Introduction

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 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 University Graduate Catalog and the Policies and Procedures for The Graduate School posted online at http://www.jmu.edu/grad/current/index.shtml contain the official regulations of The Graduate School (TGS) and remain the legal contracts with students. 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.
Degrees and Concentrations Offered

The School of Art and Art History offers the Master of Fine Arts (MFA) degree in studio art with concentrations in Ceramics, Intermedia, Metals, Painting & Drawing, Photography, and Sculpture.

The School of Art and Art History offers the Master of Arts (MA) degree in art history, art education or studio art.

Application for Admission

ADMISSION TO THE GRADUATE SCHOOL

Application forms for admission to The Graduate School of James Madison University are online at https://www.jmu.edu/grad/.

The applicant must take the responsibility for requesting that all colleges and universities in which previous work has been done submit official transcripts directly to the Dean of The Graduate School (TGS). A $55.00 application fee, payable once only and non-refundable, 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 School Director in which the applicant wishes to major will review the application for Admission to The Graduate School. Action will not be taken on a student’s application until it has been approved and forwarded from TGS to the School of Art and Art History. The school in which he/she desires to study must accept the applicant. The Dean of The Graduate School must also approve the final action. The student will be notified of the disposition of his application by the office of The Graduate School.

ADMISSION REQUIREMENTS FOR GRADUATE PROGRAMS IN ART
M.F.A. in Studio Art

Corinne Diop, Graduate Coordinator 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.

A portfolio and artist’s statement, a Portfolio Checklist, and three letters of recommendation must be submitted as an indication of preparation for graduate study. The student must indicate concentration in a studio area of ceramics, metals, painting and drawing, photography, sculpture, or intermedia, a non-discipline-specific concentration that allows students to work in a variety of studio-based genres or between genres. The GRE is not required.

PORTFOLIO INSTRUCTIONS FOR STUDIO ART APPLICANTS

School of Art & Art History Application and Studio Art Portfolio Deadlines:

- Fall Semester and Summer Semester: February 15
- Spring Semester: October 15

1. Portfolios must have 20 images with at least half of the artwork in the intended area of emphasis.
2. The portfolio may be submitted as digital images on a standard 4.75” CD-R or as 20 select images on a website.
3. Maximum JPG dimensions should be 800x600 pixels at 72 dpi. Test your CD-R on multiple computers to ensure that the disc is functional.
4. Each example should be numbered to correspond with the information on the required Portfolio Checklist.
5. Send the portfolio to the School of Art and Art History c/o Graduate Coordinator by the above deadline. Applications received after these dates, or applications that are incomplete as of these dates, may not receive full consideration.
6. Portfolios for fall and summer sessions will be returned after April 15. Portfolios for spring semester will be returned after December 15.

M.A. in Studio Art

Corinne Diop, Coordinator 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.

**M.A. in art history**

Dr. John Ott, *Coordinator* ottjw@jmu.edu 540.568.6319

In addition to the general admission requirements of The Graduate School, the candidate must have an undergraduate degree with a minimum of twelve hours of art history, including six hours of the survey of Western art. Three letters of recommendation and a research paper of the students' choice must be submitted. The paper must be received by the Graduate Faculty of the School of Art History for examination before action on the application for graduate admission takes place.

*We are not currently accepting applications in Art History*

**M.A. in art education**

Dr. Katherine A. Schwartz, *Coordinator* schwarka@jmu.edu 540.568.6464

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.

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

Unconditional Admission

Acceptance without reservation. Indicates that you have a sound academic background in preparation for your program of study.

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 advisor to the dean of the 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, 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 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.

Mission, Goals, Program Descriptions
and Requirements

Master of Fine Arts Degree

M.F.A. in Studio Art

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 an environment allowing for further development of the candidate’s creative endeavor.

• To help the candidate to develop artistic skills to a level which will lead to successful performance in the world beyond the university.

• To promote the candidate’s ability to develop philosophical, aesthetic and conceptual modes of individual inquiry.

