



2021
2022

JAMES MADISON UNIVERSITY
College of Visual and Performing Arts
School of Art, Design, and Art History

GRADUATE
STUDIES
HANDBOOK



WELCOME TO THE GRADUATE PROGRAM IN ART!

This Graduate Studies Handbook is a guide for graduate students and graduate faculty in the School of Art, Design, and Art History at James Madison University. This handbook should be consulted regularly for detailed information on specific art requirements, regulations, and procedures.

For general requirements, the policies, procedures and deadlines for The Graduate School are posted online at <http://www.jmu.edu/grad/grad-community/index.shtml> and in the Graduate Catalog at <https://catalog.jmu.edu/index.php?catoid=42>. These pages contain the official regulations of The Graduate School (TGS) and remain the binding agreement with students while enrolled at JMU. A graduate faculty advisor is assigned to each student in the program, yet please note that the student is ultimately responsible for understanding the contents of the appropriate publications and for following all stated requirements and deadlines.

TABLE OF CONTENTS

3	INTRODUCTION	7	CLASSIFICATIONS OF ADMISSION	23	GRADUATE PROGRAMS GENERAL INFORMATION	28	APPENDIX A LIST OF GRADUATE COURSE OFFERINGS
6	ADMISSIONS	8	ART DEGREE PROGRAM DESCRIPTIONS		TRANSFER CREDIT	29	APPENDIX B PROGRAM OF STUDY FORM
	GRADUATE SCHOOL		MFA in Studio Art		TIME LIMIT	30	APPENDIX C SADAH THESIS COMMITTEE SELECTION
	MFA in STUDIO ART		MFA PROGRAM OF STUDY		GRADUATE COURSE NUMBERING	31	APPENDIX D PROFESSIONAL DEVELOPMENT FUND REQUEST
	MA in STUDIO ART		MFA GENERAL PROGRAM POLICIES, FORMS AND PROCEDURES		GRADUATE GRADING SYSTEM	32	APPENDIX E ART EDUCATION THESIS CONTENT GUIDE
	MA in ART EDUCATION		MFA ADMISSION TO CANDIDACY		GENERAL APPEALS PROCESS	33	APPENDIX F END OF SEMESTER REVIEW TEMPLATE
			MFA 18-HOUR REVIEW		GRADE APPEAL PROCEDURES	34	APPENDIX G GA/TA END OF SEMESTER EVALUATION FORM
			MFA ADMISSION TO THESIS YEAR		REINSTATEMENT POLICY	36	APPENDIX H 18-HOUR REVIEW FORM
			THESIS WORK		INCOMPLETE GRADES	37	APPENDIX I STUDIO CONTRACT–GRACE STREET CENTER
			THESIS EXHIBITION		GRADUATE AND TEACHING ASSISTANTSHIPS	38	APPENDIX J STUDIO CONTRACT–MHAC
			THESIS MONOGRAPH	26	INSTITUTIONAL ORGANIZATION	39	APPENDIX K MFA ADMISSION TO THESIS YEAR
			GALLERY TALK		SADAH DIRECTOR	40	APPENDIX L OUTLINE: MFA THESIS, EXHIBITION & REVIEW PROCESS
			ORAL EXAM		SADAH GRADUATE PROGRAM DIRECTORS	42	APPENDIX M STUDIO CHECK-OUT FORM
			MA in Studio Art		GRADUATE ADVISORY COMMITTEE		
			PROGRAM REQUIREMENTS CONTINUATION		GRADUATE FACULTY		
			EXHIBITION STATEMENT		FACULTY ADVISORS		
			STUDIO EXHIBITION		GRADUATE SUPERVISORS		
			ORAL EXAM		LIST OF SADAH GRADUATE FACULTY		
			MA in Art Education				
			MISSION GOALS				
			PROGRAM REQUIREMENTS				
			PROGRAM OF STUDY MINIMUM REQUIREMENTS				
			CANDIDATE REVIEW PROCESS				
			THESIS AND EXAMINATION				

ADMISSIONS

GRADUATE PROGRAMS IN ART AT JAMES MADISON UNIVERSITY

DEGREES AND CONCENTRATIONS OFFERED

The School of Art, Design, and Art History (SADAH) offers the Master of Fine Arts (MFA) degree in studio art, which is an interdisciplinary program within the school, and also offers the Master of Arts (MA) degree in art education and studio art.

ADMISSION TO THE GRADUATE SCHOOL

The application process for admission to The Graduate School at James Madison University is initiated online at <http://www.jmu.edu/grad/prospective/>. All parts of the application process (including submission of portfolio, letters of recommendation, artist's statement, and a brief written statement of purpose) are to be submitted online (following prompts and instructions provided within the application document). Applications may be fulfilled in part, and returned to as needed to update and complete the application.

Transcripts will be submitted digitally for the application process; TGS will request official final transcripts from accepted candidates. Do not send transcripts or letters of recommendation to the School of Art, Design and Art History.

A non-refundable application fee is required of all applicants. All foreign student applicants must submit satisfactory scores on the Test of English as a Foreign Language (TOEFL) as part of their application for admission.

The Graduate Faculty and Director of the School of Art, Design and Art History will review all completed applications for admission for graduate study in studio art. The Art Education Graduate Faculty will review art education applicants.

Finalists for admission to the MFA and MA in Studio Art degrees will be interviewed in person or online before offers of admission are extended.

Action will not be taken on a student's application until it is complete and has been approved and forwarded from the JMU Graduate School to the School of Art, Design and Art History.

Admission to begin taking graduate classes in studio art, art education or art history must be approved by the Graduate Faculty and Director of the School of Art, Design and Art History, and approved for final action by the Dean of The Graduate School. Each student will be notified of the disposition of their initial application for admission by the office of The Graduate School.

ADMISSION REQUIREMENTS FOR GRADUATE PROGRAMS IN ART

MFA in Studio Art

Corinne J. Diop,
*Studio Art Graduate
Program Director*
diopcj@jmu.edu,
540-568-6485

In addition to the general admission requirements of The Graduate School, the prospective graduate student in the Master of Fine Arts program must have an undergraduate degree with a minimum of 33 credit hours in studio art and nine credit hours in art history. The art history hours must include six hours surveying the history of Western art and three hours in upper-level art history, or equivalent.

A portfolio, artist's statement, a brief statement of purpose, official transcripts from previous schools, and three letters of recommendation must be submitted (online) as an indication of preparation for graduate study. The Graduate Records Examination (GRE) is not required.

The MFA and MA in Studio Art degrees are interdisciplinary. Work using any media to express creative ideas and visual research is permitted and encouraged.

The GRE is not required.

PORTFOLIO INSTRUCTIONS FOR STUDIO ART APPLICANTS

School of Art, Design, and Art History Application and Studio Art Portfolio Deadlines:

Admission to the Fall 2022 Semester: February 1, 2022

1. Portfolios must include between 15-20 images.
2. The portfolio will be submitted online as digital images uploaded to the online application process through The Graduate School.

MA in Studio Art

Corinne J. Diop,
*Studio Art Graduate
Program Director*

diopcj@jmu.edu,
540-568-6485

Candidates must meet the same admission and portfolio requirements as candidates for the Master of Fine Arts degree. The GRE is not required.

MA in Art Education

Dr. William Wightman,
*Art Education Graduate
Program Director*
wightmwh@jmu.edu
540-568-5144

In addition to the general admission requirements of The Graduate School, the candidate must have an undergraduate degree with a minimum of 33 credit hours in studio art and nine credit hours in art history. The art history hours must include six hours of

surveying the history of Western art and three hours in upper-level art history. The candidate must pass the Praxis II Art Examination and have a certified art-teaching license. Candidates should submit three letters of recommendation, a current professional teaching portfolio, and a personal statement as an indication of preparation for graduate study.

CLASSIFICATIONS OF ADMISSION TO GRADUATE STUDY AT JMU

Applicants may be admitted to The Graduate School under three classifications: unconditional, conditional or provisional admission.

Unconditional Admission

Acceptance without reservation. This indicates that you have a sound academic background in preparation for your program of study and have met all entry requirements for both The Graduate School and School of Art, Design, & Art History.

Conditional Admission

Admission with reservations, such as deficiencies in undergraduate preparation, which you must correct. Once corrected, you may make written request directed through your Graduate Program

Director to the Dean of The Graduate School for a change of status to unconditional.

Provisional Admission

Admission under probationary status. You have not fully met the requirements for admission into your program. Your first priority must be to satisfy the conditions outlined in your acceptance letter.

To change to "unconditional" status you must submit a written request to your major adviser or the Graduate Program Director who will forward it to the Dean of The Graduate School. You may only apply up to 9 hours of graduate credit to a degree program (with the recommendation of your School Director and approval of the Dean of The Graduate School) while in this status.

Reasons for Provisional Admission to the Graduate Programs in Art may include:

- **The previous academic record is weak.**
- **Prerequisite course work is insufficient.**
- **The applicant has majored in another field and has not yet clearly demonstrated abilities in the proposed new field.**

ART DEGREE PROGRAM DESCRIPTIONS

Mission, Goals, Program Descriptions and Requirements

MASTER OF FINE ARTS DEGREE

MISSION

The mission for the Master of Fine Arts Program is to challenge and support independently motivated artists in their intellectual, philosophical and artistic development. The graduate program encourages life-long learning, career success and community involvement.

