

UMD | **CVPA**

M|***AE*** | M|***FA***

GRAD HAND BOOK

2022–2023

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INTRODUCTION

The College of Visual and Performing Arts Graduate Programs provide intensive and comprehensive education in art education (MAE) and studio arts (MFA).

Candidates for the MFA degree engage in the process and production of art and design at high levels of competency, preparing them for diverse careers in the arts. The MFA degree program exceeds the standards outlined by the National Association of Schools of Art and Design (NASAD).

The MAE program is a comprehensive research-based program leading to Professional Licensure, which incorporates studio-based and theoretical research opportunities as applied to the practice of teaching.

DEGREE PROGRAMS

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

MAE (Master of Art Education)

- MAE + Post-bac for Initial Licensure
- MAE Professional
 - Please note, the MAE professional portion of the program is a fully online program effective Fall 2021

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, MAE Graduate Program Director
csmilan@umassd.edu
(508) 999-6594

MFA & PBC: Suzanne Schireson, MFA Program Director
sschireson@umassd.edu
(508) 999-9289

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 with advice from the Graduate Program Coordinator for MFA & PBC, Suzanne Schireson (sschireson@umassd.edu). Also make sure to consult your primary advisor.

To enroll in graduate studio classes in subsequent semesters, you must:

- Consult with your primary 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 form a thesis committee comprised of at least three faculty members from the department or College including:

- Thesis Advisor (assigned)
- Thesis Committee Members (2 or more selected in consultation with your thesis advisor)

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 Capstone Advisor:

- Capstone project advisor is the instructor of record for AED 645

MFA Thesis Committee:

- Primary Advisor is assigned at matriculation based on faculty recommendations. In consultation with the candidate the Primary Advisor picks one additional committee member. The Candidate, in consultation with the Primary Advisor picks the remaining members. Committees are formed at the end of the first year.

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 graduate level courses (500 and above).
- Earn a grade of B (not B-) or better for all undergraduate level courses (must be 400 and above).
- Grades below C will be averaged into the student's GPA but the credits will not count as earned.

Undergraduate Credits:

For graduate programs that allow credits at the 400 level, no more than 6 such credits may be applied toward a graduate degree. Only 400-level courses in which the student receives a grade of B (not B minus) or better may be accepted toward graduate degree requirements. Graduate students should consult their Graduate Program Coordinator or Director before enrolling in a 400 level course.

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 only for extenuating circumstance;
- Extenuating circumstance include personal or family health issues, tragedies or rare academic circumstances;
- At least 70% of the coursework must be completed by the end of the semester;
- If the instructor of record is no longer in residence (retirement, sabbatical, etc.) the work will be reviewed by GPC, the GPD, or Department Chair and a grade is assigned by Department Chair.
- If the work is not completed within a year of the recording of the I, the grade will become an F (I);
- Grades of FI cannot be changed retroactively. The course will have to be repeated;
- 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.
- Grades for all IP sections must match the original credit bearing section.

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. If a student neither requests a leave of absence nor registers

for “Program Continuation”, 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 they are continuing their thesis work, on until completion. 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 Graduate Program Coordinator, and CVPA Dean.
- Continuation beyond one semester in the MAE requires a formal written request to be approved by the MAE Graduate Program Director, and the College Dean.
- Continuation beyond one in the MFA program requires a formal written request to be approved by the or MFA/ PBC Graduate Program Coordinator, and the College Dean.

Full Time Enrollment Status Form can be found online:

<https://www.umassd.edu/media/umassdartmouth/registrar/pdf/Graduate-Student-Full-Time-Enrollment-Status-Consideration-Request-Form.pdf>

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 MAE Graduate Program Director, or MFA / PBC Graduate Program Coordinator. 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 below a ‘C’.
- Progress toward developing work of an appropriate level of quality is inadequate in the opinion of the Graduate Committee, the MAE Graduate Program Director or MFA Graduate Program Coordinator, and the College Dean.

WAIVERS AND CREDIT TRANSFERS

- Credit transfers must be approved by the appropriate MAE GPD or MFA GPC, 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 but may not be applied toward major MFA studios or MAE core or culminating course credits.
- For a 9 credit UMass Dartmouth Post-Bac all nine credits may be considered for transfer but may not be applied toward major MFA studio or MAE core or culminating course credits.
- Final grades of transfer credits must be B or better.
- The credit transfer form can be found and online:
<https://www.umassd.edu/media/umassdartmouth/registrar/pdf/Graduate-Student-Transfer-Credit-Evaluation-Form-102017.pdf>

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 and obtain required signatures. This request will be forwarded to the Office of Graduate Studies.

The form can be found online:

<https://www.umassd.edu/media/umassdartmouth/registrar/docs/Graduate-Student-Leave-of-Absence--Withdrawal-Form-2.22.19.pdf>

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, MAE GPD or MFA GPC, 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

Forms are available online:

<https://www.umassd.edu/graduate/student-resources/>

Studio Assistantships (SAs) and Graduate Assistantships (GAs)

- A limited number of Studio (SA) and Graduate (GA) Assistantships are available for incoming graduate students and include duties such as: administrative assistance, gallery assistance, non-teaching/technical and studio support positions. They are awarded based on applicable background skills.
- SAs and GAs receive a partial tuition waiver, discounted fees, and stipend as determined annually. Note: specific amounts are determined on a year by year basis.
- SA/GA appointments are awarded on a semester by semester basis but are generally renewed for a one-year period.
- SA/GAs may reduce other financial aid awards.
- SA/GAs add a substantial workload to your semester. GA/SA work 160 Hours over a 16 week period, beginning the week before the semester begins and ends the week after the semester.
- SA/GAs are required to complete all assigned hours.
- SA/GAs are dependent on available funding and merit.

Teaching Assistantships (TAs)

TA's are available on a limited basis and provide direct support to faculty in large courses.

- TA's receive a partial tuition waiver, discounted fees, and a stipend as determined annually.
- TA's are based on class enrollments, excellence in studio practice, and available funding.
- Awards are contingent upon the student meeting specific academic and program requirements.
- Awards are subject to demands of scheduling, departmental and college needs, and available budgets.
- Awards may reduce other financial aid awards.
- TA's add a substantial workload to your semester.

MAE Teaching Assistantships:

TAs are available to MAE students who hold initial licensure or, in some instances, an appropriate terminal degree in a related field. MAE TAs assist:

- with teaching in Art Education partnership institutions;
- with pre-practicum observations for Post-Bac and undergraduate students;
- faculty in student-teaching seminar classes;

Assignments depend on undergraduate student enrollment and partnership opportunities. Assignments are determined prior to the start of fall classes as needed.

