Master of Fine Arts in Studio Art

Graduate Handbook

2015 – 2016
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I. PROGRAM OVERVIEW

Graduate study leading to the degree of Master of Fine Arts is a period of challenge, during which students commit their intellectual interests and creative efforts toward a focused investigation within a selected field of study. While it is expected they will demonstrate significant personal initiative in developing and pursuing their programs, this period of study is closely shared with several faculty. One-half to two-thirds of a student’s total program of study will be in applied studio research. The major portion of this research will occur in a single studio discipline under the supervision of a Guidance Committee composed of a Major Professor and additional faculty members. These faculty, selected in part by the student, shall be central to the student’s program of study, serving as academic program advisors, tutorial instructors, and formal reviewers and evaluators of the student’s research development and progress. A thoughtful and timely selection of the Guidance Committee is crucial to a successful program of study. Except for the student’s initial semester of enrollment, the Guidance Committee shall be responsible for the instruction of all STA 800-level credits earned in the student’s concentration discipline. Additionally, the committee will direct the student’s final project, which is a body of work accompanied by a written summary statement and executed during the final year in the program. This project should demonstrate the ability to do individual work involving original, critical thinking regarding significant issues or problems appropriate to the discipline. Enrollment in additional work in studio disciplines other than the student’s concentration, in art history, and possibly in other related fields, will normally occur in regularly scheduled courses taught by the assigned faculty. During a two year period of enrollment in the MFA Seminar, all MFA students are involved in critical discourse concerning contemporary art and design issues, group critiques of personal work, guest lectures, field trips and interdisciplinary content designed to stimulate professional and intellectual responses. The challenge of MFA graduate study should prove rewarding.

As a new MFA-STA graduate student, you should introduce yourself to the faculty coordinator for your discipline to discuss degree requirements and how to select a Major Professor and Guidance Committee. You are reminded that it is your responsibility to complete all requirements and to maintain contact with your Major Professor and Guidance Committee. During your tenure in the program you will participate in the fifteen-credit and second year review where all matters relative to student performance and progress toward the degree will be evaluated. A final review will be held before participation in the MFA show.

Each student is responsible for knowing university, college and department or school requirements as stated in the catalog and in college and department or school printed materials. From “Academic Advisement,” Academic Programs, Michigan State University.
II. PROGRAM COMPONENTS

The MFA in Studio Art is available only under Plan B (without thesis). Being the accepted terminology in the field of Studio Art, the term “thesis” is used throughout this document to describe the final project a student undertakes. In consisting of visual work with an accompanying written statement, the thesis is not bound by the conventions established by the University.

A total of 60 credits are required for the degree, at least 30 of which must be in the student’s declared area. The program must be approved by his/her Major Professor and Guidance Committee and meet the requirements in Part III of this Handbook.

The student will select a Major Professor and a Guidance Committee by the end of the first semester of residence. The length of study in the MFA program is determined by the Guidance Committee, with a minimum of two years and a maximum of six years.

During the semester leading to the completion of 15 credits, but not later than the semester leading to the completion of 20 credits, MFA students must participate in a Review. During the second year of study he/she will also participate in a review. All matters relative to student performance and progress will be evaluated. One year in advance of the candidate’s MFA exhibition the student in consultation with his/her Guidance Committee will determine the focus of the final work.

FIFTEEN CREDIT AND SECOND YEAR REVIEWS

During the semester leading to the completion of 15-degree credits, but not later than the semester leading to the completion of 20 degree credits, MFA students must participate in the 15-Credit Review. During the second year of study MFA students will also participate in a review.

One year in advance of the candidate’s MFA exhibition the student in consultation with his/her Guidance Committee will determine the focus of the thesis work.

A detailed explanation of the Review process can be found in Section VIII of this Handbook.

FINAL REVIEW AND MFA EXHIBITION

The Final Review will be held during the student’s last semester of enrollment at least one week prior to the scheduled installation of the MFA Exhibition. The Final Review is conducted by the student’s Guidance Committee. The student should be prepared at the time of the review to articulate his/her basic assumptions as an artist; to discuss critically and defend the hypothesis and results of both the art work produced and the written statement; and to discuss his/her work in the context of the history and traditions of the chosen discipline.

Upon successful completion of the Final Review, the Guidance Committee will invite the student to participate in the MFA Exhibition (See Section VII).

The failure to pass any review a second time will lead to termination from the program.
III. DEGREE REQUIREMENTS FOR MASTER OF FINE ARTS

The MFA program in STUDIO ART conforms to the MSU Graduate School’s PLAN B, consisting of course work with a final evaluation.

ADMISSIONS

In addition to meeting the requirements of the University and of the College of Arts & Letters, students must meet the requirements specified below.

Applicants must meet the general requirements for consideration for admission to master’s and doctoral degree programs in the College of Arts & Letters referenced in the College statement.

To be considered for admission to the Master of Fine Arts degree program in studio art, an applicant must submit to the department:
- Statement of Intent,
- Transcripts,
- Current resume with academic honors, scholarships, exhibition record, special skills and expertise, prior teaching experience,
- Three letters of recommendation
- TOEFL scores (required for non-native English speakers)
- A portfolio of 15-20 images (CD, DVD, or WEBSITE LINK).
- APPLICANTS FROM CHINESE UNIVERSITIES: Please arrange for a verification report of your university academic records with the *China Academic Degree and Graduate Education Development Center (CDGDC)*. The report must be mailed directly to the department to which you are applying by the CDGDC, rather than by you or any third party.

To be admitted to the program on regular status, an applicant must hold a Bachelor of Fine Arts degree from a recognized educational institution, or have completed the courses in art that are required for the Bachelor of Fine Arts degree in studio art at Michigan State University or the equivalents.

Students are admitted to the Master of Fine Arts degree program in Studio Art for fall semester only. Application materials for admission must be postmarked by February 15th. To be considered for MSU Distinguished Fellowship or University Enrichment Fellowship, the deadline for receipt of materials is January 5th.

The department believes that studio space must be made available to students who are admitted to the program as a means of fostering their creativity. Therefore, the number of students who can be admitted to the program will be limited by the availability of suitable studio space.

