

University of North Texas / College of Visual Arts and Design

STUDIO ART GRADUATE HANDBOOK

2019 - 2020

current online location:

<https://art.unt.edu/studio-art-forms-library>

Questions?

940-369-7671

studio@unt.edu

Welcome to the University of North Texas College of Visual Arts and Design's (CVAD) Department of Studio Art.

The faculty and staff of the College of Visual Arts and Design (CVAD) are here to encourage your artistic, academic, and personal growth through classroom courses, individual study, and related activities. For a list of the program faculty, see [APPENDIX A](#).

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 the 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 <http://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.

Contents

DEPARTMENT OF STUDIO ART MISSION STATEMENT.....	5
STUDIO ART DEPARTMENT OFFICE	5
UNT RESOURCES	5
MY.UNT.EDU / EAGLECONNECT / EAGLEMAIL.....	5
STUDENT ID CARD.....	ERROR! BOOKMARK NOT DEFINED.
CANVAS	5
LYNDA.COM	6
STUDENT FINANCIALS / REFUNDS	6
STUDENT RECREATION.....	6
STUDENT HEALTH AND WELLNESS.....	6
SECURITY SERVICES PROVIDED BY THE UNIVERSITY.....	6
E-RIDE LATE NIGHT TRANSPORTATION.....	6
OFFICE OF DISABILITY ACCOMMODATIONS	6
STUDENT ORGANIZATIONS.....	6
OTHER CRITICAL WEBSITES.....	7
CVAD RESOURCES	7
GRADUATE TEACHING ASSISTANT / TEACHING FELLOW MAILBOXES.....	7
OFFICE EQUIPMENT AND INVENTORY	7
COPY MACHINES	7
CVAD GUIDELINES FOR USING UNT FACILITIES / GROUNDS	7
FACILITIES.....	7
GRADUATE STUDIO SPACES	8
KEY POLICY	8
DEGREE REQUIREMENTS.....	8
CHANGING CONCENTRATIONS.....	8
USE OF TRANSFER CREDIT.....	9
FEDERATION OF NORTH TEXAS AREA UNIVERSITIES.....	9
FIRST YEAR REVIEW	9
PASSING FIRST YEAR REVIEW.....	10
NOTIFICATIONS	10
SECOND YEAR REVIEW	10
PASSING SECOND YEAR REVIEW.....	11
NOTIFICATIONS	11
RE-REVIEW FOR 1ST OR 2ND YEAR MFA STUDENTS.....	11
SUPERVISORY COMMITTEE.....	11
SUPERVISORY COMMITTEE CHAIR / MAJOR PROFESSOR	11
COMMITTEE FUNCTION	11
SECOND-YEAR EXHIBITION	12
MFA REQUIREMENTS FOR THE FINAL SEMESTER.....	12
DEADLINES.....	12
UPDATED DEGREE PLAN	12