MFA Teaching Fellowships:

Teaching Fellowships are recommended by faculty members and should be directed to the Graduate Program Coordinator who forwards recommendations to the AXD Chair and College Dean. Assignments depend on undergraduate student enrollment and are made prior to the start of fall classes. TFs are available to MFA students who successfully complete Instructional Development (ART 590) and demonstrate an aptitude for teaching. The Graduate Program Coordinator may waive ART 590 for students with significant prior experience. 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 TFs are typically assigned as Instructor of Record for undergraduate courses at 100 and 200 levels based upon experience, aptitude, and availability.

- TF's receive a partial tuition waiver, discounted fees, and a stipend as determined annually.
- TF's are based on class enrollments, excellence in studio practice, and available funding.
- Awards are contingent upon the student meeting specific academic and program requirements.
- Awards are subject to demands of scheduling, departmental and college needs, and available budgets.
- Awards may reduce other financial aid awards.
- TF's add a substantial workload to your semester.

INDEPENDENT STUDY and DIRECTED STUDY

- 1) For the 30 credit MAE, the limit for Directed or Independent Study is 6 credits or 2 courses.
- 2) The limit on Independent and Directed Study credits for the 60 credit MFA is 12 credits (which includes the 9 credits of MFA thesis and thesis report) thus allowing 3 credits of Independent or Directed study.
- 3) 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.
- 4) All MFA students who develop proposals for individual research initiatives will complete the proposal and the paperwork to enroll in ART 595, Independent Study.
- 5) 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).
- 6) Transfer credits are considered in lieu of Independent or Directed Study
- 7) The courses listed below are available to MAE students as well.
- 8) Digital forms can be found here:
 - a. Directed Study - <https://www.umassd.edu/media/umassdartmouth/registrar/pdf/Directed-Study.pdf>
 - b. Independent Study – <https://www.umassd.edu/media/umassdartmouth/registrar/pdf/Independent-Study.pdf>

Independent and Directed Study Course definitions:

AED 595: MAE student develops and submits an individual proposal for intensive, original research to be supervised by a CVPA faculty member. The proposal requires the appropriate signatures as noted on the Day School Independent Study Form available at the Registrar's office. Graduate students are responsible for completing all paperwork and securing the necessary signatures before submitting the documentation to the registrar.

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

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

ARH 595 or AXD 595: to be used when an MFA student requires content from an existing undergraduate (400 or higher) 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.

<https://www.umassd.edu/financialaid/scholarships/>

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:

<http://www.umassd.edu/studentaffairs/departments/studentconductanddisputeresolution/>

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.

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 (<https://www.umassd.edu/cvpa/student/health--safety-manual/>) 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. Studio walls are not to be painted any other color besides the existing white base paint. No exceptions.

Studio Contracts:

All students who are assigned a studio are required to sign a studio contract. This contract will state the duration of the assignment, as well as the student's rights and responsibilities regarding their studio. A sample contract is included in Appendix II: Thesis

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 Star Store Campus 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 Star Store Campus 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 Campus, 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 included in Appendix I: Policies. 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

- Contact person: Paula Erenberg Medeiros, Technician: paula.medeiros@umassd.edu / 508.999.8893
- Only CVPA authorized software can be used or installed on University-owned lab 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. Contact the technician.
- Damaged or broken equipment should be reported to 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, UMassD 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 Jessica Fernandes Gomes, Star Store Campus Coordinator or Shingo Furukawa, Technician, who will inspect and sign the Studio Check-Out form (Appendix II: Thesis) studio keys must be returned to Facilities as part of the check-out process. Graduating students will not be certified without a completed Studio Check-Out form.

The Master of Art Education (MAE) program is dedicated to increasing the capacity to question issues related to teaching, thinking, learning, and producing in and through the visual arts. The program serves many interests and career goals for both experienced professionals and novices in art education and related fields.

The program is approved by the Massachusetts Department of Elementary and Secondary Education to offer Initial (post-bac add on) and Professional Licensure (MAE).

MAE PROGRAMS

30-CREDIT MAE PROGRAM

For those who already have an initial license, the MAE program offers flexible selections between research and practice orientations.

The program is structured to address the broadly conceived themes of human development and creative expression, curriculum and leadership, and community partnerships. Courses in art education, aesthetics/art history/criticism, and studio are enriched by unique experiences embedded in praxis. Toward the goal of advancing the reform of education through the arts, the graduate program requires all students to demonstrate off-site Partnership and Action Research Experiences. A student designed capstone proposal and final capstone project are the culminating experiences in the MAE program.

54-CREDIT POST-BACCALAUREATE & MAE PROGRAM

For those seeking first-time post-baccalaureate initial licensure concurrently with the MAE degree:

- 24 credits to be earned first in the post-baccalaureate Initial License
- 30 credits to be earned in the Master of Art Education Professional License

PRACTICAL, THEORETICAL & STUDIO-BASED

Through self-directed inquiry, graduate students can tailor curriculum to their individual interests, teaching and career goals. The MAE program provides the necessary experience, whether the objective is to teach in public or private schools or community settings—such as day care centers, hospitals, welfare agencies, museums, alternative schools, geriatric centers, or vocational rehabilitation centers. Opportunities for supervised fieldwork exist in each of these areas.

For those whose objective is to teach in public schools, the program provides theoretical and practical experience. Graduates may earn their post-baccalaureate initial license through the MAE Post Baccalaureate, and the professional license through the MAE program. This is in compliance with Massachusetts state licensure requirements.

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. Interstate recognition makes art teacher course work earned at UMass Dartmouth reciprocally valid in many other states. The program also emphasizes professional development and lifelong learning for teachers who already hold teaching licenses in the arts or related fields.

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).

MAE PROGRAM OBJECTIVES

The MAE program goals are to prepare art teachers to be reflective practitioners who use 21st-century technology, national standards and Massachusetts Curriculum Frameworks as they further develop their studio, aesthetics and pedagogical skills as makers, thinkers and researchers in the discipline. Our students teach in public or private schools or in community settings. Through the program of study, students will:

- Increase studio, art history, critical literacy and evaluation skills
- Develop reflective praxis of studio inquiry and action research
- Read and analyze literature in the field of art education and related fields
- Translate aspects of important research into classroom practice
- Align curriculum and meaningful assessment to the needs of K-12 learners
- Implement research skills
- Collect and analyze data to inform decision making about best practices in art teaching
- Develop studio, art history, theoretical and creative practices and 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 or grade of B or higher in 3 additional credits of AED 644 Alternative Thesis

MAE MASTER OF ART EDUCATION

- The MAE is a 30 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 the 24 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.
- Many students enrolled in our program are full-time teachers and opt to take one course per semester with additional summer coursework.