GOALS

- To provide a safe, healthy and well-equipped studio environment promoting the development of each candidates' creative life.
- To offer study in collaboration with an exemplary faculty who challenge candidates to develop artistic skills demonstrating a professional competence.
- To advance each candidate's ability to articulate a personal aesthetic, philosophical and conceptual mode of individual inquiry.
- To equip candidates with a deepened knowledge of artistic history and culture as it relates to their chosen area(s) of artistic pursuit.
- To graduate candidates who have a heightened awareness of contemporary issues and who are prepared to develop an artistic career beyond the university as engaged and productive members of their communities.

PROGRAM DESCRIPTION

The MFA degree is the professional and terminal degree in studio art and is awarded for a high level of professional competence.

The MFA in Studio Art is designed to provide studio, historical, and theoretical studies in art at a level advanced beyond the preliminary professional baccalaureate degree, the BFA in Studio Art..

The MFA in Studio Art degree at JMU is an interdisciplinary studio program that promotes and encourages non-discipline-specific work in a variety of studio-based genres or between genres. Students may focus their work in a traditional studio medium, however, supervisory instruction will be provided by an expansive range of graduate faculty that may not be practitioners in the student's chosen studio medium.

MFA PROGRAM OF STUDY

MINIMUM REQUIREMENTS

	CREDIT HOURS
Studio	33
Art history (3 credits Non-Western recommended)	6
Contemporary Art Theory	3
Graduate Seminar	18
	<hr/>
	60

The minimum requirement for the Master of Fine Arts degree in studio art is 60 hours of graduate credit. The 60 credits must include 33 credits of studio art, and 18 credits in ART 600 Graduate Integrative Seminar. In addition 6 credits in art history are required at the 500-600 level, with three credits in ARTH 572 Modern Art Since 1945 (or an approved substitute), and three credits of non-Western art history strongly recommended. ART 593 Contemporary Art Theory is also required, and the 6 credits in ART 700 Thesis count towards the 33 credits in studio art.

MFA PROGRAM OF STUDY

FIRST SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ART 593 Contemporary Art Theory	3

SECOND SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ARTH 572 Modern Art Since 1945	3

FIRST SUMMER

ART 602 Contextual Practice	3
-----------------------------	---

THIRD SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ART or ARTH Elective	3

FOURTH SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ART or ARTH Elective	3

SECOND SUMMER

ART 602 Contextual Practice	3
-----------------------------	---

FIFTH SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ART 700 Thesis	3

SIXTH SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ART 700 Thesis	3

ART DEGREE PROGRAM DESCRIPTIONS

Mission, Goals, Program Descriptions and Requirements

MFA GENERAL PROGRAM POLICIES, FORMS AND PROCEDURES

MFA PROGRAM OF STUDY FORM

Prior to the end of the first semester of enrollment in the graduate program, MFA students will meet with their faculty advisor to plan a tentative Program of Study (see Appendix B, p.29).

The Program of Study form must be approved by the advisor and Graduate Program Director and placed on file with the school.

MFA PROGRAMMING ATTENDANCE

To provide a broad background in contemporary art, MFA students are required to attend as many of the school's programmed exhibitions, lectures and art events as possible during each semester. These experiences include visiting Wampler Distinguished Professors and Encore artists.

MFA STUDIO SPACE

Individual studios are assigned by the Graduate Program Director. Studio spaces will be assigned on the basis of seniority. Graduate assistants and returning graduate students will be given special consideration. Occupancy will be for the duration of the student's full time enrollment in the graduate program. A Studio Contract specifying studio rules and the duration of the assigned studio space will be issued at the beginning of each Fall semester. Graduating students, or students moving to a new studio, are responsible for studio maintenance as detailed in the Studio Contract.

As part of all studio occupancy, studio graduates must complete an annual studio safety seminar directed by the SADAH safety officer during the Fall semester. Graduating MFA students are required to vacate their studio by the last Friday of May.

MFA EVALUATION

COURSE GRADES

The responsibility for assigning final grades in each class rests solely with the individual instructor of record. When a student is enrolled in studio coursework with more than one graduate faculty member per semester, faculty may consult one another about the work submitted and final assessments. Feedback from End of Semester Graduate Reviews may or may not be reflected in the semester grade. Evaluation of all graduate work completed under instruction is understood to be an on-going, collaborative and cumulative process involving all graduate faculty. Success in individual coursework does not warranty success in summative reviews.

GRADUATE REVIEWS

End of Semester Graduate Reviews, 18-Hour Reviews and Thesis activities will take place at the end of each semester as the following outline shows:

Fall Semester

End of Semester Reviews (All Graduate Studio Students)

Review for Advancement to Thesis Year (All Second-Year Students)

Spring Semester

End of Semester Reviews (All Second-Year Students)

18-Hour Reviews (All First-Year Students)

Thesis Exhibition/Gallery Talk/Oral Exams (All Third-Year Students)

Graduate Reviews are open to the public, and may include undergraduate students, outside reviewers, faculty and others who are invited by the graduate faculty to attend. One week prior to the scheduled Graduate Review each graduate student will distribute an artist's statement to the graduate faculty addressing their current work (see further explanation as to the content and form of this statement in the following section). At the Graduate Review, participating students will formally present their work for group critique. All graduate students and participating graduate faculty will attend all discussions. The faculty and the public audience will fill out comment forms for each student. Graduate students will be presented with a copy of these comment forms and a formal written evaluation to discuss and sign. The formal written evaluation will be prepared by the student's Advisor (see Appendix F, p.33), a copy of which will be kept in the student's academic file in the SADAH administrative main office.

Notes:

Second semester first-year students will participate in 18-Hour Reviews.

Second semester third-year students are exempt from the End of Semester Reviews, and will instead will focus on completing their Thesis requirements.

END OF SEMESTER ARTIST'S STATEMENTS

The artist's statement submitted to the faculty as part of the end of the End of Semester Review should focus on the work being presented to the faculty during the review. The written statement should avoid jargon, and strive to illuminate and clarify the graduate student's working methods, ideas, and intent of the work being presented. Students should consult with their Advisor as they prepare their statement.

The actual length of the written statement is secondary to the goal of guiding those reading the statement towards a more meaningful understanding of what is being attempted. Students are strongly encouraged to write no more, nor no less, than what is necessary to effectively communicate the principal ideas motivating their work and its connection to historical or contemporary precedents.

When completed, participating students should submit their End of Semester Statement to an online folder or other location provided by the Graduate Program Director. The first page should include a heading listing the student's name, program year, and title related to the content. If time-based material is to be submitted to the faculty for advance review (such as a video), this work should be titled and submitted along with the written Artist's Statement..

MFA ADMISSION TO CANDIDACY

MFA 18-HOUR REVIEWS

During the semester in which the student completes eighteen hours in the MFA program, the student must apply in writing to the Graduate Program Director to request continuance in the program and to ask that an 18-Hour Review be arranged.

The 18-Hour Review will take place on or after the last day of classes during the Spring Semester. The 18-Hour Review is open to participation by all JMU Art, Art History and Art Education graduate faculty, but only graduate studio faculty will vote on a student's continuance in the program.

The student's academic advisor will lead the 18-Hour Review. After the presentation/discussion is finished, the student will be excused and studio faculty will discuss the presentation. A vote on the final decision to advance a first-year student to candidacy (admission to second-year study) will be forwarded to the Graduate Program Director by the Monday following the 18-Hour Review. A positive majority decision of all graduate studio faculty is required to advance a student to candidacy. In the case of a tied vote, the Graduate Program Director will make a decision regarding the student's admission or denial of admission to candidacy.

18-HOUR REVIEW STATEMENTS

As part of the 18-Hour Review process, students are required to share work completed during both the Fall and Spring semesters, and submit a written statement

to the graduate studio faculty. This written statement should be transmitted via email to the Graduate Program Director one week prior to the scheduled review. The 18-Hour Review Statement should expand upon the artist statement previously shared as part of the Fall's End of Semester Review process.

The expanded statement should address the student's perspective on their technical, expressive and conceptual development over the past year spent in residence as an MFA student, and identify the student's perspective on their future purpose and artistic direction should they be approved for Admission to Candidacy for the MFA degree.

DECISION AND APPEAL PROCESS

The results of the graduate faculty vote will be tallied by the Graduate Program Director, and the results shared confidentially with the participating faculty and student. A copy of the written summary and recommendation will be placed in the student's permanent academic folder kept in the SADAH's administrative office.

The decision to admit (or decline) continuance in the program will be communicated to the student via official letter sent from the Graduate Program Director on the Tuesday following the 18-Hour Review. Appeals of a negative decision will follow existing policy as detailed in the Graduate Studies Handbook.

A student may successfully appeal a decision made by the graduate faculty not to recommend continuation in the program only if there has been a factual error in evaluating the student's studio work and/or academic record. Appeals

ART DEGREE PROGRAM DESCRIPTIONS

Mission, Goals, Program Descriptions and Requirements

must be made in writing within 10 business days after being officially notified by the Graduate Program Director that the student is not being recommended for continuation. The appeal must be directed to the Graduate Program Director, who will forward it to the Graduate Advisory Committee within 2 working days. After review, the Graduate Advisory Committee will forward their findings and recommendation to the Director of the School of Art, Design, and Art History within 7 working days. The Director of the School of Art, Design and Art History will make the final determination about the student's eligibility for continuance in the graduate program.