• To develop a candidate’s deepened knowledge in their chosen areas of artistic pursuit.

• To develop candidates who demonstrate a professional studio competence as exemplified by the production of a significant body of work and supported by a written monograph.

PROGRAM DESCRIPTION

The Master of Fine Arts degree is considered the professional and terminal degree in studio art and is awarded for a high level of professional competence.

Since the Master of Fine Arts degree with a major in Studio Art is designed to provide studio, historical, and theoretical disciplines at an advanced level, the student is expected to concentrate within an area. Concentrations currently available are Ceramics, Metals, Painting and Drawing, Photography, Sculpture and Intermedia, a non-discipline-specific concentration that allows students to work in a variety of studio-based genres or between genres.

PROGRAM OF STUDY FOR MASTER OF FINE ARTS
The minimum requirement for the Master of Fine Arts degree in studio art is 60 hours of graduate credit including 39 credit hours of studio art, 12 - 18 of which must be in the Concentration (Painting & Drawing, Photography, Ceramics, Sculpture, Metals, or Intermedia) and 12 in Graduate Studio; 12 credit hours in art history, with a minimum of three in Modern Art Since 1945 and three credits of non-Western recommended; and three credit hours in Contemporary Art Theory.

When approved by the advisor, Topics in Art or Reading and Research may count as a concentration course. Six credit hours of electives may be taken in or out of the field of art. Electives may be in Concentration Area.

RECOMMENDED PROGRAM OF STUDY

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<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>Studio Concentration</td>
<td>Studio Elective</td>
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<tr>
<td>Graduate Studio</td>
<td>Graduate Studio</td>
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<tr>
<td>Contemporary Art Theory</td>
<td>Modern Art Since 1945</td>
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<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
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<tr>
<td>Studio Concentration</td>
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<td>Graduate Studio</td>
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<th>Fifth Semester</th>
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<td>ARTH</td>
<td>Studio Concentration</td>
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<tr>
<td>Studio Elective</td>
<td>Studio Elective</td>
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<tr>
<td>ART 700 Thesis</td>
<td>ART 700 Thesis</td>
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PROGRAM OF STUDY FORM

Prior to the end of the first semester of enrollment in the graduate program, the student will meet with his faculty advisor to plan his tentative Program of Study. The Program of Study form must be approved by the advisor and filed in the school.

PROGRAMMING ATTENDANCE
To provide a broad background in contemporary art, MFA students are required to attend the school’s programming of exhibitions, lectures and art events that are scheduled for the graduate program.

**STUDIO SPACE**

Studio space will be assigned on an availability basis. 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, if possible. The School of Art and Art History Graduate Coordinator is the contact for information on studio assignments. A Studio Contract specifying studio rules and the duration of the studio appointment will be issued.

**EVALUATION**

**COURSE GRADES**

The responsibility for assigning final grades in each class rests with the individual instructor. When a student is enrolled in studio classes with more than one graduate faculty per semester, faculty may concur on the grades and work completed. Feedback from Graduate Reviews may or may not be reflected in the semester grade. Evaluation is an on-going process.

**SEMESTER GRADUATE REVIEWS**

A Graduate Review will take place at the end of each semester. This event is open to the public—undergrad students, outside reviewers, and others are invited to attend. Each graduate student will distribute an artists’ statement one week before the scheduled review. At the Graduate Review, each student will formally present his/her work for group discussion. All graduate students and participating graduate faculty will attend all discussions. The audience will 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 evaluation to discuss and sign.

**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 Coordinator to request continuance in the program and to ask that an 18-Hour Review be arranged. The Graduate Coordinator will then appoint a temporary 18-Hour Review Committee to determine whether the student’s growth and potential merit continuation in the program. The committee will be made up of the student’s advisor and four graduate faculty representing several areas. The student may appeal the selection of members if there is sufficient reason.
A meeting time will be scheduled for the student to formally present an overview of the work he or she has accomplished in the program to the committee. A preliminary 5-page written Thesis will be submitted at the 18-Hour Review.

