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INTRODUCTION

The College of Visual and Performing Arts Graduate Programs provide an intensive and comprehensive education in art education and studio arts. Students engage in the process and production of art and design at high levels of competency, preparing them for diverse careers in the arts. All programs of study exceed the standards outlined by the National Association of Schools of Art and Design (NASAD).

DEGREE PROGRAMS

Graduate students in CVPA may pursue advanced degrees in the following disciplines:

MAE (Master of Art Education)
MFA (Master of Fine Arts)
  • Artisanry: Ceramics, Jewelry/Metals, Fibers
  • Fine Arts: Drawing, Painting, Printmaking, Sculpture
  • Visual Design: Digital Media, Graphic Design, Illustration, Photography

MAIN CONTACTS:
Art Education: Cathy Smilan csmilan@umassd.edu
Artisanry: Jim Lawton jlawton@umassd.edu
Design: Ziddi Msangi zmsangi@umassd.edu
Fine Arts: Suzanne Schireson sschireson@umassd.edu

REGISTRATION FOR GRADUATE STUDIO COURSES

For your first semester in the MAE program, you will be enrolled by consultation with the Graduate Program Director for MAE, Cathy Smilan (csmilan@umassd.edu).

For your first semester in the MFA program, you will be enrolled by Graduate Studio Coordinators. To enroll in graduate studio classes in subsequent semesters, you must:

• Consult with your thesis advisor to identify goals and course registration for the semester, keeping in mind degree objectives within span of degree, sequence of required course offerings, number of credit hours per course, and if any credits will be taken as Independent Study/Directed Study.
• At a minimum, check your COIN account at the beginning and the end of each semester to ensure that all courses have been listed accurately.

THESIS COMMITTEE

All CVPA Graduates are assigned a thesis committee comprised of at least three faculty members from the department or College including:

• Thesis Advisor
• Thesis Committee Members (2 or more)

Additionally:
• if desired, an additional member may be added from another department within CVPA, the University, or another institution;
• Students must arrange all meetings with their thesis advisor or committee;
• if a student wishes a change of thesis advisor or thesis committee member, a written request concisely stating the reason for the change request must be submitted to the graduate coordinator. Requests for changes are considered but not guaranteed.
MAE Thesis Committee:
- Thesis advisor and committee members are assigned after approval of the thesis proposal. This normally occurs upon completion of AED 642: Thesis Proposal. See specific requirements in the MAE section of this handbook.

MFA Thesis Committee:
- Programs vary in protocol for establishing graduate committees. See individual program sections in this handbook for details.

ACADEMIC POLICIES
http://catalog.umassd.edu/content.php?catoid=32&navoid=2194

Grade Point Average:
To receive a graduate degree from UMD, a student must:
- Maintain a grade point average (GPA) of at least 3.0; Excluded from this calculation are courses that are not applicable toward the student's degree—for example, an undergraduate course taken for personal interest;
- Earn a grade of C (not C-) or better for all degree requirement courses;
- Grades below C will be averaged into the student’s GPA but the credits will not count as earned.

Incomplete Grades (see UMD policy Grades and Grading System) at:
http://catalog.umassd.edu/content.php?catoid=32&navoid=2194#Grades_and_Grading_System
- A grade of I (Incomplete) for graduate coursework is given in rare cases;
- Reasons include personal or family health issues, tragedies or rare academic circumstances;
- If the work is not completed within a year of the recording of the I, the grade will become an F (I);
- If a grade is automatically changed from I to F, signatures must be collected from the instructor of record, the Department Chairperson, and the College Dean in order to enter a successful grade for the course. This process involves petition of the department and Dean including an explanation of extenuating circumstances;
- Incomplete grades cannot be changed to withdrawal (W).

In Progress:
- A notation of IP is assigned when students need to continue their thesis work.
- IP may be extended for up to two semesters.
- A grade of C- or lower for an IP class may require a leave of absence or withdrawal from the program.

Degree Continuation:
To maintain status as degree candidates, full-time graduate students must remain enrolled continuously (exclusive of summers) or receive an approved leave of absence. Those who must interrupt progress toward their degrees should seek a formal leave of absence (see p. 5). If a student neither requests a leave of absence nor registers for "Program Continuation" as described in the next paragraph, it is presumed that the student has abandoned pursuit of the degree; such a student must apply again for admission to resume work for the degree. Students studying part-time will have their degree status kept open unless they do not register for one full academic year.

After completing formal course requirements, graduate students who continue to work on a thesis or project must remain in "Program Continuation" enrollment status for every semester in which it is being worked on until completion (see p.5). This includes the semester in which final approvals are given. Students register for Program Continuation with the Registrar's Office and pay a fee in lieu of tuition and regular fees.

Graduate students who have not successfully met all degree requirements, may enroll in degree continuation for zero credits for one semester, following the completion of all program coursework. See specific requirements and restrictions per program in respective sections of this handbook.
• Continuation in the MFA program is granted by the thesis committee, the department Graduate Program Director and CVPA Dean.
• Continuation beyond one semester in the MAE or MFA requires a formal written request to be approved by the appropriate Graduate Program Director (GPD) and College Dean.

Dismissal:
The decision for dismissal of a student from either the MAE or MFA program will be made by the Dean of CVPA. Recommendation for dismissal is made by the thesis committee in conference with the department Graduate Program Director. The Dean’s decision will be forwarded to the Office of Graduate Studies and Admissions.

Reasons for dismissal can include:
• A student’s GPA falls below a B (3.0) after completion of 15 or more semester hours of course work or 50% of the course work required, whichever is greater,
• A student who receives 9 credits or more graded B- or below in coursework taken towards the degree,
• A thesis graded F,
• Progress toward developing work of an appropriate level of quality is inadequate in the opinion of the Graduate Committee, the area Graduate Program Director, and the Dean.

WAIVERS AND CREDIT TRANSFERS
• Credit transfers must be approved by the appropriate department GPD and the CVPA Dean.
• Waiver of a course does not mean a waiver of program credits.
• Up to six graduate credits may be transferred from other institutions as elective credits, but may not be applied toward major MFA studio or MAE core research credits.
• For a 9 credit UMass Dartmouth Post-Bacc, all nine credits may be considered for transfer but may not be applied toward major MFA studio or MAE core research credits.
• Final grades of transfer credits must be B or better.

LEAVE OF ABSENCE
If a student needs to leave the university for an extended period due to extenuating circumstances, the student should:
• Complete the Graduate Leave of Absence form found at http://www.umassd.edu/media/umassdartmouth/graduatestudiesadmissions/leaveofabsenciform.pdf and obtain required signatures. This request will be forwarded to the Office of Graduate Studies.

Students should know that:
• Leave of Absence is for one year.
• A second year of leave may be granted in exceptional circumstances, upon approval of the College Dean and the Office of Graduate Studies.
• Students who exceed their stipulated Leave of Absence time will be withdrawn from the program.
• Students who discontinue studies without an approved leave of absence or continuation will be withdrawn from the program.

CREDIT LONGEVITY
http://catalog.umassd.edu/content.php?catoid=32&navoid=2194#Credit_Longevity
• Coursework expires six years after credits are earned, as defined by UMD policy.
• Expired courses will not be included in degree audit for program completion unless student petitions and receives approval to include credits with approval by the Thesis Advisor, department GPD, College Dean and the Office of Graduate Studies.
• Readmission to the program is required if a student exceeds the time allotted for continuation of study or leave of absence.

ASSISTANTSHIPS

Studio Assistantships (SAs) and Graduate Assistantships (GAs)
• A limited number of Studio and Graduate Assistantships are available for incoming graduate students and include duties such as: administrative assistance, gallery assistance, non-teaching/technical support positions. They are awarded based on applicable background skills.
• For 2018-19, SAs and GAs may receive a partial tuition waiver, discounted fees, and stipend as determined annually. Note: the University is adopting a new fee structure so specifics may change.
• SA/GA appointments are generally granted for a one year period.
• SA/GAs may reduce other financial aid awards.
• SA/GAs add a substantial workload to your semester (in CVPA, GA/SA work 160 Hours per semester and the hours worked per week varies according to the number of weeks in the semester).
• SA/GAs are dependent on available funding and need.

Teaching Assistantships (TAs)

MAE Teaching Assistantships:
TAs are available to MAE students who hold initial licensure or, in some instances, an appropriate terminal degree in a relate field. MAE TAs assist:
• teaching in Art Education partnership institutions;
• pre-practicum observations for Post-Bacc and undergraduate students;
• faculty in student-teaching seminar classes;
• in the facilitation of instruction of coursework with Art Education faculty.