MFA ADMISSION TO THESIS YEAR

MFA SECOND YEAR REVIEW

At the conclusion of the Fall semester all second-year MFA candidates will be reviewed for continuation in the program and advancement to their Thesis Year of study. This review will be conducted as part of the normal End of Semester Review (ESR). At the conclusion of the ESR a written evaluation will be prepared by a three-member faculty committee chaired by the student's Thesis Advisor recommending either advancement to the Thesis Year, or discontinuation in the MFA program. This formal recommendation will be shared confidentially with the Graduate Studio Faculty, who will then submit a confidential vote on accepting the recommendation to advance the student to their Thesis Year, or to discontinue the student in the MFA program. A majority affirmative

vote of the Graduate Studio Faculty favoring advancement to the Thesis Year is required for continuation in the MFA program. The vote of the Graduate Studio Faculty will take place prior to the end of the Fall exam period.

Upon conclusion of the Graduate Studio Faculty vote, students who are not recommended for advancement to their Thesis Year will be notified in writing by the Graduate Program Director. Students discontinued in the MFA program will have the option to apply to the MA degree, and continue their graduate work during the Spring semester, and upon satisfactory completion of the requirements for the MA in Art degree, graduate in the Spring Semester.

DECISION AND APPEAL PROCESS

The results of the graduate faculty vote will be tallied by the Graduate Program Director, and the results shared confidentially with the participating faculty and student. A copy of the written summary and recommendation will be placed in the student's permanent academic folder kept in the SADAH's administrative office.

The decision to admit (or decline) continuance in the program to the Thesis Year will be communicated to the student via official letter sent from the Graduate Program Director on the Tuesday following the Second-Year Review. Appeals of a negative decision will follow existing policy as detailed in the Graduate Studies Handbook.

A student may successfully appeal a decision made by the graduate faculty not to recommend advancement to the Thesis Year

only if there has been a factual error in evaluating the student's studio work and/or academic record. Appeals must be made in writing within 10 business days after being officially notified by the Graduate Program Director that the student is not being recommended for continuation to the Thesis Year. The appeal must be directed to the Graduate Program Director, who will forward it to the Graduate Advisory Committee within 2 working days. After review, the Graduate Advisory Committee will forward their findings and recommendation to the Director of the School of Art, Design, and Art History within 7 working days. The Director of the School of Art, Design and Art History will make the final determination about the student's eligibility for advancement to the Thesis Year.

MFA THESIS WORK

MFA THESIS COMMITTEE

Each MFA student will select a Thesis Committee in consultation with the Graduate Program Director and the student's major adviser during the semester immediately following a successful 18-Hour Review. The SADAH Thesis Committee Selection form (Appendix C, p.30) must be submitted with original signatures two weeks before the end of the Fall semester to the SADAH main office.

The committee must include signatures from the major advisor and at least two other members of the School of Art, Design and Art History Graduate Faculty, and may include additional graduate faculty from within or outside of the School of Art, Design and Art History. At least two members of the committee must be from the studio faculty.

The chair of the Thesis Committee will normally be the student's advisor, but may be any member of the committee whose graduate faculty appointment represents the School of Art, Design and Art History.

Each Thesis Committee must consist of at least three JMU Graduate Faculty members with the background and interest necessary to evaluate the mastery of the student. It is required that at least two of the faculty on the committee have officially worked with the student as the grading instructor of record. Faculty with Graduate Instructor status may be appointed to committees with the approval of the Dean of The Graduate School, but only when their expertise clearly qualifies them for appointment. Appointment of faculty with Graduate Instructor status must be in addition to the required minimum number of Graduate Faculty members.

The Thesis Committee Chair will oversee and guide the Thesis process. Final selection of the Thesis Committee Chair is made by the student in consultation with the Graduate Program Director and major advisor. The entire Thesis Committee will consult with one another and the student to construct a timeline for review of monograph drafts, discussion of the artwork being prepared for the Thesis Exhibition, and overall progress towards degree completion. The Thesis Committee will also serve as the Oral Comprehensive Examination Committee at the conclusion of the Thesis Exhibition.

A final and official Thesis Committee Approval form (obtained from the Graduate School) must be

completed and submitted to The Graduate School no later than the second week of the semester in which the student first registers for ART 700 Thesis. Note: This TGS form is different from the preliminary SADAH form submitted at the end of the Fall semester of the second year.

MFA THESIS ENROLLMENT

MFA students will enroll in ART 700 Thesis during their final two semesters. Thesis work will be completed under the direction of the Thesis Committee and will encompass work for the Thesis Monograph, the Thesis Exhibition, a Thesis Gallery Talk, and will be finalized with the successful completion of the Oral Comprehensive Exam.

MFA THESIS EXHIBITION

Near the end of the program of study, the MFA in Studio Art candidate must produce an exhibition of artwork that demonstrates a professional level of accomplishment. All work included in the Thesis Exhibition must have been produced while enrolled in the graduate program at JMU. It is strongly suggested that the graduate student consult their Thesis Committee Chair and their Thesis Committee to choose their highest quality work for exhibition. Inadequate preparation and presentation of the artwork in the exhibition may prejudice the results of the Thesis evaluation and Oral Comprehensive Exam.

Students in the MFA program will have their Thesis Exhibition in the Duke Gallery of Fine Art located in Duke Hall. The Thesis Exhibition must be scheduled a year in advance by approval of the Thesis

Advisor and Thesis Committee. The Graduate Program Director coordinates with the Gallery Director about the schedule for the Thesis Exhibition. Typically, one inclusive Thesis Exhibition will be held during the month of April highlighting the work of all graduating MFA candidates.

Each work displayed in the Thesis Exhibition must be digitally photographed, and labeled with the title, date, medium, and size for documentation into the MFA Thesis Monograph.

MFA THESIS MONOGRAPH

The Thesis Monograph is a written statement submitted online to The Graduate School that clarifies the student's work, its development, and its cultural and historical references. Images of all work from the Thesis Exhibition should be represented within it.

The final Thesis Monograph must meet the format and deadlines for the Thesis/Dissertation Manual set forth by The Graduate School. The School of Art, Design and Art History requires The Chicago Manual of Style as a writing guide for the Thesis Monograph. The Chicago Manual of Style is online at <http://www.chicagomanualofstyle.org/home.html>.

The general requirements for the preparation of a thesis pertain primarily to formatting. These requirements provide a degree of uniformity and ensure that each thesis is in a suitable form for later research. In addition, two original signed copies of the Approval Page must be submitted to The Graduate School. The MFA Thesis is not considered complete until all properly formatted and approved

ART DEGREE PROGRAM DESCRIPTIONS

Mission, Goals, Program Descriptions and Requirements

documents (including visual images of the Thesis Exhibition) are submitted to the Graduate School and the JMU Library.

During development of the Thesis monograph drafts should be typed and presented to the Thesis Committee members by the deadlines constructed by the committee.

Questions which students may consider important in drafting their written Thesis are: How does their artwork relate to contemporary issues found in art and/or society? What are their aesthetic interests? What is their general approach to creating artwork? How are their ideas translated into visual form and structure? How do they reflect upon and evaluate their development as an artist? Students should keep in mind that while the Thesis is an individual, creative declaration, just as are their artworks in the Thesis Exhibition are personal statements, clarity is essential.

With regard to the length of the Thesis, each student should determine with their Thesis Committee the appropriate length of the monograph according to their style of expression. Examples of MFA Thesis monographs by previous graduate students are available online from the JMU library, and may be consulted as models.

For assistance with writing, students may consider visiting the University Writing Center, located on the first floor of the Student Success Center. The Writing Center is composed of professional writing consultants and peer tutors who help students with all types of writing. To make an appointment contact the center at <http://www.jmu.edu/uwc/>.

When the Thesis Monograph is nearing completion, the student should schedule an appointment with The Graduate School to review the format of their project and make any necessary formatting changes.

Students should meet regularly with their Thesis Committee as a group to review their progress on their written statement. At least two such meetings should occur before the Oral Comprehensive Exam.

When the Thesis Monograph is complete, the student must obtain approval signatures from their Thesis Committee, allowing ample time before the deadline to The Graduate School for review and signing. The approval sheets are turned in to The Graduate School. A digital copy of the Thesis is submitted online to the JMU Library. Hard copies may (or may not) be provided to the Thesis Chair and Committee members as they direct.

The title of the Thesis Monograph must be submitted to The Graduate School in time for it to be printed in the graduation program.

MFA GALLERY TALK

Each graduating student will present a gallery talk that is open to all faculty and students in conjunction with their Thesis Exhibition, and prior to the Oral Comprehensive Exam and defense of the Thesis Monograph. The gallery talk will take place in the Duke Gallery of Fine Art, or other venue approved by the student's Thesis advisor. The gallery talk is completed in lieu of the graduating student's presentation of work during the Spring End of Semester Review.

The graduating student is responsible for scheduling the gallery talk with the SADAH Gallery Director during regular Duke Gallery of Fine Art operating hours. Every effort should be made so that the gallery talk coordinates with other Duke Gallery events and academic programming. If notified in a timely manner, the SADAH will make every effort to promote the Thesis Exhibition opening and gallery talk as part of the school's regular public relations calendar. The student is responsible for any additional advertising (such as posters or announcement cards).

MFA ORAL COMPREHENSIVE EXAM

A comprehensive oral assessment is required of each student in order to complete his or her program of graduate study. For the MFA, the Oral Comprehensive Examination is generally held in conjunction with the Thesis Exhibition, the Gallery Talk and defense of the Thesis Monograph. Thesis committee members should attend the Gallery Talk in preparation for the Oral Comprehensive Examination. The Gallery Talk should take place prior to the Oral Comprehensive Examination.