The 18-Hour Review Committee will vote on whether or not the student is recommended for continuance in the program. The recommendation will be forwarded to the entire graduate faculty to be voted upon. The student will then receive written notification of his or her acceptance or rejection in the program.

ADMISSION TO CANDIDACY

THESIS COMMITTEE

Students pursuing degrees requiring completion of a thesis must have a Thesis Committee to oversee progress toward the degree. The MFA student will construct a permanent Thesis Committee in consultation with the Graduate Coordinator and/or adviser immediately following a successful 18-Hour Review. The committee should include the major advisor and at least two other members of the School of Art and Art History Faculty and may include additional faculty from within or outside of the School of Art 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. At least two members must be from the student’s graduate program. Graduate Instructors may be appointed to committees with the approval of the Dean of The Graduate School, but only when their expertise clearly qualifies them; however, their appointment must be in addition to the required number of Graduate Faculty members.

One of the committee members will be designated as the Thesis Committee Chair who will oversee the Thesis process. The Thesis Committee will construct a Timeline for monograph drafts and for discussion of the artwork and overall progress, and will also serve as the Comprehensive Examination Committee.

A final Thesis Committee Approval form must be completed and submitted to The Graduate School no later than the second week of the semester in which the students register for ART 700 Thesis.

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 and Art History to the College of Graduate and Professional Programs 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 MFA or MA Thesis Exhibition by early April for a May graduation or by mid-July for an August graduation.
The candidate must be classified as Unconditional. Candidacy also implies that the Thesis Exhibition, Thesis Monograph, Gallery Talk, and Oral Comprehensive Examination will be successfully completed in the semester of graduation.

THE MFA IN STUDIO ART THESIS

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

THESIS EXHIBITION

Near the end of the program of study, the MFA and MA candidate must produce an exhibition of a body of graduate artwork that demonstrates a professional level of studio accomplishment in the student’s chosen field. It is strongly suggested that the graduate student consult the Major Professor and Thesis Committee to choose his or her highest quality work. Inadequate preparation and presentation of the artwork in the solo exhibition may prejudice the results of the comprehensive exam.

Students in the MFA program will have their solo exhibition in Sawhill Gallery or other suitable venue. The Thesis Exhibition must be scheduled a year in advance by approval of the thesis advisor and thesis committee. The Graduate Coordinator keeps the Gallery Director informed about the schedule for Thesis Exhibitions.

Each work displayed in the Thesis Exhibition must be photographed and labeled with the title, date, medium, and size to be integrated into the MFA or MA Thesis Monograph.

THESIS MONOGRAPH

The Thesis Monograph is a bound written statement clarifying the student’s work, its development, and its cultural and historical references with images of all work from the Thesis Exhibition 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 and Art History requires The Chicago Manual of Style, by Kate Turabian as a writing guide for the Thesis Monograph. 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 or dissertation is in a form suitable for binding, is fully legible and can be preserved. Please refer to http://www.jmu.edu/grad/current/thesis.shtml.

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 defining their work are: How does their artwork relate to contemporary art? What are the bases for their aesthetic
interests? What is their general approach to creating artwork? How are their ideas being translated into visual form and structure? How do they evaluate their development as an artist during their graduate study? Students should attempt to cover most of these areas, keeping in mind that the artist’s 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 Thesis Committee the appropriate length according to their style of expression. Examples of MFA statements by previous graduate students are on file in the Media Resources room or in the library and may be consulted as models.

When the Thesis Monograph is near 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 with their Thesis Committee as a group to review their progress on their written statement. 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 and the School Director, allowing ample time before the deadline to The Graduate School for review and signing. The final copies of their work and approval sheets get turned in to The Graduate School, and boxed copies get delivered to the library and to the Graduate Coordinator.

Titles of the Thesis Monograph will be printed in the College of Visual and Performing Arts graduation program and announced at the Graduation Hooding Ceremony. In addition, a copy of each student’s thesis will be cataloged in the JMU Libraries and filed in the School of Art and Art History.

