

JAMES MADISON UNIVERSITY College  
of Visual and Performing Arts

SCHOOL OF ART, DESIGN, AND ART HISTORY



GRADUATE STUDIES HANDBOOK

2016 / 2017



## **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, 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 University Graduate Catalog and the Policies and Procedures for The Graduate School are posted online at [http://www.jmu.edu/grad/current\\_students/](http://www.jmu.edu/grad/current_students/) and 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.

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# **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 with concentrations in Ceramics, Intermedia, Metals, Painting & Drawing, Photography, Fiber and Sculpture. The School of Art, Design, and Art History also offers the Master of Arts (MA) degree in art education, studio art, and art history. *Note: The Master of Arts degree in art history is not accepting applications at this time.*

## **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, a brief written statement of purpose, and a short video interview) 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.

The applicant must take personal responsibility for requesting and submitting official (sealed and unopened) transcripts from all previous college and university work directly to the Dean of The Graduate School (TGS). Transcripts may be submitted digitally, or by hard-copy to TGS. *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, art education or art history.

**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**

**Dr. Cole H. Welter**, *Studio Art Graduate Program Director*  
welterch@jmu.edu, 540-568-6322

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, 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 student must indicate a concentration in a studio area chosen from among ceramics, metals, painting and drawing, photography, sculpture, fiber or intermedia. (Intermedia is 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, Design, and Art History Application and Studio Art Portfolio Deadlines:

Fall 2017 Semester: January 20, 2017

1. Portfolios must include between 10 -15 images with at least half of the artwork in the intended area of emphasis.
2. The portfolio will be submitted online as digital images uploaded to a SlideRoom.com account. Applicants will be prompted to access Slideroom.com within the online application process initiated through JMU's Graduate School.

### **MA in Studio Art**

**Dr. Cole H. Welter**, *Studio Art Graduate Program Director*  
welterch@jmu.edu, 540-568-6322

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. Karin Tollefson-Hall**, *Art Education Graduate Program Director*  
tollefk1@jmu.edu 540-568-4304

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.

## **MA in Art History**

**Dr. Sarah Brooks**, *Art History Area Coordinator*  
**ottjw@jmu.edu 540-568-6319**

**NOTE: The Master of Arts degree in art history is not accepting applications at this time.**

## **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 candidates' 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 considered 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 student is expected to concentrate within a single studio area. Concentrations currently available at JMU are Ceramics, Metals, Painting and Drawing, Photography, Sculpture, Fiber and Intermedia, a non-discipline-specific concentration that allows students to work in a variety of studio-based genres or between genres.

#### **MFA PROGRAM OF STUDY**

	<b>Credit</b>
<b>MINIMUM REQUIREMENTS</b>	<b>Hours</b>
Studio (12 - 18 credit-hour minimum in Concentration)	39
Art history (3 credits Non-Western recommended)	12
Contemporary Art Theory	3
Electives (art or non-art)	6
	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 39 credit hours of studio art, of which 12 - 18 credits must be in the Concentration (Painting & Drawing, Photography, Ceramics, Sculpture, Metals, Fiber or Intermedia) and 12 credits in Graduate Studio; 12 credit hours in art history at the 500-600 level, with a recommended minimum of three credits in *Modern Art Since 1945* (or its approved substitute) and three credits of non-Western art history, and three credit hours in Contemporary Art Theory.

When approved by the advisor and Graduate Program Director, two Topics in Art, Reading and Research, or Thesis courses may count towards the Concentration. Six credit hours of electives may be taken in or out of the field of art with the approval of the advisor and Graduate Program Director. Electives may be in the Concentration Area.

**MFA PROGRAM OF STUDY**

<u>First Semester</u>		<u>Second Semester</u>	
Studio Concentration	3	Studio Elective	3
Graduate Studio	3	Graduate Studio	3
Contemporary Art Theory	3	Modern Art Since 1945	3
<b><u>First Summer</u></b>		(Studio, ARTH or Elective)	3
<b><u>Third Semester</u></b>		<b><u>Fourth Semester</u></b>	
Studio Concentration	3	Studio Concentration	3
Graduate Studio	3	Graduate Studio	3
ARTH or Elective	3	ARTH or Elective	3
<b><u>Second Summer</u></b>		(Studio, ARTH or Elective)	3
<b><u>Fifth Semester</u></b>		<b><u>Sixth Semester</u></b>	
ARTH	3	Studio Concentration	3
Studio Elective	3	Studio Elective	3
ART 700 Thesis	3	ART 700 Thesis	3

**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. 31). 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.

## **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.

### **GRADUATE REVIEWS**

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)

#### Spring Semester

End of Semester Reviews (All Second Year Students)

18-Hour Reviews (All First Year Students)

Thesis Exhibition (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 discussion. 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 D, p.33), a copy of which will be placed in the student's academic file kept in the main SADAH administrative 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.

