



## **STUDIO ART GRADUATE HANDBOOK**

**2020 – 2021**

Questions: 940-369-7671 | [studio@unt.edu](mailto:studio@unt.edu)

## **Welcome to the University of North Texas College of Visual Arts and Design's Department of Studio Art.**

The faculty and staff of the College of Visual Arts and Design are here to encourage your artistic, academic, and personal growth through classroom courses, individual study, and related activities.

The UNT Graduate Catalog governs your study. It is your responsibility to become informed and to observe all regulations and procedures required by the program you are pursuing. You must be familiar with those sections of the UNT Graduate Catalog that outline general regulations and requirements, specific degree program requirements, and the offerings and requirements of CVAD. Ignorance of a rule does not constitute a basis for waiving that rule. The Dean of the Toulouse Graduate School must approve any exceptions to the policies stated in the Graduate Catalog.

You must also be familiar with and abide by deadlines and policies of the Toulouse Graduate School as published online at <https://tgs.unt.edu/>

The Studio Art Graduate Student Handbook contains information specific to the Department of Studio Art. Information contained herein supplements the information in the UNT Graduate Catalog, which you may find at <http://catalog.unt.edu/>. Please refer to these documents for requirements and procedural information.

We strongly recommend that each graduate student and graduate faculty be familiar with the policies and regulations outlined in this manual as well as the graduate catalog. It is the responsibility of each student to meet all of the requirements of the Department of Studio Art, College of Visual Arts and Design, and the Toulouse Graduate School.

### **Department of Studio Art Mission Statement**

We serve our students by focusing on their intellectual and creative growth, fostering students' practice, and preparing them for lifetimes of accomplishment and meaningful contribution as culture creators. The program frames the individual needs of each student through the development of conceptual, aesthetic, and technical skills. While in the College of Visual Arts and Design, students participate in ideas and practices across disciplines while engaging in the critical practice of the fine artist.

### **Department of Studio Art Office**

[studio@unt.edu](mailto:studio@unt.edu) | 940-369-7671

The Department of Studio Art office is here to assist you in navigating your graduate studies. Please respect the time office staff have set aside to work with you and make every effort to communicate effectively with them; this includes following up on critical emails, requests, announcements, and procedures in a timely fashion.

### **CVAD News & Views**

<https://news.cvad.unt.edu/submit-news>

Whether you wish to share your news or read what's new in the college, give us the scoop by filling out the form so that we can share your accomplishments.

### **Changing Concentrations**

A student desiring to change concentrations within the MFA in Studio Art should make an appointment with the Department of Studio Art Chair to discuss procedures.

## Use of Transfer Credit

A limited number (maximum 12) of conferred transfer credit hours may be applied toward the requirement of a new master's or doctoral degree. The option to use courses from a previous degree will serve students who would like multiple but overlapping or compatible degrees. Additionally, students in any graduate program may request the use of a limited (maximum 6) number of credits from a conferred degree toward the requirements of a second degree. Credits may never be used for three or more degrees; if a student seeks a third degree, it must stand alone. A degree may overlap with only one other degree for the purpose of using credits from a previously conferred degree. This only applies to graduate level credits earned for a graduate level degree.

For any transfer credit to count toward a degree, the courses transferred must have been taken within the time limit established by the Toulouse Graduate School. All course work and other requirements to be credited toward the MFA, whether transferred or taken at UNT, must be completed within 7 years.

## Federation of North Texas Area Universities

Any UNT graduate student admitted to a master's or doctoral degree program or pursuing certification may cross-register in graduate-level courses at TWU or A&M-Commerce that apply to their current degree program. Students must have their department's approval and verify that TWU or A&M-Commerce does not have restrictions on the course. Please read through the additional information for UNT students for details <https://tgs.unt.edu/new-current-students/federation/student-information#UNT>, and then submit the form to enroll in a Federation Course <https://tgs.unt.edu/federation/enroll>.

## Leave of Absence

Graduate students who experience circumstances that prevent them from maintaining active status through continuous enrollment (excluding summer term), and who, through consultation with their graduate coordinator, advisor(s), UNT International (international students only) determine that a leave of absence (LOA) is appropriate, must request a LOA via the form through the Toulouse Graduate School.

## Probation

Graduate students who receive a grade of "C" or below or two "W" grades will be placed on probation for the remainder of their degree program. The Department Chair will notify the student of their probationary status in writing and will send a duplicate copy of the notice to the Program Coordinator or Supervisory Committee Chair, as applicable. After receipt of the notification of probationary status, the student must seek formal counseling with the Program Coordinator. Probationary students may not withdraw from any future courses without the consent of the Program Coordinator or Supervisory Committee Chair and Department Chair.

## Dismissal

Students are required to maintain a minimum 3.0 GPA at all times. Failing to do so may result. Other causes for dismissal from the program include the following:

1. Receipt of a second grade of "C" or below or a third grade of "W."
2. Two long semesters in sequence in inactive status without a leave of absence on file.
3. Failure to pass reviews.

## Withdrawal

A student that intends to withdraw from the program should submit a letter indicating their intent to withdraw to the program coordinator and the Department Chair. If the student has enrolled in classes for the next semester, they must contact the registrar directly to drop the last class on their course schedule to withdraw from the university.