**ORAL COMPREHENSIVE EXAM**

A formal assessment of mastery, a comprehensive written and/or oral exam, designed to appraise the student’s competence is required of each JMU student in order to complete his or her program of graduate study. For the MFA, the Oral Comprehensive Examination is generally in conjunction with the Thesis Exhibition, the Gallery Talk and the Thesis Monograph. 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 comprehensive examination is to clarify and appraise the extent of the student’s knowledge in the field(s) of his MFA study. The exam will take the form of an oral review of the solo exhibition and a discussion of the students MFA statement by the examining committee and the candidate. The exam will encompass a broad spectrum of issues related to the candidate’s work and thus go beyond a “testing” of the student’s course work.

In the event that the comprehensive final 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.
GALLERY TALK

Each student will present a gallery talk that is open to all faculty and students in conjunction with their Thesis exhibition in the Sawhill Gallery the final semester. This is in place of presenting work at the Semester Review. The student is responsible for scheduling the Gallery Talk to fit with Sawhill Gallery scheduling and other academic programming and must submit the time information to the School of Art and Art History publicity before the required deadlines. The student is also responsible for having this information on posters or announcement cards so the general public is made aware of the event.

THESIS GRADING

A grade of IP (in progress) grade will be automatically posted for ART 700 Thesis, until all thesis work has been completed and approved by the Thesis Committee. Faculty and students may view this grade on e-campus. After the thesis requirements are completed and delivered to The Graduate School for final processing, the Registrar’s Office will be notified to enter a final grade of satisfactory or unsatisfactory.

Master of Arts Degrees

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

M.A. in studioart

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 M.A. reflect those of the M.F.A., the M.A. degree is viewed as an option for studio study which 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

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 in the applicant’s area of concentration, six hours of art history, three hours of Contemporary Art Theory and six hours of elective 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 candidate’s area of interest.

**PROGRAM REQUIREMENTS**

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<tr>
<th>Course</th>
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<tr>
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<tr>
<td>Contemporary Art Theory</td>
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<td>Modern Art Since 1945</td>
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<tr>
<td>Art History Elective</td>
<td>3</td>
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<tr>
<td>Electives</td>
<td>6</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
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Students in the MA program may have their exhibition at artWorks Gallery at the Grace Street Center 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 one semester in advance by contacting the director of the student galleries.

**PROGRAM OF STUDY FORM**

A program of study for the Master of Arts degree must be approved by the student’s adviser and School Director immediately following acceptance into the program. A program of study for the Master of Fine Arts degree must be approved by the student’s adviser and School Director prior to the end of the first semester (12 credits). A Program of Study form must be filed in the school.

**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.
STUDIO SPACE

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

EVALUATION

COURSE GRADES

The responsibility for assigning final grades in each class rests with the individual instructor. When a student is enrolled in studio classes with more than one graduate faculty per semester, faculty may concur on the grades and work completed. Feedback from Graduate Reviews may or may not be reflected in the semester grade. Evaluation is an on-going process.

SEMESTER GRADUATE REVIEWS

A Graduate Review will take place at the end of each semester. This event is open to the public—undergrad students, outside reviewers, and others are invited to attend. Each graduate student will distribute an artists' statement one week before the scheduled review. At the Graduate Review, each student will formally present his/her work for group discussion. All graduate students and participating graduate faculty will attend all discussions. The audience will 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 evaluation to discuss and sign.

ADMISSION TO CANDIDACY

THESIS COMMITTEE

The student will construct a Thesis Committee in consultation with the Graduate Coordinator and/or adviser. The committee should include the major advisor and at least two other members of the School of Art and Art History Faculty and may include additional faculty from within or outside of the School of Art and Art History.

One of the committee members will be designated as the Thesis Committee Chair who will oversee the Exhibition process. The Thesis Committee will construct a Timeline for written statement drafts and for discussion of the artwork and overall progress, and will also serve as the Comprehensive Examination Committee.
GRADUATION APPLICATION

A properly approved application for graduate degree which includes information from the students Program of Study form must be forwarded by the School of Art 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 Thesis Exhibition by early April for a May graduation or by mid-July for an August graduation.

