may be made at the office of the Administrator.

## General Information

The Joe Kubert School is not responsible for any injuries sustained by students on or off school premises.

It is suggested that each student maintain their own medical and hospital insurance coverage.

The school provides a reference library for student use. Smoking is strictly prohibited within the building.

Students may eat lunch in their studios or leave the premises to dine at various local restaurants and eateries during the designated lunch period. Students may not eat during active teaching and instruction times in the studios.

The school assigns each student a professional work area, which is the student's responsibility to keep clean and undamaged.

Only emergency phone calls from family members will be relayed to students through the office.

Bulletin boards are located in each studio and are used to display student work and share important notices. Students are responsible for checking these boards regularly.

**Banking:** Out-of-town students are advised to arrange banking at one of Madison's conveniently located banks to avoid check-cashing issues, as the school is not equipped to cash personal checks.

**Visitors:** Students are not allowed to have friends visit or attend classes. No visitors are permitted unless they are on an official tour and accompanied by school personnel.

**Changes:** The Joe Kubert School reserves the right to make changes to faculty, tuition, fees, or course offerings if necessary. The tuition rates provided in this catalog and its addenda are based on current rates. Any changes to tuition will be subject to approval by the New Jersey Department of Labor and Workforce Development, with 60 days' advance notice. The new rate will take effect for payments due after the 60-day notification period.

In the event of an unannounced school closure, students must contact the NJDOL Training Evaluation Unit within 90 calendar days of the closure to remain eligible for assistance. Failure to do so may exclude the student from available aid. For more information, contact the NJDOL Training Evaluation Unit at [trainingevaluationunit@dol.state.nj.us](mailto:trainingevaluationunit@dol.state.nj.us)



top right, Creeps, art by Tom Mandrake  
bottom right, Crux, art by Sergio Carriello

## Course Description

All three levels are available in-person or remotely via Google Meet.

The Kubert School offers a three year course in Cartoon-Graphics involving a variety of areas in which professional cartoonists may apply themselves. Intensive studies focus on methods and materials utilized in the profession as well as the honing of artistic and creative abilities. All courses must be taken and passed by all attending students in the Cartoon-Graphics program.

# CARTOON-GRAPHICS

Each level of Cartoon Graphics is available in-person or remote. The classrooms are accessed through Google Classroom via Google Meet. As with the in-person program, you will need a laptop and the ability to access your Google Classroom daily to attend your class. Homework will be uploaded to your Google Classroom and grades will be sent back directly to you. You will need a good Internet connection. After successful completion each year, you will receive a certificate and be able to progress to the next level. After completing all 3 levels successfully you will be eligible for graduation from the Joe Kubert School of Cartoon and Graphic Art, Inc.





# Cartoon-Graphics I

## First Year Curriculum

925 CLOCK HOURS

### 101. BASIC DRAWING I

92.5 clock hours

Instruction and application of principles of sketching, drawing, composition and perspective in relation to basic illustration. This will include study of forms and objects.

### 102. THE HUMAN FIGURE I

92.5 clock hours

Fundamentals of figure drawing and anatomy including perspective, foreshortening and proportion.

### 103. NARRATIVE ART I

92.5 clock hours

Basics of sequential storytelling and communication by means of graphic illustration.

### 104. INKING I

92.5 clock hours

Introductory instruction in uses and techniques to traditional and digital inks and tools.

### 105. IMAGINATIVE WRITING

92.5 clock hours

Introduction in story structure and script formatting.

### 106. DIGITAL COLOR

92.5 clock hours

Introduction to color theory and the digital programs used in professional coloring and rendering.

### 107. BUSINESS

92.5 clock hours

Concentration on acquiring a professional attitude toward the field of cartoon and commercial art, and an understanding of the business aspects involved in the profession of commercial art.

### 108. LETTERING

92.5 clock hours

Principles of digital lettering and typography including materials, tools and uses.

### 109. EDITORIAL/DIGITAL PRODUCTION I

92.5 clock hours

Introduction to principles of professional prepress techniques prior to print reproduction and publication.