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.

This portion of the handbook is intended to familiarize students with the policies and procedures of the Department of Art Education, Art History & Media Studies. 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:

<https://www.umassd.edu/programs/art-education-mae/>

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, 30-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-24 credits to be earned first in the post-baccalaureate Initial License program and 30 credits to be earned for the Master of Art Education degree.

REQUIRED COURSES

1. Post-Baccalaureate Coursework, 24 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. EDU 4/552 requires 30 hours of observation in community classrooms or placements as assigned by instructor of record. 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 undergraduate credits of either Child or Adolescent Psychology or Lifespan Developmental Psychology. This is a state licensure requirement and does not represent additional credits for the program.

A sample course rotation is noted below, however, students may enter in Fall or Spring semester with adjustments to this sequencing as needed:

Fall Semester I, 6 credits:

AED 501 Development and Assessment in the Arts (3) equivalent of AED 201
AED 510 Curriculum Design (3) equivalent of AED 410

Spring Semester I, 9 credits

AED 500 Methods and Materials (3) equivalent of AED 200
AED 505 Social Philosophy and History (3) equivalent of AED 305
AED 57x or ART 5xx

Fall Semester, 6 Credits

EDU 452 or EDU 552: Sheltered English Immersion (will transfer as MAE elective AED 570)
AED 408 Pre-practicum Seminar (0) pass/fail
AED 600

Spring Semester II, 6 Credits

AED 511/512 Graduate Student Teaching (6) Equivalent of AED 411/412 (12 credits)

After completion of the Post-Baccalaureate, students continue the MAE toward the Professional Licensure portion of the program. The University does not offer a stand-alone Post-Baccalaureate program in Art Education. Student may opt to take 3-9 credits per semester.

2. MAE Professional Licensure Coursework

MAE degree requires the following 30 credits**:

PROFESSIONAL PORTION OF MAE

Course Title and Purpose	Cr
CORE AED Practice-based Courses [9 credits]	
AED 600- Models of Practice (Applied Research)	3
AED 616- Action Research	3
AED 618-Partnership: Beyond School	3
*AED Elective Practice-based Courses [6 credits]	
AED 57x	3
AED 57x	3
Studio Practice Courses [select 9 credits-advised/track]	
**ART 530-Graduate Studio: Materials Survey	3
ART 508	3
ART 509	3
ART 510	3
ART 595	3
Culminating Research/Project Courses [6 credits]	
AED 630: Graduate Art -based Research	3
AED 645- Capstone Project	3
Degree Total:	30

***AED Electives: AED 570 - Special Topics in Art Education**

AED 575 - Virtual Museum

AED 576 – Socially Engaged Practice

**** ART 530 required studio for ARH/Theory track**

*****TRACKS- (1) Ceramics**

(2) Design

(3) Interdisciplinary Studio-Fine Art

(4) Art History/Media Studies

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 credit longevity policies.

DIPLOMA REQUIREMENTS

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. All submissions should be completed by the last day of classes in May for Spring commencements. Note that final edits sometimes extend beyond Commencement, but MUST be completed by the last business day in May or the degree conferral date will move to September. Graduate students seeking September degree conferral must have all relevant materials submitted by the last day of add/drop period for Fall semester in order to meet requirements for September graduation. For January graduation, all relevant coursework 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 of degree requirements 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. Please note that (a) degree certification, (b) licensure request and (c) degree conferral are three different procedures.
 - a. Degree audit is completed by the MAE GPD and certified by the department chairperson.
 - b. Licensure Request is completed by the University Licensure Officer and remains pending until candidate has completed all necessary forms and paid all required fees with the Massachusetts Department of Elementary and Secondary Education
 - c. Degree Conferral is the actual date of graduation (not commencement) that appears on the candidate's official transcript. Degree conferral is completed by the University Registrar after a final audit is completed by the Office of Graduate Studies.



**UNIVERSITY OF MASSACHUSETTS DARTMOUTH
MAE Contact and Degree Progress Form**

Name: _____ ID # _____ MEPID# _____
 Current Address: _____
 Email(s): _____
 Home Phone: _____ Cell Phone: _____

POST-BAC

Course Title	Term	Year	Gr	Cr	Comments
AED 500 Methods and Materials	Spring	20		3	
AED 501 Assessment and Development	Fall	20		3	
AED 505 Social Philosophy	Spring	20		3	
AED 510 Curriculum Design	Fall	20		3	
AED 515 Special Needs	Spring	20		3	
*EDU 452 or EDU 552: Sheltered English	Fall	20		3	
AED 408: Pre-practicum seminar	Fall	20		0	
AED 511/512 Student Teaching Practicum	Spring	20		6	
				24	

PROFESSIONAL PORTION OF MAE

Course Title and Purpose	Term	Year	Gr	Cr	Comments
CORE AED Practice-based Courses [9 credits]					
AED 600- Models of Practice (Applied Research)		20		3	
AED 616- Action Research					
AED 618-Partnership: Beyond School					
*AED Elective Practice-based Courses [6 credits]					
AED 57x					
AED 57x					
Studio Practice Courses [9 credits-advised/track]					***TRACK:
**ART 530-Graduate Studio: Materials Survey		20		3	
ART 508		20		3	
ART 509					
ART 510					
ART 595					
Culminating Research/Project Courses [6 credits]					
AED 630: Graduate Art -based Research					
AED 645- Capstone Project		20		3	
Degree Total:				30	

*AED Electives: AED 570 - Special Topics in Art Education

AED 575 - Virtual Museum

AED 576 - Socially Engaged Practice

** ART 530 required studio for ARH/Theory track

***TRACKS- (1) Ceramics

(2) Design

(3) Fine Art

(4) Art History/Media Studies

MFA PROGRAMS

CREDIT REQUIREMENTS & LENGTH OF STUDY

- 60 credit hours
- Two-year or three-year length of study
- Average course load per semester is 15 credits
- Minimum of nine credits are required for full-time enrollment
- 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.