Every effort should be made by students to keep their sentences authentic and direct. Writing in the first person and use of the present tense ("I am," not "I was") is encouraged. Use of a passive voice ("I hope," as opposed to "I will") is discouraged. If stymied for a place to start, students are encouraged to try answering the following questions:

When I work with \_\_\_\_\_ I am reminded that \_\_\_\_\_.  
I begin work by \_\_\_\_\_.  
I know a work is done when \_\_\_\_\_.  
When my work is going well, I am filled with a sense of \_\_\_\_\_.  
When people see my work, I'd like them to \_\_\_\_\_.

When completed, participating students should transmit their End of Semester Statement to the Graduate Program Director via email. Statements should be saved and transmitted as a Word doc, and 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 review (such as a video performance) this work should be titled and the digital files uploaded to a discrete YouTube or Vevo password protected account. The link to the web-site or web-based file should be transmitted to the Graduate Program Director at the same time as 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 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 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 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 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 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 THESIS WORK**

### **MFA THESIS COMMITTEE**

Each MFA student will select a permanent 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 committee must include the major adviser 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 one member of the committee must be from the student's area of studio concentration.

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 student's studio concentration.

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 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 student registers for ART 700 Thesis.

#### **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, and the 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 Art candidate must produce an exhibition of artwork that demonstrates a professional level of studio accomplishment in the student's chosen field. 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 solo exhibition may prejudice the results of the 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 and integrated 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 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, Design 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 suitable form. In addition, two original signed copies of the Approval Page must be submitted to The Graduate School, and one complete copy needs to be submitted to the School of Art, Design and Art History Visual Resource Center. Thesis, Research Project, and Dissertation work is not considered complete until properly formatted and approved documents are submitted to the Graduate School and the SADAH. Please refer to

[http://www.jmu.edu/grad/\\_files/2012-13Manual.pdf](http://www.jmu.edu/grad/_files/2012-13Manual.pdf).

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 the Thesis should be an individual, creative declaration just as their artworks in the Thesis Exhibition are personal statements.

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 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 1<sup>st</sup> 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 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 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 copy of the Thesis is submitted online, and a hard copy is submitted to the SADAH Visual Resource Center to be kept on file.

The title of the Thesis Monograph must be submitted to The Graduate School in time for it to be printed in the College of Visual and Performing Arts 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 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 solo 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 go 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 Thesis exhibition should be digitally documented, and copies shared with the Duke Fine Art Gallery and the SADAH Visual Resource Collection (VRC). Consult with the Duke Gallery Director and the VRC Curator as to their current preferred forms of archival digital documentation.

**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, and a copy of the Thesis is deposited with the SADAH Visual Resource Center.

**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, who will do the "hooding" of individual graduates.



## **Mission, Goals, Program Descriptions and Requirements**

### **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 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.

#### **MA STUDIO ART PROGRAM REQUIREMENTS**

Studio	15
Contemporary Art Theory	3
Modern Art Since 1945	3
Art History Elective	3
Electives	6
	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.

## **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.

## **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 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 students 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 a body of graduate artwork that demonstrates an advanced level of studio accomplishment in the student's chosen field. 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.

Each work displayed in the MA Exhibition must be digitally photographed and labeled with the title, date, medium, and size and forwarded to the SADAH Visual Resource Collection.

### **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, 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**

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

**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 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.

## **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 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 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.
- 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.

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**

<i>Status</i>	<i>Credit Hours</i>
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. 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**

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) and the Visual Resource Center. 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 appendix.)

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, approve the recommendation of the 18-Hour Review committee, and participate in other functions of the graduate program, such as the End of Semester Reviews for studio students. The Graduate Faculty also makes recommendations on students applying or reapplying for graduate assistantships.

Each Concentration Area determines the maximum number of student-per-instructor policy. As a general rule, graduate faculty should work with no more than 2 Directed Studies students per semester. 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 twelve (12), with a cap of 4 first-year MFA students admitted per year.

## **FACULTY ADVISORS**

Upon entering the graduate program, each student will be assigned a faculty advisor who approves the student's program of study and schedule each semester. Any member of the graduate faculty may serve as a faculty advisor.

The assigned faculty advisor helps prepare the student for the 18-Hour Review, and the Thesis Committee Chair will serve in the role of the student's faculty advisor after the 18-Hour Review. The Graduate Program Director will assist in completing the necessary paperwork to complete the transition to a new advisor if needed. While the student is ultimately responsible for meeting all deadlines and requirements, the Thesis Committee Chair approves the student's schedule each semester, approves the admission to candidacy request at the beginning of the graduating term, schedules the comprehensive exam with the Graduate Office, and makes sure the signed thesis cover sheet is complete and turned in by the final submission deadline.