### 110. DYNAMIC FIGURE

92.5 clock hours

Emphasis of figure structure, proportions, and perspective through a dynamic lens.

\*Must pass before moving up to Cartoon-Graphics II

# Cartoon-Graphics II\*

## Second Year Curriculum

\*Prerequisite – Cartoon-Graphics I.

925 CLOCK HOURS

### 201. BASIC DRAWING II

92.5 clock hours

Extensive and intensive study in sketching and drawing varieties of representational and imaginative forms concentrating particularly on Cartoon-Graphics.

### 202. THE HUMAN FIGURE II

92.5 clock hours

Continued concentration on anatomy and drawing utilizing varieties of materials and color as applied to commercial illustration and reproduction.

### 203. NARRATIVE ART II

92.5 clock hours

Essentials in graphic communication concerning multiple phases of cartooning, animation and commercial art.

### 204. INKING II

92.5 clock hours

In depth studies of materials and uses in contemporary Cartoon Graphics fields of illustration.

### 205. IMAGINATIVE WRITING II

92.5 clock hours

Studies in the procedure of converting stories and ideas from text forms into illustrated narratives.

### 206. DIGITAL COLOR II

92.5 clock hours

Adaptation of color in its various forms in illustration and reproduction as applied in the cartoon/commercial art field.

### 207. BUSINESS II

92.5 clock hours

Discussion of portfolio development, interview skills, and job acquisition techniques.

### 208. LETTERING II

92.5 clock hours

Further exploration of sound effects, logo design, and applications for professional use.

### 209. EDITORIAL/DIGITAL PRODUCTION II

92.5 clock hours

Instruction in the principles of project management as it applies to the production of both digital and print publications.

### 210. DYNAMIC FIGURE II

92.5 clock hours

Foreshortening and dynamic perspective while utilizing elements of animation and figure movement.



## **Cartoon-Graphics III**

### **Third Year Curriculum**

\*Prerequisites – Cartoon-Graphics I and II.

**925 CLOCK HOURS**

#### **301. BASIC DRAWING III**

92.5 clock hours

Advanced application and study of illustration related to cartooning, commercial and advertising art.

#### **302. THE HUMAN FIGURE III**

92.5 clock hours

Theory and study involved in exaggeration and stylization of figures.

#### **303. NARRATIVE ART III**

92.5 clock hours

In depth study of serialistic forms of graphic illustration, media application of visual and illustrative communication utilized in print and multimedia.

#### **304. INKING III**

92.5 clock hours

Advanced study in assignments utilizing traditional and digital rendering involved in accomplishing professional cartoons and illustrations.

#### **305. IMAGINATIVE WRITING III**

92.5 clock hours

Intensive study concerning writing as directed toward picture and illustration usage including wider latitude focusing on the individual student's imagination, originality and creativity.

#### **306. DIGITAL COLOR III**

92.5 clock hours

Focus on utilization of color in media variety towards completion of professional level portfolio pieces.

#### **307. BUSINESS III**

92.5 clock hours

Concentration on a bridge whereby the students may have the opportunity and advice on actual commercial work.

#### **308. LETTERING III**

92.5 clock hours

Professional application and use of text, type, and skills developed during Lettering I and II.

#### **309. EDITORIAL/DIGITAL PRODUCTION III**

92.5 clock hours

Advanced instruction in layout, approach, execution, and completion through the use of computer software and hardware.

#### **310. ADVANCED TECHNIQUES/STYLE**

92.5 clock hours

Portfolio oriented on specific techniques indicated for various areas in the field of commercial illustration, including usage of methods and materials acquired.

# Certificate • Educational Objectives

## Cartoon-Graphics Program

### FIRST YEAR

#### Certificate of Completion and Educational Objectives

FIRST YEAR CERTIFICATES OF COMPLETION will be awarded to students who complete all assigned work in each course, attain a minimum grade of 2.0 in each course (SAP), meet the standards of attendance and conduct, and fulfill all financial obligations to the school. A student who is awarded a FIRST YEAR CERTIFICATE OF COMPLETION (925 clock hours) may be eligible for entry-level employment in prepress production; basic hand lettering & digital lettering for comic strips, comic books and graphic novels; basic logo and branding design; basic layout & design for cartoon illustrations; basic character design & inbetweening for animation; and basic storyboarding for TV, film and video.