GRADUATION APPLICATION	12
MFA PROJECT IN LIEU OF THESIS	12
PROJECT REPORT.....	12
RESPONSIBILITIES OF THE SUPERVISORY COMMITTEE AND CHAIR.....	12
ORAL DEFENSE	12
SLIDEROOM	13
LEAVE OF ABSENCE.....	13
PROBATION	13
DISMISSAL.....	13
WITHDRAWAL.....	13
EMPLOYMENT.....	14
TYPES OF APPOINTMENTS.....	14
TEACHING ASSISTANTSHIPS	14
TEACHING FELLOWSHIPS	14
AREA ASSISTANTSHIPS.....	14
LEVELS OF APPOINTMENTS	14
QUARTER-TIME	14
HALF-TIME	14
APPLICATION PROCEDURES.....	14
SEMESTER CREDIT HOUR REQUIREMENT.....	14
TA / TF / AA SELECTION CRITERIA	14
FUNDING	15
TOULOUSE GRADUATE SCHOOL SCHOLARSHIPS & AWARDS.....	15
ACADEMIC ACHIEVEMENT SCHOLARSHIP (AAS).....	15
GRADUATE STUDENT TRAVEL GRANTS	15
TUITION BENEFIT PROGRAM (TBP).....	15
CVAD SCHOLARSHIPS AND FUNDING.....	15
APPENDICES.....	15
APPENDIX A: FACULTY / STAFF DIRECTORY.....	16
APPENDIX B: ADMINISTRATIVE DUTIES ROSTER.....	18
APPENDIX C: STUDIO ART REVIEW PROCESS	23
APPENDIX D: COURSE SCHEDULE TEMPLATE FOR FALL AND SPRING SEMESTERS.....	24
APPENDIX E: GRADUATE DEGREE PLAN – MFA IN STUDIO ART	25
APPENDIX F: SUPERVISORY COMMITTEE FORM.....	27
APPENDIX G: DEPARTMENT OF STUDIO ART GRADUATION INSTRUCTIONS.....	28
APPENDIX H: TOULOUSE GRADUATE SCHOOL GRADUATION INSTRUCTIONS	29
APPENDIX I: ORAL DEFENSE APPROVAL FORM / MFA IN STUDIO ART.....	31
APPENDIX J: ORAL DEFENSE ANNOUNCEMENT FORM.....	32
APPENDIX K: MFA PROJECT REPORT TEMPLATE.....	33
APPENDIX L: MFA PROJECT REPORT APPROVAL FORM	36
APPENDIX M: CONTRACT-IN-LIEU-OF-SYLLABUS FORM	37
APPENDIX N: GRADUATE STUDENT ASSISTANT (NON-TEACHING) EVALUATION FORM.....	38
APPENDIX O: GRADUATE TEACHING FELLOW EVALUATION	39
APPENDIX P: STUDIO ART MFA STUDIO SPACE AGREEMENT	40

DEPARTMENT OF STUDIO ART MISSION STATEMENT

We serve our students by focusing on their intellectual and creative growth, fostering student's 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.

STUDIO ART DEPARTMENT OFFICE

studio@unt.edu

940-369-7671

The 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 e-mails, announcements, and procedures in a timely fashion.

UNT RESOURCES

my.unt.edu / EagleConnect / EagleMail

<http://it.unt.edu/eagleconnect>

Any official communication from you to the University and its representatives should come from this account. When emailing the Studio Art office for any reason, please include your student identification number; this will decrease wait times and reduce the volume of back-and-forth required for the office to get all the information needed to help with matters like course registration, studio spaces, etc.

Student ID Card

<https://sfs.unt.edu/unt-id-cards>

940-565-3225

Official UNT ID for Library Access, resources and events on campus. Access for on-campus students to recreational center and athletic events. Access to campus dining for students paying for a meal plan.

How to Get Your UNT Student ID Card

1. Go to the 1st Floor of the Eagle Student Services Center on the Denton Campus. ID Systems is located at the Student Financial Services office, room 105.
2. Provide us with your UNT EMPL ID Number (8 Digit Number that students can locate online at my.unt.edu by clicking on "Student Center" and then "Demographic Data" under the "Personal Information" section).
3. Students will have their picture taken and will receive their ID card.

Canvas

<https://clear.unt.edu/supported-technologies/canvas#canvastraining>

UNT uses Canvas Learning Management System's host of easy-to-use features that benefit both faculty and students for an overall upgraded online learning experience. The UNT Center for Learning Enhancement, Assessment, and Redesign (CLEAR) provides all instructors, TAs/TFs, and staff with multiple resources and formats for training in Canvas.

Lynda.com

<http://it.unt.edu/lynda>

UNT provides a free Lynda.com account for every enrolled student. Lynda.com is a video-based education platform. Users can log in to the site and watch training videos on a variety of topics. A lot of the training is software related, but there are other topics. You can access your account after the 12th class day each semester.

To access your Lynda.com account:

1. Go to <http://it.unt.edu/lynda>
2. Click on “Lynda.com Sign-In” and enter your EUID and Password.
3. You will log in to Lynda.com; if you do not currently have an account, you will create one when you log in.
4. You will need to use this link instead of Lynda.com directly whenever you need to access Lynda.com.

Student Financials / Refunds

<https://sfs.unt.edu/>

<https://sfs.unt.edu/refunds>

The Student Financial Services page has much information on the financial systems at UNT.