REQUIREMENTS

- A minimum of two academic years of enrollment. A minimum of two semesters of the final work toward the degree must be in residence during a single academic year.
- A minimum of 60 credits.
  a. At least 30 studio art credits must be in the candidate’s concentration.
  b. At least two courses in art history & visual culture at the 400 or 800 level.
  c. Any credits in related areas of study outside the department that may be required by the students Guidance Committee.
  d. Elective Credits. Credits in related disciplines of study outside the candidate’s concentration and/or department may be taken with the approval and/or recommendation of the student’s Major Professor and MFA Guidance Committee. In some cases, these credits are required in the candidate’s program.
• Successful completion of the following specific courses:
  a. Master of Fine Arts Seminar, STA 892 (total of 6 credits needed). The student must enroll in 3 credits of Studio Art 892 during the first semester of enrollment in the program. Contemporary intellectual issues related to practice in the visual arts. Group critiques of individual scholarly work and applied research.
  b. Master of Fine Arts Research, STA 898 (total of 6 credits needed). These credits must be completed while in residence during the final two semesters of enrollment in the program. These studio-based credits are counted as part of the 30 credits in the area of concentration. During the year of the MFA Exhibition each degree candidate should be enrolled for two semesters of STA 898 Master of Fine Arts Research for the purposes of exhibition preparation and thesis work. Enrollment for STA 898 should be determined in consultation with the Guidance Committee.
  c. Master of Fine Arts Professional Seminar, STA 893 (total of 3 credits needed). The student must enroll in 3 credits of Studio Art 893. Contemporary professional issues in the visual arts: reading, writing, presentation, critique and revision, conferences, professional activities, and employment.
• Satisfactorily passing the 15 Credit Review, which must occur prior to the completion of 20 credits. (Form 2 Appendix A)
• Satisfactorily passing the Second Year Review. (Form 2 Appendix A)
• Successful oral defense of the thesis work during the final semester of enrollment. (Form 3 Appendix A)
• Participation in the MFA Exhibition accompanied by a public presentation at Eli and Eddy Art Museum.
• Leave permanently with the Department of Art, Art History, and Design: twenty images on a CD or other appropriate media documenting your work, a written summary statement describing thesis, and a current CV, AAHD graduate reporting form and permanent address/email contact information. The visual materials must be of high quality and accompanied by a label information document (name, title, size, date, and medium) and will be cataloged in the Visual Resources Library.
• At the time of initial enrollment, the Department of Art, Art History, and Design assigns studio space for the development and completion of work integral to the degree program. This assignment will be made for four (4) semesters exclusive of summer sessions. After four (4) semesters, assignment will occur only if space is available and all other MFA students have been assigned.

To qualify for assignment to a studio space, the student must be:
  a. MFA degree program candidate.
  b. Enrolled for a minimum of two credits each semester in the concentration.

The specific location of assignments is determined by the Department in consultation with the coordinators of designated studio areas in accordance with the following criteria:
  a. Recognition of the various studio disciplines associated with designated studio areas.
  b. First option to the current studio occupant.
  c. Second option to the requesting candidate with the greatest number of semesters enrolled (degree program status).
  d. Third option to the requesting candidate with the earliest degree program enrollment date.

MFA graduate students take many 400 and 800-level studio art courses, and occasional 400-level history of art courses on an individual basis, with a particular professor. To assure clear expectations of both student and faculty for each of these courses, a copy of the Independent Study Contract must be completed, signed by the student, supervising faculty member, and Graduate Program Director, before an override can be processed and the student is able to enroll for the course.
PROVISIONAL ACCEPTANCE

A student whose academic record meets most but not all of the admission requirements may be admitted on a provisional basis. Any provisional work required of an incoming student will be explained in the letter of provisional acceptance. This letter will explicitly outline any specific coursework needed, whether the work will count toward the degree program, grade point required and the time line for completing remedial work. Students are responsible for completing all deficiencies specified at the time of provisional admission before the 15 Credit Review.

RESIDENCY REQUIREMENTS

Normally all work toward the MFA is completed on campus. Exceptions must have the prior approval of the student’s Guidance Committee and the Department.

TRANSFER CREDIT

A maximum of 9 semester credits of graduate coursework may be transferred into the student’s program from other accredited institutions or international institutions of similar quality, if appropriate to a student’s program and provided they were completed within the time limits approved for earning the desired degree at Michigan State University. The credits must be approved by the Guidance Committee, the Department, and the College of Arts & Letters. Only credits earned at the graduate level and in which at least a 3.0 grade or its equivalent was received can be transferred. Credits used to meet the requirements for a previous degree or requirements for acceptance into the program cannot be used. However, if your program includes more than 30 credits, then you may share up to 30% of the total with another Master’s program.

CHANGE OF CONCENTRATION

- A request for a change in concentration is considered a major alteration in the student’s program of study. No changes in concentration shall occur after completion of the 15 Credit Review.
- The procedure for concentration change is described below.
  a. After consultation with the Major Professor and Guidance Committee the student makes a written request to the Department for a discipline change, stating reasons for such a change.
  b. Upon approval of the Department, the student applies to the new concentration in a manner similar to his/her initial graduate application (slides, transcripts, letters of recommendation, etc.). Final decision concerning acceptance or rejection rests with the reviewing faculty in the desired discipline.
  c. Upon acceptance to the new concentration, a new Guidance Committee shall be composed.

TIME LIMIT

The time limit for the completion of the requirements for the MFA is six calendar years from the date of enrollment in the first course included for degree certification.

PROBATION, TERMINATION AND WITHDRAWAL

- Probation in the program of study occurs:
  a. Upon accumulation of 4 credits below 3.0.
  b. As a result of a failed first attempt at any annual review.
  c. As a result of a failed first attempt at Final Review.
• Termination from the program of study occurs:
  a. Upon accumulation of the 7th credit below 3.0 in courses counted toward the
     degree.
  b. As a result of a second failed attempt at any annual review.
  c. As a consequence of any Probationary Review.
  d. Upon failure to meet College and University degree requirements.
  e. Upon accumulation of 9 credits of DF, not including STA 898.
  f. As a result of research misconduct or dishonesty.
  g. As a result of a failed second attempt at Final Review.