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 MFA Graduate Program Coordinator 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 should be chosen who will best support your inquiry. While often chosen from the Art and Design Department, committee members can be chosen from the entire CVPA faculty, as well as other colleges in the University. Additional committee members can be chosen from outside the university so long as they are appropriately credentialed and approved by the Primary Thesis Advisor and the GPC. Committee Members from other colleges in the university, or from outside the university often serve as a fourth committee members. This is encouraged.
- 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.
- A fourth member may be requested by the student.
- The student assumes all responsibility for communication and arrangements with the external member.

- The Thesis Committee must be finalized no later than the end of the first year.
- Final Thesis Committee assignments must be reported to the GPC.
- The committee will guide, assess, and evaluate the student's visual thesis and thesis report.
- 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.
- 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.

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
- Sources Presentation
- 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.
- Work shown at Community Walk-Throughs and Reviews must be completed and in its final installed format.
- At the recommendation of your advisor, prior to each review, students must provide reviewing faculty with a one-page statement that explains the work with relevant sources.
- Statements must be distributed to faculty via e-mail as well as a paper copy to university mailboxes one week prior to review date.
- Reviews are scheduled by faculty Graduate Coordinator in the following format:
 - Fall Mid-Term – Thesis committees for students with established committees, and small groups selected from list of requested faculty for students without established committees – 30 minutes.
 - Fall Final – Large faculty group reviews for all students – 50 minutes.
 - Spring Mid-Term – Large faculty group reviews for all students – 30 minutes.
 - Spring Final – Thesis committees for all students. First year students will have finalized their committee in time for this review – 50 minutes.
- The progress and development of each student will be assessed by the thesis committee and documented in a review form.
- Students are expected to show continuing growth/development and to present work professionally.
- 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, graduate program coordinator for student's file.
- Reviews do not replace the regular meetings students hold with their committee members.
- The format of these reviews is dependent on direction of the Graduate Committee.

Sources Presentations:

- This is a 15-minute public presentation where you describe the sources of inspiration for your work. At the end of the presentation there will be 5 minutes for questions from the public.
- 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.

- Shortly thereafter, a 30-minute interview occurs with your thesis committee. 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.
- Sources are presented:
 - February of the second year for three-year students
 - March or April of the first year for two-year students.

THESIS PROPOSAL

- Is a concise 2-3 page essay that outlines a direction of inquiry and establishes clear objectives;
- Is supported by examples of well-resolved studio work;
- 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;
- Discuss ideas that drive the work forward.
- Cite specific pieces of current studio work to support the direction of thinking.
- Mention some influences from the sources presentation.
- Briefly address anticipated materials use/techniques, format, and approaches.
- indicate approximate number and type of pieces to be made for possible inclusion in the thesis exhibition.
- This is not a rigid contract as your ideas and studio work will continue to develop and be refined.
- The thesis proposal must be delivered to your committee at least one week before the review; otherwise the proposal will be rejected
- Is approved by the student's thesis committee.

Thesis Proposal Reviews

- Generally occurs in March of the second year for students on a three year track and in May of the first year for students in a two year track.
- Failure to gain approval requires a second meeting in May of the second year for students in a three year track and September of the second year for students on a two year track.
- If the student fails to gain approval after the second review the student (a) 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 MFA program.

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;
- Thesis Report should be approximately 80% complete to earn a passing grade.
- Participation in the thesis exhibition is contingent upon completion of the writing seminar, consistent graduate quality work, sustained growth, and development of concepts to realize thesis proposal.

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...)
- Gallery Talk to be scheduled by Gallery Director.

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
- Students are expected to continue writing throughout the Spring and submit several hard copy drafts to your thesis advisor.
- 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.
- 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.

Consult the UMD on-line thesis guide, *Requirements for Theses and Dissertations* for details regarding front matter, signature pages, margins, format, pagination, and related information. Chapter 9 refers to the requirements specific to the MFA:

https://www.umassd.edu/media/umassdartmouth/graduate-studies-amp-admissions/pdf-amp-docx/thesis_guide_spring2015.pdf

Electronic Submission information can be found here:

<https://www.umassd.edu/media/umassdartmouth/graduate-studies-amp-admissions/pdf-amp-docx/Instructions-Electronic-Thesis-December-2017.pdf>

ORAL DEFENSE

- Working with the GPC and Primary Advisor, 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 the GPC and the Star Store Administrative Assistant with your name, the date, time, and place and the title of defense. At least three weeks prior to defense.
- Copies of the written report must be submitted to the thesis committee and any outside evaluator(s) 10 days prior to oral defense.
- The oral defense will take place while work is exhibited.
- 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.
- At the end you are asked to leave, faculty confer, and you are called back regarding passing of Oral Defense.
- If written thesis is approved at the defense, obtain signatures from thesis members at the conclusion of the 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.
- Thesis Defense completion form and announcement template are required.

DIPLOMA REQUIREMENTS

Summary of Requirements for Thesis Report:

- Complete electronic submission procedure for approval by the Graduate Studies Office.
- Collect all required signatures.
- 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 Media Literacy Hub (VML) image archive.

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

1. At the beginning of the final year, as well as final semester, 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 Graduate Program Coordinator, AXD Chair, and College Dean on one signature page of 20lb 25% cotton rag paper. Follow the electronic submission procedure prior to collecting signatures. Signature Pages must be approved by the Graduate Studies Office Prior to Oral Defense.
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. IP Visual Thesis and Thesis Report Grades Must be changed to reflect completion and to finalize credits.
7. Request that the Graduate Program Coordinator initiate pre-certification.
8. 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.
9. 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 VML for Specifications.
10. 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.

Title Formatting for List of Figures on Flash Drive:

- FirstName MI Last Name, Image Name, Media, Size, Date

Example of VRC Submission Form:

- Resource ID (identification for image)-pem001
- Artist Name -Last Name
- Artist variant name - FirstName MI Last Name
- Artist nationality-optional
- Artist vital dates – birth date-
- UMassD CVPA degree – Area and Concentration
- MFA graduation year – 20XX

- Area of study-BX
 - Academic degree- Bachelor of XXXX in XXX, College or University Name
 - Work title- Image Name
 - Medium- Materials Used
 - Technique – Process Used
 - Work date -20XX
 - Dimensions – xx” * xx”
 - Description- a one sentence description of the work.
11. 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.
 12. All submissions must be completed and provided to your department Graduate Coordinator one week prior to graduation.
 13. Complete Electronic Submission process.
 14. Request Certification process to begin with Department Graduate Program Coordinator 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.