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

THE MA IN STUDIO ART THESIS

MA students will work under the guidance of the Thesis Committee. This will encompass work for the written statement and the Thesis Exhibition, and will finalize with the successful completion of the Oral Comprehensive Exam.

THESIS EXHIBITION

Near the end of the program of study, the MA candidate must produce an exhibition of a body of graduate artwork that demonstrates a professional level of studio accomplishment in the student’s chosen field. It is strongly suggested that the graduate student consult the Committee Chair and Thesis Committee to choose his or her highest quality work. Inadequate preparation and presentation of the artwork in the solo exhibition may prejudice the results of the comprehensive exam.

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

ARTIST’S STATEMENT

The artist’s statement clarifies the student’s work, its development, and its cultural and historical references.

The thesis draft should be typed and presented to the Thesis Committee members by the deadlines constructed by the committee. Questions which students may consider important in defining their work are: How does their artwork relate to contemporary art? What are the bases for their aesthetic interests? What is their general approach to creating artwork? How are their ideas being translated into visual form and structure? How do they evaluate their development as an artist during their graduate study? Students should attempt to cover most of these areas, keeping in mind that the artist’s 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 Thesis Committee the appropriate length according to their style of expression. The School of Art and Art History requires The Chicago Manual of
Style by Kate Turabian as a writing guide for the Thesis Monograph. Examples of MA statements by previous graduate students are on file in the Media Resources room or in the library and may be consulted as models.

Students should meet with their Thesis Committee as a group to review their progress on their written statements. Two such meetings should occur before the Oral Comprehensive Exam.

**ORAL COMPREHENSIVE EXAM**

A formal assessment of mastery, a comprehensive written and/or oral exam, 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 Comprehensive Examination is generally in conjunction with the Thesis 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 comprehensive examination is to clarify and appraise the extent of the student’s knowledge in the field(s) of his or her MA study. The exam will take the form of an oral review of the solo exhibition and a discussion of the students MFA statement by the examining committee and the candidate. The exam will encompass a broad spectrum of issues related to the candidate’s work and thus go beyond a “testing” of the student’s course work.

In the event that the comprehensive final 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.

**M.A. 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 Master of Arts 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, six hours in art history, three hours in art criticism, six 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

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<th>Course</th>
<th>Credits</th>
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ART EDUCATION (9 CREDITS)
- 518 Contemporary Issues in Art Education
- 610 Studio Experiences in the Schools
- 682 Curriculum and Research

ART HISTORY (6 CREDITS)
- 500/600 Art History
- 500/600 Art History

ART CRITICISM (3 CREDITS)
- 683 Art Criticism

EDUCATION AND ART EDUCATION ELECTIVES (6 CREDITS)
- 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 JMU graduate 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.

STEPS FOR ART EDUCATION THESIS AND EXAMINATION

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 College of Graduate and Professional Programs.
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 CGAPP to review the format of your thesis.
9) Make necessary formatting changes.
10) Complete comprehensive examination. Questions cover art education course work and 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.
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 CGOP.
17) Deliver boxed copies of thesis to the library.
18) Deliver one bound copy of thesis to the art education program coordinator.

**General Information and Requirements**

**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.

The Approval of Transfer Credit form is at http://www.jmu.edu/grad/current/forms.shtml. 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**

<table>
<thead>
<tr>
<th>Status</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>9 or more</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>6</td>
</tr>
<tr>
<td>Half time</td>
<td>5</td>
</tr>
<tr>
<td>Less than half time</td>
<td>4 or less</td>
</tr>
</tbody>
</table>

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,

**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.

**GRADING SYSTEM**

The following grades are given in graduate courses:

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

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 Graduate Catalog for details concerning the appeal procedure. The Graduate Catalog can be found at http://www.jmu.edu/grad/catalogs.shtml.