MFA Teaching Assistantships:
Teaching assistantships are recommended by faculty members and should be directed to the department chair who forwards recommendations to the Dean. Assignments depend on undergraduate student enrollment and are made prior to the start of fall classes. TAs are available to MFA students who successfully complete Instructional Development (ART 590) and demonstrate an aptitude for teaching. The department Chair may waive ART 590 for students with significant prior college teaching experience. Documentation of successful college teaching is required. Teaching assistantships are not normally awarded to first year MFA graduate students. However, the department Chair may grant a first year student a TA if successful college teaching experience can be documented and has the approval of the Dean. MFA TAs are typically assigned as Instructor of Record for undergraduate courses at 100 and 200 levels based upon experience and aptitude as demonstrated in ART 590.
• For 2018-19, TAs may receive a partial tuition waiver, discounted fees, and a stipend as determined annually.
• TAs are based on class enrollments and available funding.
• Awards are contingent upon the student meeting specific academic and program requirements.
• Assistantships are subject to demands of scheduling, departmental and college needs, and available budgets.
• Receipt of a TA may reduce other financial aid awards.
• TAs add a substantial workload to your semester.
**INDEPENDENT STUDY and DIRECTED STUDY**

1) The limit on Independent Study credits for the 60 credit MFA is 18 credits (which includes the 9 credits of MFA thesis and thesis report) thus allowing 9 credits of Independent study.
2) All graduate level Directed Studies (an existing graduate level course being taken outside of its customary semester) will use ART 596 and the existing Directed Study paperwork.
3) All MFA students who develop proposals for individual research initiatives will complete the proposal and the paperwork to enroll in ART 595, Independent Study.
4) All MFA students wishing to gain technical or theoretical competencies from content offered in undergraduate courses (200-499 level inclusive) will do so by developing an Independent Study proposal using that course’s departmental 595 course number (see details below).
5) The courses listed below are available to MAE students as well.

**Independent and Directed Study Course definitions:**

**ART 595:** when an MFA student develops an individual proposal for intensive, original research; accompanied by their proposal and faculty sponsor approval.

**ART 596:** when an MFA student enrolls in an existing graduate level course that is not offered that semester; accompanied by faculty sponsor approval.

**ARH 595, FIA 595, DES 595, ATR 595:** to be used when an MFA student requires content from an existing undergraduate course towards the fulfillment of their research direction. The Independent Study proposal will be 1) developed by the student proposing the direction of inquiry, 2) include the statement, "may attend lectures and demonstrations of appropriate/applicable content that contributes to the completion of the graduate level research", and 3) have faculty sponsor signature indicating approval and oversight of the research.

**FINANCIAL SUPPORT**

A number of scholarships and fellowships for graduate students are available from the University. Incoming graduate students may be nominated for these awards by faculty. Continuing students should seek information, guidelines and application deadlines for available scholarships through the CVPA website and Office of Financial Aid.

**Financial Aid Advice:**

- Keep copies of everything that you sign for your records.
- Keep receipts of all transactions with the Financial Aid Office.
- Keep receipts for all supplies; make photocopies for your files.
- Know the difference between the kinds of available aid: unsubsidized loans, subsidized loans, scholarships, work-study, and the teaching assistantship tuition waiver.
- Students are responsible to inform the Financial Aid Office of all personal changes of address, employment status, enrollment status, marital status, or other pertinent information.
- Establish in-state residency during your first year which will greatly lower your tuition/fees for the subsequent year.

**STUDIO/CLASSROOM CONDUCT**

Please familiarize yourself with the Student Code of Conduct: the full text can be found at:

The initial paragraphs of the UMD Student Code of Conduct state:

*Students at the University of Massachusetts Dartmouth are expected to exercise self-discipline and maintain a high standard of honesty and moral conduct. All students are expected to act in a way that*
does not infringe upon the rights of others or upon the educational process. The University respects the laws and ordinances of the civil jurisdiction within which it lies and is not to be considered a sanctuary from state or federal law. All students are responsible for knowing their rights and responsibilities described in this document. Students may not claim innocence of a violation of the Student Code of Conduct on the grounds of a lack of awareness.

SAFETY AND BUILDING POLICIES

General Studio Safety and Building Policies:
Art educators, artists, artisans, and designers are exposed to a number of potentially hazardous materials and processes in their studios. Knowledge of hazards and proper studio procedures, coupled with an attitude of respect and mental alertness, will help ensure that your workspaces are safe and healthy. All MFA and MAE Graduate students must read both the general CVPA Health and Safety Manual (http://www.umassd.edu/cvpa/safety/intro.html) as well as the safety policies for their specific studio. Signed consent forms related to these manuals will be kept on file by your faculty, and are renewed each semester. The use of studio facilities in media areas other than your own will require safety instruction as needed from that area’s technician or faculty, and a subsequent reading of that area’s Safety Manual, and signing of its consent form. As graduate students, it is expected that you will adhere to all safety policies and procedures and provide leadership for all other students (undergraduate and graduate), by acting as a role model for safe working practices. Additionally, MAE and MFA TAs have the responsibility to make such safety procedures an integral part of their pedagogical practice.

UMD Studio Facility Policies:
Specific studio area policies are determined by the administration and faculty for each area. Students are expected to care for their studio and its equipment, and respect the rights and safety of others. Any violation of the policies of your studio area may result in the loss of studio privileges. Student will not alter, change, or install anything in any portion of the buildings without permission.

Star Store Campus Building Policies: (this policy is reviewed and revised as needed each semester; building hours are posted in the building).

Building Issues/Problems/Questions
Report any problems with the function of the building (plumbing, electrical, HVAC etc.) to the building coordinator (Jessica Fernandes Gomes jfernandes5@umassd.edu) by email. A work order will be initiated for non-emergency building issues and followed up by John Saunders, Building Superintendent.

Structural Alterations to the Star Store Building
The Star Store campus is a leased building. Terms of the lease between the owner and the University are specific with regard to alterations to the building structure. Any and all structural changes or additions to this building must be approved by the owner or his designee, with construction work carried out by approved, licensed contractors. There can be no installation or removal of permanent walls, painting of existing studio walls and electrical outlets, structural changes, addition of locks or doors, the placement of equipment, material and/or personal property that blocks or interferes with heating and ventilation ductwork.

Fire Code Regulations
Hallways, stairwells, exits, and doorways must be kept free of any obstructions per City and State Fire Codes. These areas may not be used for student work or installations. The rear stairwell of this building is a fire exit route only. This stairwell is not to be used to access the floors of the building including the basement. Do not prop open fire exit doors –
it is illegal. Do not paint over fire alarms. When the fire alarm sounds, everyone is expected to vacate the building immediately, unless a fire drill notification is announced.

**Installations, Set-Up for Reviews**
The building coordinator must approve requests for student installations in the Crapo Gallery, lecture hall, foyer, or any location on the first floor level of the Star Store building, the Spring St. and Purchase St. window areas, and any hallways on all floors, and excluding Gallery 244.

**Loading Dock**
The loading dock is located on the Spring St. side of the building. Park, then notify security by phone (508-999-8905) or in person. There is a 20-minute time limit for loading/unloading. Cars are subject to tow at owner's expense.

**Building Access Policy**
Building access policy is attached. All students must comply with this policy. Students are expected to adhere to the building's closing time and plan their studio work accordingly.

**Security Personnel**
Security personnel may be reached by dialing X8905 from any studio phone. Report any emergencies, suspicious activity, or unauthorized persons to security immediately.

**UMassD Computer Lab Policies:**
- Only CVPA authorized software can be used on computers. Consult the Computer Lab Technician for software and font installation.
- Conserve the use of printer toner and paper.
- Do not use papers that are not approved by the Lab Technician.
- The printers are not to be used for high volume printing, acetates, or final thesis printing.
- Students must not attempt to repair equipment or computers.
- Damaged or broken equipment should be reported to the Design Graduate Program Coordinator and/or the Computer Lab Technician.
- Damage or theft of computer equipment will result in the loss of access to the computer laboratories as well as loss of associated privileges. Violators will be prosecuted to the full extent of the law.
- CVPA is not responsible for the troubleshooting and repair of student-owned computers.
- Student work should be saved and backed up to a portable storage device. Care should be taken when plugging and unplugging cables.
- Eating and drinking at computer workstations is prohibited.

**Vacating Studio Space:**
At the end of spring semester students have approximately two weeks to vacate their assigned studio space. Even if the thesis report is unfinished, students no longer receive studio space or have access to facilities. Additionally, UMD cannot provide storage for materials and projects for those who have mounted their thesis show beyond the end of the semester. Students are expected to clean out their studio and return it to satisfactory condition before departing. This includes spackling holes, painting, cleaning furniture, equipment, floors and windows. Any work, materials, tools, and/or personal property left behind will be discarded or considered studio inventory. All computer files should be backed up before leaving. If more time is required to vacate, students may register and pay for summer studio access. When students are prepared to depart, contact CVPA Staff Associate, Jessica Fernandes Gomes, who will inspect and provide “approval to depart”; studio keys must be returned to Facilities in order for degree certification to be completed.
MAE

Overarching MAE Program Standards
The overarching learning outcomes for this program of study were developed to meet the Department of Elementary and Secondary Education (ESE) standards, by the National Association of Schools of Art and Design (NASAD), and the National Art Education Association (NAEA).

The MAE program goal is to better prepare teachers to use 21st-century technology, national standards and MA Curriculum Framework, and teach in public or private schools or community settings.

MAE Program Objectives

Students will:
1. Develop reflective practices.
2. Read and analyze literature in the field of art education.
3. Translate aspects of important research into classroom practice.
4. Align curriculum and meaningful assessment to the needs of K-12 learners.
5. Implement research skills.
6. Collect and analyze data to inform decision making about best practices in art teaching.
7. Increase studio, art history, critical literacy and evaluation skills.