### SECOND YEAR

#### Certificate of Completion and Educational Objectives

#### Prerequisite – Cartoon-Graphics I

SECOND YEAR CERTIFICATES OF COMPLETION will be awarded to students who complete all assigned work in each course, attain a minimum grade of 2.0 in each course (SAP), meet the standards of attendance and conduct, and fulfill all financial obligations to the school. A student who is awarded a SECOND YEAR CERTIFICATE OF COMPLETION (1850 clock hours) may be eligible for entry-level employment in intermediate prepress production; traditional & digital coloring for comic strips, comic books and graphic novels; advertising imagery for magazines, books, newspapers and commercial packaging; and gag cartoons and comic strips.

### THIRD YEAR

#### Graduation • Certificate of Completion and Educational Objectives

#### Prerequisites – Cartoon-Graphics I & II

The graduating students will be awarded a THIRD YEAR CERTIFICATE OF COMPLETION after three years upon successful completion of all assigned work in each course, attain a minimum grade of 2.0 in each course (SAP), meet the standards of attendance and conduct, and fulfill all financial obligations to the school. A student who is awarded a THIRD YEAR CERTIFICATE OF COMPLETION (2775 clock hours) will be qualified to enter the professional field of cartooning at an entry-level as a comic book artist, syndicate cartoonist, editorial cartoonist, book illustrator, concept designer, caricaturist, portrait artist, greeting card designer, art director, or any of the other, numerous areas in the commercial art field where the techniques of cartoon illustration are used.



Star Wars Jedi: Count Dooku, pencil art by Jan Duursema, and color art by Brad Anderson



Greyshirt, art by Rick Veitch

# THE PROFESSIONALS

The Kubert School prides itself on the fact that ours is a professional school, taught by professionals to those who aspire to be professionals. Our graduates have attained estimable positions in the field and have gained the respect of their fellow artists. The illustrations contained throughout the pages of this catalog are a small sampling of the work done by our alumni.



art by Ron Zalme



Runaways, ink art by Dave Newbold

# Anthony Marques, President



Jaclyn and Anthony Marques



Red Sonja, by Anthony Marques



When it comes to the history and art of comic books, Anthony Marques is a prime example about everything there is to love about the art form. A graduate of the iconic Joe Kubert School, he began his career working for MADA Design in New York City before returning to the New Jersey school as an events coordinator. While working at the art school, Marques branched out into editing and managed to work with numerous publishers, including DC Comics and Dynamite Entertainment. A true student of the medium, he was able to bring new and exciting visions to life as an artist for beloved characters such as Batman, Green Hornet, and Ghostbusters. In addition to working on numerous projects with these companies, he became an instructor at The Joe Kubert School before eventually becoming President and owner of the institution. There he works with instructors to usher in the next generation of comic book creators.

*"It truly is an honor to have the opportunity to lead The Kubert School, which has touched so many people and changed lives for the better. I cannot wait to continue Joe's legacy to inspire future artists and ensure they receive the best art-related education possible, so they are prepared to pursue their dreams of working in the industry."*

- Anthony Marques

Doc Savage, by Anthony Marques

## Foreign Applicants

THE JOE KUBERT SCHOOL OF CARTOON & GRAPHIC ART, INC. IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NON-EMIGRANT ALIEN STUDENTS

The following application procedure shall apply to all applicants from foreign countries:

1. Application form
2. Application fee of \$50.00 (U.S.)
3. All applicants must fulfill the personal or telephone interview requirements.  
The same portfolio requirements set forth for U.S. citizens apply. (Samples of at least fifteen (15) pieces of original work must be presented for interview.)
4. All foreign applicants, as part of the initial application process must also complete the two (2) essay questions, in English, that appear on the back of the application.
5. Foreign applicants must demonstrate sufficient command of the English language in written and spoken English to pursue the established program successfully. This may be accomplished by presenting: (a) an English Proficiency Certificate, available at any United States Embassy or Consulate; or (b) by presenting the results of their Test of English as a Foreign Language (TOEFL); or (c) by completing a program of English in a secondary school (submit certified transcript).