A letter of warning will be sent to a student by the Graduate Director when he/she
might be considered for termination. The letter will explain the procedures and timeline
required to remove himself/herself from this status.

• Withdrawal from Michigan State University must be initiated by the student.

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

All international applicants are required to be proficient in English as a condition for regular
admission to Michigan State University. Applicants whose first language is not English will be
required to demonstrate their proficiency by meeting certain minimum standards on any one of
the following tests:

• Test of English as a Foreign Language (TOEFL) (Educational Testing Service, Box
  899, Princeton, New Jersey 08549, USA). A total score of 550 (paper version) or 213
  (computer version) or above with no subscores below 52 (paper version) or 10
  (computer version) is required. The official report must be received by Michigan State
  University’s English Language Center directly from the Educational Testing Service.

• Michigan English Language Assessment Battery (MELAB) (Testing and Certification
  Division, The English Language Institute, The University of Michigan, Ann Arbor, MI,
  48109, USA). An average score of 83 or higher with no subscores below 80 is
  required. The official report must be received by Michigan State University’s English
  Language Center directly from the University of Michigan.

• English Language Center Test (English Language Center [ELC], Michigan State
  University, East Lansing, MI, 48824-1035, USA). An average score of 80 to 85 with no
  subscores below 80, or an average score above 85 with no subscores below 78, is
  required.
**Typical Program:**

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<th>Year 1</th>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
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<tr>
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<td>3 credits</td>
<td>HA 400 level,</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>STA 800 level,</td>
<td>7 credits</td>
<td>STA 800 level,</td>
<td>6 credits</td>
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</table>

<table>
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<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
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</thead>
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<td>STA 892, MFA Seminar</td>
<td>3 credits</td>
<td>STA 800 level,</td>
<td>6 credits</td>
<td></td>
</tr>
<tr>
<td>STA 800 level,</td>
<td>7 credits</td>
<td>HA 400/800 level,</td>
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<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>STA 898</td>
<td>4 credits</td>
<td>STA 898</td>
<td>4 credits</td>
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<tr>
<td>STA 800 level,</td>
<td>6 credits</td>
<td>STA 800 level,</td>
<td>6 credits</td>
<td></td>
</tr>
</tbody>
</table>

Also Required: STA 893, 3 credits
IV. TENURE STREAM FACULTY

Department of Art, Art History, and Design
2015-2016

Studio Art

Thomas Berding, M.F.A.  Rhode Island School of Design  Painting
Adam Brown, M.F.A.  University of Iowa  New Media
Laura Cloud, M.F.A.  Rhode Island School of Design  Sculpture
Chris Conneal, M.F.A.  University of Memphis  Graphic Design
d’Ann de Simone, M.F.A.  University of Massachusetts  Printmaking, Painting
Benjamin Duke, M.F.A.  Maryland Institute College of Art  Painting
Teresa Dunn, M.F.A.  Indiana University  Painting
James E. Fagan, M.F.A.  University of Illinois  Printmaking
Peter Glendinning, M.F.A.  Syracuse University  Photography
Alisa Henriquez, M.F.A.  Indiana University  Painting
Zachary Kaiser, M.F.A.  Massachusetts College of Art  Graphic Design
Paul Kotula, M.F.A.  Alfred University  Ceramics
Jae Won Lee, M.F.A.  Kent State University  Sculpture
Robert McCann, M.F.A.  Indiana University  Ceramics
Kelly Salchow MacArthur, M.F.A.  Rhode Island School of Design  Design
Rebecca Tegtmeyer, M.F.A  North Carolina State University  Graphic Design
Benjamin Van Dyke, M.F.A  University of Michigan  Graphic Design
Blake Williams, M.F.A.  Louisiana State University  Ceramics

History of Art & Visual Culture

Susan J. Bandes, Ph.D.  Bryn Mawr College  Baroque, Museology
Phylis Floyd, Ph.D.  University of Michigan  Modern, Museology
Jon M. Frey, Ph.D.  University of California, Berkeley  Classical Art, Archaeology
Anning Jing, Ph.D.  Princeton University  Asian Art
Candace Keller, Ph.D.  Indiana University  African Art
Marsha MacDowell, Ph.D.  Michigan State University  Traditional Arts, Museology

Curator, MSU Museum

Susan Madigan McCombs, Ph.D.  University of Chicago  Medieval, Byzantine
Lily Woodruff, Ph.D.  Northwestern University  Art History
Karin Zitzewitz, Ph.D.  Columbia University  S. Asian Art,

Apparel & Textile Design

Xia Gao, M.F.A.  University of Wisconsin-Madison  Textile Art and Design
Sally Helvenston Gray, Ph.D. Kansas State University  Clothing and Textiles
Theresa Winge, Ph.D.  University of Minnesota  Design, Housing and Apparel

For a complete list of faculty, including fixed term and adjunct faculty, go to www.art.msu.edu.
V. SELECTION OF MAJOR PROFESSOR

The entering MFA student will consult with the professor in charge of his/her discipline and the Graduate Director about his/her first semester program.

The Professors in charge of MFA disciplines are:
- Ceramics: Paul Kotula, Blake Williams
- Graphic Design: Kelly Salchow-MacArthur, Rebecca Tegtmeyer
- Painting: Alisa Henriquez, Teresa Dunn
- Sculpture: Laura Cloud, James Lawton
- Printmaking: d'Ann de Simone

During the first semester of study the student is responsible for initiating, with the Graduate Director the request of a Major Professor. The Major Professor, selected by the student will be a tenure stream faculty member from his/her area of concentration.

Once the Major Professor has been selected, he/she with the guidance committee will provide overall academic advisement, take a leadership role in annual critiques and progress evaluations.

REPLACING THE MAJOR PROFESSOR

If the Major Professor leaves MSU before the student completes his/her program, the Graduate Director will assist the student in selecting another faculty member in the student’s area of concentration.