WORKING TOWARD THE MAE DEGREE
A. Description
B. Overview
C. Progression
1. Post-Baccalaureate Coursework
2. Full-time MAE Professional Licensure coursework
3. Part-time MAE Professional Licensure coursework
D. Thesis
1. Introduction
2. Courses
   a) AED 642 Thesis Proposal
   b) AED 643 Thesis Documentation
3. Review and Defense

MAE MASTER OF ART EDUCATION

- The MAE is a 33 credit, State-approved program leading to Professional Licensure for those who hold an Initial License, or the equivalent in comparable coursework.
- Candidates for the MAE degree who hold an undergraduate degree in a related field may precede their studies with a one-year 21 credit post-baccalaureate program in order to obtain Massachusetts initial licensure.
- The MAE degree may be completed on a full time (9 credits per semester) or part-time (up to 6 credits per semester) basis.

A. Description
The graduate Art Education program offers both traditional and innovative opportunities for the professional art teacher. The program offers choices for graduate studies tailored to individual interests and career goals. Graduates may earn post-baccalaureate initial license and/or professional license in compliance with Massachusetts state licensure requirements. The program also offers
studies in Art Education for those wishing to teach in community settings such as day care centers, museums, alternative schools, geriatric centers, or vocational rehabilitation centers. Interstate recognition makes art teacher coursework earned at UMass Dartmouth reciprocally valid in many other states.

The Master of Art Education (MAE) program is dedicated to increase graduates’ capacity to question issues related to teaching, thinking, learning and producing in and through the arts. To this end, the MAE program offers a sequence of practical, theoretical, and studio-based experiences through which students build on their knowledge, skills, and confidence as arts educators. The program also emphasizes professional development and lifelong learning for teachers who already hold teaching licenses in the arts or related fields. This portion of the handbook is intended to familiarize you with the policies and procedures of the Art Education Department. MAE students are encouraged to read and refer back to this document as you progress through the program. For the most up-to-date policy and procedure information, please refer to the Art Education website:
http://www.umassd.edu/cvpa/graduate/arteducation/
If you cannot find the answers to your questions in this document or on the web, please contact the MAE director for assistance.

B. Overview
http://catalog.umassd.edu/preview_program.php?catoid=17&poid=1470&returnto=935

Within five years of employment as teachers in Massachusetts, holders of an Initial License must qualify for Professional Licensure, which can be gained by earning a master’s degree from a Massachusetts state-approved program, such as our MAE, 33-credit program. For students seeking a first-time post-baccalaureate Initial License and a Professional License concurrently, the Art Education Department offers a 54-credit program for students—21 credits to be earned first in the post-baccalaureate Initial License program and 33 credits to be earned for the Master of Art Education degree.

REQUIRED COURSES

1. Post-Baccalaureate Coursework, 21 Credits
This coursework is for those who do not yet have an Initial Massachusetts License or comparable license from another state. For descriptions of the courses, see their equivalents in the undergraduate catalogue. Graduate students must fulfill additional course requirements beyond what is stated there. Please note that these courses require 15 hours of pre-practicum observations outside of normal class time. As a pre-requisite to licensure, and entry into the MAE program, students are required to complete three undergraduate credits of Psychology 101 and three credits of either Child or Adolescent Psychology. This is a state licensure requirement and does not represent additional credits for the program.

Fall Semester, 15 Credits
AED 500 Methods and Materials (3) equivalent of AED 200
AED 501 Development and Assessment in the Arts (3) equivalent of AED 201
AED 505 Social Philosophy and History (3) equivalent of AED 305
AED 510 Curriculum Design (3) equivalent of AED 410
AED 515 Special Needs: Current Issues (3) equivalent of AED 415

Spring Semester, 6 Credits
AED 511/512 Graduate Student Teaching (6) Equivalent of AED 411/412

After completion of the Post-Baccalaureate, students begin the MAE toward the Professional Licensure portion of the program. The University does not offer a stand-alone Post-Baccalaureate program in Art Education.
2. MAE Professional Licensure Coursework
MAE degree requires the following 33 credits:

**Core Required Courses**
AED 600 Research: Current Issues in Art Education (3)
AED 616 Action Research: The Reflective Practitioner (3)
AED 618 Community Partnership: Beyond the School (3)
AED 630 Graduate Studio: Art Practice as Visual Research (3)
AED 642* Thesis Proposal (3)
*(1) May be repeated up to three times at one credit per semester if additional time is required to complete the proposal (see degree progression sheet page 12)
AED 643/4 Thesis Documentation/Alternative (3)
AED 643 Continuation of Thesis Documentation (0)
(Required for most candidates Final Edits/Thesis Defense)

**Art Education Electives**
ART 530 Graduate Studio (3)
AED 570 Special Topic in Art Education, Criticism or Aesthetics (3), or ARH 5xx Art History
AED 570 Special Topic in Art (9) (3 courses in addition to the criticism, aesthetics, art history)

Students must register for Continuation after the semester in which all coursework is completed if the thesis requires more work before approval for publication. Upon advisement from the MAE Program Director, part-time students may elect to extend their program up to six years (including continuation of thesis) as provided by UMD course expiration policies.
University of Massachusetts Dartmouth  
MAE Graduate Program  
Progress Towards Degree

Art Education  
Name: _______________________________________________  
Email Address: _______________________________________

Advisor: _____________________________________________  
Student ID: __________________________________________

Committee: ___________________________________________  
Phone Number: ________________________________________

POST-BAC + MAE OPTION ADDITIONAL COURSES

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TOTAL CREDITS: 21

PROFESSIONAL PORTION OF MAE

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</table>

TOTAL CREDITS: 33
THESIS

1. Introduction
The thesis represents the summation of training and education thus far. A student must successfully complete all required coursework before beginning the thesis class. In writing the thesis and meeting the requirements for graduation, the student must attend to the benchmarks and timelines recommended below. The recommended length of the thesis is between 50 and 80 pages, including references and appendices. In documenting the study or analysis of the literature, follow the conventions for scholarly writing as described in the Publication Manual (sixth edition) of the American Psychiatric Association (APA). Thesis requirements can be found in the guide, Requirements for Theses and Dissertations (Fall 2003), available at the Campus Store and on-line at: http://www.umassd.edu/media/umassdartmouth/graduatestudiesadmissions/pdfs/thesis_guide_spring2015.pdf. When there is a conflict between APA style and the UMD guide, defer to the guide. The student bears ultimate responsibility for meeting all scholarly and university requirements.

2. Courses regarding progression through the thesis see policy at: http://catalog.umassd.edu/preview_program.php?catoid=32&poid=3556&returnto=2207

A) AED 642 Thesis Proposal
Thesis Proposal is a program requirement meant to guide students in the development of their thesis inquiry, an inquiry that will demonstrate mastery of an area of individual focus within art education. Students form a working inquiry question that is initially investigated through an extensive search of scholarly literature. This results in a basis for their theoretical framework. A proposal is written for the study based on this framework and a study methodology is determined based on the nature of the inquiry question. Inquiry can be through one of many contemporary art education research methodologies, such as grounded theory, visual documentation analysis, action research, program evaluation, quasi-experimental design, meta-analysis of art education studies, historical methodologies, and various other types of qualitative and quantitative inquiry. The instructor guides the student selection of a methodology that fits the investigation, but the student is responsible for choosing their methodological approach. Once approved by the instructor, the thesis proposal is written for the UMD Internal Review Board (IRB) (required in most cases) and submitted for review. The thesis must explore a question relevant to art education theory and practice and must contribute to the knowledge base of the field. To assure this, students will be guided in the formulation of questions.

The recommended timeline for progression through the proposal is as follows:
September: Develop working questions and begin a search of the literature;
October: Continue literature search and begin writing the review of the literature. Select research methodology and design;
December: Write Thesis Introduction and resolve any outstanding IRB issues as directed. AED 642 Thesis Proposal includes vetting of the proposed inquiry, IRB review (required in most cases), review of relevant scholarly literature, and the beginning implementation of the study or creative investigation. Students must complete the draft of the first three sections of the Thesis Paper including Introduction and Purpose, Literature Review, and Methodology as outlined above, before advancing to AED 643 Thesis Documentation. Students enrolled in AED 642 who do not complete these requirements by the end of the semester may re-enroll in a one-credit AED 642 for up to two additional semesters in order to complete the Thesis Proposal. Upon successful completion of AED 642 with a grade of B or higher, the student will enroll in AED 643 Thesis Documentation to complete the final thesis. The thesis committee will be assigned after IRB approval is granted and upon successful completion of AED 642. A meeting will be scheduled and thesis candidates will present an overview of their study to the committee.
B) AED 643 Thesis Documentation

Part two of the thesis sequence addresses documentation of the proposed study. Students enrolled in AED 643 will finalize all documentation of study in a written paper connecting investigation to historical and contemporary theory in art practice. The final thesis will detail the purpose and rationale for the study—literature review, methodology, results, conclusions, and recommendations. In addition to the completed thesis, the student will present work to members of the Art Education community through participation in symposia or other presentation venues including, but not limited to, professional conferences, UMD graduate symposia, or article submission for publication review. Two copies of the thesis will be archived in the UMD library. Revision and editing of the thesis will begin during this semester under the guidance of the Instructor-of-record for AED 643, who will determine when the full draft is ready to be reviewed by the Thesis Committee. Students can expect several more revisions during this committee process. The committee determines when the thesis is publishable. The student prints a copy of the thesis with all the required front matter. This is read and signed by the committee and forwarded to the CVPA Dean and then the Associate Provost of Graduate Studies for their respective signatures before being bound and archived in the UMD Carney Library in compliance with UMD policy.