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
A limited number of Graduate Assistantships and Graduate Teaching Assistantships are available in the School of Art and Art History. Assistantships are awarded as one-year positions. Applicants should have good undergraduate academic records (grades approximating “B” or higher) and may support their applications with previous work experiences. Incoming students or graduate
students who have previously had assistantships should submit application forms (obtainable from the the SAAH website: http://www.jmu.edu/artandarthistory/) and letters of recommendation to the School of Art and Art History. Students will be notified of assistantship decisions after acceptance into the M.F.A. degree program.

To be eligible to receive an assistantship, a student must be conditionally or unconditionally accepted into a graduate program at JMU. A student who is provisionally accepted will not be eligible for a graduate assistantship until he or she achieves unconditional acceptance into a graduate program. Note: Graduate programs have the right to impose additional criteria as they see fit. The following academic load guidelines apply to all categories of graduate assistants.

Graduate assistants 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 graduate assistant’s program of study.
* Maintain at least a 3.0 graduate GPA in order to retain or reapply for the assistantship.
* Assistantships can be awarded for a maximum of four semesters (fall and spring) or two academic years, except for Doctoral Assistants, students in the Master of Fine Arts program or students seeking the Education Specialist degree.

For their courses to be covered by their assistantship, all Graduate Assistants 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. Students must contact the JMU Office of Student Withdrawal if all courses are dropped to withdraw from the university.

Assistantship Description

Graduate Assistantships are assigned and administered by the Graduate Coordinator of the School of Art and Art History. The 20 hour per week work-load may include assisting a regular faculty instructor in teaching classes and other duties closely related to the undergraduate teaching programs such as assisting in the operations of the Sawhill Gallery, or specific assignments in support of the graduate faculty and the School of Art and Art History. Graduate Teaching Assistants will have a full teaching responsibility in one course plus an additional ten hour assignment in the school. For graduate teaching assistants who are teaching an undergraduate course independently, some course preparation time is counted in the assistantship duties. FULL TUITION WAIVER (in some cases out of state is included) AND A STIPEND ARE PROVIDED. Graduate assistants must carry
a course load of nine semester hours of graduate study. Exceptions to this are stipulated in the graduate catalog.

**Time Limit**

The maximum time that a student can have a graduate assistantship in the M.A. program is two years and three years in the M.F.A program.

**Evaluation**

Each semester the graduate assistants are evaluated by the faculty member who is supervising them at both mid and end of semester. Excellent performance will be considered in assigning the assistantship the following year. A continual rotation of assistantships freed by graduating students will insure that some assistantships are available both to incoming and returning students. However, assistantships will be awarded on a competitive basis, with job performance and professional development in the graduate program viewed as factors in granting the award. *Unsatisfactory performance in one’s responsibilities as a graduate assistant may result in the discontinuance of the assistantship.*

In evaluating applications for assistantships the following areas are considered:

1. The progress and quality of the work of a student in their program of study.
2. The skills and abilities of the student relative to what the assistantship position requires.
3. The applicant’s past performance as a graduate assistant and the recommendations of their supervisors.
4. The needs of the School of Art and Art History.

Further information concerning financial aid at James Madison University is found at websites for The Graduate School at [www.jmu.edu/grad](http://www.jmu.edu/grad) and the Office of Financial Aid at [www.jmu.edu/finaid](http://www.jmu.edu/finaid/).

**Institutional Organization**

**SCHOOL OF ART AND ART HISTORY DIRECTOR**

The Director provides leadership and coordination for the graduate program, graduate students, and faculty. He/she is also responsible for the teaching and work assignments of graduate students with assistantships. The Director’s signature is required for the Admission to Candidacy and the written MFA Thesis, as well as for other documents throughout the student’s program at JMU.
SCHOOL OF ART AND ART HISTORY GRADUATE COORDINATOR

The Graduate Coordinator handles correspondence and tours for the Graduate Programs. The Graduate Coordinator receives application materials for admission to the School of Art and Art History Graduate Programs and arranges the Graduate Faculty review of the completed applications. The Graduate Coordinator oversees paperwork for program acceptance/rejection, GA/TA Position Descriptions, Mid and End of Semester GA/TA Evaluations, Graduate Studio Contracts, Thesis Committee selection, and Graduation.