If a student and his/her Major Professor cannot work together, the student and the Graduate Director or department Chairperson will work together to initiate a change.

VI. GUIDANCE COMMITTEE

In consultation with the Major Professor two faculty members will be selected to complete his/her Guidance Committee. All committee members must be Michigan State University faculty and at least one in addition to the Major Professor must be in the tenure stream. One of these members must also be from the student’s concentration.

Additional ex-officio members may be added to the committee with the approval of the Major Professor for the purposes of assisting in the student’s development and progress. These ex-officio members do not vote in formal reviews and decisions leading to the awarding of the degree. The Graduate Director shall serve ex-officio on all Guidance Committees during formal reviews. Any request for a change of membership in the Guidance Committee should be made to the Graduate Program Director and Major Professor, and they will work together to initiate a change.

A Guidance Committee form will be completed and become a part of the student’s file. (Form 1 Appendix A)
VII. FINAL REVIEW

One year in advance of the candidate’s MFA exhibition the student in consultation with his/her Guidance Committee will determine the focus of thesis work and the accompanying written summary statement. The statement will be presented to the members of the Guidance Committee and the Graduate Director at least two weeks before the final review of the thesis artwork.

The Final Review will be held during the student’s last semester of enrollment at least one week previous to the scheduled installation of the MFA Exhibition. The Final Review is conducted by the student’s Guidance Committee. The student should be prepared at the time of the review to articulate his/her basic assumptions as an artist; to discuss critically and defend the hypothesis and results of both the art work produced and the written summary statement and to discuss his/her work in the context of the history and traditions of the chosen discipline.

Upon completion of the Final Review, the Guidance Committee will, by majority vote, make one of two recommendations: (Form 3 Appendix A)

- The student will be invited to participate in the MFA Exhibition, give a public lecture pertaining to his/her work, and stand as a candidate for the degree.
- The student will be required to do additional work as defined by the Guidance Committee and will participate in a second Final Review. The Guidance Committee may give the student up to two years to prepare work for a second Final Review.
- Failure to pass the final review a second time will result in dismissal.

MFA EXHIBITION

Participation in the MFA Exhibition as a degree requirement occurs by invitation of the student’s Guidance Committee upon completion of the Final Review.

The MFA Exhibition is the responsibility of the exhibiting students acting as a committee. Designing and installing the exhibition are very important elements in each student’s experience. The student’s Guidance Committee will offer direction regarding the selection and installation of artworks. The student and their committee will also work with the museum director (or designee) and the Department of Art, Art History, and Design Chair (or designee) in exhibition planning. Any conflicts that arise in the installation of the exhibit will be resolved by the museum director and the Department of Art, Art History, and Design Chair or their designees.

DOCUMENTATION OF WORK TO BE RETAINED BY THE DEPARTMENT

To complete the requirements for the degree, you must submit up to twenty images on a CD or other appropriate media documenting your work, a written summary statement, and a current CV. The visual materials must be of high quality and accompanied by a label information document (name, title, size, date, and medium) and will be catalogued in the Visual Resources Library of the Department of Art, Art History, and Design. Two copies of all requested materials are required.
VIII: ACADEMIC PERFORMANCE

STUDENT REVIEWS

At least once a year the graduate student’s progress will be reviewed and all matters relative to student performance and progress toward the degree shall be evaluated. Students will submit representative examples of their work for review and will be prepared to make a brief oral presentation concerning completed and proposed work to his/her Guidance Committee. The results of this review will be signed by members of the Guidance Committee and the MFA student. (See Appendix A) It will be filed with the chair of the unit and a copy placed in the student’s folder together with any response the student may attach to the report.

To assure academic progress, each student will meet with the Chair of their Guidance Committee to complete the appropriate written portion of the annual progress report. (See Appendix A) Both parties will sign the completed form, which will be submitted to the chair of the academic unit or the graduate director and placed in the student’s file. Graduate students who wish to appeal any part of the evaluation may do so in writing to the chair or director of graduate studies and this will be filed together with the annual report.

In the exceptional case of a student not proceeding from the 4th semester review to the final review, the student will be reviewed annually by the same procedures outlined above.

At the annual reviews the Guidance Committee will indicate one of the recommendations as a result of the review.

   (A) Continue in good standing.
   (B) Continue with reservation.
   (C) Fail review with one semester probationary status.

Results of (B) or (C) will be explained on the reporting form and another review will be scheduled. Any failure to pass any review a second time will lead to a student being terminated from the MFA program.

As part of the last review before the student’s final year of work, (typically the second year review), he/she also will discuss with the Guidance Committee the focus of the MFA show and written statement.

The final review will be held during the student’s last semester of enrollment (before the deadline set by the Graduate School for oral exams). Two weeks before the final review a written summary statement will be given to members of the Guidance Committee. At the time of the review the student should be prepared to articulate his/her basic assumptions as an artist: to discuss critically and defend the hypothesis and results of both the art work produced and their statement; and to discuss his/her work in the context of the history and traditions of the chosen discipline.
ACADEMIC POLICY

The student shall at all times be making acceptable progress toward his/her degree including a
average GPA of at least 3.0, and no more than 9 credits of deferred grades excluding STA 898
and participation in critiques of their creative work.

Deferred grades (DF): the required work must be completed and a grade reported within 6
months with the option of a single six-month extension. If the required work is not completed
within the time limit, the DF will become Unfinished (U) and will be changed to DF/U under the
numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit
(CR-NC) system. This rule does not apply to graduate thesis or dissertation work.

Termination from the program of study occurs upon accumulation of the 7th credit below 3.0, a
second failed attempt at any annual review, or upon failure to meet College and University degree
requirements including research misconduct, dishonesty, and violations of professional standards.

Each student has an academic file in the departmental office. The graduate secretary keeps these
files current and students should make a request to see their academic files. The files should not
leave the main departmental office. The files contain the MFA check sheet, copies of 800 level
course contracts, copies of emails pertaining to enrollment requests, review forms (15 credit, 2nd
year, and final review), copies of annual progress reports, faculty evaluations, and any letters
pertaining to academic issues. A student may challenge the accuracy of their academic files by
having a letter placed in their file.