Thesis Documents can be found in Appendix II

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 mission is to develop highly creative artists and designers with a strong sense of originality and vision. Through the study of the evolving intersection of techniques, materials, concept and processes of building finely crafted objects or 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/PBC Certificate seeks students with the desire, maturity, and skills necessary to work at an advanced level. This program is a two or three-year course of study/ one year PBC Certificate course of study with a duration and extent to allow for thorough development of ideas, critical investigation, and full realization of graduate study objectives.

Summary of Development Expectations:

3-year Plan of Study (Please note students can choose a 2 year or 3 year program)

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. During the Spring Semester of the second year 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.

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

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 critiques. 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.

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.

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.

FACILITIES

Link to all CVPA facilities:

<https://www.umassd.edu/cvpa/facilities/>

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, work station/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 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.

<http://www.des.umassd.edu/medialab/>

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. Students will act professionally and respectfully to faculty, staff, and other students.
2. 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.
3. Students are responsible for the care and cleanliness of the studio.
4. Equipment and furnishings cannot be removed from the studios.
5. Students must wear headphones while listening to audio files.
6. Cell phone ringers should be silenced, and phone conversations are prohibited.
7. Students are responsible for the conduct of their guests. Children, relatives and friends are not authorized to use the space or equipment.
8. All windows must be closed and locked before leaving the studio.
9. CVPA is not responsible for anyone's personal belongings. Keep all valuables locked in storage cabinets.
10. 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.
11. Please use cutting mats and do not cut directly on any tabletops.
12. The consumption of alcohol is prohibited in the studio.

13. Cooking is prohibited in the studio.
14. The use of illegal drugs is prohibited in the studio.
15. Smoking is prohibited in the studio.
16. No structural alterations or additions to the studio are allowed.
17. No painting is allowed in the studio.

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.

FINE ART FACILITIES

Link to all CVPA facilities:

<https://www.umassd.edu/cvpa/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.

Appendix I: Policies

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MFA - Thesis Committee Change Protocol

Catalog Language:

It is customary for the student's graduate committee to remain in place for the duration of his or her studies. To make a change in the committee membership, approval by the primary advisor and other members of the committee is required, as is consent by those faculty the student wishes to add to his or her committee. The Graduate Program Director or Coordinator's approval is also required.

1. Send formal written request to Graduate Program Coordinator and Department Chair.
 - a. Written request must state the reason why a change is being requested.
 - b. Written request must indicate who the candidate wishes to remove.
 - c. Written request must indicate who the candidate wishes to add.
 - d. Written request will be held in confidence by all parties.
2. A meeting will be arranged between requestor, Graduate Program Coordinator and Department Chair.
 - a. All parties will discuss the letter, as well as any potential consequences and outcomes. These might include moving studios and issues around access to facilities.
 - b. Graduate Program Coordinator or Graduate Program Director and Department Chair will approve or deny.
3. A letter will be drafted by the Graduate Program Coordinator to the committee requesting a meeting and vote. The letter will state the reasons why the change is being requested and the persons requested in the change.
4. The Graduate Program Coordinator will call a meeting with the existing committee and the proposed committee.
 - a. The student is not present at this meeting.
 - b. A simple majority vote will be taken to approve or reject the request.
 - c. The joint committee might suggest an alternative path.
 - d. The student may reject the alternative and request a second vote.

MAE Thesis Committee Change Protocol

Catalog Language:

It is customary for the student's graduate committee to remain in place for the duration of his or her studies. To make a change in the committee membership, approval by the primary advisor and other members of the committee is required, as is consent by those faculty the student wishes to add to his or her committee. The Graduate Program Director or Coordinator's approval is also required.

1. Send formal written request to Graduate Program Director (MAE) and Department Chair for Change of Thesis Advisor or Committee Member Form.
 - a) Written request must state the reason why a change is being requested.
 - b) Written request must indicate who the candidate wishes to remove.
 - c) Written request must indicate who the candidate wishes to add.
 - d) Written request will be held in confidence by all parties.
2. In consultation with the Chair and the current committee, the request is reviewed, and the student is notified of the decision or provided with an alternative option.

STAR STORE CAMPUS BUILDING POLICIES – FALL 2022

Building Issues/Problems/Questions

Report any problems with the function of the building (plumbing, electrical, HVAC etc.) to the Assistant Dean (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

There shall be no structural changes or additions to this building unless approved by the University, 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, ventilation ductwork, or accessibility.

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 Assistant Dean 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 unless the request requires addition/removal of lighting or structures that could pose a safety concern.

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. Vehicles are subject to tow at owner's expense if not removed after 20 minutes.

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.

In the event of an emergency, dial 911. Also report any emergencies, suspicious activity, or unauthorized persons to security immediately.

Star Store Campus Building Access

- **Public Building Hours** are from 8am-6pm, Monday through Friday (first floor only).
- **Access to upper floors and basement in the evenings**, starting at 5 PM, is restricted to UMass Dartmouth CVPA students with a valid UMass Pass.
- **Student Access and Studio Hours** include weekends and some holidays. Early closing times will be in effect Christmas Eve and New Year's Eve.
- **No Access** on Memorial Day, Juneteenth, Independence Day, Thanksgiving Day, Christmas Day, and New Year's Day as the building is closed.
- **ALL Students** must submit their UMass ID and also sign in at the Security desk after 5pm. UMass ID to be picked up upon departure.
- Valid, current UMass ID required for studio access.
- **Building** will be closed down and alarmed promptly at 12am by the Security Guard. All students must depart by 11:45pm.
- **Graduates and Undergraduates: 8am – 11:45pm Mon-Sat; 8am-6pm Sundays.** Subject to change. **Undergraduates and graduates must be in the building before exterior doors are locked at 10pm. Summer and Winter hours will vary.**
- **Guests** may visit between the hours of 5-10 PM when accompanied by a CVPA student, faculty, or staff member. Visits are limited to two hours. A guest will be required to sign in and leave a form of personal identification with the Security Guard to be retrieved upon departure. Children 16 and under are not allowed in the studios. **Guests are allowed during Fall and Spring semesters only.** Guests are not allowed to use materials, tools, or equipment.
- No smoking allowed ANYWHERE in the building.
- No alcoholic beverages allowed in studios.
- Access hours are subject to change without notice.
- All students **MUST** comply with a request by security personnel or University staff to vacate the building when mandated by University of Massachusetts officials, State-wide or local emergencies, or building-related issues.
- There will be **NO** access to the building when classes are cancelled for snow days or other emergencies, as determined by University of Massachusetts Dartmouth administration and/or CVPA Dean's office.
- No Roof Access.