## **Employment**

Fellowships and assistantships are available on a competitive basis, by the terms of your individual offer letter, and as needed by the College of Visual Arts and Design.

## **Teaching Assistantships**

Teaching Assistants aid a lead faculty member and those assigned to the Foundations Program teach their own sections. Enrollment in ART 5700 is, at a minimum, a co-requisite. Teaching Assistants are evaluated by their lead faculty.

## **Graduate Student Assistantships**

Graduate student assistants (GSAs) work in a specific area assisting students and faculty, including but not limited to the CVAD shops, fabrication labs, gallery, documentation room, etc. Particular duties of GSAs vary accordingly.

## **Teaching Fellowships**

Graduate students who have gained experience as TAs and have completed at least 18 credit hours of graduate coursework may be awarded a teaching fellowship (TF), in which a graduate student is the instructor of record. Fellows are mentored and evaluated by a member of the area faculty in which they are teaching.

## **Application Procedures**

Currently enrolled graduate students or newly accepted students to the graduate program with no deficiencies or leveling are eligible to apply. Applications are available on the college's website. Reapplication each semester is required. Application deadlines are announced each semester. Late applications will not receive priority consideration. Failure to apply on time forfeits the terms of a graduate admission offer letter. Completion of an application does not guarantee an appointment.

## **TF / GSA Selection Criteria**

Studio Art TF and GSA positions are assigned primarily based upon instructional need. Other considerations include:

- Academic standing and passing formal reviews
- Evaluations of prior appointment(s)
- Faculty and staff recommendation(s)
- SPOT evaluation(s)
- Applicant's academic concentration

## **Semester Credit Hour Requirement**

Students must be enrolled in nine credit hours of coursework during the semester of the appointment to hold any teaching fellowship or assistantship appointment during the fall or spring semester.

Students in their final semester who have an approved degree plan on file, have completed all other required course work, and are registered for ASTU 5020 may request a Course Load Exception (CLE) using the form available from the Toulouse Graduate School. Students whose CLE is approved are employment eligible.

## **CVAD Guidelines for Using UNT Facilities / Grounds**

See the CVAD Safety Program website: <https://cvad.unt.edu/health-safety>

All studio art graduate students must attend the annual fall Health and Safety Training. Failure to attend will result in delayed studio assignments.

## Facilities

If repairs or maintenance work is needed, make a request through the appropriate art technician or the Department of Studio Art office via e-mail outlining the specific work that needs to be accomplished. Students should NOT call or submit work requests directly to Facilities.

University and CVAD equipment, classrooms, laboratories, and any other university property are for use by employees and current students. Friends and former students are not permitted to borrow or otherwise use university property. Students are not allowed to take home any university and CVAD property.

Faculty, staff, and graduate students should be aware of equipment in their work area. Lost or stolen UNT property or equipment must be reported to the Chair of Studio Art and the University Police at 940-565-3000.

## Graduate Studio Spaces

CVAD provides access to studio space for our graduates. Graduate studio space is provided for the express purpose of the production of art objects and scholarly work in pursuit of your MFA degree for up to six long semesters from the start of your graduate study at UNT and for students enrolled full time (9 hours per semester). It is expected that the student will use the space for this purpose only. The studio is a professional working area, and every effort must be made to preserve the rights of others working in the area. Occupants must fill out a Studio Space Agreement (see next page) annually and submit to the Department of Studio Art office.

## Access Control Policy and Procedures

Northeast corner of Sycamore Hall, exterior entrance, Key Shop, 940-565-4888

All university keys must be returned to the Key Shop office when students change assignments or graduate. If a student does not turn in a checked-out key, they will be charged for lost key duplication. If these charges are not paid, a hold will be put on your transcripts. **Do not accept from or give keys to other students.**

## Studio Art M.F.A. Studio Space Agreement

### Assignment Criteria

- Graduate studio space is provided for the express purpose of the production of art objects and scholarly work in pursuit of your MFA degree for up to six long semesters from the start of your graduate study at UNT and for students enrolled full time (9 hours per semester). It is expected that the student will use the space for this purpose only. The studio is a professional working area, and every effort must be made to preserve the rights of others working in the area.
- Studios will be assigned at the beginning of each Fall semester. Studio assignments are managed by the Department of Studio Art office. Studios are made available for six semesters starting in the semester in which you are accepted to the program.
- Studio occupants must actively use their studio spaces. Studios are not intended as storage spaces.

### Occupying Procedures

- Once you have been assigned a studio, contact the Studio Art Administrative Office to receive keys, door codes, or card swipe access.
- All university keys must be returned to key control when students change assignments or graduate.
- MFA students who wish to switch studios must come to the Studio Art Department office to arrange. Neither keys nor studios may be switched without office approval.
- Students are responsible for keys checked out to them.
- If a student does not turn in a key that was checked out to them, a hold will be placed on their record until the key is returned