Student Recreation

<http://recsports.unt.edu/>

940-565-2275

Recreational Sports is located in the state-of-the-art 138,000 square-foot Pohl Recreation Center and offers an incredible array of programs and experiences to support and inspire the wellness of the UNT Community.

Student Health and Wellness

<https://studentaffairs.unt.edu/student-health-and-wellness-center>

940-565-4909

The Student Health and Wellness Center is committed to providing excellent healthcare to our students. Student success, development, and preparation for global citizenship are dependent on the many facets of good health. Mindful of our diverse population, we promote responsible personal health choices to enhance each's lifelong health and well-being.

Security Services Provided by the University

<http://police.unt.edu/>

940-565-3000

The UNT Police Department is a nationally accredited agency and serves an integral role in campus life as the university's principal provider of safety and security for our faculty, staff, students, and visitors.

e-Ride Late Night Transportation

<https://police.unt.edu/eride>

940-565-3014

Office of Disability Accommodations

<https://disability.unt.edu/>

940-565-4323

The Office of Disability Access (ODA) at the University of North Texas exists to prevent discrimination based on disability and to help students reach a higher level of independence. Our caring and professional staff helps students learn more about their disabilities, develop techniques to facilitate individual learning styles, learn how to talk to faculty and staff about your needs and develop strategies to achieve goals

Student Organizations

For a complete list of UNT organizations go to the Student Affairs website

<http://studentaffairs.unt.edu/student-activities-center/programs-and-services/student-organizations>

- Art History Society
- Clay Guild
- Metals Club
- National Art Education Association (NAEA)
- Parallax Photography Club
- Printmaking Association of North Texas Students (PANTS)
- Painting and Drawing Association (PDA)
- Sculpture Collective

Other Critical Websites

Please take time to discover UNT critical information and support programs through:

- UNT Student / Faculty / Staff Portal: <http://my.unt.edu>
- Dean of Students and Student Affairs: <http://studentaffairs.unt.edu/>
- Toulouse Graduate School: <http://tgs.unt.edu/>
- UNT Digital Libraries: <http://library.unt.edu>
- Registrar / Schedule of Classes: <http://registrar.unt.edu/registration/schedule-of-classes>
- Studio Art Forms Library: <https://art.unt.edu/studio-art-forms-library>

CVAD RESOURCES

Graduate Teaching Assistant / Teaching Fellow Mailboxes

ART 101, accessible via the hallway using ID card swipe during open building hours or through the CVAD Deans' suite during business hours (Mon-Fri, 8a-5p)

Each graduate student teaching assistant and teaching fellow is assigned a mailbox. Internal, as well as external, correspondence, and packages, will be placed in your mailbox. Check it regularly. Please keep noise to a minimum due to the proximity of mailboxes to staff offices.

Office Equipment and Inventory

Classrooms are generally equipped with a variety of technology for the presentation of digital files. Areas may have equipment on carts for mobile use as well. When preparing for presentations and classroom use, please consult with the area technician if anticipating special equipment needs.

Copy Machines

Whenever possible, please go paperless. However, if copying is needed as part of your CVAD employment, submit a copy request form in the dean's office. You will need to provide the original document for copying. Allow two business days for copies to be complete. The finished copies will be put in your CVAD mailbox.

CVAD copy machines are for professional, not personal use.

CVAD Guidelines for Using UNT Facilities / Grounds

See the CVAD Safety Program website: <http://art.unt.edu/heathandsafety>

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 email 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 the areas in which they work. 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 [APPENDIX O](#)) annually and submit to the Department of Studio Art office.

Key Policy

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

All university keys must be returned to Key Control office when students change assignments or graduate. If a student does not turn in a key that was checked out to him/her, a hold may be placed on the student record until the key is returned or charged for lost key duplication. If you lock your keys in your studio or otherwise do not have access to your space, call the department office at 940-369-7671 to be let in.

Do not accept or give keys to other students.

DEGREE REQUIREMENTS

The MFA degree program is obtained through 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, including:

Filing degree plans

You will create a degree plan with the Assistant Chair during your first fall semester so you have one on file in the Toulouse Graduate School.