The completed Thesis Monograph should be disseminated in advance to members of the Thesis Committee and brought to the Oral Comprehensive Exam. Deadline dates for completing all Oral Comprehensive Examinations are indicated on The Graduate School academic calendar.

The purpose of the Oral Comprehensive Examination is to clarify and appraise the extent of the student's knowledge in the field(s) of their MFA study. The exam will take the form of an oral review of the Thesis Exhibition and a discussion of the student's MFA Thesis Monograph.

The exam will encompass a broad spectrum of issues related to the candidate's work, and thus goes beyond a simple "testing" of the student's previous course work, with a focus designed to appraise the student's mastery of their concentration.

In the event that a student does not pass their Oral Comprehensive Examination, a student may request a re-examination to be administered within six (6) months of the date of the original failure. Only one re-examination will be allowed.

MFA THESIS EXHIBITION DOCUMENTATION

The visual images (or performance) presented in the Thesis Exhibition must be digitally documented for the Thesis Monograph that will be submitted to the library for open access via JMU Scholarly Commons. Additionally, the Thesis Exhibition will be featured in an online and/or printed MFA Thesis Catalog and on archived on the SADAH website. Candidates are responsible for providing high quality images, written materials and other necessary information and documentation by the established deadlines.

MFA THESIS GRADING

A grade of S (Satisfactory) or U (Unsatisfactory) will be posted for ART 700 Thesis. The final semester Thesis grade will be entered after the thesis requirements are completed and the Thesis is submitted to The Graduate School for final processing.

MFA GRADUATION APPLICATION

A properly approved Application for Graduate Degree which includes information from the student's Program of Study form must be forwarded by the School of Art, Design and Art History to The Graduate School no later than the deadline listed in the academic term in which the student plans to graduate. The student, through their advisor, should initiate this process. The Graduate School also requires the title of the candidate's MFA Thesis Exhibition by early April for a May graduation, or by mid-July for an August graduation.

A candidate for graduation must be classified as Unconditional by The Graduate School. Candidacy also implies that the Thesis Exhibition, Gallery Talk, Oral Comprehensive Examination and Thesis Monograph will be successfully completed in the semester of graduation.

MFA GRADUATE COMMENCEMENT

Graduate Commencement usually takes place the evening before the undergraduate commencement. Practice is required for all commencement participants, at a time to be announced. This practice includes the graduates and the Thesis Committee Chair or Graduate Program Director. As a terminal degree, each MFA graduate will be "hooded" by their Thesis Committee Chair in a fashion identical to all other terminal degree recipients in a special, public ceremony.

MASTER OF ARTS

The Master of Arts in studio art, art education and art history require a minimum of 30 credit hours. In addition to the general admission requirements, each area of study has further requirements.

MA STUDIO ART

MISSION

The mission for the Master of Arts Program in Studio Art is to support artistic growth beyond the level of the baccalaureate. Although the goals for the MA reflect those of the MFA, the MA degree is viewed as an option for studio study that does not result in a terminal degree in the visual arts.

GOALS

- To develop and improve artistic skills in two and three-dimensional art
- To promote the candidate's ability to develop ways of individual inquiry

MA-STUDIO ART PROGRAM DESCRIPTION

Candidates must meet the same admission requirements as candidates for the Master of Fine Arts degree. The Master of Arts in studio art requires a minimum of 30 credit hours. The program of study includes 15 hours of studio work, six hours of art history, three hours of Contemporary Art Theory and six hours of seminar credit. Near the end of the program of study, the candidate must produce an exhibition of his/her graduate artwork, a digital portfolio of the exhibition (to be retained by the university) and a written statement clarifying the student's work, its development and its cultural and historical references. An oral comprehensive examination, generally in conjunction with the exhibition and closely related to the written statement, will also be held. Up to nine hours of graduate transfer credit may be accepted toward the Master of Arts degree, and must meet the same criteria as those accepted for the Master of Fine Arts degree. No more than six hours of transfer credit will be accepted in the area of studio.

MA STUDIO ART PROGRAM REQUIREMENTS	CREDIT HOURS
ART 601 Graduate Studio Practice	15
ART 593 Contemporary Art Theory	3
ARTH 572 Modern Art Since 1945	3
ART History Elective	3
ART 600 Graduate Intergrative Seminar	6
	<hr/>
	30

Students in the MA program may have their exhibition at artWorks Gallery, or they may choose to exhibit at other on-campus or local off-campus venues. If exhibiting at the student galleries, the exhibition needs to be scheduled a minimum of one semester in advance by contacting the director of the student galleries.

MA STUDIO ART DEGREE PROGRAM OF STUDY FORM

A program of study for the MA in studio art degree must be approved by the student's adviser and Graduate Program Director immediately following acceptance into the program. A Program of Study form must be filed with the school's Graduate Program Director and main administrative office.

PROGRAMMING ATTENDANCE

To provide a broad background in contemporary art, MA students are required to attend the school's programming of exhibitions, lectures and art events that are scheduled for the graduate program, such as the Wampler Distinguished Professor and Encore Artist presentations.

STUDIO SPACE

Studio space will be assigned to MA in Studio Arts students on an available basis. The same criteria and rules apply for studio assignments as for MFA students.

MA STUDIO ART EVALUATION

COURSE GRADES

The responsibility for assigning final grades in each class rests solely with the individual instructor of record. When a student is enrolled in studio coursework with more than one graduate faculty member per semester, faculty may consult one another about the work submitted and final assessments. Feedback from End of Semester Graduate Reviews may or may not be reflected in the semester grade. Evaluation of all graduate work completed under instruction is understood to be an on-going, collaborative and cumulative process involving all graduate faculty.

SEMESTER GRADUATE REVIEWS

A Graduate Review will take place at the end of each semester. This event is open to the public, and may include undergraduate students, outside reviewers, faculty and others who are invited by the graduate faculty to attend. Each graduate student will distribute an artist's statement addressing their current work a minimum of one week before the scheduled review. At the Graduate Review, students will formally present their work for group discussion. All graduate students and participating graduate faculty will attend all discussions. The public audience will be invited to fill out comment forms for each

student. In addition, each student will have an appointed committee of three faculty who will facilitate the discussion and write a formal evaluation. Each graduate student will be presented with a copy of the committee's formal evaluation to discuss and sign, and copies of the public comment forms. The formal evaluation will be prepared by the student's Advisor (see Appendix F, p.33), a copy of which will be kept in the student's academic file in the SADAH administrative main office.

MA STUDIO ART CONTINUATION

MA STUDIO ART 18-HOUR REVIEW

During the semester in which the student completes eighteen hours in the MA studio program, the student must apply in writing to the Graduate Program Director to request continuance in the program and to ask that an 18-Hour Review be arranged.

The 18 Hour Review will take place on the Friday afternoon of the last day of regular instruction during the Spring Semester. The 18-Hour Review is open to participation by all JMU Art, Art History and Art Education graduate faculty, but only graduate studio faculty will vote on a student's continuance in the program.

The student's academic advisor will lead the 18-Hour Review. After the presentation/discussion is finished, the student will be excused, and studio faculty will

ART DEGREE PROGRAM DESCRIPTIONS

Mission, Goals, Program Descriptions and Requirements

discuss the presentation. A vote on the final decision to advance a first-year student to candidacy (admission to second year study) will be forwarded to the Graduate Program Director by the Monday following the 18-Hour Review. A positive majority decision of all graduate studio faculty is required to advance a student to candidacy. Ties votes are decided by the Graduate Program Director.

18-HOUR REVIEW STATEMENTS

As part of the 18-Hour Review process, students are required to share new work completed during the Spring semester, and submit a written statement to the graduate studio faculty. This written statement should be transmitted via email to the Graduate Program Director one week prior to the scheduled review. The 18-Hour Review Statement should expand upon the artist statement previously shared as part of the Fall's End of Semester Review process.

The expanded statement should address the student's perspective on their technical, expressive and conceptual development over the past year spent in residence as an MA student, and identify the student's perspective on their future purpose and artistic direction should they be approved for continuation in the MA studio degree.

DECISION AND APPEAL PROCESS

The results of the graduate studio faculty vote will be tallied by the Graduate Program Director, and the results shared confidentially with the participating faculty and student. A copy of the written

summary of the vote will be placed in the student's permanent academic folder kept in the SADAH's administrative office.

The decision to admit (or decline) continuance in the program will be communicated to the student via official letter sent from the Graduate Program Director on the Tuesday following the 18-Hour Review. Appeals of a negative decision will follow existing policy as detailed in the Graduate Studies Handbook.

A student may successfully appeal a decision made by the graduate faculty not to recommend continuation in the program only if there has been a factual error in evaluating the student's studio work and/or academic record. Appeals must be made in writing within 10 business days after being officially notified by the Graduate Program Director that the student is not being recommended for continuation. The appeal must be directed to the Graduate Program Director, who will forward it to the Graduate Advisory Committee within 2 working days. After review, the Graduate Advisory Committee will forward their findings and recommendation to the Director of the School of Art, Design, and Art History within 7 working days. The Director of the School of Art, Design and Art History will make the final determination about the student's eligibility for continuance in the graduate program.

GRADUATION APPLICATION

A properly approved application for graduation that includes information from the student's Program of Study form must be forwarded by the School of Art Design and Art History to The Graduate School no later than the

deadline listed in the academic term in which the student plans to be graduated. The student, through his or her advisor, should initiate this process. The Graduate School also requires the title of the candidate's MA Exhibition by early April for a May graduation, or by mid-July for an August graduation.