IX. INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

Each student is provided and graduate advisor is provided with document Guidelines for Integrity
in Research and Creative Activities http://grad.msu.edu/publications/docs/integrityresearch.pdf

- All students must follow Guidelines for Integrity in Research and Creative Activities
  http://grad.msu.edu/publications/docs/integrityresearch.pdf including academic
  honesty, crediting of published and unpublished work of others properly, collegiality in
  scholarly interactions and sharing of resources, and compliance with institutional
  requirements.
- All students must adhere to the Office of Radiation, Chemical, and Biological Safety
  (ORCBS) regulations and policies concerning safety and security in materials use.
  Additionally, approval from University Committee for Research Involving Human
  Subjects (UCRIHS) and/or from the All University Committee for Animal Use and Care
  (AUC/AUC) must be granted in advance of any project using animal or human subject
  if needed. Information on how to comply can be found at
  http://www.humanresearch.msu.edu and http://www.aucauc.msu.edu. While it is the
  responsibility of the student to be aware of and comply with such requirements,
  practical assistance on material safety and security can be offered by departmental
  safety officers and faculty advisors.
- Failure to adhere to any university policy on integrity or academic honesty or expected
  student conduct may result in dismissal. Procedures for dismissal or other disciplinary
  processes will follow (GSRR, article 5) http://www.vps.msu.edu/SpLife/default.pdf and
  a practical guide to Michigan State University’s student disciplinary process.
X. STUDENT CONDUCT AND CONFLICT RESOLUTION

GRIEVANCE PROCEDURES

In accordance with Article 5 of the Graduate Student Rights and Responsibilities the Department has established the following procedures for adjudicating student academic grievances. The procedures follow those of the College of Arts & Letters Grievance procedures.

All cases of conflict should begin with an informal resolution between students and faculty; if the issues cannot be resolved the student may seek advice from the University Ombudsman http://www.msu.edu/unit/ombud at any time.

Office of the University Ombudsperson

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University.

Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Contact information:

Office of the University Ombudsperson
129 N. Kedzie Hall
(517) 353-8830
ombud@msu.edu
https://www.msu.edu/unit/ombud/

GRADUATE STUDENT ACADEMIC GRIEVANCE HEARING PROCEDURES FOR THE MFA PROGRAM

Please visit office 113 A in the Kresge Art Center for a copy of the Graduate Student Academic Grievance hearing Procedures for the Master of Fine Art program.

If the issue moves to the department hearing committee the grievance procedures will follow those established by the College of Arts & Letters for the College Hearing Board. (http://www.cal.msu.edu/portals/documents/Finalcollegegrievanceprocedures-gradonly.pdf) and GRSS 5.4 and 5.5. Appeals of departmental decisions will be to the College of Arts & Letters.
GUIDANCE COMMITTEES AND COMMITTEE CHANGES

When a change of membership of a student’s guidance committee would best serve the progress of the graduate student in his/her program the student should meet with the major professor and the graduate director to select another committee member.

If the student feels that a change in major professor would best serve his/her progress, the student should consult with the chair/graduate director to initiate a change.

PROFESSIONAL BEHAVIOR

All students must adhere to University policy on integrity, research misconduct, dishonesty and violations of professional standards and regulations.

XI. WORK RELATED POLICIES

GRADUATE ASSISTANTSHIPS IN STUDIO ART

MFA Applicant Deadlines: To be considered for MSU Distinguished Fellowship/University Enrichment Fellowship, all materials need to be received by January 5th. To be considered for the MFA program and graduate assistantships, all materials need to be postmarked by February 15th.

The Department of Art, Art History, and Design offers half-time graduate assistantships that are normally awarded the spring semester, for the following academic year, but on occasion, appointments of one semester duration may be made. Weekly obligations average twenty hours and vary depending on the nature of the service performed. All assistantships provide tuition waivers of 9 credits per semester, waivers of registration fees, allow enrollment beyond 9 credits per semester at the in-state rate, and provide employee-related health plans and reduced rates for dependents. (Departmental Assistantships are posted on the Department of Art, Art History, and Design website at: www.art.msu.edu. Applications are available in room 113 Kresge Art Center from the graduate secretary and must be returned to the office by the stated deadline.)

Current information on other graduate assistantships based in the college and/or university, and open to Department of Art, Art History, and Design graduate students, is available from the Graduate School web site at: http://grad.msu.edu/assistantships/

To hold an assistantship a student must be enrolled in a degree program in the Department of Art, Art History, and Design, and be registered for 6 credits. An exception is made for the following reasons:

a. summer session, when a 3 credit minimum enrollment is allowed

b. the semester in which the degree is granted, when graduate assistants must enroll for at least the number of credits required to complete the degree or meet the university minimum registration requirement.

Graduate assistantships normally are awarded for one academic year. They are intended to assist the student in making normal progress towards the degree and to support departmental courses and services. Except for fellowship recipients no candidate may hold an assistantship in excess of 6 semesters exclusive of summer appointments. The applicant’s preparedness and abilities to perform the particular service related to the assistantship will also be considered in making any appointment. In general, the department is seeking a heterogeneous graduate-student constituency to benefit its programs and each student’s professional growth.
INITIAL APPLICATION

Applications for new graduate assistantships will include the following:

- A current resume
- Images of current work
- Statement of intent
- Letters of recommendation

REAPPOINTMENT APPLICATION & ELIGIBILITY

1. All graduate assistants who have held an assistantship for one or more semesters are eligible to apply for reappointment.
2. Applications will not be accepted from students who have received graduate assistantships for six semesters (excluding summer appointments).