### Terms of Use

#### **IN AN EMERGENCY CALL 911**

**Tell them your location is (ANNEX) 1120 W. Oak St. Denton, TX 76201 or (WSC1) 409 Welch St, Denton, TX 76201.**

- You must follow the CVAD Health and Safety Handbook at all times with particular attention to the appropriate Appendix. <https://art.unt.edu/healthandsafety>
  - Spot checks can be performed at any time by any faculty or staff for health and safety and program planning.
  - You must provide a chemical inventory list to your Art Lab Technician. This should be updated regularly, and a copy must be kept in a visible location in your studio.
  - Store all flammable items in fire-safe cabinets. These will be provided by the department.
  - Never leave open containers with flammable materials out when you are not using them. Make sure containers are covered when not in use. Do not leave brushes soaking in open solvent containers.
  - You may not burn candles or incense.
  - Use the Waste Management Area for disposal of hazardous/flammable materials.
  - Never pour any solvents or paints of any kind down the sink or any drains in the facility
- You must always follow the UNT Facilities Appliance Policy. <https://riskmanagement.unt.edu/home>
  - The University of North Texas (UNT) recognizes a need for fire/life safety inspections meant to promote a safe work and residential environment. To accomplish this objective, the University Risk Management Services (RMS) Emergency Management and Safety Services (EMSS) performs regularly scheduled, and periodic fire/life safety inspections of university-owned and leased facilities. The goal of these inspections is to identify any deficiencies or hazards that affect life safety and develop corrective action plans to rectify them.
  - Additionally, specific policies are developed and published to assist building occupants in maintaining a safe environment. Small appliances are used in buildings at times for the convenience and comfort of building occupants. This policy has been developed to guide users in the safe use of these appliances. Also, those appliances that are permitted and those that are prohibited are delineated.
  - Small Appliance refers to any item that requires an electrical connection as a power source for operation, including permanent fixtures and temporary devices. All small appliances used within university-owned or leased facilities must be Underwriters Laboratory (UL) Listed and shall be inspected thoroughly prior to operation to ensure that no visible fire hazards exist. "Workplace areas" refers to university-owned or leased facilities, indoor facilities used for administrative, or instructional functions, including offices, classrooms, conference rooms, breakrooms, hallways, common areas, and laboratories. Individuals electing to use a small appliance within their office or workstation are responsible for any

damage resulting from its use, including damage to furniture, walls, or carpet.

- Appliances allowed in offices and workstations. Any appliances not meeting these criteria will be required to be removed.
    - Air purifiers or personal humidifiers, UL listed, 25 watts or less
    - Coffee cup warmers, UL listed, 25 watts or less
    - Floor fans, UL listed, 25 watts or less
    - Personal humidifiers, UL listed, 25 watts or less
    - Water coolers/dispensers (dispensers with heating elements are prohibited)
  - Appliances allowed in offices with prior written approval and registration.
    - Refrigerators up to 6 cubic feet, UL listed, properly ventilated, with approval of the facility manager.
    - Space heaters shall be approved by the UNT RMS, Emergency Management and Safety Services (EMSS), 940-369-6153.
    - Approved space heaters will be tagged by EMSS.
      - Periodic inspections will occur to check all space heaters.
      - Electric space heaters shall be 1,500 watts maximum, have tip-over cut-off protection.
      - Space heaters shall be plugged into a wall outlet (power strips are not permitted).
  - The following items or actions are prohibited within university-owned or leased facilities.
    - Extension cords are not allowed, under any circumstances.
    - Power strips are not authorized for small appliances, except for computers, computer accessories, printers, monitors, phone chargers, and desk lamps.
    - Power strips may not be “daisy-chained” together.
    - Open flames of any kind are prohibited.
  - Appliances prohibited in offices and non-designated common break areas within university-owned or leased facilities.
    - Air conditioners
    - Grills
    - Coffee makers
    - Plug-in fragrance warmers, wax warmers, and potpourri warmers
    - Crock-Pots
    - Hot plates
    - Toaster ovens
    - Toasters
    - Refrigerators more than six (6) cubic feet or lacking approval)
    - Other small kitchen appliances
    - Microwaves
    - Other appliances that are not delineated in this policy. Small appliances outside the scope of this policy may be evaluated on a case-by-case basis. In all cases, approval of UNT RMS, Emergency Management and Safety Services (EMSS), 369-6153, or the facility manager is required to ensure the installation will not result in overheating, damage to electrical wiring, or create a fire hazard.
- No animals are allowed in the studio. If you have a service pet, please follow all Office of Disability Accommodations policies and inform the department office. <https://disability.unt.edu/>
  - You must follow the Studio Art Health & Safety policies listed in this contract at all times.
    - You may not sleep overnight in your studio.
    - The installation of any artwork in the hallways must have prior approval by the department office.
    - Professional and respectable behavior is required of all occupants.
    - Music is to be played through headphones only.
    - Never borrow any tools, supplies, or material from any other space without prior permission.
    - Keep all studio doorways to the shared space clear.
    - Studio space is assigned to a specific student and is not to be used or shared by any other person.
    - Always secure your belongings. UNT is not responsible for personal items in your studio and cannot be held responsible for theft or damage. Do not leave valuable property out in plain sight in your studiospace.

- Please keep the bathrooms clean. Never use the bathroom sinks for any studio clean-up purposes.
- You are responsible for the disposal of any trash that does not fit into the shared trashcans.
- Place all food waste in the hallway garbage cans.
- Do not alter or remove walls or fixtures, including lights, air ducts, electrical systems, etc.
- Respect the future users of the space by covering floors, walls, etc., whenever possible.
- Report any problems with the facility immediately to the building representative or the Studio Art office. Be as detailed about the problem as possible. Know your studio number, etc. This will help us help you.
- NO ALCOHOL — NO SMOKING — EVER! Any violation of this University-wide policy will result in the loss of your studio privileges.