If a student's performance at THE KUBERT SCHOOL is hindered by language difficulties, the advisability of further study at THE KUBERT SCHOOL will be reviewed by the administration and attendance at the school will be terminated.

6. All applicants who have studied in a foreign country must submit certified English translations of their academic work.
7. The U.S. Bureau of Immigration requires that foreign applicants submit to the school a detailed statement of support documenting that the applicant has sufficient funding for his/her educational and living expenses during his/her stay in the United States.

Upon acceptance and payment of all fees in full, a statement of support will be sent along with the Immigration Form I-20. Only the statement of support needs to be returned to the school. The school cannot assume any responsibility for the preparation of applications, legal sponsorship of alien students, or fulfillment of government regulations pertaining to foreign students in the United States.

### SUMMARY OF APPLICATION POLICY FOR FOREIGN STUDENTS

#### Submission of Documents Prior to Acceptance

1. Application
2. Application Fee (U.S. Funds)
3. Photographic Portfolio
4. Essay
5. Proof of English Proficiency
6. Records of Academic Study (translated in English)
7. Proof of Financial Capability  
All tuition fees are listed on the school calendar enclosed

#### NOTE:

ALL FEES ARE TO BE PAID IN U.S. DOLLARS THROUGH A NEW YORK AGENCY OF YOUR BANK OR WIRE TRANSFER.  
CALL FOR DETAILS.

PER THE UNITED STATES DEPARTMENT OF EDUCATION, FINANCIAL AID IS ONLY AVAILABLE TO UNITED STATES CITIZENS.

## Summer Cartoon Sketch Sessions

Learn the secrets of cartooning from comic book professionals. Enroll by the week or by the month! Each 1-week sketch session includes FREE art kit (available only upon initial registration for the program) and a limited edition *Joe Kubert Summer Cartoon Sketch Sessions* T-shirt. Sketch sessions are held Monday - Friday, from 9 AM - 12 PM and are for ages 10 and up, and 9 AM - 3PM for adults. Registration is open and enrollment is limited.

Course subjects include: manga, penciling, inking, character design, and sequential storytelling

Art kit supplies can include:

- 14" x 17" sketch pad
- packet of pro blue-line comic book art pages
- pencils: HB, 2H and 2B
- magic rub eraser
- twin-tip Sharpie black marker
- package of Micron markers: sizes .01, .03, and .05
- 18" metal ruler

For further information, contact the School:

phone: 973-361-1327

email: [info@kubertschool.edu](mailto:info@kubertschool.edu)



Holliday, art by Jason Wright



Art by Hailey Renee Brown

## Special Courses

In addition to full-time day classes, the Joe Kubert School offers special courses on a non-matriculating basis.

Due to the fact that the special courses, evening courses, intensives, and Saturday cartoon sketch classes are not geared toward occupational training, they do not require approval by the New Jersey Department of Labor and Workforce Development.

## Saturday Cartoon Sketch Class

Available on Saturdays from 9:00 A.M. to 12:00 P.M. throughout the year. This class is open to everyone from the age of 10 years and over. For information on our special courses and schedules, please contact us by mail:

**The Kubert School**  
**2 Green Village Road**  
**Madison, New Jersey 07940**

or by telephone:  
**(973) 361-1327**

or by email:  
**info@kubertschool.edu**

website:  
**www.kubertschool.edu**

"It is the aim and purpose of this institution to add to the ranks of our profession those people whose work and attitude reflects the highest level of the art. Recognizing the goal, application of a sustained effort makes the goal attainable."

A handwritten signature in white ink that reads "JOE KUBERT". The signature is written in a stylized, cursive font with a vertical line extending downwards from the end of the name.