Applications for reappointment will include the following:

- A current resume
- Images of current work
- A narrative statement up to two pages addressing relevant aspects of student’s goals should include reference to both artistic and teaching goals and performance
- Evaluation by supervising faculty of student performance in prior appointments or assistantships
- SIRS forms or other evaluation tools required by the university

To be eligible for reappointment, a student must:

- Maintain a cumulative grade-point average of 3.25
- Have no more than 8 credits of deferred coursework, excluding STA 898
- Show satisfactory progress in the degree program (by annual review for returning)
- Submit SIRS forms
- Submit assistantship evaluations by supervising faculty

SELECTION PROCESS:

- Faculty decisions will be based on material submitted by candidate or materials submitted in support of the candidate.
- Applicant’s preparedness and abilities to perform the particular service related to the assistantship.
- Recommendations from the applicant’s Guidance Committee, Supervising Faculty, and/or personal letters of recommendation.
- Applications are ranked by the discipline faculty previous to meeting of full faculty.
- The faculty will review all applicants for assistantships at the same time. One representative from each area (major professor for continuing students) may speak on the applicant’s strengths and progress toward degree.
- Final decisions on assistantships are made by the entire Studio Art Faculty members.
TEACHING ASSISTANTSHIPS: DUTIES

Teaching assistants (TAs) for the Foundation Studio Art sequence (STA 110, 113, 114) are required to prepare and teach classes throughout the term and to meet regularly with the supervising faculty member; in addition, the Teaching Assistant must hold office hours – 2 hours a week is recommended – and announce those hours the first week of class and post them in the department office. Teaching assistants will conduct regular critiques, assign grades to their students’ projects and to any quizzes, exams or short papers they deem appropriate to the class. The handbook entitled MSU TA, which will be distributed at the beginning of fall semester, and also available online at: http://tap.msu.edu/handbook, contains informative teaching strategies and campus resources available to Teaching Assistants and Michigan State University students.

Teaching Assistants who meet with students will be given office space in the Kresge Art Center that contains a desk, computer, and phone. Access to all office supplies and office equipment will be provided as required by their responsibilities. All enrolled graduate students have a mailbox in room 113 Kresge Art Center.

Orientation sessions for the graduate assistant who is active in the classroom are held each fall, and the department office will inform you of many other support programs sponsored by the Graduate School.

All Teaching assistants must complete Michigan State University’s mandatory on-line training about Relationship Violence and Sexual Misconduct Policy. To access the training, log in to the ORA training website at: http://goo.gl/pLh01o. Click “Register,” “Complete Registration” and then “Launch” to begin the Relationship Violence and Sexual Misconduct (RVSM) Policy – Faculty, Staff Training. (If it indicates that you have already registered, use “In Progress Training”, then “Launch.”) You will want to reserve approximately 30 minutes to complete all assignments. If you need assistance, contract the Helpdesk at 517-844-4600 or train@ora.msu.edu.

GRADUATE ASSISTANTSHIP: BENEFITS

To the extent that current policies and procedures contain provisions about wages, benefits, or other terms and conditions of employment, they are, for teaching assistants included in the collective bargaining unit, subject to negotiations with the Graduate Employees Union/American Federation of Teachers. For those assistants not covered by the GEU, see the current ACADEMIC PROGRAMS CATALOG.

Assistantship levels are based on the graduate students’ degrees and experience. See ACADEMIC PROGRAMS CATALOG, page 6 and GEU contract at http://grad.msu.edu/ The Department of Art, Art History, and Design does not assign Level 3 assistantships to graduate students. This is because the Master of Fine Arts program is just 3 years in duration and a doctoral degree is not offered.

Stipend ranges are subject to yearly change; please consult the Graduate School homepage http://www.grad.msu.edu for assistants not covered by Graduate Employees Union Contract and at the GEU website http://geuatmsu.org for those covered by the GEU. Checks are distributed on a biweekly basis.

A tuition waiver is granted for each semester that one is appointed as a graduate assistant. There is a 9 credit waiver for fall or spring semester, and a 5 credit waiver for the summer session.

An exemption from out-of-state residence tuition is granted for additional credits during the semester of appointment and for the summer session that precedes or follows an appointment for an entire academic year.
Matriculation fees are waived for all graduate assistants.

Graduate assistants are automatically enrolled in a health insurance plan with the premium paid by the university. Enrolled students may insure eligible spouse and/or dependent children residing with the insured. For information on Graduate Assistant health benefits see: http://www.hr.msu.edu/benefits/studenthealth/index.htm

Exemption from payment of the Social Security tax on the stipend if the student is enrolled for the minimum number of required credits. Stipends are subject to income taxes with few exceptions. The taxability of stipends is subject to review by the Internal Revenue Service. Please call the Payroll Office for more information (517-355-5010). Please note that tax laws are subject to continuing revision and students should verify their tax liability each year.

GRADUATE ASSISTANT PERFORMANCE EVALUATION

In accordance with the Graduate Student Rights and Responsibilities document, the performance of a graduate assistant must be evaluated in writing at the end of each semester. In the Department of Art, Art History, and Design the procedure is:

- Graduate assistants holding a teaching appointment shall appoint a student in the class to pick up Student Instructional Rating System (SIRS) forms from the main departmental office. This student will distribute them to the class and return them to the main office after completion.
- These student evaluation forms shall be shared with the supervising faculty member.
- For teaching and non-teaching graduate assistants, the supervising faculty member shall complete a written evaluation and share its contents with the graduate assistant. The graduate assistant will be given a photocopy by the supervising faculty.
- The supervising faculty member shall submit this graduate-assistant evaluation form and the student evaluation forms (SIRS) to the department Chairperson for the departmental files.
- Evaluations are due in the main department office the day after grades are due in any given semester. Note: the graduate student may review his/her file of evaluations upon request.
- All work related evaluations are kept in a separate personnel file as required by the GEU.

GRADUATE ASSISTANT LEAVES

A graduate assistant unable to fulfill the duties of his or her appointment because of illness or injury shall notify the Chairperson of Department of Art, Art History, and Design as soon as circumstances permit.

During the illness, injury, or pregnancy the major unit shall adjust (reduce, waive, or reschedule) the graduate assistant’s duties as those duties and the assistant’s physical circumstances reasonably dictate. If total absence from duties becomes necessary, the major unit shall maintain the stipend of the appointment, provided the graduate assistant is still enrolled, for a period of two months, or to the end of the appointment period or of the semester, whichever should occur first.