The candidate's enrolled status must be classified as Unconditional. Candidacy also implies that the MA Exhibition, Artist's Statement, and Oral Comprehensive Examination will be successfully completed in the semester of graduation.

MA EXHIBITION STATEMENT

The statement written in support of the MA Exhibition is a statement that clarifies the student's work, its development, and its cultural and historical references with images of all work from the exhibition represented within it. This statement does not involve enrollment in a formal Thesis class, and is written under the supervision of the student's advisor during a Directed Study course.

Questions which students may consider important in drafting their written statement are: How does their artwork relate to contemporary issues found in art and/or society? What are their aesthetic interests? What is their general approach to creating artwork? How are their ideas translated into visual form and structure? How do they reflect upon and evaluate their development as an artist? Students should keep in mind that the statement should be an individual, creative declaration just as their artworks are personal statements.

With regard to the length of the statement, the students should

determine with their advisor the appropriate length according to their style of expression. Examples of MA statements by previous graduate students are on file in the SADAH Visual Resource Center or in the JMU library, and may be consulted as models.

For assistance with writing, students may consider visiting the University Writing Center, located on the 1st floor of the Student Success Center. The Writing Center is composed of professional writing consultants and peer tutors who help students with all types of writing. To make an appointment contact the center at <http://www.jmu.edu/uwc/>.

Students should meet regularly with their advisor to review their progress on their written statement. At least two such meetings should occur before the MA Exhibition.

MA STUDIO EXHIBITION

Near the end of the program of study, the MA Studio candidate must produce an exhibition of graduate artwork that demonstrates an advanced level of studio accomplishment. It is strongly suggested that the graduate student consult with their advisor to choose his or her highest quality work.

Students in the MA program will have their solo exhibition in artWorks, or another suitable venue. The artWorks director must be contacted a minimum of a semester in advance to ensure scheduling.

MA THESIS EXHIBITION DOCUMENTATION

The visual images (or performance) presented in the Thesis Exhibition should be digitally documented,

and shared with JMU Libraries and Educational Technologies so they may be added to the Madison Digital Image Database (MDID). Consult and contact the JMU Head of Digital Collections (540/568-5167) as to JMU's currently preferred form of archival digital documentation and release forms.

MA ORAL COMPREHENSIVE EXAM

A formal assessment of mastery designed to appraise the student's competence is required of each JMU student in order to complete his or her program of graduate study. The MA Oral Examination is generally held in conjunction with the MA Exhibition, and the artist's statement. The deadline dates, by which all comprehensive examinations are to be given for each academic term, are indicated on The Graduate School academic calendar.

The purpose of the Oral examination is to clarify and appraise the extent of the student's knowledge in the field(s) of their MA study by review of the solo exhibition and a discussion of the student's MA Artist's Statement by the examining committee and the candidate. A committee consisting of the student's advisor and two members of the Graduate Faculty agreed to by the student and their advisor will conduct the examination. The Oral Examination will encompass a broad spectrum of issues related to the candidate's work and thus go beyond a simple "testing" of the student's previous course work.

In the event that the Oral Examination is failed, a student may request a re-examination to be administered within six (6) months of the date of failure. Only one re-examination will be allowed.

MA IN ART EDUCATION

MISSION

The Master of Arts in Art Education at JMU is a graduate program for certified art educators dedicated to excellence in teaching and directing comprehensive art education programs in schools, museums, art organizations, or in the private sector. The program includes in-depth analysis of the methods and techniques for teaching studio art, art history, art criticism, aesthetics, and visual culture. The program promotes graduates who are: 1) dedicated art education professionals; 2) articulate art education advocates; and 3) charismatic leaders who demonstrate art education as a vital component of general education.

GOALS

Plans for Student Learning

1. To provide candidates with the structure, skills, core concepts, and methods of inquiry for teaching and directing comprehensive art education programs, including: aesthetics, art criticism, art history, studio production and visual culture.
2. To deepen a candidate's knowledge in a specific area of art education scholarly interest.
3. To provide candidates with opportunities to create and evaluate art instructional opportunities adapted to diverse learners.

Creates a Climate for Student Learning

4. To provide learning environments to develop life-long learners and charismatic instructional leaders who foster relationships with school colleges and the community.

Teaches for Student Learning

5. To provide opportunities for candidates to demonstrate an extensive range of strategies for teaching and evaluating art instruction, including the use of technology.
6. To provide candidates with access to the latest research on how children learn and develop and how culture influences human development and creative artistic expression.
7. To provide candidates with access to the latest research on how children learn to understand, appreciate, create, and judge works of art.
8. To provide candidates with opportunities to apply research to art lessons that support intellectual, social, and personal development.

Reflects, Collaborates, and Communicates for Student Learning

9. To foster active inquiry, collaboration, and supportive interaction among candidates for developing thesis papers, projects, and publications.
10. To promote self-reflection of candidates teaching and presentations through the use of video technology.

Demonstrates Professional Behaviors

11. To promote candidates who are: dedicated art education professionals, articulate art education advocates, and charismatic leaders who demonstrate art education as a vital component of general education)

PROGRAM REQUIREMENTS

The MA in art education requires a minimum of 30 credit hours. The candidate must have an undergraduate degree with a minimum of 33 credit hours in studio art and nine credit hours in art history. The art history hours must include six hours surveying the history of Western art and three hours in upper-level art history. The candidate must have an art-teaching license and submit three letters of recommendation, teaching portfolio, and a personal statement as an indication of preparation for graduate study.

THE PROGRAM OF STUDY

The program of study includes nine hours in art education, three hours in art history, three hours in art criticism, nine hours in education and/or art education electives, and six hours of thesis. Program requirements include a comprehensive examination, thesis proposal, and thesis defense and public presentation. Candidates should consult The Graduate School Thesis and Dissertation Manual for detailed guidelines for submission.

MINIMUM REQUIREMENTS

Art Education	9
Art History	3
Criticism	3
Thesis	6
Education/Art Education Electives	9
	30

ART EDUCATION (9 CREDITS)

- 518 Contemporary Issues in Art Education
- 610 Studio Experiences in the Schools
- 682 Research Methods for Educational Settings

ART HISTORY (3 CREDITS)

- 500/600 Art History

ART CRITICISM (3 CREDITS)

- 683 Art Criticism

EDUCATION AND ART EDUCATION ELECTIVES (9 CREDITS)

- 500/600 Education or Art Education
- 500/600 Education or Art Education
- 500/600 Education or Art Education

Art 700 THESIS (6 CREDITS)

CULMINATING EXPERIENCES:

- COMPREHENSIVE EXAM
- THESIS PROJECT
- THESIS PRESENTATION, ORAL EXAMINATION

CANDIDATE REVIEW PROCESS

Candidates enrolled in the MA in art education program are asked to build upon their entry portfolio in a way that demonstrates progress in each of the program goals: Plans for Student Learning; Creates a Climate for Student Learning; Teaches for Student Learning; Reflects, Collaborates and Communicates for Student Learning; and Demonstrates Professional Dispositions. The portfolio items should include, but are not limited to: philosophy statement; philosophy diagram; comprehensive lesson samples with attention to diverse learners; assessment examples; writing samples; research proposal; completed research thesis; professional presentation outlines; publications; leadership responsibilities or advocacy initiatives; school and community collaborations: and a range of strategies for teaching and evaluating art instruction, including the use technology.

Rating Scale

- 1 Minimal: artifacts lack clear, logical organization.
- 2 Emerging: artifacts are evident, but not complete.

- 3 Developed: artifacts are complete and organized.
- 4 Advanced: artifacts include comprehensive self-reflection.
- 5 Professional: artifacts include comprehensive digital portfolio.

thesis content. The exam is taken on campus in a four-hour block of time with a break. Candidates are given the general direction of questions in advance for preparation. Exam may be taken anytime after all course work is completed, but usually taken before the completion of the first semester of thesis preparation.

STEPS FOR ART EDUCATION THESIS AND EXAMINATION

- | | |
|---|---|
| <ul style="list-style-type: none"> 1) Complete all course work. 2) Select a graduate faculty member as your committee chair. 3) Identify the remaining members of your committee with guidance from your chair. 4) Submit your committee approval form to The Graduate School. 5) Complete thesis proposal (chapters 1, 2, 3) 6) Schedule an appointment with JMU Institutional Review Board if thesis will require the use of human subjects. 7) Obtain approval of the thesis proposal with signatures of all thesis committee members before completing more than 3 thesis credits. 8) Schedule an appointment with The Graduate School to review the format of your thesis. 9) Make necessary formatting changes. 10) Complete comprehensive examination. Questions cover art education course work and | <ul style="list-style-type: none"> 11) Complete thesis. (Chapters 1-5). 12) Complete the Art Education Graduate Portfolio and self-reflection profile. 13) Review the portfolio and self-reflection with the committee chair. 14) Defend thesis with power point presentation. Present completed portfolio and self-reflection profile. Committee members will attend the thesis defense and it is also open to the public. Candidates should also bring their completed portfolio to the thesis defense. 15) Obtain thesis approval signatures. 16) Turn in final copies of thesis work and approval sheets to The Graduate School 17) Use the online process to submit the thesis. 18) Deliver one bound copy of thesis to the art education program coordinator. |
|---|---|

GRADUATE PROGRAMS GENERAL INFORMATION

TRANSFER CREDIT

Students may not transfer in more than 9 credit hours from institutions other than JMU. A grade of "B" or better must be earned in courses requested for transfer credit. Courses taken for pass/fail or satisfactory/unsatisfactory grades will not be accepted for transfer graduate credit and must have been completed within the past 6 years. All transfer credits must be consistent with policy stated in the university graduate catalog.