**Lounge & Critique Spaces**

- Clean up the common area immediately following each use.
- Use common space utility sink for studio clean up purposes. Clean sink after each use.
- The walls and hallways adjacent to your space of the common area may be used to display artwork for short periods.
- Repair (patch and paint) any damage to common walls following each use.
- Respect the critique space use during prearranged area seminar times.
- Install your work the day of the critique session.
- Remove your work immediately following the critique session.
- Remove any nails or hangers and repair (patch and paint) any damage to critique space walls following each use.
- Do not borrow chairs from critique space.

**Renewal Procedures**

Studios will be reassigned each academic year or as necessary. Submit a written request before the end of the spring semester if you would like to request a change in your studio assignment.

**Vacation Procedures**

You will have one week from the graduation ceremony for which you are participating in to vacate studio unless prior permission is given by the Studio Art office. Studio clean-up list:

- Patch and paint studio. All walls must be painted with a fresh coat of Kilz flat white paint.
- The studio must be free of trash - no "free stuff" piles should be left behind.
- Excess furniture should be removed.
- The floor must be scrubbed clean, sinks tabletops, and all horizontal surfaces must be scrubbed clean.
- Remove any materials stored in the flammables container.
- Return your key to Door Systems in Sycamore Hall and provide the Studio Art office with your receipt.
- Remove all personal property and artwork.
- Schedule a check-out of your studio with your area technician.

***Any violation of this agreement will result in the studio privilege being  
revoked and/or a hold on diploma and/or all UNT records.  
I agree to follow all terms of this agreement.***

Studio Location \_\_\_\_\_ Studio Number \_\_\_\_\_

Occupant Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

UNT email \_\_\_\_\_

MFA Concentration \_\_\_\_\_

Cell Phone \_\_\_\_\_

Occupant Signature \_\_\_\_\_ Date \_\_\_\_\_



## Degree Requirements

The MFA degree is obtained by meeting both a 60-hour degree plan as well as a series of reviews and exhibition requirement milestones. Throughout the degree program, students are required to participate in the following requirements as part of an overall system of evaluation. Students who do not complete their work according to the schedule will delay their graduation.

### Year One

Fall (First Semester)
Start Coursework
File initial degree plan with graduate school
Familiarize yourself with department faculty and begin thinking about who you will choose as your Supervisory Committee Chair.

Spring (Second Semester)
Continue coursework
Participate in First-Year Review
Select a Supervisory Committee Chair

Summer Semeste
Continue coursework as needed

### Year Two

Fall (Third Semester)
Continue coursework
File an updated degree plan with your chosen Supervisory Committee Chair
Disuss your committee members with your Supervisory Committee Chair

Spring (Fourth Semester)
Continue coursework
Participate in Second-Year Exhibition (as requested)
Prepare Project in Lieu of Thesis proposal
Participate in Second-Year Review

Summer Semeste
Continue coursework as needed

### Year Three

Fall (Fifth Semester)
Continue coursework, enroll in ASTU 5015: MFA Project in Lieu of Thesis: Research
File an updated degree plan with your Supervisory Committee Chair and finalize Supervisory Committee membership

Spring (Sixth Semester)
Complete coursework; enroll in ASTU 5020: MFA Project in Lieu of Thesis: Exhibition
Apply for Graduation with the Graduate School
Complete the MFA Exhibition, MFA Project Report, Oral Defense, Outcome Portfolio, Artist Statement
Submit departmental graduation materials to Slideroom.com

## YEAR ONE // FALL

After enrolling in classes, the first thing you should do is file a degree plan with the graduate school. Work with your program coordinator to complete the degree plan form.

**Graduate Degree Plan – MFA in Studio Art**

Students must fill out a degree plan by the end of their first year of enrollment and updated each year with the Supervisory Committee Chair. Any classes not yet taken must be listed, including the projected semesters of enrollment. Incomplete degree plans will be returned to the student.

Student Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Concentration \_\_\_\_\_ Date Submitted \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Studio # \_\_\_\_\_

**All courses must be 500-level or higher to count toward the M.F.A. in Studio Art. 60 credit hours required**

COURSE	TITLE	CREDITS	INSTRUCTOR	GRADE	TERM	YEAR
		<b>6 credits</b>				
ASTU 5010	Professional Practices	3			Spring	
ART 5700	Seminar in University Teaching in Art	3			Fall	
<b>Praxis/ Graduate Course in Primary Studio Concentration</b>		<b>18 credits</b>				
ASTU 5001	Praxis	3			Fall	
ASTU 5001	Praxis	3			Spring	
ASTU 5001	Praxis	3			Fall	
ASTU 5001	Praxis	3			Spring	
ASTU 5001	Praxis	3			Fall	
ASTU 5001	Praxis	3			Spring	
<b>Praxis/ Grad. Course outside Primary Studio Concentration</b>		<b>6 credits</b>				
ASTU 5001	Praxis	3			Fall	
ASTU 5001	Praxis	3			Spring	
<b>Art History</b>		<b>9 credits</b>				
AEAH 58xx	Praxis	3				
AEAH 58xx	Praxis	3				
AEAH 58xx	Praxis	3				