## **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, **Art History Area Head**

**Sukjin Choi**, MFA, Ceramics

**Corinne Diop**, MFA, Photography, **Studio Area Head**

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

**Gary Freeburg**, MFA, Photography, **Director, Duke Gallery**

**Linda Halpern**, PhD, Art History, 16th & 17th c.

**Rich Hilliard**, MFA, Drawing & Design

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

**John Ott**, PhD, Art History, 18<sup>th</sup> & 19th c. American

**Mark Rooker**, MFA, Metals & Jewelry

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

**Rebecca Silberman**, MFA, Photography

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

**Kathryn Stevens**, PhD, Art History, Ancient World, **Director, Madison Art Collection**

**Greg Stewart**, MFA, Sculpture

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

**Karin Tollefson-Hall**, PhD, Art Education, **Art Education Graduate Program Director**

**Roger Tomhave**, PhD, Art Education

**Lisa Tubach**, MFA, Foundations & Painting & Drawing

**Cole Welter**, MFA, PhD, Painting & Drawing, **Graduate Program Director**

**William Wightman**, MFA, PhD, Art Education, **Art Education Area Head**

**Susan Zurbrigg**, MFA, Painting & Drawing

**Rob Mertens**, MFA, Fibers

**Stephanie Williams**, MFA, Foundations & Sculpture

## APPENDIX A

### List of Graduate Course Offerings

#### ART EDUCATION COURSES

ARED 518. Contemporary Issues in Art Education  
ARED 610. Studio Experiences in the Schools  
ARED 682. Curriculum and Research

#### STUDIO ART COURSES

ART 590. Topics 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 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 544. Gothic and Gothic Revival Architecture  
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 570. Modern Art from 1900 - 1945  
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 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 final 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
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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

### 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 D

**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 to the Semester Summary to the SADAH administrative office for inclusion in the graduate student's advisor file.

APPENDIX E

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?

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 \_\_\_\_\_



## STUDIO CONTRACT FORM

### GRADUATE STUDIO ASSIGNMENT: Grace Street Center

Name:

Studio assignment:

For semester(s):

*Studios are assigned according to space availability and the needs of current graduate students with priority given to returning students and GA/TA's.*

### \*\*\* STUDIO GUIDELINES \*\*\*

**(Please discuss this with Graduate Program Director and initial each point.)**

\_\_\_\_\_ I understand that failure to comply with the guidelines listed below may result in a loss of my privilege to have a studio provided by the SDAH.

\_\_\_\_\_ I understand and will abide by the Grace Street Center security system: A building key is needed for entrance. Normal entrance is through **the back door** and the door **is to remain locked at all times**. The front gallery entrance may be used for elevator access, but the door must remain locked between trips and the gallery area should not be entered otherwise (unless during gallery hours). This is for *your* security as well as the security of the galleries.

\_\_\_\_\_ I understand that I must show collegiality and respect for my peers, faculty, and the university staff, including those in Housekeeping and Facilities Management. According to the University Honor Code under Student Rights and Responsibilities, “the student has the responsibility to act in a manner that is conducive to learning by the student and other students by being courteous in *all* academic settings.”

\_\_\_\_\_ While this is a private, locked studio, I understand that it is in a shared multi-user space in a university building and I will refrain from anything which may be a noise-nuisance or bothersome to others. (Headphones use is suggested if loud music is preferred.)

\_\_\_\_\_ I understand that I may not bring alcohol or illegal drugs into the building, and that for safety reasons, studio use is prohibited if I am in an impaired condition from use of alcohol or drugs (legal or illegal).

\_\_\_\_\_ I understand that failure to report dangerous or illegal activities that I know are taking place in Grace Street Center (including both the studio area and artWorks Gallery) puts ME at risk for losing my studio.

\_\_\_\_\_ I understand that NOTHING may be stored in the hallways or stairwell EVER. The studios are located next to a public gallery, and I understand that the safety rules state that the hallways are to be clear of all storage and furniture. (Please refer to the Harrisonburg Fire Code signs posted in the studio area.)

\_\_\_\_\_ I understand that I may not attach anything to the ceiling or ceiling fixtures in my studio.

\_\_\_\_\_ I understand that university maintenance or SADAH staff may need access to my space and that I will be contacted in advance except under unusual or emergency circumstances. An exception is the studio with the HVAC unit that must be accessible at all times.

\_\_\_\_\_ I understand that I may alter the space as needed for my work, but agree to return the space to its original condition (repainted, patched and cleaned) upon moving out. Paint will be supplied by SADAH.