The Graduate Coordinator also schedules Graduate Reviews and 18-Hour Reviews, and appoints the review committees. The Graduate Coordinator chairs Graduate Faculty Meetings and the Graduate Committee and serves as representative on the SAAH Director’s Advisory Council and the SAAH Curriculum and Instruction Committee. The Graduate Coordinator is responsible for keeping the graduate curriculum, graduate handbook, web site information, and promotional materials current.

In consultation with the School Director, the Graduate Coordinator assigns studios, schedules GA/TA appointments, and oversees graduate course scheduling.

GRADUATE COMMITTEE

The School Director assigns the Graduate Committee in consultation with the Graduate Coordinator. The committee is made up of the Graduate Coordinator who serves as chair, the School Director, a graduate faculty representative from each area of Studio, Art History, and Art Education, and a graduate student. Additional members may be appointed upon request.

The Graduate Committee works on curriculum and policy issues, but all changes must be present to the Graduate Faculty for discussion and 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, approve the recommendation of the 18-Hour Review committee, and participate in graduate program. The Graduate Faculty also makes recommendations on students applying or reapplying for graduate assistantships.

Each Concentration Area should determine a maximum number of student-per-instructor policy. It is suggested that no graduate faculty should have more than 2 Directed Studies per semester. Each concentration will determine program enrollment size based on available faculty.
FACULTY ADVISORS

Upon entering the graduate program students will be assigned an advisor by the Director of the School of Art and Art History. Any member of the graduate faculty may serve as a graduate advisor. The advisor approves the student’s program of study and schedule each semester, helps to arrange the student’s Eighteen Hour Review, approves the admission to candidacy request in the beginning of the graduating term, and schedules the comprehensive exam with the Graduate Office at least three weeks prior to the date of the exam.

GRADUATE SUPERVISORS

Graduate Supervisors are any School of Art & Art History faculty or staff who oversee Graduate Assistants or Teaching Assistants. Graduate Supervisors are responsible for writing a Position Description for each position and for clearly explaining the duties and expectations to the students. A Mid-Semester and End of Semester Evaluation must be completed by each supervisor for each position every semester.

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

Diane Banks, MFA
Leslie Bellavance, MFA, School Director
Sarah Brooks, PhD
Sukjin Choi, MFA
Corinne , Graduate Coordinator
David Ehrenpreis, PhD
APPENDIX A

LIST of graduate course offerings

STUDIO ART COURSES

ART 501. Workshops in Art
ART 590. Topics in Art

ART 595. Internship in Art

ART 600 GRADUATE STUDIO

ART 610 DIRECTED STUDY: INTERMEDIA

ART 620 DIRECTED STUDY: CERAMICS

ART 630 DIRECTED STUDY: FIBER ARTS

ART 640 DIRECTED STUDY: METALS

ART 650 DIRECTED STUDY: PAINTING.

ART 660 DIRECTED STUDY: PHOTOGRAPHY

ART 670 DIRECTED STUDY: PRINTMAKING

ART 680 DIRECTED STUDY: SCULPTURE

ART THEORY AND CRITICISM COURSES

ART/ARTH 683. Criticism of Art. 3 credits.

ART 684 Contemporary Art Theory

ART HISTORY COURSES

ARTH 506. Museums: Histories and Controversies. 3 credits.

ARTH 519. Topics in African Art. 3 credits.

ARTH 530. Far Eastern Art. 3 credits.

ARTH 544. Gothic and Gothic Revival Architecture. 3 credits.

ARTH 546. Italian Renaissance Art. 3 credits.
ARTH 548. Studies in Leonardo and Michelangelo. 3 credits.

ARTH 549. Topics in Renaissance Art: Early Modern Women Artists. 3 credits.

ARTH 559. Topics in Seventeenth and Eighteenth Century Art. 3 credits.

ARTH 569. Topics in Nineteenth Century Art. 3 credits.

ARTH 570. Modern Art from 1900-1945. 3 credits.