<b>CVAD Electives**</b>		<b>12 credits</b>
AEAH 58xx	Praxis	3
AEAH 58xx	Praxis	3
AEAH 58xx	Praxis	3
<b>Outside CVAD Electives (research/discipline appropriate)**</b>		<b>3 credits</b>
AEAH 58xx	Praxis	3
<b>Project in Lieu of Thesis</b>		<b>6 credits</b>
ASTU 5015	Project in Lieu of Research (take in semester prior to ASTU 5020)	3
ASTU 5020	Project in Lieu of Thesis (Exhibition)	3

SUPERVISORY COMMITTEE CHAIR  
(Selected prior to the completion of 18 hours) \_\_\_\_\_

SUPERVISORY COMMITTEE MEMBERS  
(Selected prior to the completion of 26 hours) \_\_\_\_\_

**MFA in Studio Art Program Milestone Checklist**

1 <sup>st</sup> year: <input type="checkbox"/> ADD COMMITTEE MEMBERS	REVIEW: (check one)	PASS	REREVIEW	FAIL	Submit Degree Plan
2 <sup>nd</sup> year: <input type="checkbox"/> SECOND YEAR EXHIBITION	REVIEW: (check one)	PASS	REREVIEW	FAIL	Submit Updated Degree Plan

Date by which coursework must be complete \_\_\_\_\_

**APPROVALS**

SUPERVISORY COMMITTEE CHAIR SIGNATURE \_\_\_\_\_

DEPARTMENT CHAIR OR DESIGNEE SIGNATURE \_\_\_\_\_

CVAD ASSOCIATE DEAN SIGNATURE \_\_\_\_\_

TOULOUSE GRADUATE SCHOOL DEAN SIGNATURE \_\_\_\_\_

\* If list any transfer credit, you must list the institute from which the credits are being transferred in the Instructor column.

\*\* Electives can be from any department, including outside of CVAD and must be 5000-level or higher.

## YEAR ONE // SPRING

### First year review

First year reviews are one part of an overall system of evaluation. In addition to maintaining a B average, students must also pass the first-year review to continue in their program of study. The first year review of the student's progress will occur at the end of the first year of graduate study (typically spring) to determine the student's eligibility for continuation in the program.

The Department of Studio Art will assign the first-year review committees no later than three weeks into the student's second semester. At least one member of the review committee will be from the student's area of specialization. The review's timing will be established in this communication. It typically becomes the student's responsibility to secure the space in which the work will be displayed and communicate that information to the supervisory committee chair. Reviews may take place in any available studio, critique space, classroom, seminar room, or conference room.

#### *Artist Statement & CV*

Students will provide members of the committee copies of their artist statement and cv no less than one week in advance of the review. This written statement will be submitted to the Department of Studio Art with the committee's evaluation documentation. During the review, students will have 20 minutes to provide a formal presentation of the work researched and produced during the year of study (conceptual, formal, technical developments as applicable), and future direction.

#### *Presentation of Work / the Review Experience*

The 20-minute presentation will be in the context of a display of the work itself. It is advisable for the student to speak with the committee member from their area to determine the format of the work to be presented.

In extraordinary circumstances, students may be required to provide digital documentation of the work to each committee member, and the meeting may be technologically mediated. The committee chair will determine this.

After the presentation, the committee will ask a series of questions about the year of study and the works presented.

#### *Assessment*

Following the student presentation, the committee will meet privately for approximately 20-minutes to discuss the work and progress to vote for *one* of the following options:

- to allow the student to proceed with the student research work according to schedule
- to require adjustments to the student's program and a re-review process
- to recommend dismissal to the Department Chair based on unsatisfactory completion of the first-year review (no re-review)

#### *Review Result Documentation*

The student will receive feedback at the time of the review. The committee will subsequently forward the student's artist statement and cv along with a formal decision to the Department Chair. Official student notification of results will come from the Department Chair no later than two weeks following the final date for review result submissions.

If a re-review is necessary, the re-review must take place prior to the start of classes the following semester and the scheduling will be indicated in the official student notification. The format of the re-review will be the same as the original review and is intended to be with the same committee members. Following the re-review, a letter will be sent by the Chair of the re-review committee within one week reporting the results to the Department Chair.

In consideration of the committee's letter and with consultation with the Program Coordinator, the Chair of the department will decide either to:

- to allow the student to pass and progress in the program
- to dismiss the student from the program

Passing the first-year review is the first milestone in the student's MFA program progress. Those students who will be continuing to their second year of study will next name a Supervisory Committee Chair.

## **YEAR ONE // SUMMER**

If students take nine hours of coursework per fall and spring semesters, over the course of three years, this equals 54 of the 60 hours required for the MFA in Studio Art. This means most students take three hours of coursework each summer during their degree or six hours of coursework in one summer. It is up to the student to determine what is best for their schedule, finances, and situation. If at any point the student wishes to enroll in a "special problems" course with a faculty member, that faculty member must consent and student and instructor must complete and return the contract in lieu of syllabus form.