C) Continuation of Thesis

If the student is unable to complete the final version of the thesis during the AED 643 course semester, the student may elect to receive an IP for the course and enroll in Continuation for one semester. It is customary for students to enroll in one continuation during which time final edits are completed, and the defense of the thesis is conducted. If another continuation is required, the student may petition the Dean of CVPA for one additional continuation, consistent with university policy. On the occasion that the student does not earn a grade of B or higher in AED 643 and therefore is unable to move forward with a publishable thesis, the student, program director, and department chair must confer and agree to enroll the student in a section of AED 644 Documentation Alternative, that requires unpublished documentation of the final investigation. Evidence of such conference and agreement must include signatures of all parties, and is required before the student may register for AED 644. The Documentation Alternative option (AED 644) will allow graduation from the program.

THESIS COMMITTEE

MAE Thesis Committee

Thesis advisor and committee members are assigned upon successful completion of AED 642, as stated in the policy section of this handbook. The thesis advisor is responsible for regular ongoing advising related to the thesis. The thesis advisor will serve as a liaison between the student and the thesis committee and will oversee the writing and publication of the thesis. Every attempt will be made to assign a thesis advisor who has specific expertise in the student’s topic area. One member of the committee may be an outside academic invited by the thesis candidate, with the approval of the thesis advisor, or a non-CVPA UMD faculty member from a field related to the area of thesis research. The thesis committee will help to guide the actual study, while the Instructor-of-record for AED 643 will be primarily responsible for overseeing the documentation until the instructor determines the thesis is in the final draft stages. Revisions continue under the guidance of the full committee during the semester of continuation, requiring the author to address the committee’s concerns by the deadlines set by the thesis advisor. This process is repeated until the committee is satisfied with the manuscript. When the thesis advisor determines that most of the formatting and content edits are resolved, the committee will conduct the final review. After any additional comments and concerns from the committee are addressed, a final oral defense of the paper will be scheduled. At this time, the draft, printed on regular paper, should be delivered to the Graduate Studies Office for UMD formatting review. Please see the outline of this process the Diploma Requirements section.
ORAL DEFENSE

• The final draft of the thesis must be submitted to the thesis committee. Each member will prepare and submit two questions for the defense. Candidates will receive questions two weeks prior to the scheduled oral defense.
• The defense will be conducted before the end of the semester for January and May graduations or during the first week of Fall classes for September graduation.
• Candidates will present a PowerPoint or other such presentation of their work followed by questions posed by thesis committee members. The thesis advisor will moderate the oral defense.
• Upon successful defense of the work, signatures of thesis committee members will be collected.
• Consult the UMD on-line thesis guide, "Requirements for Theses and Dissertations" for details regarding front matter, signature pages, margins, format, pagination, et cetera.

DIPLOMA REQUIREMENTS

Thesis – Hard copies and CD for department and advisor
• Two copies of Thesis on cotton rag paper for Library to be hard bound
• Two copies of written report on regular paper, soft bound for the Art Education Department
• Archive and thesis advisor (include copies on CD adhered to inside back covers)
• One copy (or more) of thesis for MAE candidate

Follow these steps in order to receive your diploma during your last semester of study:
1. File application for diploma with Registrar's Office online at: Registrar@umassd.edu (before March 15th for Spring)
2. Apply for graduation by visiting the following URL: http://www.umassd.edu/registrar/forms/
3. Make an appointment with the MAE GPD at mid-semester to initiate a pre-certification form; (Print and bring a copy of your current transcript to this meeting for review)
4. Make sure you have no outstanding Incompletes or change-of-grades to resolve;
5. After a successful oral defense and receiving thesis committee signatures on the thesis, final grades will be posted by your Instructor-of-record for AED 643. (Note: the instructor of record may not be the same person as the thesis advisor).
6. A signature page should be prepared by following the UMASSD library guidelines (original on 20 lb 25% cotton rag paper)
7. The signature page on cotton rag paper, signed by thesis advisor, thesis committee members, and College Dean, must be delivered to the Associate Provost for Graduate Studies (in the Foster Administration building) for signature. The signature pages will be scanned and a PDF file of the signature page will be sent to the student electronically for printing on the rag paper.
8. The Office of Graduate Studies will provide a library binding authorization form along with a color copy of the final signature page; candidate will be notified when documents are ready for pick up.
9. Produce a digital CD-ROM of the completed paper to be included in the copies to the thesis advisor, and for the department copy to be placed in the file for safe-keeping should the original copies need to be replaced.
10. Make an appointment with the Serials Librarian (508 999-8676)
11. Bring unbound thesis, including signature pages and the library binding authorization form to the library and select a hard binding cover.
12. Pay the binding fee.
13. Deliver the following materials to the MAE GPD: Two soft-bound (plastic binding, acetate cover) copies of thesis on regular paper. Include CD discs in plastic sleeves attached to the back cover of each copy.
14. All submissions should be completed by the last day of classes, or the last day of add/drop period for September graduation. For January graduation, defense of submission of final thesis
must be completed by the close of the fall semester. The MAE Program graduates candidates in January, May and September, however, commencement for all three graduation dates takes place in May. Certification takes place generally within two weeks following the completion and submission of all required materials. All University policies regarding ethics and plagiarism will be strictly enforced.
MFA

CREDIT REQUIREMENTS & LENGTH OF STUDY

- 60 credit hours
  Generally:
  - Two-year length of study: Design, Fine Arts (Painting, Drawing, Printmaking)
  - Three-year length of study: Artisanry, Design, Fine Arts (Sculpture)
  - Average course load per semester is 15 credits
  - Minimum of nine credits are required for full-time enrollment

ART HISTORY CREDIT EXIT REQUIREMENTS

An applicant with strong credentials, portfolio, and references, might be admitted with course deficiencies such as undergraduate art history. Such deficiencies are identified at admission and must be addressed in the MFA course of study, which could extend the time and credits required for completion of the MFA degree. The CVPA Coordinator for Graduate Studies and Research and the thesis advisor will develop a plan to remedy any deficiencies.

All MFA degree candidates, either before enrolling in the graduate program or during their residency, must have successfully completed twelve credits of undergraduate art history. Deficiencies in students’ art history backgrounds are not uncommon and can be remedied during graduate study. With the recommendation of the area MFA Graduate Program Director and approval of the Dean, either undergraduate or graduate coursework may be used. The final grade in undergraduate coursework taken at UMD must be at least D minus and the final grade in undergraduate coursework taken at another institution must be at least C minus. The final grade in 500-level or higher coursework taken at UMD must be at least "C," the final grade in 400-level coursework taken at UMD must be at least "B," and the final grade in graduate coursework taken at another institution must be at least B minus. No more than six total credits from another institution may be transferred for use toward UMD graduate degree requirements. Up to six credits of Art History deficiencies may be taken as academic elective courses within the 60 credits for the MFA degree as long as such credits are at least 400-level and otherwise satisfy the grade criteria cited above. If more than six credits are necessary to address Art History deficiencies, then such credits may not count among the 60 credits required for the MFA degree.

(Note: UMD Graduate School policy stipulates that no more than six credits of 400-level courses may count toward a graduate degree. MFA students who need twelve credits of undergraduate art history may take all twelve credits as 400-level courses as long as only six credits are used toward the 60 credits required for the MFA degree.)

MFA THESIS ADVISOR AND COMMITTEE

Primary Thesis Advisor:

- Is assigned upon acceptance to the program but may be subject to change due to sabbatical/availability.
- Meets with you on a regular basis to guide development of your work.
- Supervises degree requirements, academic advising, thesis exhibition, and thesis report.

Thesis Committee:

- Members are usually within your studio area of concentration;
- Artisanry and Design assign a thesis committee in the 1st semester of the first year;
- Fine Arts students determine their committee at the end of the first year.
Thesis Committee verAY18.19:
- Initial member (1) chosen by Primary Advisor from CVPA Studio and Art History faculty based on content of incoming student work.
- Students elects third member of their committee in consultation with Thesis Advisor.

REVIEWs AND EVALUATIONS
Progress through your program is determined by successful:
- Completion of coursework
- Reviews of studio work
- Mid-term reviews
- End-of-semester reviews
- Thesis proposal
- Thesis exhibition
- Oral defense
- Thesis report
- Presentation at Mid-Term and Final Walk Throughs (see below)

Mid-Semester and End-of-Semester Reviews:
- Community Walk-Throughs: To share your work with fellow students, faculty, and the public, students are required to display pieces in the Star Store the day prior to mid-term reviews and final critiques.
- Prior to each review, students must provide faculty with a one-page statement that explains the work with relevant sources.
- Statements must be distributed to faculty via e-mail and university mailboxes one week prior to review date.
- Reviews are scheduled by faculty Graduate Coordinator for Artisanry, Design and Fine Arts.
- The progress and development of each student will be assessed by the thesis committee and documented in a review form.
- The thesis advisor will distribute copies of the completed review form within one week following the end of reviews to the student, thesis committee members, and graduate program director for student’s file.