You will review and update your degree plan late in the fall semester of your second year (after you have registered for your spring classes).

We will review and update it again late in the fall semester of your third year (after they have registered for their spring classes) and in the spring semester if necessary to make any corrections or reflect any change in their final spring semester.

First-year review

Forming a Supervisory Committee

Second-year review

Participation in the 2nd year exhibition

Production of a Project in Lieu of Thesis

- Exhibition
- Defense
- Submission of project report using the required template

The details of the requirements are below. Students who do not complete their work according to the schedule will delay their graduation.

Changing Concentrations

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

Use of Transfer Credit

Subject to the approval of the department and graduate school, a student who holds a bachelor's degree and who has been admitted to the Toulouse Graduate School at UNT may apply up to 12 semester hours in a program of 42 hours or more toward a master's degree. This should be done after your first-year review in the spring once you have chosen a supervisory committee chair and is part of creating your degree plan. Meet with your supervisory committee chair to do your degree plan, and they will review the credits you want to transfer. Bring a copy of your non-UNT transcripts to this meeting.

Subject to the approval of the graduate school and the department, UNT will accept semester hours of transfer credit in excess of the ratios mentioned above if UNT has an existing agreement/contract for academic collaboration with another institution.

It is the student's responsibility to make sure official transcripts of courses completed elsewhere are furnished to the graduate school, and graduate credit has been assigned by the other institution or institutions to whatever courses are to be counted toward the UNT degree. Such courses, although listed on the UNT degree plan, will not be counted toward the degree until official transcripts showing graduate credit have been received and the credit has been approved by the Dean of the Toulouse Graduate School. All transfer courses are subject to the time limitation described previously.

If transfer credits do not show a B average or higher, the student is required to make up the deficiency either at the institution where the credit was earned or at UNT.

In accordance with the rules of the Texas Higher Education Coordinating Board, at least one-third of the semester hours required for any graduate degree must be completed in course work on the campus of UNT.

The number of hours accepted by transfer from UNT-Denton or another institution within the UNT System is determined by a student's department and/or program.

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 are being used toward their current degree program. Students must have the approval of their department and verify that TWU and/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>).

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 take place at the end of the first year of graduate study (typically spring) to determine the student's ability for continuation. For more information, see [APPENDIX C](#).

The Department of Studio Art will assign the First Year Review Committees no later than three weeks into your second semester. At least one member of the review committee will be from the student's area of specialization. During the review, the student will present to the committee an artist statement, a resume, a formal presentation of work created since arrival (it is advisable to speak with the member of the committee from your area to determine the format of the work to be presented if you need help). Students will have 20-minutes to present their first year's work. The committee will then question the student about this graduate work for approximately 20 minutes. Then 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).

The committee will meet with the student for approximately 20 minutes to discuss the committee's decision and give the student critical feedback about the student work.

Passing First Year Review

Passing the first year review is the first milestone in your program progress. When you pass the first year review, it is time to choose your Supervisory Committee Chair and complete and file your official degree plan ([APPENDIX E](#)). If you have completed 18 hours, you will move into GSA Level 2, the next fall which includes a pay increase for teaching assistantships/fellowships in your second year. The Supervisory Committee Chair will submit the updated degree plan before the end of the semester in which you pass review. The completed degree plan is your second milestone in your program.

Notifications

Students will receive unofficial verbal notification of the results of the review following the review. In the case to recommend dismissal, the committee chair will convene with the department chair before communicating the outcome with the student.

The first-year review committee organizer will report the results to the department chair by letter within one week of the review, but no later than the end of the semester. The student will receive continuance notification from the department chair before the end of the semester.

Those students who will be continuing to their second year of study must name a Supervisory Committee Chair by filing the Supervisory Committee Form ([APPENDIX F](#)), in addition to filing their initial degree plan ([APPENDIX E](#))

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.

A second-year review is held at the end of the student's second year (before the completion of 36 credit hours). It is based on second-year work the student presents in a formal meeting with the student's Supervisory Committee (which must be formed before this meeting). The review should be called by the students' supervisory committee chair, who is the chair of the review committee as well. One week to the review, the student provides the full committee an artist statement and draft of the project in lieu of thesis. During the review, the student presents their supervisory committee with copies of the artist statement & draft of the project proposal, cv, and a presentation of their work over the second year. Then the committee has approximately 20 minutes to question the student. For more information, see [APPENDIX C](#).