Appendix II: Thesis Documents

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THESIS PROPOSAL

- **Is a 2-3page essay that outlines a direction of inquiry;**
- **Double Spaced, 12 pt font, 1" Margins;**
- **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.**

Selecting a Direction of Inquiry

Thesis Proposal and the Written Thesis

As you approach the thesis proposal, think about a body of work which will convey the concepts you are interested in focusing on. Then, basing your comments directly on that work, write a proposal which defines the direction and content of your visual thesis. Keep your discussion focused on your studio work, and the culture and influences from which it emerged.

Look for a large umbrella concept that is inherent throughout your work, which you could summarize in a paragraph or two. And then flesh out all the ideas that are spinning out of that overview of your work. If you write from your studio work, then the general umbrella concept and all the lesser deities that go with it will surface effortlessly by themselves.

In this thesis proposal, and in the thesis which you will eventually write, you are, in essence, taking stock of your own work and the concepts you are thinking about, taking your own artist/designer temperature by revealing some of the influences you have experienced, and at the same time seeing how and where your work is growing in the garden of ideas which surround you. You should approach this proposal and subsequent paper through your work looking outwards, all the while being cognizant where you fit in the art/design world with its varied histories and traditions.

In your discussion mention the context in which you find your work - what matters is that you see the context from which your work emerges. Tell us how you do and do not fit into that context and tradition. It is important to talk about how others are approaching, or have approached, similar subject matter. This helps you, and others, more closely see what is unique about your work.

There are often many gray areas in one's thinking and work which make it hard to speak concretely about what you are doing. However, that is part of the reason for doing this writing - to sharpen your understanding of the content and context of your work. Visit and revisit your work, ask it fresh questions, and let it guide your discussion.

Graduation Check List

- [] Receipt of all departmental and college approvals
- [] Application for Graduation filed in the Registrar's Office
- [] The signatory page, prepared and signed in the process described Grade for thesis or dissertation course changed to permanent grade(s).
- [] Electronic Submission Protocol Completed.
- [] Certification for Degree form prepared by GPC and sent forward for approvals.

Thesis submission is as follows:

- [] Forward Draft Signature Sheet to Graduate Studies Office several weeks prior to Oral Defense so that revisions are made and approval garnered assure page is ready for Oral Defense sign off.
- [] When Thesis Report is 90% complete submit to preliminary review by Graduate Studies Office.
- [] Prepare drafts and make corrections as specified by your thesis advisor and committee; receive their approval to prepare final version;
- [] obtain signatures of thesis advisor, committee members, Graduate Program Coordinator, AXD Department Chair, and Dean on the approved signatory page;
- [] Complete Electronic Submission Protocol by forwarding final approved PDF to Graduate Studies Office and dropping off completed signature page.
- [] Provide two additional copies of report for your Primary Advisor and the Graduate Program records.
- [] prepare a flash disk of images, and be sure it too has been approved by your thesis advisor and committee. Attach to paper copy of reports for PA and Graduate program records.
- [] Submit Images to the VML at <https://form.jotform.com/acywin/vrc---cvpa-thesis-submission-form>

* It is not required that the disk of images be ready when the signatory pages are signed, but it must be included when the thesis is submitted to the library.

Checklist of Items in Written Thesis content and format:

- [] Title page — required
- [] Permission to copy page — required
- [] Signatory page — required
- [] Abstract — required
- [] Other front matter pages — optional; use as appropriate
- [] Text of the thesis. Follow page format instructions for length, content, style as approved by thesis advisor and committee.
 - 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, Appendices — optional; use as appropriate
- [] Vita or Résumé — optional
- [] Flash Disk of images — required for paper copies.

Guide to Completing Master's Thesis:

https://www.umassd.edu/media/umassdartmouth/graduate-studies-amp-admissions/pdf-amp-docx/thesis_guide_spring2015.pdf

Electronic Submission:

<https://www.umassd.edu/media/umassdartmouth/graduate-studies-amp-admissions/pdf-amp-docx/Instructions-Electronic-Thesis-December-2017.pdf>



Overview

Dear Graduate Student,

Congratulations on reaching this milestone in your studies at UMass Dartmouth. You have already done the hard work and we are happy to assist you in submitting your final thesis/ dissertation documents so that your scholarly work can be accessed by researchers around the world.

This document is meant to help you with the formatting of your thesis/dissertation and submitting the final version to the Office of Graduate Studies.

Signature Page

Prior to your defense date, please prepare a signature page and send a pdf version to apgradstudies@umassd.edu for format and content review in order to ensure that the page is acceptable before obtaining the signatures of your committee members.

The typeface and margins must be those of the final copy of the text. The finalized signature page must be printed onto white paper of at least 25% cotton content and 20-pound weight and in the standard 8 1/2 x 11 size. This is the only page Graduate Studies requires to be printed on such paper. Graduate Studies and some departments can provide students with a sheet or two of acceptable paper.

The original signatures must be in dark blue or black ink. Please submit to Graduate Studies one signature page with original signatures when everyone has signed it except for the Associate Provost.

Draft Phase and Format Review

When your thesis/dissertation is at least 90-95% complete in terms of content, please submit a pdf version of your document to apgradstudies@umassd.edu for format review and feedback.

Please proofread the manuscript carefully and do all other necessary checks before submitting your document to Graduate Studies. The following are examples of common formatting issues: pages out of order or numbered incorrectly; inconsistent or incorrect spelling of student's name and dissertation/thesis title; page numbers on the table of contents and list(s) of figures/tables do not match location of referenced item; appendices are missing.

The review phase can take from a few days to weeks depending on the accuracy of the initial submission and the number of documents submitted for review. Your initial draft copy will be returned with suggested and required changes listed. Graduate Studies will utilize Adobe comment tools such as sticky notes. If relatively few changes are required, you will be notified your document has been finalized pending incorporation of requested minor changes. Otherwise, you will be asked to submit another draft pdf. The format review phase will continue until Graduate Studies notifies you via email that the document is finalized and ready for submission.

Please note: After your document is finalized for formatting, you may need to incorporate additional changes as requested by your committee members. It is your responsibility to correct any formatting issues that occur due to any final edits.

Submission Phase

After Graduate Studies notifies you that your document is ready for submission, email the following to apgradstudies@umassd.edu:

- ☐ Entire document as one pdf file, which will include the blank signature page (the formatting of which must match the approved and signed versions).

Images, code, or other accompanying materials that were formerly included on a CD will be included in the pdf. If converting to a pdf affects the quality of an image or functionality of a code, then a separate file (i.e., .jpeg or .exe) will accompany the text pdf. Students should consult with Graduate Studies on acceptable file format(s).