### Contract-in-Lieu of Syllabus Form

For all Special Problems courses (ART 5900/5910).

Submit completed form to the Department of Studio Art or via e-mail [studio@unt.edu](mailto:studio@unt.edu). E-mail correspondence between student and instructor is permitted. Please attach e-mails to this form as needed.

Student Name	Student ID
Phone	Email
Session/Semester/Year	Course Prefix/Number
Course Topic/Name	Instructor Name

REQUIREMENTS AND OBJECTIVES: If more space is needed, use the back of this form or attach additional pages.

#### MEETING SCHEDULE

#### EVALUATION CRITERIA

I agree to complete all requirements, objectives, and meetings.

Student Signature	Date
Instructor Signature	Date

## YEAR TWO // FALL

### *Supervisory Committee*

Supervisory Committees are initiated by the student and confirmed by the Chair of the department. Only those members of the Graduate Faculty in Studio Art and within the student's area of concentration may serve as Chair of a Supervisory Committee. Supervisory committees must be comprised of at least three members. While two of the three members must be from the Graduate Faculty in the Department of Studio Art, other members with relevant expertise may be selected from outside the department or university.

### *Supervisory Committee Chair*

The student should identify a Supervisory Committee Chair from the Graduate Faculty of the relevant Studio Art concentration during the semester following completion of the first year review. The Supervisory Committee Chair will serve as the student's primary academic advisor, principal thesis advisor, and general mentor for the remainder of the academic program/ The Supervisory Committee Chair will meet with the student regularly with the student in a mentoring capacity, will facilitate all subsequent degree plans (including one this semester), will facilitate committee formation, and all subsequent reports, defense forms, and meetings the Supervisory Committee as a whole, once it is formed.

## Supervisory Committee Form

### INSTRUCTIONS

At the completion of 18 hours of graduate course work, the student must declare a major professor. By the completion of 26 hours, students must appoint the remainder of their supervisory committee. When the signatures have been obtained, the form should be returned to the Department of Studio Art. Students may change their Supervisory Committee up to the semester before graduation. No changes will be approved during the final semester.

New Committee Designation	Date of Designation	_____
Change of Committee	Date of Change	_____

NAME \_\_\_\_\_ UNT ID# \_\_\_\_\_

EMAIL \_\_\_\_\_ CONCENTRATION \_\_\_\_\_

For designation of a new committee, all signatures are required. For a committee member change, only a newly added committee member signature is needed. No signature is required for the removal of a committee member, but a courtesy email should be sent to the member being removed and copied to the department office.

### REQUESTED COMMITTEE

	Supervisory Committee Member Name	Signature	Date
Chair	_____	_____	_____
Additional Member	_____	_____	_____
Additional Member	_____	_____	_____

### APPROVAL:

DEPARTMENT CHAIR OR DESIGNEE \_\_\_\_\_



## YEAR TWO // SPRING

In preparation for the second-year review, the student must complete the membership of the supervisory committee using the supervisory committee form

### **Second-Year Review**

In addition to maintaining a B average, students must also pass the second-year review to continue in their program of study. This review will occur at the end of the student's second year of study and largely parallels the process for the first year review.

While the Department of Studio Art sets the deadline for results, the review will be called by the student's Supervisory Committee Chair, who is the Chair of the review committee as well. It is the responsibility of the student to secure the site of the review in keeping with the timing established by the Supervisory Committee Chair.

#### *Artist Statement, CV, and Draft of Project in Lieu of Thesis*

Students will provide members of the committee copies of their artist statement, CV, and the draft of their Project in Lieu of Thesis no less than one week in advance of the review.

The *Project in Lieu of Thesis* draft shall include:

- an outline of the proposed research and procedures
- a statement of the significance of the project
- a timeline for working to completion of the degree the following year

The artist statement, CV, and draft of the Project in Lieu of Thesis will be submitted to the Department of Studio Art with the committee's evaluation documentation. During the review, students will have twenty (20) minutes to provide a formal presentation of the work researched and produced during the year of study and future direction.

#### *Presentation of work | the review experience*

The 20-minute presentation will be in the context of a display of the work itself. In extraordinary circumstances, students may be required to provide digital documentation of the work to each committee member, and the meeting may be technologically mediated. The committee chair will determine this.

After the presentation, the committee will ask a series of questions about the year of study, the works presented, and the proposal for the year to come.

#### *Assessment*

Following the student presentation, the committee will meet privately for approximately 20-minutes to discuss the work and progress to vote for *one* of the following options:

- to allow the student to proceed with the student research work according to schedule
- to require adjustments to the student's program and a re-review process
- to recommend dismissal to the Department Chair based on unsatisfactory completion of the second-year review (no re-review)

### *Review Result Documentation*

The student will receive feedback at the time of the review. Committee members will critically assess the viability of the project. The committee will subsequently forward the student's artist statement, cv, and the draft of the Project in Lieu of Thesis along with a formal decision to the Department Chair. Official student notification of results will come from the Department Chair no later than two weeks following the final date for review result submissions.

If a re-review is necessary, the re-review must take place prior to the start of classes the following semester and the scheduling will be indicated in the official student notification. The format of the re-review will be the same as the original review and is intended to be with the same committee members. Following the re-review, a letter will be sent to the Department Chair by the re-review committee within one week.