After reviewing the work presented and questioning the student about the student work, the committee will meet privately for approximately 20 minutes and vote for *one* of the following options:

- to pass the student on to thesis work
- 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).

The committee will then meet with the student for approximately 20 minutes to discuss the committee's decision and give the student critical feedback on their work.

At the conclusion of this review, the committee will review a draft of their Project-in-Lieu-of-Thesis proposal to the committee at this meeting. The proposal 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
- an updated degree plan submitted by the supervisory committee chair to the studio department office.

Committee members should discuss the viability of the project and provide critical feedback to the student. This document becomes the basis of the final year's research.

Passing Second Year Review

Passing the second year review is a milestone in progress toward the MFA in Studio Art. In combination with the completion of 36 hours of coursework and having an approved degree plan on file, passing the second year review is the final step towards candidacy. The student's supervisory committee chair should update and file your official degree plan ([APPENDIX E](#)).

Notifications

Students will receive unofficial verbal notification of the results of the review following the review. In the case to recommend dismissal, the committee chair will convene with the department chair prior to communicating and outcome with the student.

The supervisory committee chair will report the results to the department chair by letter within one week of the review, but no later than the end of the semester. The student will receive continuance notification from the chair prior to the end of the semester.

Re-Review for 1st or 2nd year MFA students

If a re-review is necessary, the re-review must take place prior to the start of classes the following semester. The time and date must be stated in the review letter submitted to the department chair. The format of the re-review will be the same as the original review. A letter will be sent by the chair of the re-review committee or Supervisory Committee Chair reporting the results to the department chair within one week of the review.

If a faculty who is either a member or chair of the first review is unable to attend for any reason, an alternate must be placed in consultation with the chair of the committee and the student must be notified within one week of the review regarding moving forward in the program.

In consultation with the first-year committee chair and program coordinator or Supervisory Committee Chair the chair of the department will decide:

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

Supervisory Committee

Supervisory Committees are initiated by the student and confirmed by the chair of department. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a Supervisory Committee. In addition, the chair must be a graduate faculty member from the student's area of concentration. Your committee must contain at least three members. The student's Supervisory Committee must be selected by the student prior to the completion of 36 credit hours (including transfer hours if applicable) and prior to conducting a second year review.

Supervisory Committee Chair / Major Professor

The student should identify a chair of your Supervisory Committee during the semester in which the student completes 18 credits (typically this is the end of the 2nd semester).

Your major professor is the committee member from your major field who serves as your primary academic advisor, your principal thesis advisor, and the general mentor for your academic program and your research. Your major professor must be a Graduate Faculty member in your major department/program. Your major professor will sign off on all degree plans, Project Report, and Oral Defense forms for you as well as provide you mentorship throughout your program. Your major professor serves as Supervisory Committee Chair in any meetings held with that committee.

Committee Function

Your graduate committee guides your course work and research and serves as your final examining committee. It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g. second year review and final oral exams). Committee members should be available to you (via meetings and/or studio visits) for feedback on your progress towards your Project in Lieu of Thesis.

When a student has selected the supervisory committee members, the student should submit the form to the studio art office for final processing. A form for submitting committee member names is available in [Appendix F](#).

A student may amend the student committee at any time before the start of the final semester. During the final semester students may not amend their committee.

Second-Year Exhibition

The exhibition is held annually at the end of the spring semester and organized by the department office, department graduate coordinator, or other department designee for students entering their final year. All students completing their second year review that semester are required to participate.

MFA Requirements for the Final Semester

It is essential that all candidates check with the department office to be sure that all requirements for graduation have been met or will be met in the final semester. Petitions of degree requirements and transfer of credit will be entertained by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree.

Deadlines

The Toulouse Graduate School issues deadline dates for each term. These deadlines are firm. Additional deadline dates are issued by CVAD and the Department of Studio Art.

Updated Degree Plan

A final degree plan must be on file with the Toulouse Graduate School and the department office.