THESIS PROPOSAL (see attachment, “Thesis Proposal, Selecting a Direction of Inquiry”)
- Is a 2–3 page essay that outlines a direction of inquiry;
- Is clearly stated and congruent with studio work;
- Identifies formal and conceptual directions of inquiry;
- Outlines a focused plan of study for the year ahead;
- Is approved by the student's thesis committee.

WRITING SEMINAR
- Writing seminar is designed to assist MFA candidates with writing their thesis report;
- MFA students enroll in ART 515 Writing Seminar once the thesis proposal is accepted;
- Students in ART 515 are required to submit drafts of the writing to the thesis advisor for their feedback in the latter part of the semester;
- Writing seminar must be successfully completed in order to proceed to the thesis exhibition.
**THESIS EXHIBITION**

MFA candidates will produce a significant, cohesive body of visual work that is mounted within a group exhibition. Thesis exhibition participation is contingent upon consistent graduate quality work, sustained growth, satisfactory development of work and concepts. The December review is critical for assessing if sufficient progress has been made to enable participation in the Thesis Exhibition. If suitable progress has not been made as determined by the thesis committee, the student must take a leave of absence.

Degree candidates are responsible for:
- Selecting and prioritizing work for the exhibition in consultation with the thesis committee
- Installation of work
- Making arrangements for specialized equipment (such as digital projectors)
- Working closely with the Gallery Director on materials needed for catalog and publicity purposes
- Mailing of an announcement
- Assisting with exhibition reception
- Taking down the thesis exhibition
- Returning gallery space to original condition (repair holes, paint walls, etc...)

The Gallery Director is responsible for:
- Exhibition dates
- Exhibition space allotment
- Designing the exhibition
- Design and production of catalogue and postcard
- Approval of installation of work

**THESIS REPORT**

- The thesis report is written in support of the visual thesis and is comprehensive, generally at least 10 pages and up to 20-25 pages in its completed form.
- Includes images to support the text (not counted as part of the written requirement)
- Includes the following sections:
  - Abstract
  - Introduction to development of the visual work
  - Explanation of studio direction in terms of sources
  - Discussion of aesthetic concerns and pertinent technical information
  - Description of work included in thesis exhibition
  - Conclusion
  - Bibliography

**ORAL DEFENSE**

- Working with your GPD, establish a date and time for your oral defense while the Thesis Exhibition is open.
- Your defense must be publicly announced via UMD Announce a minimum of two weeks before the defense; provide your GPD and the Star Store Administrative Assistant with your name, the date, time, and place and the title of defense.
- Copies of the written report must be submitted to the thesis committee and any outside
evaluator(s) one week prior to oral defense.

• The oral defense will take place while work is exhibited.
• Congruence between the thesis report and the visual thesis will be reviewed.
• If written thesis is approved at the defense, obtain signatures from thesis members at the conclusion of the defense.

**DIPLOMA REQUIREMENTS**

**Summary of Requirements for Thesis Report and CDs:**

• Submit Thesis Report with signature page to Graduate Studies office for approval.
• Email a pdf of the Thesis Report to apgradstudies@umassd.edu upon approval.
• Two copies of Thesis report on regular paper, soft bound w/flash drive with images to be filed with CVPA Graduate Office and with the Thesis Advisor.
• Digitally archived images for Visual Resource Center (VRC) image archive

**Follow these steps to receive diploma during final semester of study:**

1. At the beginning of the final semester of study, check your unofficial transcript to ensure you have no outstanding Incompletes or change of grades. If these exist, work to resolve ASAP.
2. File application for diploma with the Registrar’s Office at 508-999-8615 or online at: Registrar@umassd.edu by March 15th.
3. After mounting show and a successful Oral Defense, you will seek Thesis Committee signatures for the Thesis Report. Frequently it takes additional time for rewriting and/or editing the paper to earn all Committee signatures.
4. Obtain all signatures from committee members and the department Grad Program Director on one signature page of 20 lb 25% cotton rag paper. With your report on regular paper and rag paper signature page, obtain the Dean's signature. Then you will deliver these to the Graduate Studies Office in Foster Administration Building for review; they will notify you for pick up.
5. Final grades for Visual Thesis will be posted by Primary Advisor after Oral Defense, and for Thesis Report when all faculty signatures are received.
6. Request that your GPD initiate pre-certification (see below).
7. When the Office of the Associate Provost for Graduate Studies has approved a Thesis Report, in terms of formatting, and the signature page has been received with all appropriate signatures, They will notify you that you may email a pdf of the finalized Thesis Report to: apgradstudies@umassd.edu.
8. Images of Thesis Work: higher resolution TIFF are recommended • Size: minimum 3,000 pixels (longest dimension) • Minimum Resolution: 600 • File Format: Uncompressed Tiff • File Size: Maximum 350MB • Provide a printed list of all images of your work within the written report. Check with VRC for Specifications.
9. Submit images for the Visual Resources Center (VRC), with the ‘MFA Submission Form’ at: http://www.umassd.edu/cvpa/vrc/submitmedia/mfaguidelines/. The MFA Submission Form asks you to provide the following image information: Image number - Artist Name - Birth Date - Title - Size - Medium - Technique - Date - Degree. On each CD disc include caption labels within a separate folder.

**Example of List of Figures on Flash Drive:**

1. FirstName MI LastName, Title, Dimension” x Dimension”, Year
2. FirstName MI LastName, Title, Dimension” x Dimension”, Year
3. FirstName MI LastName, Title, Dimension” x Dimension”, Year
4. FirstName MI LastName, Title, Dimension” x Dimension”, Year
5. FirstName MI LastName, Title, Dimension” x Dimension”, Year
6. FirstName MI LastName, Title, Dimension” x Dimension”, Year
Example of VRC Submission Form:

Example of VRC Submission Form:
Resource ID (identification for image) – imagename_001
Artist Name – LastName
Artist Variant Name – FirstName MI LastName
Artist Nationality – optional
Artist Vital Dates – birth date: dd/mm/yyyy
UMassD CVPA Degree – Artisanry, Fine Arts, Visual Design, etc.
MFA Graduation year and Department – 20xx Department (Ceramics, Painting, Design etc.)
Area of Study – BS, MA, MFA
Academic Degree – Bachelor of (degree) in (program), (institution name), Work title – Title
Medium – Materials
Technique – process
Work Date – 20xx Dimensions – 00” x 00”
Description – description of the piece

10. Deliver to area Graduate Coordinator:
   • Two bound copies of thesis report (for Thesis Advisor and Coordinator for Graduate Studies) on regular paper, including Flash Drive with images in plastic sleeves taped inside back cover of binder in each.
11. All submissions should be completed and provided to your department Graduate Coordinator one week prior to graduation.
12. Request Certification process to begin with Thesis Advisor and Department Graduate Program Director to be forwarded to Assistant Dean for approval.
MFA Graduation takes place in May, and diploma certification typically takes place during the two weeks after the graduation ceremony.
PRELIMINARY DEGREE CERTIFICATION

CVPA
COLLEGE OF VISUAL & PERFORMING ARTS

MFA PRELIMINARY DEGREE CERTIFICATION

Thesis Advisor: Please use this form as a prompt and checklist for preliminary certification. Attach a hard copy of the student’s transcript and send to the graduate program director for your department (Jim Lawton, Ziddi Msangi, Suzy Schireson).

Student: ______________________________ Degree: ________________________
Thesis Advisor: ______________________________ Date: ____________

Regarding the degree candidate, please respond to the following:

1. Completed ART 505, Grad Seminar I.  ❑ Yes ❑ No
2. Completed ART 506, Grad Seminar II, On Creativity or acceptable seminar substitute.  ❑ Yes ❑ No
3. Completed ARH 500, Methods and Theory in Art History.  ❑ Yes ❑ No
4. Completed ART 515, Thesis Writing Seminar.  ❑ Yes ❑ No
5. Completed sixty or more earned credit hours.  ❑ Yes ❑ No
6. Passed thesis defense.  ❑ Yes ❑ No
7. Completed the thesis report.  ❑ Yes ❑ No
8. Collected all signatures for four copies of the written thesis signature page (see pg. 53 of Thesis Guide).  ❑ Yes ❑ No
9. Delivered the signed and approved thesis report with image documentation to the Carney Library (two copies) and the Assistant Dean (two copies).  ❑ Yes ❑ No
10. List any required courses that were waived for this student:

   __________________________________________

   __________________________________________

11. List any transfer courses that were accepted toward the degree:

   __________________________________________

   __________________________________________

12. Are credits being accepted towards the degree that are past the six-year longevity limit? Please indicate on an attached transcript what credits are being accepted and applied.  ❑ Yes ❑ No

13. Is the thesis committee recommending this candidate for designation “Thesis with Distinction?” For full details, see: www.umassd.edu/graduate/administration_tdd.cfm/  ❑ Yes ❑ No