Students who wish to receive graduate credit for courses taken prior to entering a JMU graduate program must submit requests to their adviser during the first semester of enrollment. An official transcript showing the credits approved for transfer must be forwarded to The Graduate School upon completion.

TIME LIMIT FOR DEGREE

A graduate student must complete all requirements for the degree within six (6) years from the time he begins graduate study. A student may, however, submit a petition to the Dean of The Graduate School to receive an extension of time because of extenuating circumstances.

ACADEMIC LOADS

Status	Credit Hours
Full time	9 or more
Three-quarter time	6
Half time	5
Less than half time	4 or less

The classification of students, i.e. full time, etc. in graduate

programs is often considered in determining payment deferment on undergraduate student loans and eligibility for insurance benefits,

GRADUATE COURSE NUMBERING/ COURSE LEVEL REQUIREMENTS

At least one-half of the credits contained in the student's program leading to an advanced degree at James Madison University will be in courses designated as exclusively for graduate students (i.e. courses numbered 600 or above). Where the program has a minor, at least six (6) of these 600-level credits must be in the minor. No more than six (6) hours can be taken in ART 501 workshops.

GRADUATE GRADING SYSTEM

The following grades are given in graduate courses:

Letter Grade	Description	Numerical
A	Excellent	4.0
A-		3.7
B+	Very Good	3.3
B	Good	3.0
B-		2.7
C	Poor	2.0
F	Failure	0.0
I	Incomplete	
W	Withdrawal	
WP	Withdrawal while passing	
WF	Withdrawal while failing	
S/U	Satisfactory/Unsatisfactory (Thesis/Dissertation and selected other courses. See course descriptions.)	
NP	Not Processed	
NC	No Credit	

A minimum quality point average of 3.0 is required for graduation, and at least one-half of these classes must be exclusively graduate courses (600 or higher course numbers). Unsatisfactory progress on the degree program may be determined by the student's advisor with the school director at any time and referred to the Dean of The Graduate School for final action. Dismissal is automatic if the student receives an "F" or three "C" grades or a quality point average below 3.0.

Worthy performance in exhibitions, seminars, group discussions, individual commissions, and related areas beyond class performance are also encouraged.

GENERAL APPEAL PROCESS

Evaluation of a graduate student's progress is primarily dependent on the judgments of appropriate faculty members of the student's graduate program. The university, through The Graduate School, can define minimal entrance standards and can prescribe general rules governing eligibility for continuation. However, the crucial agency in graduate student evaluation is the graduate program in which the student's work is focused. Principal evaluators must be faculty members of the student's graduate program.

It is assumed that disputes over unsatisfactory progress will be informally discussed and reconciled at the program or academic unit level. Discussions of this type will commonly occur among the student, major professor and other faculty members in the graduate program.

GRADE APPEAL PROCEDURES

Evaluation of student work and assignment of grades on the basis of academic criteria are the responsibilities and prerogative of the faculty. The university and its faculty members also recognize that grading can be a subjective process and students may feel their grade has been inappropriately assigned. If such disagreements occur, students have a right to be fairly heard.

Consult the Graduate Catalog for details concerning the appeal procedure.

REINSTATEMENT POLICY

Graduate students dismissed for academic reasons are never automatically reinstated. Students are suspended until reinstated by a decision of the dean of The Graduate School. Reinstatement will only be made on the recommendation of the academic unit graduate appeals committee and the academic unit head. Suspension appeals will be heard promptly. Students may not enroll in any graduate-level courses while on academic suspension.

INCOMPLETE GRADES

The "I" symbol is used to indicate incomplete work in a given course and is awarded only when a student is unable to complete course work because of illness or another equally compelling reason. Courses in which a student received a grade of "I" must be completed by the end of the next regular semester or the grade is reported permanently as an "F".

Students should consult academic unit guidelines regarding such

courses. It is the responsibility of the student to ensure grade changes are reported to the Office of the Registrar and The Graduate School by the deadline. See the university calendar in the graduate catalog for the date by which grade changes must be submitted.

GRADUATE AND TEACHING ASSISTANTSHIPS

Graduate Assistantships (GAs) and Graduate Teaching Assistantships (TAs) are available in the School of Art, Design, & Art History. Assistantships are competitive, and are usually awarded as one-year positions that may be renewed. All students admitted to the MFA program will be offered a GA. Students who excel during their first two years of study will be considered for a TA beginning with the third year of program residence. GA and TA awards will cover full tuition remission for in-state and out-of-state students, including international students, plus a stipend. The stipend for GA awards are to compensate for the cost of art materials. TAs are larger, and involve a larger commitment of time in service to JMU. Students will be notified of assistantship decisions after acceptance into the MFA or MA degree program.

To be eligible to receive an assistantship, a student must be unconditionally accepted into a graduate program at JMU. A student who is provisionally or conditionally accepted will not be eligible for a graduate assistantship until he or she achieves unconditional acceptance into a graduate program.

Graduate Assistant (GA) Guidelines:

- GAs must carry nine hours of graduate course work each semester. Note: Underload approval is required if a graduate assistant is not registered for nine graduate hours each semester. Underloads for fewer than six graduate credits are not approved. Only one underload may be granted during a GA's program of study.
- GAs must maintain at least a 3.0 graduate GPA in order to retain or reapply for the assistantship.
- For their courses to be covered by their assistantship, all GAs must enroll each semester during the regular registration period(s) and prior to the tuition refund date as outlined online at <http://www.jmu.edu/registrar>. Students who register for any additional courses after this time period will be held responsible for additional tuition and fees. Students who drop courses after the tuition refund date will be responsible for fees and will receive a grade of "W" for the course. Exceptions may be made only for documented extenuating circumstances and will be handled on a case-by-case basis by the Dean of The Graduate School (TGS). Students must contact the JMU Office of Student Withdrawal if all courses are dropped to withdraw from the university.

Assistantship Descriptions

Graduate Assistantships and Teaching Assistantships are assigned and administered by the

School Director with input from the Graduate Program Director. The maximum weekly workload of 20 hours (in exchange for a full GA or TA) may include assisting an instructor in undergraduate classes and other duties closely related to the undergraduate program. Typically, first year MFA students are assigned to support studio operations. Second year MFA students support gallery operations (Duke Fine Art Gallery, New Image and artWorks.) Third year MFA students may teach (if assigned as a TA), and perform other specific assignments in support of the graduate faculty and the School of Art, Design and Art History. All GA/TA assignments are made in blocks of 5 hour time allotments.

Graduate Teaching Assistants will have full teaching responsibility as the instructor of record for one course, plus ten hours of additional work assignments in the school (if awarded a full TA). For graduate teaching assistants, one course is treated as a 10 hour assignment, with 5 of those hours counted as course preparation time.

Graduate Assistantships and Graduate Teaching Assistantships may be awarded in partial or full form, with partial or full in-state or out-of-state tuition waivers included, and/or monthly cash stipends.

Time Limit

Assistantships can be awarded for a maximum of four semesters (fall and spring) or two academic years for MA students and for six semesters (fall and spring), or three academic years for MFA students.

Evaluation

The performance of all GAs and TAs are evaluated at the end of each semester. The faculty member (or area head) responsible for supervising each GA/TA will meet with the student and sign off on their evaluation and forward it to the Graduate Program Director. The student is responsible for initiating the evaluation process, and for filling out the first section of the form and contacting their supervisor to set up a meeting for discussion by the assigned deadline. (See p.34 Appendix G)

Excellence in performance will be considered in assigning assistantships for the following year. Teaching Assistantships will be awarded on a competitive basis, with job performance and professional development in the graduate program viewed as factors in granting or renewing the award. Unsatisfactory performance as a graduate assistant may result in the discontinuance of the assistantship.

INSTITUTIONAL ORGANIZATION

SCHOOL OF ART, DESIGN AND ART HISTORY DIRECTOR

The School of Art, Design and Art History Director provides leadership and coordination for the graduate programs, Graduate Program Directors, graduate students, and faculty. The School Director is also responsible for the teaching and work assignments of graduate students with assistantships.

STUDIO ART AND ART EDUCATION GRADUATE PROGRAM DIRECTORS

The Graduate Program Directors handle correspondence and tours, manage program applications and reviews, and oversee the steps necessary for each student's program continuance and completion, such as Thesis Committee selection, for their respective graduate program area. They are responsible for keeping the graduate curriculum, graduate handbook, Web site information, and promotional materials current and, in consultation with the School Director, oversee graduate course scheduling for their programs.

The Studio Art Graduate Program Director chairs Graduate Faculty Meetings and the Graduate Advisory Committee, and also serves as the unit's voting member on the Graduate Council and is a representative on the SADAH Advisory Council and SADAH C & I Committee. The Studio Art Graduate Program Director manages GA/TA Position Descriptions, End of Semester GA/TA Evaluations, Graduate Studio Contracts, Graduate Reviews and 18-Hour Reviews. The Studio Art Graduate Program Director assigns graduate studios and GA/TA

appointments in consultation with the School Director.

GRADUATE ADVISORY COMMITTEE

The School Director assigns the Graduate Advisory Committee in consultation with the Graduate Program Director. The committee is made up of the Graduate Director who serves as chair, the School Director (as ex officio), a graduate faculty representative from each graduate area of Studio, Art History, and Art Education, Foundations and a graduate student. Additional members may be appointed as necessary.