In consideration of the committee's letter and consultation with the Program Coordinator, the Chair of the department will decide either to:

- to allow the student to pass and progress in the program
- to dismiss the student from the program

Students who complete 36 hours of coursework and pass the second-year review advance to MFA candidacy.

### **Second-Year Exhibition**

All students completing their second year review are required to participate, as requested, in the second year, or *Interlude*, exhibition, as it organized by the Department of Studio Art.

## **YEAR THREE // FALL**

This is the final semester during which Supervisory Committee membership may be changed. This would be done in consultation with the Supervisory Committee Chair, using the Supervisory Committee form. The Supervisory Committee Chair will facilitate what is anticipated to be the final degree plan submission this semester. This will determine the outstanding course requirements for degree completion.

During this semester students enroll in and complete ASTU 5015: MFA Project in Lieu of Thesis: Research with their Supervisory Committee Chair. During this course, the basic requirements of which are standardized for all Studio Art MFA students, the MFA student will work with the Chair and the entirety of the Supervisory Committee towards completion of the Project in Lieu of Thesis.

## **YEAR THREE // SPRING**

If there are any changes needed from the degree plan filed the previous semester, a final degree plan must be filed this semester. Students should also refer to the graduation requirements posted by the Toulouse Graduate School and apply for graduation at my.unt.edu. During this semester students enroll in and complete ASTU 5020: MFA Project in Lieu of Thesis.

## **MFA Project in Lieu of Thesis**

The MFA Project in Lieu of Thesis is the culminating outcome of the MFA degree. During this course, students will work with the Chair and the entirety of the Supervisory Committee towards the requirements of:

- Project report,
- Final exhibition (or other public platform agreed upon by the Supervisory Committee) of the student's work,
- Oral defense, and
- Portfolio of outcomes, including artist statement

While final documentation is due to the Department of Studio Art on or before the grade submission deadline for the semester, it is the responsibility of the student to secure the site of the exhibition in keeping with the timing established by the Supervisory Committee Chair. Students will provide members of the Supervisory Committee copies of their artist statement and Project Report no less than one week in advance of the oral defense. Supervisory Committee Chairs will review the initial rough drafts of the report with the student and make suggestions for improvement before the report is distributed to the Supervisory Committee. The Supervisory Committee Chair, as part of the course requirements of ASTU 5020: MFA Project in Lieu of Thesis, will establish a timeline that will allow for edits to be completed before the project report must be defended in its final form.

### *MFA Project Report*

The MFA Project report is an artist talk on paper that will answer the who / what / how of the work and must include a visual description of the project. The report will be filed permanently in the UNT Digital Library and will there be accessible to the public at large. The report must follow the departmental template and your Supervisory Committee and Department Chair must approve the document. Passage of both MFA Project Report and the Oral Defense are required for successful completion of ASTU 5020: MFA Project in Lieu of Thesis and the MFA degree.

## MFA Project Report Template

*We ask all Studio MFA Candidates to use the same template to format their Project Report.  
Please e-mail [studio@unt.edu](mailto:studio@unt.edu) for a clean copy of this template*

### MFA PROJECT REPORT

Prepared for the Degree of MFA in Studio Art

[your name]

[your area of concentration within Studio Art]

[the month and year of graduation (e.g. May 2019, December 2020)]

### EXHIBITION

- [title of your MFA exhibition]
- [facility / location where your MFA exhibition was held]
- [inclusive dates of your MFA exhibition]

### SUPERVISORY COMMITTEE MEMBERS

[Supervisory Committee Chair's title and name], Supervisory Committee  
Chair

[Committee member's title and name], Committee Member

[Committee member's title and name], Committee Member

[Committee member's title and name], Committee Member

[Department chair's title and name], Committee Member, Department  
Chair:

### ACKNOWLEDGMENTS

[Enter your acknowledgment(s). Briefly express your gratitude and bring awareness to anyone and everyone who supported your work, education, and exhibition (e.g., faculty, staff, students, other artists, peers, family, friends, deity, pets, strangers, etc.).]

### PROJECT REPORT

Use 12-point, single-spaced, Times New Roman font (or equivalent). Cite your sources and references to other works, artists, etc., by correctly using any format you prefer (MLA, Turabian, Chicago, etc.). This section will automatically expand as you type. Include your visual documentation of the project. Do not use text-wrapping; center your images and include a caption for each image.

The Report must include visual description of the project, and is essentially an artist talk on paper. This will answer the who / what / how of the work. This Report will be filed permanently

in the UNT Digital Library. Your Supervisory Committee and Department Chair must sign the MFA Project Report Approval form on the final page of this report.

### MFA Project Report Approval Form

This form is to be signed at the defense or upon final approval of the MFA Project Report. This completed form, with all digital signatures in electronic format, must be included with your graduation materials which you submit to [unt.slideroom.com](http://unt.slideroom.com). *No other form will be accepted.* Do not reuse.

Candidate Name \_\_\_\_\_ Student ID \_\_\_\_\_

Concentration \_\_\_\_\_

Supervisory Committee Chair \_\_\_\_\_

Date of Defense \_\_\_\_\_

Signatures below attest that the MFA Project Report has been approved for filing in the Department of Studio Art Office. All committee members must sign. Departmental representatives or deans may sign according to the custom of the school.