14. Has returned studio key to Facilities or Star Store office?  ❑ Yes ❑ No

15. Has cleaned their studio space, returned it to original condition and had it checked by Jessica Fernandes-Gomes/Shingo Furukawa?  ❑ Yes ❑ No
MFA DEGREE CONTINUATION (IP)

Graduate students who have not successfully met all degree requirements may pursue continuation by enrolling in “Continuation” under the following conditions:

- Inform your Thesis Advisor and Registrar of intent [see Credit Longevity]
- If you have not participated in the thesis exhibition, enroll in ART 512 Continuation of Visual Thesis (MFA exhibition) for 0 (zero) credits. You will be asked to mount your work off campus for review by Committee and pass an Oral Defense, and you will present your Thesis Report for approval if necessary. One must register each semester for continuation until all degree requirements have been met.
- If you have not finished your Thesis Report, enroll in ART 516 Continuation of Thesis Report for 0 credits. One must register each semester for continuation until all degree requirements have been met.
- Your Thesis Advisor remains the primary contact for finalizing your degree. You are responsible for maintaining communication with this person who will work with the Thesis Committee when appropriate. You must demonstrate clear intent, and exert conscientious efforts to complete degree requirements.
- With delayed degree pursuit, for June graduation, the completed Thesis report must be submitted to the Thesis committee by March 15. For December consideration, the thesis report must be to the thesis committee by October 15.
MFA DEPARTMENTAL PROGRAM DESCRIPTIONS

ARTISANRY

Program Description:
The Artisanry MFA Program is a network of closely allied studios: Ceramics, Jewelry/Metals, and Fibers. The Artisanry mission is to develop highly creative artists and designers with a strong sense of originality and vision. Through study of the evolving traditions of craft, as well as techniques, materials, and processes of building finely crafted objects and interdisciplinary projects, students are prepared as studio artists and designers, college-level educators, or to enter industry and small business. The Artisanry graduate program leading to an MFA degree seeks students with the desire, maturity, and skills necessary to work at an advanced level. This program is normally a three-year course of study with a duration and extent to allow for thorough development of ideas, critical investigation, and full realization of graduate study objectives.

ARTISANRY MFA CREDIT REQUIREMENTS & LENGTH OF STUDY
60 credit hours earned within a 3 year length of study. Average course load per semester is 15 credits.

Summary of Development Expectations:

3-year Plan of Study

First-Year Studies: Students are encouraged to explore a broad territory of ideas, processes, and material exploration to establish innovative pursuits and rigorous practice within their approach. At the end of the first year, students are evaluated for academic and studio progress. If the work is acceptable, students are invited to continue second year studies.

Second-Year Studies: Further development of exploratory studio work to begin consolidating one’s general theme and approach. In early spring, a public Sources presentation is given to the community to identify the basis for studio inspiration and work. At mid-semester, a thesis proposal is presented to the thesis committee. The proposal must be approved on or before the May review to enable program continuation.

Third-Year Studies: In Fall, students enroll in thesis writing course to begin developing the thesis report while simultaneously working to further develop a cohesive body of studio work for thesis exhibition. The spring of the final year culminates in mounting work within the thesis exhibition, passing an oral defense, and finalizing the thesis report to earn the MFA diploma.
# Progress Towards Degree Form for Artisanry:

**CVPA**

**College of Visual & Performing Arts**

**University of Massachusetts Dartmouth**

**MFA Graduate Program**

**Progress Towards Degree**

**Artisanry - 60 Total Credits (3 Year Program)**

**Name:** ______________________  **Email Address:** ______________________

**Advisor:** _____________________  **Student ID:** ______________________

**Committee:** ___________________  **Phone Number:** ___________________

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### 1st Year

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<td>ART 5XX Grad Studio I (9)</td>
<td>ART 5XX Grad Studio II (9)</td>
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<td>ART 512 Visual Thesis (6)</td>
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<td>ART XXX Grad Studio Elective (3)</td>
<td>ART 516 Thesis Report (3)</td>
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<td>ART 6XX Grad Studio III (9)</td>
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I. List any course substitutions that were approved for this student:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

II. List any transfer courses that were accepted toward the degree:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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CVPA – 08/2016
Artisanry Graduate Course Listings:
ART 573 Graduate Studio I: Fibers
ART 574 Graduate Studio II: Fibers
ART 673 Graduate Studio III: Fibers
ART 591 Graduate Studio I: Ceramics
ART 592 Graduate Studio II: Ceramics
ART 691 Graduate Studio III: Ceramics
ART 694 Clay and Glazes I
ART 697 Clay and Glazes II
ART 698 Kiln Building
ART 593 Graduate Studio I: Metals/Jewelry
ART 594 Graduate Studio II: Metals/Jewelry
ART 693 Graduate Studio III: Metals/Jewelry

ARTISANRY MFA THESIS COMMITTEE

A Primary Thesis Advisor (PA) will be assigned upon acceptance to the program. They meet with you regularly to: guide development of your studio work, supervise degree requirements, provide academic advising, assist with thesis exhibition preparation, and are your primary reader for the written thesis report. Your Thesis Committee consists of: Primary Advisor one other Artisanry faculty member (not from same studio area, chosen by the PA) and a third member drawn from the CVPA faculty useful to your development are assigned to complement your growth upon entering. You may petition to add a fourth member from any other discipline later once your studio direction becomes clarified.

- A written request must be submitted to the Artisanry Graduate Director if a student wishes a change of thesis advisor or thesis committee member. Any changes require approval of the Thesis Committee in writing as well.

EVALUATION OF PROGRESS

Progress through the Artisanry graduate program is determined by:
- Regular reviews of studio work at mid term reviews and End of semester reviews
- Thesis proposal
- Thesis exhibition
- Oral Defense
- Thesis Report

Reviews – Evaluation Procedures:
With every mid-semester and final semester review, a written statement is required from each student, including third year students. The written statement briefly describes studio progress to date. This statement should be emailed to your Committee; however, a paper copy is also required and must be delivered to faculty mailboxes one week before reviews. Failure to deliver a statement one week prior to reviews constitutes an “Unsatisfactory” on the progress review form. The thesis advisor will distribute copies of the completed review form within one week following the end of reviews to thesis committee members, student, graduate program director and assistant dean for student file.

Studio Critiques
At least twice a semester students shall present their work in critique with their graduate peers, attended by faculty and/or visiting critic. A brief written statement shall be submitted 24 hours prior to crits. Students are expected to discuss each other’s work, verbally engaging the visual and conceptual strengths, weaknesses, and potential of the work in constructive, open forum. Students are encouraged to provide written comments after critique for their grad colleagues.
**Mid-Semester Reviews (October/March):**
At mid-semester, graduate committee reviews are 30 minutes in length, 20 minutes with the student present and 10 minutes for committee discussion. Students are expected to show continuing growth/development and to present work professionally. Thesis advisors document the group’s views and evaluation on a review form. [During graduate reviews, other students are not present in the studio.]

**End of Semester Reviews (December/May):**
This meeting is one hour in length, 50 minutes with the student present, 10 minutes for committee discussion. Students must show completed work, thorough investigation, and progress appropriate for your particular stage of degree completion. Written comments are made by each committee member on review forms to document exchange.

**Sources Presentations – Spring of 2nd Year:**
In February of the second year, Artisanry Sources Presentations are given. This is a 15-minute public presentation where you describe the sources of inspiration for your work. Through both images and oral narrative, you will speak about influences and concepts pertinent to the development of your studio work. If pursuing installation format, address the importance of site. Limit the amount of autobiographical background as this is an academic presentation. Include a few images of your current studio work to exemplify thinking and ideas. At the end of the presentation there will be 5 minutes for questions from the public.

The following day or shortly thereafter, a 30-minute interview occurs with the entire Artisanry faculty. The intent is to discuss the content of the presentation, raise questions regarding sources and direction of inquiry to prepare for the thesis proposal. Students may be asked to re-present Sources if further articulation of ideas is warranted.

**Thesis Proposal Reviews (March/May of 2nd Year):**
An hour-long review (50 minutes with student present, 10 minutes for the committee alone) wherein studio work is presented along with a written proposal to evaluate the student's progress toward final year thesis level work.

Frequently one does not pass both Written and Studio components in March and is asked to continue development in one or both areas to re-present for consideration at final review in May.

Notification of approval or resubmission will be made to the student via the review form within 24 hours with a copy to the Artisanry GPD. Upon acceptance of both Written and Studio components for thesis proposal, students register for Writing Seminar (ART 515) in Fall and proceed to make work toward the thesis exhibition in Spring of 3rd year. Should both aspects of Thesis Proposal NOT be approved in May: (a) The student withdraws from the MFA program; Or (b) The student may request a leave of absence from the university for one year. In this instance, students must work independently to revise thesis proposal and resubmit on or before February 1st of the next year. If resubmitted proposal is accepted, the student returns to the university the following September to prepare for Thesis Exhibition the following Spring. If the February 1st proposal is rejected, students must withdraw from the ATR MFA program.