- ☐ Completed non-exclusive distribution rights form.
- ☐ ORCID ID number, obtained via <https://orcid.org/>.

Graduate Studies will do a quick check and if your submission is incomplete or inaccurate, you will be asked to correct and re-submit the document.

Approved Copy

An accepted document will be the final version submitted to the library for placement in the library's collection. No further changes will be allowed after the formal submission. Graduate Studies will submit the accepted pdf (re-named to conform to internal specifications) and all

MFA THESIS ORAL DEFENSE REVIEW FORM

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. Oral Defense is 1 hour long:

Three central discussion points:

1. Is there sufficient congruence between written and visual work
2. Is there sufficient quantity and quality of visual work
(visual work not in MFA exhibition can be reviewed via image during defense)
3. Is there sufficient quantity and quality of written content

Student: _____ Date: _____

1. sufficient congruence between written and visual work Yes / No

Comments: _____

2. sufficient quantity and quality of visual work Yes / No

Comments: _____

3. sufficient quantity and quality of written content Yes / No

Comments: _____

THESIS COMMITTEE Signatures:

_____	_____
_____	_____
_____	_____

All UMD announcements for your thesis defense need to be in 3 weeks prior to your thesis defense date. Oral Defenses must be made public no less than 2 weeks prior to the defense date. We ask for a week to get these published. Below is an example of the information we need in order to submit your UMD announcement. Announcements submitted after 3:00 p.m. will not be submitted until the following day.

Master of Fine Arts Thesis Defense by NAME?

College of Visual and Performing Arts

Department of Fine Arts (major) EXAMPLE - CERAMICS

TO: Students, Faculty, Staff, and Interested Parties

FROM: ADVISOR'S NAME

SUBJECT: MASTER OF FINE ARTS THESIS DEFENSE BY: NAME?

TOPIC: TITLE

DATE: ?

TIME: ?

LOCATION: College of Visual and Performing Arts, UMD Star Store Campus

EXAMPLE - Lecture Hall Room 144

ABSTRACT:

SHORT PARAGRAPH

For further information, please contact Aaron Bourque at (508) 910.6669, or by email at aaron.john.bourque@umassd.edu

Chapter 9

FORMAT FOR MFA THESES IN ARTISANRY, FINE ARTS, OR DESIGN

MFA theses use a somewhat different format and process for approvals than do other theses.

9. 1 Annotated Table of Contents

Which sections of the *Requirements for Theses and Dissertations* apply? That question is answered through the following shortened and annotated Table of Contents:

Chapter 1: INTRODUCTION —*applies*

Chapter 2: SUBMISSION OF THE THESIS OR DISSERTATION —*applies, except for a shortened signature process*

Chapter 3: TECHNICAL REQUIREMENTS: PAPER, PRINT, AND WORD PROCESSING —*applies*

Chapter 4: THE TEXT OF THE THESIS OR DISSERTATION — *follow as applicable*

Chapter 5: FRONT AND BACK MATTER— *do NOT follow all of Chapter 5; implement the modifications that are explained in the present chapter*

Chapter 6: TABLES AND FIGURES —*applies as appropriate.*

Chapter 7: COPYRIGHT AND AUTHORSHIP —*applies*

Chapter 8: OTHER REQUIREMENTS AND SPECIAL CASES —*not applicable*

Chapter 9: FORMAT FOR MFA THESES IN ARTISANRY, FINE ARTS, OR DESIGN

—applies

Chapter 10: REQUIREMENTS FOR A DISSERTATION – *not applicable*

Chapter 11: SOME COMMON TYPING AND FORMAT PROBLEMS:

A FINAL CHECKLIST — *generally applicable*

Appendix A: REFERENCE WORKS FOR THESIS OR DISSERTATION

PREPARATION — *use as needed or desired*

Appendix B: SAMPLE PAGES— *use the special sample pages in this chapter that modify the Title Page and Signatory Page*

9. 2 Overview of the Modified Process and Requirements for MFA Theses

The material in the text or body of MFA theses tends to be somewhat shorter and less formally structured than in other theses. For this reason, MFA thesis authors may choose not to use an organization with chapters and subheadings and therefore do not need a Table of Contents. Similarly, lists of tables or figures are probably not required.

9. 3 Approval Process for MFA Theses

Follow Chapter 2 for the general procedure regarding final revisions and the matters related to declaring intention to graduate. As suggested in Chapter 2, see the Graduate Program Director to be sure that degree certification papers are in order, and see your thesis advisor to have a final grade submitted for your thesis. Be sure your signatory page is prepared on required paper stock. Be sure the correct date of degree conferral is shown on the thesis title page; consult the graduate office if there is any doubt about what is correct.

It is the responsibility of your thesis advisor and thesis committee to approve both the contents and the final form and format of your thesis.

Thesis submission is as follows:

- [] prepare drafts and make corrections as specified by your thesis advisor and committee; receive their approval to prepare final version;
- [] obtain signatures of thesis advisor, committee members, Graduate Program Director, and Dean on the official signatory page;
- [] when you are sure everything is correct with the text, prepare final pages on required thesis-quality paper. Prepare two complete theses for the library, with the additional copy/ies required for your college, department, or for your own use;
- [] prepare your disk of images, and be sure it too has been approved by your thesis advisor and committee;
- [] bring the prepared pages, disk of images*, and signatory page to the Office of the Associate Provost for Graduate Studies for signature. Leave your thesis with a member of his/her staff and you will be contacted when the signature is obtained; and
- [] take the thesis, disk of images, and approval memo to the library, along with the fee payment; once the library sign-off is obtained, return the approval memo to the graduate office.

* It is not required that the disk of images be ready when the signatory pages are signed, but it must be included when the thesis is submitted to the library.

9. 4 Checklist of Items in the Modified Thesis

- [] Title page — *required*
- [] Permission to copy page — *required*
- [] Signatory page — *required*
- [] Abstract — *required*
- [] Other front matter pages — *optional; use as appropriate*
- [] Text of the thesis. Follow page format instructions for length, content, style as approved by thesis advisor and committee.
- [] Bibliography, Appendices — *optional; use as appropriate*
- [] Vita or Résumé — see 5. 2. 3 — *optional*
- [] Disk of images (in pocket, with list of images on CD — see 6.4) — *required*

9. 5 Sample Pages

The following sample pages have two purposes:

- 1) to reflect what is different from the standard thesis requirements; and
- 2) to use an exact standard, so modified MFA theses will be consistent and professional in format.