ARTH 572 Modern Art Since 1945

ARTH 574. The New Media and Contemporary Art. 3 credits

ARTH 579. Topics in Twentieth Century Art. 3 credits.

ARTH 584. Art of the Americas. 3 credits.

ARTH 586. Monticello. 3 credits.

ARTH 589. Topics in American Art History. 3 credits.

ART/ARTH 590. Topics in Art and Art History. 3 credits.

ARTH 620. Seminar in Non-Western Art. 3 credits.

ARTH 640. Seminar in Italian Renaissance Art. 3 credits.

ARTH 660. Seminar in Nineteenth Century Art. 3 credits.

ARTH 670. Contemporary Visual Culture and Critical Theory. 3 credits.

ARTH 678. Seminar in American Art. 3 credits.

ART EDUCATION COURSES

ARED 518. Contemporary Issues in Art Education

ARED 610. Studio Experiences in the Schools
INDEPENDENT STUDY COURSES Title used for new studio class.

ART/ARTH 595. Internship in Art or Art History

ART/ARTH 690. Reading and Research

ART/ARTH 698. Comprehensive Continuance

ART/ARTH 700. Thesis

APPENDIX B

Program of study form

__________________________ (student’s name)

Instructions to the student and advisor:

1. Please fill out this form during the first semester of study. Using the graduate catalogue and handbook, make a list of the courses the student will take including applied lessons and ensembles.
2. The student, advisor and graduate coordinator will please sign the initial plan. The initial Program of Study form will then be forwarded to The Graduate School.

3. The Program of Study form should be updated by the advisor, graduate coordinator, and student to include grades earned and any changes agreed upon after the original program was prepared. At the beginning of a student’s intended final semester, the final Program of Study Form will be attached to the Application for a Graduate Degree form and submitted through the advisor to The Graduate School.

<table>
<thead>
<tr>
<th>YEAR ONE</th>
<th>(inclusive dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
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<tr>
<td>Course #</td>
<td>Title</td>
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<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>Course #</td>
<td>Title</td>
</tr>
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</table>

<table>
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<th>(inclusive dates)</th>
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</thead>
<tbody>
<tr>
<td>Fall Semester</td>
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</tr>
<tr>
<td>Course #</td>
<td>Title</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>Course #</td>
<td>Title</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR THREE</th>
<th>(inclusive dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
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<tr>
<td>Course #</td>
<td>Title</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>Course #</td>
<td>Title</td>
</tr>
</tbody>
</table>

Comprehensive Exam  Date passed ________________
APPENDIX C

MA arteducation 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 D

Graduate Assistant / Teaching Assistant Position Description

Supervisors: Please fill this out for each student you are supervising. You will need to discuss it; come to an agreement about expectations; date and initial it by your names; keep the original in your files; and give a copy to the student and one to me.

Semester: __________________ Supervisor: ____________________________
Position: _____________________________

1. State the chief objective/ purpose of this position:

2. Note any specific dates the student should mark on the calendar (such as Foundations meetings, exhibition installation dates, mid-term grading deadlines):

3. List reoccurring or weekly responsibilities:
   a. ___________________________________________________________
   b. ___________________________________________________________
   c. ___________________________________________________________
   d. ___________________________________________________________
   e. ___________________________________________________________
   f. ___________________________________________________________

4. List specific projects and deadlines:
   a. ___________________________________________________________
   b. ___________________________________________________________
   c. ___________________________________________________________
   d. ___________________________________________________________
   e. ___________________________________________________________
   f. ___________________________________________________________
   g. ___________________________________________________________

APPENDIX E

GA / TA Mid & End of Semester Evaluations

GAs / TAs: Please have this completed by the Friday following Mid-Term and again 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. Please refer to the Position Description Form from the beginning of the semester.
Graduate Supervisors: Discuss and sign the form; make copies for each of you; and submit a copy to the Graduate Coordinator.

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 is this experience? Would you want to be reassigned to this position?

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 re-allotted?)

3. If 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 _________