**Thesis Proposal – Submitted March/May of 2nd year:**
The written thesis proposal establishes clear objectives for the thesis by providing a general description of the direction to pursue supported by the strongest work made to date. The purpose of the proposal is to identify a direction of inquiry in both formal and conceptual terms. Both components, written and studio work, must demonstrate a degree of clarity and congruence to receive approval. This is not a rigid contract as your ideas and studio work will continue to
develop, and be refined within thesis year studies. However, at this stage of development, one must have a solid understanding of the individual inquiry as well as a plan for development ahead. The proposal itself should be a concise, clearly written paper, two or three pages in length, and be supported by examples of well-resolved studio work. Seek a broad concept that underlies and unifies your approach. Discuss ideas that drive the work forward. Cite specific pieces of current studio work to support the direction of thinking. Briefly address anticipated materials use/techniques, format, and approaches. Mention some influences from the sources presentation and indicate approximate number and type of pieces to be made for possible inclusion in the thesis exhibition. The thesis proposal must be delivered to your committee at least one week before the review; otherwise the proposal will be rejected. If either the written or visual components of the proposal are not approved by committee at March review, students may re-present at final review in May. Upon acceptance of the visual and written thesis proposals, students register for Writing Seminar (ART 515) for the Fall and proceed to make work for thesis exhibition in Fall and Spring semester of the 3rd year.

**ART 515 Writing Seminar – Fall of 3rd Year:**
Participation in the thesis exhibition is contingent upon consistent graduate quality work, sustained growth, and development of concepts to realize thesis proposal. Thesis committee reviews throughout Fall of 3rd year are considered very important for continuing development. At the December review it is determined whether sufficient progress has been made to enable participation in the Thesis Exhibition. If suitable progress has NOT taken place, the student must take a leave of absence.

**Continuing Writing for written report - Spring of 3rd Year:**
After successful completion of ART 515: Thesis Writing, students are expected to continue writing throughout early Spring and submit several hard copy drafts to your thesis advisor. Once the thesis advisor has approved, deliver your draft to other thesis committee members preferably with one stage of committee review well before oral defense. In preparing the near final draft with B+W images, deliver to the thesis committee at least 10 days prior to oral defense for adequate time to review. (See step by step procedures in MFA section preceding Artisanry section.)

**ATR Oral Defense - Spring of 3rd Year:**
The student prepares for the Oral Defense by submitting a near final draft with B+W images, delivered to the Thesis Committee 10 days prior to Oral Defense to allow adequate time for their review. At this last meeting with Committee, you will speak orally about your work to explain ideas and objectives pertinent to producing the pieces exhibited in thesis exhibition. You are expected to summarize thoughts about the work made, development and realizations, be able to reference sources affecting your growth, and comment on the installation. Congruence between the Thesis report and the Visual thesis will be reviewed. This is a formal meeting one hour in length. The first 10-15 minutes will be open to the public; thereafter, the meeting continues with only the Committee. The latter part includes discussion of Thesis report draft. At the end you are asked to leave, faculty confer, and you are called back regarding passing of Oral Defense. If NOT approved, further work is undertaken if either Thesis report or Visual thesis is deemed unacceptable and will require a second Oral Defense. Should writing be approved at this defense (infrequent), one may receive signatures from the Committee at the meeting’s conclusion. Otherwise, one continues to work to refine Thesis report writing to earn Committee signatures. Upon receipt of faculty signatures, one proceeds with other steps for degree requirements regarding Thesis report plus CD preparation, and delivery indicated below. At the conclusion of oral defense, the thesis committee deliberates in private to determine the acceptability of the work presented. If NOT approved, further work must be undertaken and will require a second oral defense. The defense will be rescheduled if either the written report or visual thesis is determined to be unacceptable. A second defense is scheduled in consultation with your thesis committee during the following fall or spring semester.
DESIGN

Program Description:
The Visual Design MFA program allows students to explore visual communication in a broad sense. Under the guidance of a thesis committee, students develop a thesis project based on their own unique research. Students are encouraged to explore various media, processes, and methods while developing their topics. The thesis requires both visual and written components.
Areas of study include:

- Digital Media
- Graphic Design
- Illustration
- Photography

The Master of Fine Arts is recognized as the terminal degree in studio arts. It qualifies the recipient for professional work in the field and for higher education positions within a variety of disciplines. It is our belief that the best graduate education is achieved through individualized attention to the students, and we are proud of the extraordinary accomplishments of our alumni.
Progress Towards Degree for Design, 2-year Program:
The 2-Year Program in Design requires full-time enrollment. A student’s schedule will be formed in consultation with the thesis advisor and thesis committee. Though a thesis committee may occasionally suggest changes in the timetable, the general progression of courses is as follows:

**CVPA**
COLLEGE OF VISUAL & PERFORMING ARTS

University of Massachusetts Dartmouth

MFA Graduate Program
Progress Towards Degree

Design - 60 Total Credits (2 Year Program)

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<tr>
<th>Name:</th>
<th>Email Address:</th>
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<tr>
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<tr>
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<tr>
<td>Fall – 15 Credits</td>
<td>Spring – 15 Credits</td>
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<tr>
<td>ART 505 Grad Seminar I (3)</td>
<td>ART 590 Instructional Development or Academic Elective (6)</td>
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<td>ART XXX Grad Studio II (6) AND</td>
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<td>ART XXX Visual Design Grad Studio (3) ART XXX Grad Studio Elective or Academic Elective (3)</td>
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<tr>
<td>ART 515 Writing Seminar (3)</td>
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<td>ART 508 Grad Seminar II (3) ART 516 Thesis Report (3)</td>
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<td>ART 6XX Grad Studio III (6) ART XXX Grad Studio Elective (3)</td>
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I. List any course substitutions that were approved for this student:

______________________________________________________________________________
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II. List any transfer courses that were accepted toward the degree:

______________________________________________________________________________
______________________________________________________________________________
### Progress Toward Degree for Design, 3-year Program:

Students in Visual Design may choose a three-year program of study to complete their coursework. The average course load per semester is 9 credits, with an occasional semester that requires 12 credits. The student’s schedule will be formed in consultation with his or her thesis advisor and thesis committee. Though a thesis committee may occasionally suggest changes in the timetable, the general progression of courses is as follows:

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#### University of Massachusetts Dartmouth

**MFA Graduate Program**

**Progress Towards Degree**

**Design** - **60 Total Credits (3 Year Program)**

**Name:** _______________________________

**Advisor:** ______________________________

**Committee:** ___________________________

**Email Address:** _____________________

**Student ID:** _________________________

**Phone Number:** _____________________

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**1st Year**

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<td>ARH 500 Method and Theory in Art History (3)</td>
<td>ART 590 Instructional Development or Academic Elective (3)</td>
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**2nd Year**

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<td>ART 506 Grad Seminar II</td>
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<td>ART 5XX Grad Studio II or Studio Elective (3)</td>
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**3rd Year**

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<td>ART 512 Visual Thesis (6)</td>
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<tr>
<td>ART 6XX Grad Studio (6)</td>
<td>ART 516 Thesis Report (3)</td>
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<td>ART XXX Grad Studio Elective or Academic Elective (3)</td>
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I. List any course substitutions that were approved for this student:

________________________________________________________________________

________________________________________________________________________

II. List any transfer courses that were accepted toward the degree:

________________________________________________________________________

________________________________________________________________________

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CVPA – 08/2016
The Thesis Committee:
Upon acceptance into the Visual Design Graduate Program, each student will be assigned a thesis committee. The committee will guide, assess, and evaluate the student's visual thesis and thesis report. Each thesis committee is comprised of the thesis advisor and 2 thesis committee members. If a student wishes to include an additional committee member from another institution or from another UMD college, the student should make a request in writing to the thesis advisor. The student assumes all responsibility for communication and arrangements with the external member. The thesis advisor is responsible for regular ongoing academic advising. The thesis advisor will serve as a liaison between the student and the communication to the student from the thesis committee and will oversee the visual thesis and the thesis report. Thesis committee members are required to meet with the MFA candidate at mid-term reviews and are available for direction and guidance throughout the semester. Students are encouraged to arrange additional meetings with the thesis committee; some thesis advisors may require students to meet with their thesis committees more frequently. It is the student's responsibility to seek out the advice of the thesis committee members. Students may wish to change the thesis advisor and/or thesis committee members as their studies progress and interests or needs change. Should this occur, a request must be made in writing to the thesis advisor, any new committee members, the outgoing thesis committee members, the chair of the department, and the MFA GPD. It is imperative that all parties are aware of the change and the reasons for the request. Requests must be approved as outlined in the MFA section of the handbook.

Progression Through the Program:
Candidates must meet required milestones throughout the graduate study. These milestones are as follows:

- Mid-term Reviews (with thesis committee)
- End-of-Semester Reviews (with Design Faculty)
- Thesis Proposal
- Thesis Defense and Exhibition
- Thesis Report

Expectations and Course Load:
Students in the Visual Design MFA Program are encouraged to explore a wide variety of processes, materials, and concepts. They should demonstrate a strong work ethic and are expected to produce a significant body of work. Review of studio work by the thesis committee occurs twice each semester, and written evaluations are provided to the student after each review. After significant progress, students are required to refine their thesis topics.

REVIEWS

Mid-Semester Reviews (October/March):
During mid-semester reviews, students will deliver a 20 to 30-minute presentation, which is followed by a 10 to 15-minute discussion by the thesis committee. Students will receive feedback via a progress review form within one week following the end of reviews. The form is a summary of faculty comments and evaluations. These reviews generally occur within the graduate committee; however, guest reviewers may be present when it is appropriate.