Graduate Teaching assistants suffering loss should refer to the bereavement Policy in the MSU GEU CBU Article 18.
The graduate assistant shall have the right to return to the assistantship, within the original terms of the appointment, at such time as he or she is able to reassume the duties of the position.

**VACATION, LEAVES AND PROFESSIONAL MEETINGS**

Notify the graduate director a minimum of two weeks before requested dates so that instruction will be uninterrupted. Such leaves will be approved on a case by case basis by the department Chairperson or Graduate Program Director.

**OUTSIDE WORK FOR PAY**

Additional employment within or outside of Michigan State University should be discussed with the department Chairperson/Graduate Program Director to ascertain they do not interfere with employment responsibilities within the department.

**ENGLISH LANGUAGE PROFICIENCY FOR TEACHING ASSISTANTS**

All students whose first language is not English and who are admitted to graduate studies at MSU with teaching assistantships involving recitations, discussions, or laboratory sections will be given the SPEAK test by the English Language Center upon arrival on campus. Students may submit a current Test of Spoken English (TSE) in lieu of the SPEAK test. Students who do not pass the initial SPEAK test or TSE may not assume teaching responsibilities until they complete English 097, an oral skills course for international teaching assistants, and pass the International Teaching Assistant oral interview or pass a subsequent SPEAK or TSE test. The chairperson of the student’s department may request an opportunity for a special review by the International Teaching Assistant Oral Review Board if the student does not pass the initial screening. The Board determines whether the student may be cleared for teaching duties. If the student fails to pass the minimum all-University standard of English proficiency for regular admission status, he or she may not be assigned to do any classroom teaching, including laboratory instruction and recitation or discussion sections, without approval of the English Language Center. Units may hold a higher-than-minimum performance criterion if the content and/or the teaching models warrant. These requirements are subject to changes without notice and students should check with the English Language Center.

**XII. UNIVERSITY RESOURCES**

Located in the Kresge Art Center, the **Visual Resources Library** is an integrated image resource devoted to the history of art, studio art and humanities-related subject matter. Managed by curatorial and imaging specialists, the VRL includes a comprehensive collection of slides, video tapes, DVDs, study plates, as well as a growing online digital archive of world art. A complete system for teaching and exploring the history of art of all cultures, chronologies and media, the VRL serves the University’s needs in humanities teaching and classroom research.

The **Eli and Edythe Broad Art Museum** is a premier venue for international contemporary art, featuring major exhibitions, and serving as a hub for the cultural life of Michigan State, the local and regional community, as well as international visitors. The building was designed by the world-renowned, Pritzker Prize winning architect, Zaha Hadid. The international exhibition program and wide variety of performances, films, videos, and social actions and art interventions situate the Broad at the center of the international art dialogue. [http://broadmuseum.msu.edu/](http://broadmuseum.msu.edu/)

The **Fine Arts Library**, located in the Michigan State University Libraries. It has a collection of over 70,000 titles covering fields of architecture, sculpture, painting, drawing, graphic arts,
decorative arts, and photography to serve the needs of graduate study. Included in the collection are monographs, periodicals, reference works, and a fully catalogued, and separately shelved, collection of 9,000 exhibition catalogs. Also available is access to machine-readable databases in the visual arts and related fields. The Michigan State University Libraries (3.5 million volumes) is a member of the Center for Research Libraries, located in Chicago, which provides further assistance for research by graduate students. Web site for Michigan State University Libraries: http://www.lib.msu.edu/

The Michigan State University Museum, located in the central historical part of campus, is accredited by the American Association of Museums (AAM) and is under the direction of Lora Helou. It houses both natural and cultural history collections. The cultural collections consist of over 1 million archaeological items and over 90,000 historical and ethnographic objects, including outstanding collections of African arts, Native American arts, and a nationally recognized collection of traditional arts from the Great Lakes region. With funding primarily from federal and state arts and humanities agencies, the museum actively engages in major research, collection development and management, education, publication, and exhibition projects. Web site: http://museum.msu.edu

Services for Persons with Disabilities: The Kresge Art Center is fully accessible to persons with disabilities. If you need reasonable accommodations, please call us at 517-355-7610. Students with disabilities, please contact RCPD, 120 Bessey Hall, 517-884-7273 (Voice) or 517-355-1293 TTY.

The Guidelines for Graduate Student Advising and Research Mentoring describes the responsibilities of the academic unit, Chair of the academic unit and/or graduate studies, faculty advisor, guidance committee and graduate student. Web site: http://grad.msu.edu/all/ris04relations.pdf

The Graduate School offers PREP which focuses on four professional skills that are key to career and professional development: Planning throughout the graduate career to identify and successfully achieve career goals; developing Resilience and tenacity to thrive through personal and professional stages; practicing active Engagement in making important life decisions and in acquiring the skills necessary to attain career goals; and attaining high standards of Professionalism in research and teaching. Web site: http://www.grad.msu.edu/prep/

The following University resources may prove useful if you are traveling abroad.

a. Check with the MSU Travel Clinic. They will let you know of any health risks or immunizations. http://travelclinic.msu.edu/

b. Check the International Studies and Programs website for issues related to safety around the world. http://isp.msu.edu/travel/

c. Apply for assistance with travel funding via the Graduate School. If the Graduate School provides funding, they will also provide a MEDEX emergency card.

OTHER INFORMATION

Library privileges, intramural and recreation facilities privileges, and eligibility to join the Michigan State University Federal Credit Union.

Eligibility for student discounts on football, basketball, and/or hockey season tickets for themselves and their spouses.