Graduation Application

<http://tgs.unt.edu/new-current-students/graduation-information>

All MFA degree candidates must apply online for graduation early in the semester in which they intend to graduate. Students must also submit the required departmental materials via unt.slideroom.com ([APPENDIX G](#)).

For complete instructions on the online graduation application, please see [APPENDIX H](#).

Once you have been approved for graduation, you will see a Graduating Student section in your MyUNT portal, which will take you to the Graduating Student Survey. All graduating Master's and Doctoral students should complete this survey. Log in to your MyUNT student portal and navigate to your Student Center Page. Your feedback is very important to us, so please take the time to complete the survey.

MFA Project in Lieu of Thesis

The MFA Creative Project in Lieu of Thesis is a project that culminates in a final exhibition (or other public platform agreed upon by the supervisory committee) of the student's work and an expository report on the project. This is required of all studio graduate students. It is expected that all work done for the Project in Lieu of Thesis exhibition will be of high quality.

The student's Supervisory Committee will meet at least three times during the final two semesters. At the first meeting, the committee will make suggestions and approve the project proposal. The second and third meetings will be held to discuss the progress of the project and review rough draft of the Project in Lieu of Thesis report.

Project Report

The form of the report must follow the department template ([APPENDIX K](#)), 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, and will be filed permanently in the UNT Digital Library. Your Supervisory Committee and Department chair must sign their approval of this report on the Project Report Approval form ([APPENDIX L](#)).

Responsibilities of the Supervisory Committee and Chair

It is the responsibility of the Chair of the Supervisory Committee to 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 for review and final approval prior to the defense. Set a timeline that will allow for edits to be completed as the project must be defended and in final form prior to submission to the department office.

Oral Defense

Student will schedule a public oral defense date (no later than one week before the final project report is due) on campus with the supervisory committee. Your Supervisory Committee chair can assist you in locating & scheduling

an appropriate room. Once this date is decided, submit the date to the Toulouse Graduate School (<https://tgs.unt.edu/oral-defense-notification-form>) and submit an announcement form ([APPENDIX J](#)) to the Studio Art department chair to send out to the college community.

The oral defense is a public formal presentation of the Project in Lieu of Thesis work. All members of the Committee on file with graduate school MUST be present.

The oral defense should be scheduled 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.

The student will give a formal presentation that addresses the progress of the student work. It is expected that the student will demonstrate how the creative project relates to the student past work and how the research problem has been defined, researched, and resolved in the works presented.

After the presentation, members of the committee will ask the student questions pertaining to the student work, guests in attendance may also ask questions. The committee will then confer in private to accept the project, to require further changes to the project or report, or to reject it. The committee will report back to the candidate at this time.

Upon successful completion of the Oral Defense, the Oral Defense Approval Form ([APPENDIX I](#)) will be signed by the Supervisory Committee and forwarded to chair of the department for signature.

Slideroom

Once all the above steps are complete, the student must go to <http://unt.slideroom.com>, log in, and submit the department graduation materials as listed in [APPENDIX G](#). This will facilitate inclusion of the Project Report and MFA Exhibition images in the UNT Digital Library. The deadline for this is the Monday of the last week of classes in the semester in which you will graduate.

Leave of Absence

<http://catalog.unt.edu/content.php?catoid=19&navoid=2021>

Leave of absence applies to students admitted to the master's or doctoral degree who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. Leave of absence may be granted by the academic program, which then notifies the Graduate School. Degree requirements and graduation must be completed within the appropriate time limit for completion of the degree. To apply for a Leave of Absence, fill out the Leave of Absence form, available in to Studio Art Forms Library at <https://art.unt.edu/studio-art-forms-library>.

Probation

Upon receipt of a grade of "C" or below or two "W" grades, the student is placed on probation for the remainder of the course work phase of the program. The concentration area coordinator will notify the student of their probationary status in writing and will send a duplicate copy of the notice to the Department of Studio Art for the student's file. After receipt of notice of probationary status, the student is required to seek formal counseling with the area coordinator to discuss the program. Probationary students may not withdraw from any future courses without the consent of the area coordinator.