The Graduate Advisory Committee works on curriculum and policy issues, but all changes must be presented to the Graduate Faculty for discussion and final approval before implementation occurs.

GRADUATE FACULTY

The Graduate Faculty is a select group of faculty who teach graduate-level courses. The Graduate Faculty must approve a student's initial admission to the graduate program, and participates in other functions of the graduate program, such as the End of Semester Reviews for studio students. The Graduate Faculty also make recommendations on Teaching Assistant (TA) and Graduate Assistant (GA) assignments.

Each Concentration Area determines course scheduling and program enrollment caps based on available faculty. The maximum number of MFA students to be enrolled during any academic year is nine (9), with a cap of 3 first-year MFA students admitted per year.

FACULTY ADVISORS

The faculty advisor helps their assigned students prepare for End of Semester (ESR) and 18-Hour Reviews, and monitors their semester scheduling and degree progress during the student's three-year course of study.

The Graduate Program Director serves as first year advisor to all students and assists students and faculty in completing necessary paperwork to complete the transition to a new advisor.

While the student is ultimately responsible for meeting all deadlines and degree requirements, in the third-year of study the Thesis Committee Chair approves the student's ART 700 Thesis schedule each semester, signs off on the TGS Application for Graduation form at the beginning of the Fall term, and helps schedule the Spring term MFA Gallery Talk and Comprehensive Oral Exam. The Thesis Committee Chair also oversees the process wherein the signed thesis cover sheet is completed and turned in by the final submission deadline to TGS.

GRADUATE SUPERVISORS

Graduate Supervisors are any School of Art, Design and Art History faculty or staff who oversee Graduate Assistants or Teaching Assistants. Graduate Supervisors are responsible for clearly explaining the duties and expectations to GA/TAs assigned to them. An End of Semester Evaluation, initiated by the GA/TA, must be completed by each supervisor for each position every semester, and forwarded to the Graduate Program Director.

LIST OF GRADUATE FACULTY IN THE SCHOOL OF ART, DESIGN, & ART HISTORY

Aderonke Adesanya, PhD,
Art History, African Diaspora

Sarah Brooks, PhD,
Art History, Medieval, Renaissance & Baroque

Sukjin Choi, MFA,
Ceramics

Corinne Diop, MFA,
Photography, *Graduate Program Director*

David Ehrenpreis, PhD,
Art History, 19th c.

Rich Hilliard, MFA,
Drawing & Design

Beth Hinderliter, PhD,
Duke Fine Arts Gallery Director

Laura Katzman, PhD,
Art History, 20th c. American & Modern

John Ott, PhD,
Art History, 18th & 19th c. American

Mark Rooker, MFA,
Metals & Jewelry

Kathy Schwartz, PhD,
Art Education, *School Director*

Maureen Shanahan, PhD,
Art History, 20th c. American & Contemporary *Art History Area Head*

Wren River Stevens, PhD,
Art History, Ancient World, *Associate Dean CVPA*

Greg Stewart, MFA,
Sculpture

Allyson Mellberg Taylor, MFA,
Foundations & Drawing, *Foundations Area Head*

Karin Tollefson-Hall, PhD,
Art Education, *Art Education Area Head*

Lisa Tubach, MFA,
Foundations & Painting & Drawing

William Wightman, MFA, PhD,
Art Education, *Art Education Graduate Program Director*

Susan Zurbrigg, MFA,
Painting & Drawing

Rob Mertens, MFA,
Fibers *Studio Art Area Head*

Dymphna De Wild, MFA,
Foundations

Daniel Robinson, MFA,
Associate Director, Institute for Creative Studies

Keenan Rowe, MFA,
Digital Design and Fabrication Manager

Hannah Sions, PhD,
Art Education

Kyle Hackett, MFA,
Painting & Drawing

APPENDIX A : LIST OF GRADUATE COURSE OFFERINGS

ART EDUCATION COURSES

ARED 518. Contemporary Issues in Art Education

ARED 590. Topics in Art Education

ARED 610. Studio Experiences in the Schools

ARED 682. Research Methods for Educational Setting

STUDIO ART COURSES

ART 501. Workshop in Art

ART 560. Advanced Photography: Alternative Processes

ART 562. Advanced Photography

ART 564. Advanced Photography: The Photograph as a Document

ART 566. Advanced Photography: Performance for the Lens

ART 568. Advanced Photography. Screen-based Photography/Video

ART 590. Topics Art

ART 600. Graduate Integrative Seminar

ART 601. Graduate Studio Practice

ART 602. Contextual Practice

ART THEORY AND CRITICISM COURSES

ART 593 Contemporary Art Theory

ART/ARTH 683 Criticism of Art

ART HISTORY COURSES

ARTH 508. Museums: Histories and Controversies

ARTH 519. Topics in African Art

ARTH 530. Far Eastern Art

ARTH 539. Topics in Medieval Art

ARTH 544. Gothic and Gothic Revival Architecture

ARTH 546. Renaissance Art and the East

ARTH 548. Studies in Leonardo and Michelangelo

ARTH 549. Topics in Renaissance Art: Early Modern Women Artists

ARTH 559. Topics in Seventeenth and Eighteenth Century Art

ARTH 569. Topics in Nineteenth Century Art

ARTH 566. Art and Nationalism

ARTH 570. Modern Art from 1900-1945

ARTH 571. Commemoration and Controversy: A History of Public Art in America

ARTH 572. Modern Art Since 1945

ARTH 574. New Media and Contemporary Art

ARTH 579. Topics in Twentieth Century Art

ARTH 584. Art of the Americas

ARTH 586. Monticello

ARTH 589. Topics in American Art History

ARTH 590. Topics in Art and Art History

ARTH 620. Seminar in Non-Western Art

ARTH 640. Seminar in Italian Renaissance Art

ARTH 660. Seminar in Nineteenth Century Art

ARTH 670. Contemporary Visual Culture and Critical Theory

ARTH 678. Seminar in American Art

DIRECTED STUDY COURSES

ART/ARTH 595. Internship in Art or Art History

ART/ARTH 690. Reading and Research

ART/ARTH 698. Comprehensive Continuance

ART/ARTH 700. Thesis

ARED 700. Thesis

APPENDIX B: PROGRAM OF STUDY FORM

Student's Name: _____

Instructions to the student and advisor:

1. This form is to be filled out during the first semester of study. Using the Graduate catalogue and handbook, make a list of the courses the student will take.
2. The Graduate Program Director will sign the initial plan which will be kept on file in in the School of Art, Design and Art History.
3. The Program of Study form should be updated by the faculty advisor and student to include grades earned and any agreed upon changes to the original program
4. At the beginning of a student's intended final semester, the Program of Study Form will be attached to the application for a Graduate Degree form and submitted to The Graduate School.

YEAR ONE _____ (inclusive dates)

Semester Course #	Title	Credit Hours	Grade Earned

YEAR TWO _____ (inclusive dates)

Semester Course #	Title	Credit Hours	Grade Earned

YEAR THREE _____ (inclusive dates)

Semester Course #	Title	Credit Hours	Grade Earned

COMPREHENSIVE EXAM: Date passed _____

Student's Signature _____ **Date** _____

Advisor's Signature _____ **Date** _____

Graduate Program Director's Signature _____ **Date** _____

Copies go to the student, Thesis Advisor, Graduate Program Director and TGS (attached to Application for Graduate Degree).

APPENDIX C: SADAH MFA THESIS COMMITTEE FORM

Please submit this form to the SADAH administrative Office by the end of the Fall semester following the successful 18-Hour Review.

Student Name: _____ (Print Name and Sign)

Student JMU ID: _____ **Email Address:** _____

Academic Adviser: _____ (Print Name)

Thesis Committee Chair: _____ (Print Name)

REQUIRED COMMITTEE:

At least two of the faculty on the committee below must have officially worked with the student as the grading instructor of record. (Original Signatures required on line. Print all names below signature):

Name: _____ **Academic Unit:** _____
 Graduate Faculty Member/Thesis Chair? Yes (Required)

Name: _____ **Academic Unit:** _____
 Graduate Faculty Member? Yes (Required)

Name: _____ **Academic Unit:** _____
 Graduate Faculty Member? Yes (Required)

OPTIONAL FACULTY

Name: _____ **Academic Unit:** _____
 Graduate Faculty Member? Yes No (Optional)

Name: _____ **Academic Unit:** _____
 Graduate Faculty Member? Yes No (Optional)

ADMINISTRATIVE SIGNATURES

Advisor _____ Date _____ Thesis Chair _____ Date _____

Program Director _____ Date _____ Academic Unit Head _____ Date _____

Adopted 10.21.16

APPENDIX D : JMU SADAH GRADUATE STUDENT PROFESSIONAL DEVELOPMENT FUNDING REQUEST FORM (revised 4/11/18)

REQUESTOR

Name: _____ **Email:** _____

Briefly describe the professional development activity. Include the title, location and date of exhibition, conference title, meeting dates and location, etc.

Briefly describe the academic/professional benefits of the activity, both to you and to the School. Attach additional pages if necessary.

EXPENSE SUMMARY

No cost—requesting release time only from TA/GA duties.

Exhibition/Entrance Fee \$ _____

Conference/Registration Fee \$ _____

Other (Printing, Mailing, etc.) \$ _____

TRAVEL*

Transportation (air, train, car rental, etc.) \$ _____

*Lodging (_____ days @ \$ _____ /day)

*Meal Per Diem (_____ days @ \$ _____ /day)

*Limited to maximums set by the Commonwealth of Virginia for travel and lodging.