Eligibility for free admission to other regularly scheduled MSU athletic events when presenting a valid student ID card.
Eligibility for student discounts on series tickets to professional performing arts events at the Wharton Center for Performing Arts, including one guest ticket at the student rate.
CONTACTS:

Department of Art, Art History, and Design
600 Auditorium Rd, Rm 113
East Lansing MI 48824-1119
Phone:  517-355-7610
Fax:  517-432-3938
Email:  art@msu.edu

Department Chair
Chris Corneal
600 Auditorium Rd, Rm 113
East Lansing MI 48824-1119
Phone:  517-355-7612
Fax:  517-432-3938
Email:  corneal@msu.edu

Programming and Outreach Coordinator
Jacquelynn Sullivan
600 Auditorium Rd, Rm 105B
East Lansing MI 48824-1119
Phone:  517-432-3961
Fax:  517-432-3938
Email:  artgrad@msu.edu

Graduate Program Director
Blake Williams
600 Auditorium Rd, Rm 20
East Lansing MI 48824-1119
Phone:  517-432-0483
Fax:  517-432-3938
Email:  will1396@msu.edu

Graduate Secretary
Tess Goering
600 Auditorium Rd, Rm 113
East Lansing MI 48824-1119
Phone:  517-355-7611
Fax:  517-432-3938
Email:  goeringt@msu.edu

Visual Resources Library
600 Auditorium Rd, Rm 31
East Lansing MI 48824-1119
Phone:  517-355-7640
Fax:  517-432-3938

The Graduate School
466 W. Circle Drive
East Lansing, MI 48824
Phone:  517-353-3220
Fax:  517-353-3355
MASTER OF FINE ART
Guidance Committee Form
Department of Art, Art History, and Design
Due December 4, 2015

Student Name: ________________________________  PID# __________________

Admitted Fall Semester of: ______ Status: (check one) Provisional _____ Regular ______

Year

Area: (circle one)  ceramics  design  painting  printmaking  sculpture

During the first semester of study, the student is responsible for initiating the formation of his/her MFA Guidance Committee. The Guidance Committee of three consists of:

• The Major Professor; must be selected from students area of concentration faculty.
• Two (2) faculty members, one of whom must be from the student’s concentration, selected in consultation with the Major Professor.

GUIDANCE COMMITTEE:

Major Professor

(Name)  (Signature)

Faculty Member

(Name)  (Signature)

Faculty Member

(Name)  (Signature)

Approved by: ____________________________________________  Major Professor

Signature  Date

__________________________________________  Student

Signature  Date

__________________________________________  Graduate Program Director

Signature  Date
MASTER OF FINE ART
Department of Art, Art History, and Design
Annual Review
Due April 29, 2016

( ) Fifteen Credit ( ) 2nd year ( ) other ____________
Thesis Focus

Student Name: _______________________________ PID# _________________________

Credits completed by end of last semester in attendance: _____________ deferred: ________

(A) CONTINUE IN GOOD STANDING

(B) CONTINUE WITH RESERVATIONS

(C) FAIL REVIEW, CONTINUE ON A ONE SEMESTER PROBATION, WITH CONDITIONS CITED
BELOW. SECOND FAILURE WILL RESULT IN DISMISSAL.

______________________________  Major Professor Vote: A, B, C (signature)
______________________________  Faculty Member Vote: A, B, C (signature)
______________________________  Faculty Member Vote: A, B, C (signature)

1. Has student made acceptable progress during the evaluation period? Please comment below.

2. If result of review is B, explain. If results of review is C, explain and state plan and timeline
   for second review.

Student: Your signature below indicates that you have discussed the contents of this progress
report with your major professor.

Student ___________________________________________ Date ____________________

Upon receipt of signed responses from the Advisory Committee members and student, I certify
that above-named student may:

_____________________________________________________________________________
_____________________________________________________________________________

_______________________________   _________________________
Graduate Director       Date
MASTER OF FINE ART
FINAL EXAMINATION AND ACCEPTANCE OF WORK FOR DEGREE
Department of Art, Art History, and Design
Due April 11, 2016 (One week before Install of MFA Exhibition)

Student Name: ___________________________________ PID# ___________________

Area: ___________________________ Date MFA granted: ___________________

This is to certify that the work presented by the above named student has been accepted on:

__________________
Date

FINAL EXAMINATION: has been passed ___________ has not been passed ___________

GUIDANCE COMMITTEE EXAMINERS:

________________________________________ Major Professor (signature)

________________________________________ Faculty member (signature)

________________________________________ Faculty member (signature)

DISSENTING OPINIONS:

DISSENTING EXAMINERS:

________________________________________

If Final Examination is not passed, explain and set plan and timeline for second review.

MAINTAINED BY DEPARTMENT OF ART, ART HISTORY, AND DESIGN:

Updated Vitae Completed (1 Hard Copy, 2 Digital Copies): ____________________________ Date

Visual Materials - 20 Images & Image List (2 Digital Copies): ____________________________ Date

Thesis Essay (1 Hard Copy, 2 Digital Copies): ____________________________ Date
AAHD Graduate Student Activity Reporting C.V.
Due: April 29, 2016

Name:  _______________________________________________________________

Please turn in an updated C.V. to the Graduate Secretary each year to accompany your 15
Credit Guidance Committee Form, your 2 Year Guidance Committee Form, and your 3rd
Year Exit Materials.

Please list & describe all professional activities, as well as any upcoming activities in the
future on the updated C.V. – Use this list for ideas of what to include.

These activities must include but are not limited to:

Exhibitions (Please include: On-Campus/Regional/National/International, Solo/2-Person/Group,
Juried and/or Invitational exhibitions along with a location, date, and description of work exhibited)

Conference Presentations (Please include: application/selection process or invitation,
description of presentation, description of the conference mission and how it relates to your field,
and the conference location)

Conference Attendance (Please include: significance of conference attendance, as well as a
description of the conference mission, location, and how it relates to your field.)

Other Professional Activities (Please describe)

Upcoming/Future Activities (Please describe)

Additional for 3rd Year Grads - Include with Exit Materials: Job Interviews & On-campus/On-
Location Interviews & Other Professional Activities, Residencies, Fellowships,
Entrepreneurial Activities, etc. Including Permanent Email Contact for Future (Please
describe position and interview process, did you land the job? etc.)

Request for 4th Year and Beyond (Alumni): Job Interviews & On-campus/On-Location
Interviews & Other Professional Activities, Residencies, Fellowships, Entrepreneurial
Activities, etc. Including Permanent Email Contact for Future (Please describe position and
interview process, did you land the job? etc.)