Please follow the format and contents as shown. For the required Permission-to-Copy and Abstract pages as well as the optional items, follow the usual instructions.

For order and page numeration use the following chart, a modification of that on page 23 of this manual.

MFA thesis front matter items always appear in the order shown here

Title page (required)	page i*
Permission-to-copy page (required)	not numbered
Signatory page (required)	page ii*
Abstract (required)	page iii (or iii-iv)
Acknowledgments (optional)	next page number
Table of contents (optional)	next page number(s)
List of figures or illustrations (optional)	next page number(s)

*Numeral never actually shown on the page

[Sample title page for MFA theses]

University of Massachusetts Dartmouth

College of Visual and Performing Arts

BLACK HOLES AND GREEN VALLEYS:

VISUAL EXPRESSIONS OF THE

LIFE OF THE EARLY UNIVERSE

A Thesis in

Artisanry

by

May B. Credible

Submitted in Partial Fulfillment of the

Requirements for the Degree of

Master of Fine Arts

May 2015

[Sample signatory page for MFA theses]

We approve the thesis of May B. Credible

Date of Signature

Ivan C. Starr
Professor, Department of Design
Thesis Advisor

Elizabeth B. Yond-Gazer
Assistant Professor, Department of Fine Arts
Thesis Committee

Luke Skywalker
Associate Professor, Department of Design
Thesis Committee

John Smith
Graduate Program Director, Department of Artisanry

Adrian Tió
Dean, College of Visual and Performing Arts

Tefay Meressi
Associate Provost for Graduate Studies

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.

Student: _____

Degree: MFA

Thesis Advisor: _____

Date: _____

Regarding the degree candidate, please respond to the following:

1. Completed ART 505, Grad Seminar I.
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 *transfer
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 written thesis signature page (format pre-approved by Graduate Studies; photocopies will be made of it for other thesis copies. ☐ Yes ☐ No
9. Graduate Coordinator have received final approved PDF from Graduate Studies Office. ☐ Yes ☐ No
10. Two Copies of approved Thesis Report have been delivered to Graduate Coordinator for record keeping (one for student file, one for Primary Advisor) ☐ Yes ☐ No
11. List any required courses that were waived for this student:

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

13. 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
14. Is the thesis committee recommending this candidate for designation "Thesis with Distinction?" ☐ Yes ☐ No
15. Has received studio clean out check list? ☐ Yes ☐ No ☐ N/A
16. Has completed and signed studio clean out check list? ☐ Yes ☐ No

updated Spring 2019

Star Store Campus MFA Student Check-Out List

Please fill out the sheet below. Note: Degree certification will not be processed unless all items below have been appropriately addressed and staff signature obtained.

Name: _____

MFA Area of Study: _____

Studio Room Number _____ Studio Space Number (if applicable) _____

Studio Space:

- Studio walls returned to original state / clean and painted white. (circle one) YES NO N/A
- Studio floor is clean; free from trash/stains that can be removed. (circle one) YES NO N/A
- All personal items removed from studio space* (circle one) YES NO N/A
- All personal items/artwork removed from Star Store Building* (circle one) YES NO N/A
- Key returned to Star Store Office (circle one) YES NO N/A
 - If no, explain: _____
Lost keys may incur a fee.

Other:

All installations at Star Store Campus have been taken down (circle one) YES NO N/A

- If yes, where was your work installed? _____
 - Has the area been returned to its original state? (i.e. holes filled and spackled, repainted white using building paint, clear of debris, etc.) (circle one) YES NO N/A

Student signature: _____ Date: _____

Staff Signature**: _____ Date: _____

**Anything left behind by a student will be discarded on the date listed next to the staff signature above.*

*** Authorized signatures are those of the Campus Coordinator or Building Technician.*

Additional notes may be included on the back of this sheet.

Appendix III: Program Sheets

MFA Advising Template

44

Student Name:	COIN #:	Entry date:
Media Area:	Primary Advisor:	Committee:
Completed ARH exit requirement as follows:		

MFA Core Program Requirements – 21 credits

Course	Credits	Faculty	Semester	Grade
ARH 500 Method/Theory in Art History	3			
ART 505 Graduate Seminar I	3			
ART 506 Grad. Sem. II: On Creativity	3			
ART 512 Visual Thesis	6			
ART 515 Writing Seminar	3			
ART 516 Written Report	3			
TOTAL CORE CREDITS =				

MFA Electives – 12 credits (see list below for suggested courses)

Course	Credits	Faculty	Semester	Grade
XXX	3			
XXX	3			
XXX	3			
XXX	3			
XXX	3			
XXX	3			
XXX	3			
TOTAL ELECTIVE CREDITS =				

MFA Graduate Studio Sequence - 27 credits

Course	Credits	Faculty	Semester	Grade
ART 5XX Grad Studio I	6			
ART 5XX Grad Studio I “Friday Class”	3			
ART 5XX Grad Studio II	6			
ART 5XX Grad Studio II “Friday Class”	3			
ART 6XX Grad Studio III	6			
ART 6XX Grad Studio III “Friday Class”	3			

TOTAL CORE CREDITS =

TOTAL MFA PROGRAM CREDITS =

Total Independent study credits? (18 cr. limit including 9 cr. for ART 512 and ART 516)

Approved Transfer courses? (6 cr. limit; cannot be applied to Grad Studio credits)

Total cr. Applied from PBC? (9 cr. limit)

Approved Course substitutions? (Describe)

Suggested Electives – 12 credits

ART 510 Selected topics

ART 530 Grad Studio – Arts-based Research

ART 694/697 Clay and Glaze I/II

ART 590 Instructional Development

AED 570 Special Topics in Art Education

ART 698 Moldmaking

MFA Curricular Planning Map

(circle one)

ATR

DES

FIA

FALL

	Credits
ART 500	3
ART 505	3
Grad Studio I	9
Total Credits	

SPRING

	Credits
Grad Studio II	9
Electives	
Total Credits	

FALL

	Credits
ART 506	3
Grad Studio III	9
Writing Seminar	3
Electives	
Total Credits	

SPRING

	Credits
Visual Thesis	6
Thesis Report	3
Electives	
Total Credits	

FALL

	Credits
Writing Seminar	3
Visual Thesis (Cont.)	0
Thesis Report (Cont.)	0
Total Credits	

SPRING

	Credits
Visual Theis (Cont.)	0
Thesis Report (Cont.)	0
Total Credits	