TOTAL AMOUNT REQUESTED FROM THE SADAH \$ _____ (or _____ day(s))

Office Use Only:

Date Form Received: _____

Reviewed by Director: _____ (Initial/Date) Approved Not Approved

Approved Funding Amount: _____

Date student notified of Action: _____

Reason for partial funding or non-funding (circle one) A B C D

- A. Program Budget Limitations
- B. Exceeds maximums set by the Commonwealth of Virginia
- C. Non-supported Activity
- D. Other (explain)

APPENDIX E: MA IN ART EDUCATION THESIS CONTENT GUIDE

CHAPTER I: INTRODUCTION

- A. Background of the Study
- B. Statement of the Problem
- C. Statement of Need
- D. Research Questions
- E. Limitations
- F. Definition of Terms
- G. Procedural Overview

CHAPTER II: REVIEW OF THE LITERATURE

- Use as many sections as needed for a comprehensive literature
- Review of the thesis topic.

CHAPTER III: METHODOLOGY

- A. Design
- B. Sample
- C. Instrumentation
- D. Procedure
- E. Proposed Data Analysis

CHAPTER IV: RESULTS AND INTERPRETATIONS

(for each question asked)

CHAPTER V: CONCLUSIONS AND RECOMMENDATIONS

(for each question asked)

APPENDICES

APPENDIX F: TEMPLATE END OF SEMESTER REVIEW SUMMARY

Graduate Student: _____

Semester in Program (circle): 1 2 3 4 5

Prepared by Advisor: _____ Date: _____

PART ONE

Graduate Review Comment Forms: Adviser reviews all comments forms, and provides a transcription* of select, significant comments or suggestions. All forms are then transmitted to the student.

(*Adviser reads all comment forms and transcribes verbatim only those select comments they feel are significant)

PART TWO

Transcription of Faculty Committee Comments

Graduate Review Faculty Committee Member #1 (written commentary transcribed verbatim):

Graduate Review Faculty Committee Member #2 (written commentary transcribed verbatim):

Graduate Adviser Summary: (Written Commentary)

PART THREE

OVERALL EVALUATION (to be determined by the adviser):

Unsatisfactory		Satisfactory		Superior
1	2	3	4	5

Return a copy of the Semester Summary to the SADAH administrative office for inclusion in the graduate student's file..

Dillar ESR Score _____ (6 7 8 9 fractions permitted)

APPENDIX G: GA/TA END OF SEMESTER EVALUATION FORM

GA/TA Semester Evaluation Form: Parts I (Student); II (Supervisor); III (Signatures) GAs/TAs:

Please have this completed by the Friday of the last week of classes. You will need to set up a meeting to discuss it with your supervisor prior to the deadline.

Graduate Supervisors:

Discuss and sign the form. Make copies for each of you, and submit a copy to the Graduate Program Director.

Student: _____ Semester: _____

Position: _____

Supervisor: _____ Hours per week: _____

Dates: from _____ - _____

PART I: SELF-EVALUATION

1. How well did you fulfill the chief objective/ purpose of this position?
2. Did you complete what was requested in regards to specific dates you were asked to mark on the calendar? Explain.
3. Did you complete all reoccurring or weekly responsibilities? Explain.
4. Did you complete any specific projects and meet all deadlines? List.
5. I worked: _____ Required hours
_____ Extra hours (# of hours over _____)
_____ Less hours (# of hours under _____)
6. What are your goals for the rest of the semester?
7. How was this experience? Would you want to be reassigned to this position?

Submit one copy of completed evaluation to the SADAH main office for placement in the student's file.

PART II: SUPERVISOR EVALUATION

1. Were the following completed satisfactorily?
_____ The chief objective/ purpose of this position
_____ Your requests for specific dates
_____ All reoccurring or weekly responsibilities
_____ Specific projects with past deadlines
_____ Required hours (Hours over or under: _____)
2. If you answered "no" to any of the above, explain your agreement for rectifying it: (Example: how will hours over or under the required number be reallocated?)
3. If review is being done Mid-Semester: Are there any new projects or duties you would like to add/change for the rest of the semester?
4. Would you recommend reassignment to this position? Explain.

PART III: SIGNATURES

GA/TA Signature _____ date _____

Supervisor Signature _____ date _____

Return a copy of the GA/TA End of Semester Evaluation to the SADAH administrative office for inclusion in the graduate student's file.

APPENDIX K (continued)

Graduate Student Responsibilities: Exhibition, Gallery Talk, & Oral Examination

- Produce and install exhibition of Thesis work in the Duke Gallery of Fine Art.
- Collaborate with other graduate students to determine exhibition design for the gallery, including individual spaces.
- Communicate AV and other electrical needs to the Gallery Director.
- Provide lighting for the artwork with the Gallery Director's assistance.
- Consult with Thesis Chair and committee to select the highest quality work for exhibit.
- Consult with Graduate Program Director and other Thesis students to coordinate date and time for high-quality photo documentation. Entire exhibition should be documented after exhibition is installed, and before exhibition is opened to the public.
- Full high-quality photo documentation (all images) should be copied and digitally transmitted as jpegs to the Thesis Catalogue designer, the JMU Digital Library repository, and the SADAH Web Coordinator.
- Consult with the Thesis Chair, committee, and other graduate students to determine dates and times for the Reception, Gallery Talk and Oral Examination (typically held following Gallery talk).
- Communicate Reception and Gallery Talk dates and times to SADAH Web Coordinator for marketing.
- Communicate Reception, Gallery Talk and Oral Examination dates and times to Gallery Director.
- Communicate Reception, Gallery Talk and Oral Examination dates and times to Graduate Program Director
- Consult with Thesis Chair, other graduate students, and Gallery Director to determine needs for Thesis signage.
- Consult with Gallery Director to process food orders for reception.
- Complete de-installation at a time agreed upon with Gallery Director.

Graduate Student Responsibilities: Thesis Monograph

- Write the Thesis Monograph using Chicago Manual of Style.
- Consult with Thesis Chair and committee to review Monograph drafts (at least once a semester).
- Meet deadlines for the Thesis Monograph as set by the graduate school.
- Schedule an appointment with the Graduate School to review format and make any necessary changes.
- Provide two original signed copies of the Thesis Monograph Approval Page to TGS.
- Provide two copies of the completed Thesis Monograph to TGS. If the monograph includes photographs they should be labeled with title, date, and medium.

Graduate Student Responsibilities: Thesis Catalogue

- Write a statement for the Thesis catalogue (between 300-500 words) reflective of the work in the Thesis exhibition. Review and edit the statement with the Thesis Chair and committee.
- Transmit Thesis catalogue statements and photographs (labeled with title, date, and medium) to catalogue designer (TBA.)
- Review draft of Thesis catalogue design layout and make edits as necessary in a timely manner, and return to the catalogue designer. Provide titles, dates and medium for images selected for publication by the designer, or suggest other preferred images for the designer to use.

APPENDIX L: GRADUATE STUDENT CHECK-OUT FORM

DATE: _____ STUDIO ROOM #: _____

STUDENT: _____

Building Condition	N/A	Fine	Poor
Condition of Walls:		_____	_____
Condition of Floors:		_____	_____
Condition of Door:		_____	_____
Condition of Window:		_____	_____
Disposal of Hazardous Mat.		_____	_____
Equipment & Furniture			
Computer & Monitor		_____	_____
Chair/Stools		_____	_____
Taboret		_____	_____
Tables		_____	_____
Shelving		_____	_____
Easel		_____	_____

NOTES: _____

Approved/Deferred Initials Student: _____ JMU Official: _____

APPENDIX M: SADAH RECIPROCAL AGREEMENT FOR WORKING IN STUDIOS

Graduate Student Name: _____

Name of Studio Requesting Access: _____

This reciprocal agreement, also called reciprocity, is an agreement between graduate assistants and faculty or staff to allow graduate students access to work in closed or limited access studios:

Closed studio—a restricted-access facility that is open only to students who are currently enrolled in a class that meets in that facility, including: Ceramics, Drawing & Painting, Fibers, Foundations, Photography, Printmaking, Metals, and Sculpture. SADAH faculty provide the safety protocol training for students enrolled in their classes. Enrolled students have access to closed studios 24-7, without supervision.

Limited Access Studio—a facility that is open to any student who has completed documented training (ie. Duke Woodshop, Studio Center Fabrication Shop). Open hours are restricted, scheduled, and supervised. SADAH Staff provide the safety protocol training for students or faculty working in the areas under their supervision.

Open Studio—a facility that is open to anyone. Open hours are usually restricted and supervised. There are no open studios in SADAH.

The operation of studios and shops in SADAH are guided by the policies and safety protocols included in the school's Health and Safety manual. In exchange for providing graduate students with access to work in closed or limited access studios, reciprocity is established by graduate students agreeing to each of the following:

- Complete the safety protocol training provided by the faculty or staff responsible for the space or by auditing an undergraduate class, with faculty approval.
- Work during hours that are not reserved for undergraduate classes.
- Reinforce the safety protocols for the space by remaining observant and by providing guidance and assistance to undergraduate students.
- Maintain a safe and organized studio environment at all times.
- Return everything to order, turn the lights off, and lock up when finished.
- Report any safety concerns immediately to faculty and staff.

Graduate Student Signature: _____

Approving Signature: _____

Date: _____