**Please note any pre-existing problems with the space here:**

Unless reassigned to the same space, I agree to contact the Graduate Program Director to complete a **Studio Space Clearance** review upon moving into a new studio, or upon leaving the graduate program, and understand that A HOLD MAY BE PLACED ON MY RECORDS IF THIS STEP IS NOT DONE. Keys are returned to the Art Office.

\_\_\_\_\_ GRADUATING STUDENTS ONLY: Students must vacate their studio space and turn in keys on or before the last Friday of May.

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**\*Date the guidelines were discussed with Graduate Program Director:** \_\_\_\_\_

**STUDIO SPACE CLEARANCE: (To be initialed by Graduate Program Director.)**

\_\_\_\_\_ Walls, floors, ceiling, doors and windows in good order (repainted, patched, and cleaned as needed) barring any pre-existing problems originally noted.

\_\_\_\_\_ All personal items removed from the studio and studio area (sinks, hallway, closets).

\_\_\_\_\_ Key(s) returned to Art office.

**Date of completed move out:** \_\_\_\_\_



## STUDIO CONTRACT FORM

### GRADUATE STUDIO ASSIGNMENT: MHAC

Name:

Studio assignment:

For semester(s):

*Studios are assigned according to space availability and the needs of current graduate students with priority given to returning students and GA/TA's.*

### \*\*\* STUDIO GUIDELINES \*\*\*

**(Please discuss this with Graduate Program Director and initial each point.)**

\_\_\_\_\_ I understand that failure to comply with the guidelines listed below may result in a loss of my privilege to have a studio provided by the SADAH.

\_\_\_\_\_ I understand and will abide by the MHAC security system: A JAC-card is needed for building entrance and for entrance to the classroom and labs and a key is needed for my studio. I understand that I may use the classroom and lab spaces when they are not being used for classes, but will give priority to students who are enrolled in classed who need to complete their work. I will *never* tape or alter the doors or security system.

\_\_\_\_\_ I understand that I must show collegiality and respect for my peers, faculty, and the university staff, including those in Housekeeping, Facilities Management and the Costume Shop. According to the University Honor Code under Student Rights and Responsibilities, "the student has the responsibility to act in a manner that is conducive to learning by the student and other students by being courteous in *all* academic settings."

\_\_\_\_\_ While this is a private, locked studio, I understand that it is in a shared multi-user space in a university building and I will refrain from anything which may be a noise-nuisance or bothersome to others. (Headphones use is suggested if loud music is preferred.)

\_\_\_\_\_ I understand that I may not bring alcohol or illegal drugs into the building, and that for safety reasons, studio use is prohibited if I am in an impaired condition from use of alcohol or drugs (legal or illegal).

\_\_\_\_\_ I understand that failure to report dangerous or illegal activities that I know are taking place in Grace Street Center (including both the studio area and artWorks Gallery) puts ME at risk for losing my studio.

\_\_\_\_\_ I understand that NOTHING may be stored in the hallways EVER. The studios are located next to a public gallery, and I understand that the safety rules state that the hallways are to be clear of all storage and furniture. (Please refer to the Harrisonburg Fire Code signs posted in the studio area.)

\_\_\_\_\_ I understand that I may not attach anything to the ceiling or ceiling fixtures in my studio.

\_\_\_\_\_ I understand that university maintenance or SADAH staff may need access to my space and that I will be contacted in advance except under unusual or emergency circumstances. An exception is the studio with the HVAC unit that must be accessible at all times.

\_\_\_\_\_ I understand that I may alter the space as needed for my work, but agree to return the space to its original condition (repainted, patched and cleaned) upon moving out. Paint will be supplied by SADAH.

Please note any pre-existing problems with the space here:

\_\_\_\_\_ **MY MOVE OUT / KEY RETURN DATE IS:** \_\_\_\_\_ **(unless renewed)**

Unless reassigned to the same space, I agree to contact the Graduate Program Director to complete a **Studio Space Clearance** review upon moving into a new studio, or upon leaving the graduate program, and understand that A HOLD MAY BE PLACED ON MY RECORDS IF THIS STEP IS NOT DONE. Keys are returned to the Art Office.

\_\_\_\_\_ **GRADUATING STUDENTS ONLY:** Students must vacate their studio space and turn in keys on or before the last Friday of May.

---

**\*Date the guidelines were discussed with Graduate Program Director:** \_\_\_\_\_

**STUDIO SPACE CLEARANCE: (To be initialed by Graduate Program Director.)**

\_\_\_\_\_ Walls, floors, ceiling, doors and windows in good order (repainted, patched, and cleaned as needed) barring any pre-existing problems originally noted.

\_\_\_\_\_ All personal items removed from the studio and studio area (sinks, hallway, closets).

\_\_\_\_\_ Key(s) returned to Art office.

**Date of completed move out:** \_\_\_\_\_