Decision of Committee \_\_\_\_\_  
(Pass, Fail, Adjourn)

Committee Member	_____	_____
	Print Name	Signature/Date
Committee Member	_____	_____
	Print Name	Signature/Date
Committee Chair	_____	_____
	Print Name	Signature/Date
Department Chair	_____	_____
	Print Name	Signature/Date

### *Final Exhibition*

It is the responsibility of the student to secure the venue for their final exhibition in keeping with the requirements established by their Committee regarding timing.

### *Oral Defense*

The oral defense is a formal public presentation of the Project in Lieu of Thesis work.

### **Scheduling**

It is the responsibility of the student to secure the venue of their public oral defense, on campus, in keeping with the requirements established by their Committee regarding timing and no later one week before the final project report is due. Once this date is decided, submit the date to the Toulouse Graduate School (<https://tgs.unt.edu/oral-defense-notification-form>). Additionally, submit an announcement form to the Studio Art office, who will announce your defense to the broader college community.

**Oral Defense Announcement Form**

The oral defense is a formal public presentation of the Project in Lieu of Thesis work.

Schedule the oral defense at least one week before the final project report is due in the department office to allow time for the student to make any corrections that were suggested at the student defense and to meet final submission deadlines.

Include one image (jpg) of the work with this completed form.

Candidate Name \_\_\_\_\_ Student ID \_\_\_\_\_

Name of Project \_\_\_\_\_

Date/Time of Defense \_\_\_\_\_

Location of Defense \_\_\_\_\_

**Description of Work**

Title \_\_\_\_\_ Date \_\_\_\_\_

Dimensions \_\_\_\_\_ Media/Materials \_\_\_\_\_

**Project Description**

**Supervisory Committee Faculty Names**

Supervisory Committee Member \_\_\_\_\_

Supervisory Committee Member \_\_\_\_\_

Supervisory Committee Chair \_\_\_\_\_

**Approval**

Supervisory Committee Chair Signature \_\_\_\_\_



**Presentation**

In a 20-minute presentation, the student will demonstrate how the MFA project relates to their past work and how the research problem has been defined, researched, and resolved in the works presented. All members of the Committee on file with graduate school MUST be present, but in extraordinary circumstances the meeting may be technologically mediated. The committee chair will determine this. All interested members of the public must be welcomed. After the presentation, the committee will ask the student questions about the student's work; guests in attendance may also ask questions. The Committee may decide to consider the MFA Project Report at this point, or assess the Oral Defense and Project Report separately as each has its own approval document.

**Assessment**

The committee will then confer in private and decide whether or not the student has passed the defense. The committee will report back to the candidate at this time. Upon successful completion, the Oral Defense Approval Form will be signed by the members of the supervisory committee and forwarded to the department chair for signature.

**Oral Defense Approval Form / MFA in Studio Art**

This form is to be signed at the defense or upon final approval of the brief Artist’s Statement and MFA Exhibition. This completed form, with all digital signatures in electronic format, must be included with your Brief Artist Statement, your MFA Project Report Approval Form, and images from your MFA exhibition when you load your department graduation materials into unt.slideroom.com. *No other form will be accepted.* Do not reuse.

Candidate Name \_\_\_\_\_ Student ID \_\_\_\_\_

Concentration \_\_\_\_\_

Supervisory Committee Chair \_\_\_\_\_

Date of Defense \_\_\_\_\_

Signatures below attest that the oral defense has been approved for filing in the Department of Studio Art Office. All committee members must sign. Departmental representatives or college deans may sign, according to the custom of the school.

Decision of Committee \_\_\_\_\_  
(Pass, Fail, Adjourn)

Committee Member	_____	_____
	Print Name	Signature/Date
Committee Member	_____	_____
	Print Name	Signature/Date
Committee Chair	_____	_____
	Print Name	Signature/Date
Department Chair	_____	_____
	Print Name	Signature/Date

*Portfolio of outcomes, including artist statement*

Once all of the above steps are complete, the student must go to <http://unt.slideroom.com>, log on, and submit all of the following departmental graduation materials. (There is no cost to you for this submission.) This will facilitate the inclusion of the Project Report and MFA Exhibition images in the UNT Digital Library. The deadline for this is the Monday of finals week in the semester in which the student will graduate.

**UNT Digital Library Information**

This is an online form in Slideroom and will facilitate the submission of your materials to the UNT Digital Library.

**Artist Statement**

This brief (100 words or less) Artist Statement will be included in the MFA Catalogue and become the abstract for the Digital Libraries Project. Students should consider the significance of this public statement, edit accordingly, and not submit until this document has been vetted and approved by the entirety of the Committee membership. This must be a PDF.

**High-quality digital records of the work from your Project in Lieu of Thesis**

Upload 10-20 digital images and/or video clips. Students should consult with their Supervisory Committee regarding how to best document the work. Cameras and lighting kits are available for checkout from the CVAD General Access Computer Lab. The Photo Documentation Lab is available via appointment.

Fillable versions of all departmental forms included in this handbook are available on the CVAD Online Forms website's Studio Art Forms Library web page, <https://forms.cvad.unt.edu/studio-art-forms-library>.