End-of-Semester Reviews (December/May):
Each student (except for students in their final semester) will present his or her work to the entire Design Department faculty for the end-of-semester review. Students deliver a 30 to 45-minute presentation, which is followed by a 15 to 30-minute discussion. Student progress and development will be assessed and documented. Visual Thesis Proposal Reviews take place in March of a student's final year. These are hour-long reviews consisting of a 30 to 45-minute student presentation followed by a 15 to 30-minute committee discussion. Students present their studio work, along with a written
proposal that supports the work. Evaluative feedback is given to each student through the thesis proposal review form. Graduate students submit a written statement with every mid-semester and final semester review describing studio progress to date. A printed copy of this statement is delivered to the thesis committee members’ mailboxes approximately one week prior to the student’s review. Students who need help with writing should contact the Reading and Writing Center, located in the Academic Resources Center (x 6410). Copies of written evaluations from the thesis committee members for both mid- and end-of-semester reviews will be given to students within one week following the end of reviews and kept on file with the Design Graduate Program Director and the Assistant Dean.

Enrolling in Graduate Studios and Studio Electives:
Students should keep track of their graduate studio credits. NASAD requires that at least 50% of the MFA coursework must be taken in the primary area of study. Additional graduate studio credits can be taken in supporting studio areas.

FACILITIES MANAGEMENT

Graduate Facilities: Design
Design MFA Studio, Star Store 323. Graduate Design students are assigned a studio space in room 323. Each student will be assigned a computer, workstation/desk, and file cabinet space. The studio is equipped with printers, projectors and scanners. Printers and projectors are available for use at the Star Store.

CVPA Media Lab, Main Campus, Rooms 253, 255, 258
The CVPA Media Lab is not an open lab. When a student enters the lab they must give their ID to the lab assistant. When you leave the lab, your ID will be returned. Certain classes meet in the lab at designated times, during which the lab will be not be available to persons not enrolled in the class. In order to become authorized, a student must:
- Be enrolled in one or more of the specified courses listed as using the Lab
- Read the CVPA lab manual and sign the student use contract
Please refer to the CVPA Media Lab Student Handbook for all the details. You can get a copy of this handbook in the CVPA Media Lab.

Main Campus Computer Imaging Labs:
The Computer Lab equipment includes approximately 50 Mac workstations, scanners, color printers, black and white printers, video and audio editing hardware, and projection devices. Software for 3D modeling, animation, web design, image processing, book design and typography is available for student use. The lab is open until midnight weekdays and 11:00pm on weekends.

Photographic Facilities:
The Photo Lab on the main campus includes 21 enlargers, 4 film-loading rooms, large format cameras, and a lighting studio. The darkroom is open from 9:00 am to 9:00 pm Monday through Thursday, and from 9:00 am to 3:00 pm on Friday.

Undergraduate Computer Labs:
Please see regularly updated policies and procedures on the CVPA Media Lab website.

Design MFA Studios:
Design graduate studio space is provided for all enrolled Design Department MFA students for the production of art, design and scholarly work. Any violation of this agreement will result in the loss of studio privileges. The rules of the studio are outlined in the section below.
Studios Procedures, Regulations and Responsibilities:
1. The Design Graduate Program Director is responsible for the Design Graduate Studios at CVPA. All situations, contracts, problems, etc. are to be handled directly through that person.
2. Students will act professionally and respectfully to faculty, staff, and other students.
3. The studio will be used for educational purposes only. It is for the production of art and design work. No one may use the space for living quarters.
4. Students are responsible for the care and cleanliness of the studio.
5. Equipment and furnishings cannot be removed from the studios.
6. Students must wear headphones while listening to audio files.
7. Cell phone ringers should be silenced, and phone conversations are prohibited.
8. Students are responsible for the conduct of their guests. Children, relatives and friends are not authorized to use the space or equipment.
9. All windows must be closed and locked before leaving the studio.
10. CVPA is not responsible for anyone’s personal belongings. Keep all valuables locked in storage cabinets.
11. The use of spray adhesives, paints, solvents and chemicals is prohibited. Whenever possible, non-toxic materials should be used. Toxic chemicals must never be rinsed down the sink or disposed of in a hazardous manner.
12. Please use cutting mats and do not cut directly on any tabletops.
13. The consumption of alcohol is prohibited in the studio.
14. Cooking is prohibited in the studio.
15. The use of illegal drugs is prohibited in the studio.
16. Smoking is prohibited in the studio.
17. No structural alterations or additions to the studio are allowed.
18. No painting is allowed in the studio.

Computer Equipment:
1. Only UMD/CVPA authorized software can be used on computers. Consult the Computer Lab Technician for software and font installation.
2. Conserve the use of printer toner and paper.
3. Do not use papers that are not approved by the Lab Technician.
4. Damaged or broken equipment should be reported to the Design Graduate Program Director and/or the Computer Lab Technician.
5. The printers are not to be used for high volume printing.
6. Students must not attempt to repair equipment or computers.
7. Damage or theft of computer equipment will result in the loss of access to the Studio and Labs as well as loss of associated privileges.
8. CVPA is not responsible for the troubleshooting and repair of student owned computers.
9. Student work should be saved and backed up to a portable storage device. Care should be taken when plugging/unplugging cables.
10. Eating and drinking at computer workstations is prohibited.

Studio and Summer Break:
Studios must be cleaned and vacated before departing for summer break.
FINE ARTS

Program Description:
The Fine Arts faculty are professional artists committed to the pursuit of teaching, research, and creative work. We provide an excellent and affordable studio education for our graduate students, our undergraduate majors, and for students who take Fine Arts electives within the college and university. We prepare students for professions in the Fine Arts through a rigorous program that emphasizes the development of aesthetic, technical, intellectual concepts and skills.

Summary of Development Expectations:
In each discipline of the Fine Arts program (Sculpture, Printmaking, Painting, and Drawing), the span and duration of study allows for the thorough development of concepts and ideas, the mastery of techniques, and time for exploration and full realization of graduate study objectives. The MFA Fine Arts curriculum culminates in a cohesive thesis exhibition and thesis report. The length of study within the four Fine Arts MFA programs is as follows: two or three years for Sculpture, two or three years for Painting, Drawing, and Printmaking.

Reviews and Evaluation Procedures:
Graduate Reviews are scheduled at mid-semester and at the end of each semester. All graduate students (at all levels) are required to attend reviews and Fine Arts faculty are expected to be present. Each faculty member has an opportunity to engage in critique of a student’s work by commenting, questioning, and conversing with the student on issues relevant to the work. Graduate students are expected to provide an informational packet prior to their review, explaining their artistic intent and any relevant influences or sources. These packets must be distributed to the faculty via email one week prior to the review date. During reviews, graduate students present their visual work. A student may choose to invite a professor from outside the Art and Design Department to view and participate in the discussion of the work. The outcome of mid-semester and end-of-semester reviews consists of an evaluation of the student’s performance and a written summary of the comments by faculty participating in the review. Within one week following the end of reviews, the thesis advisor is responsible for completing a MFA Graduate Review/Assessment form and for providing copies to the student and the graduate director. MFA candidates in 2D Studies who are completing the program in two years must go through mid-term and end of the year reviews for the first year only. Students in a two-year course of study must choose a thesis committee with the help of their thesis advisor by May 15th of the first year. The thesis committee consists of the primary advisor at least two other faculty members from the department or College. If desired, MFA Fine Arts candidates may invite an additional member from another department within CVPA, the University, or another institution. Once a student has formed his or her thesis committee, and has had the thesis proposal formally accepted, the student is no longer required to present visual work at the mid-semester and end-of-semester reviews but is required to attend all reviews.

COURSEWORK and FACILITIES

Description of Facilities
The Fine Arts department maintains space on two campuses: the CVPA building on the main campus in Dartmouth and the Star Store in New Bedford; all graduate studios are located in the Star Store. All studios meet high standards for safety and ventilation and contain excellent and up-to-date equipment.

Painting and Drawing
The painting classrooms/studios are located on both the Dartmouth and New Bedford campuses. The individual graduate painting studios are located at the Star Store. The painting studios are well appointed with natural and artificial lighting, including adjustable spotlights in all of the individual studio spaces. They are equipped with easels, taborets, and walls for exhibiting work. The painting program maintains a Visual Resource room, a space to critique work, and a drawing studio at the Star Store.
**Printmaking**
Printmaking is located on the third floor of the Star Store building. The area is divided into several large, individual rooms that support all of the traditional printmaking methods: etching, lithography, silkscreen, woodcut, and monotype. In addition, there is a darkroom and a Mac computer lab for making analog or digital transparencies. A letterpress, type, and related equipment are also available. Graduate printmaking students are provided with individual studio spaces.

**Sculpture**
Sculpture is located on the third floor of the Star Store building and on the lower level of the CVPA building on the main campus. A Foundry for bronze and aluminum casting, and a large outdoor work area are all part of the CVPA facility on the main campus. Graduate students are assigned individual studios at the Star Store. At the Star Store there are extensive woodworking and metal fabrication shops, a dedicated space for wet-work, mold making, and modeling, a resource library and two dedicated installation rooms.