Dismissal

Students are required to maintain a B average at all times. 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 major area coordinator and the Department of Studio Art. 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 in order to withdraw from the university.

EMPLOYMENT

Types of Appointments

Fellowships and assistantships are available on a competitive basis and by the terms of your offer to attend graduate school by the department.

Teaching Assistantships

Teaching assistants work under an instructor of record.

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, 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.

Area Assistantships

Area assistants work in a specific area assisting students and faculty including but not limited to the CVAD shop, FabLab, gallery, documentation room, etc. Specific duties of area assistants vary accordingly.

Levels of appointments

Quarter-time

This level of appointment consists of working 10 hours a week, usually working for one faculty member, assisting one area, or teaching one class.

Half-time

This level of appointment consists of working 20 hours a week, with a combination of two quarter-time positions, usually teaching two classes.

Application Procedures

Currently enrolled graduate students or students who are newly accepted into the graduate program with no deficiencies or leveling are eligible to apply. To apply for employment, complete the application (available at <https://art.unt.edu/studio-art-forms-library>) and return it as described in the application. Reapplication each semester is required. Completion of an application does not guarantee an appointment.

The deadline for all students (new and continuing) to apply will be announced each semester. No applications will be accepted after the deadlines. Failure to apply will result in no appointment and forfeits the terms of a graduate admissions offer letter.

Semester Credit Hour Requirement

To hold any teaching fellowship or assistantship appointment during the fall or spring semester, a student must be enrolled in 9 credit hours of coursework during the semester of the appointment.

Upon written recommendation of the Dean of the College of Visual Arts and Design and approval from the Dean of the Graduate School, the minimum credit hour requirement may be reduced to 3 credit hours for a long semester for students who have filed an approved degree plan, have completed all other required course work, and are registered for ASTU 5020.

TA / TF / AA Selection Criteria

The TA / TF / AA Assigning Committee fairly and equitably awards positions based upon a wide range of criteria. The following is a summary of the different factors that are considered when awarding students fellowships:

- Academic standing and passing formal reviews
- Evaluations of prior appointment
- Faculty and staff recommendations
- SPOT evaluations
- Applicant's concentration
- ART 5700 – No student will be granted an appointment as a TF or a TA for a lab section if the student is not co-enrolled in or has not completed ART 5700, Seminar in University Teaching in Art.

- English language proficiency – International students whose first language is NOT English must have taken the English language proficiency test that is provided by the UNT Intensive English Language Institute before an assistantship or fellowship will be awarded to them.
- CVAD need – All assistantships and fellowships are awarded based upon the needs of the College of Visual Arts and Design. The number of available assistantships and fellowships each semester depends upon the course offerings and enrollment.

FUNDING

There are a variety of funding opportunities for new and continuing graduate students. Some are internal to CVAD and some are available from the Toulouse Graduate School.

Toulouse Graduate School Scholarships & Awards

For more information on the funding listed below, please go to the graduate school website and review <http://tgs.unt.edu/future-students/funding-your-graduate-education/awards>.

Academic Achievement Scholarship (AAS)

<http://tgs.unt.edu/future-students/funding-your-graduate-education/awards/academic-achievement-scholarship>

This scholarship is available to new doctoral and new master's students who begin in fall.

Graduate Student Travel Grants

<http://tgs.unt.edu/new-current-students/travel-grants>

Students in good standing may apply for these grants to support the costs of their travel to professional meetings during the current academic year. The grants are offered by the Toulouse Graduate School, the Office of Research & Development and the Graduate Student Council. Read the eligibility requirements carefully.

Students will be able to apply for funds twice a year through the Studio Art department office for matching funds (due dates: Sept. 15 and Jan. 15). There is a limited amount of matching funds from the department each year, and Department funds must be matched to a course requirement. Late requests will not be considered.

Tuition Benefit Program (TBP)

<https://tgs.unt.edu/new-current-students/tuition-benefit-program>

Provides a tuition supplement for eligible recipients. Because this award is tied to employment as a Graduate Assistant, hiring departments—not the Toulouse Graduate School—determine which graduate assistants receive the tuition benefit and the award amount.

CVAD Scholarships and Funding

In addition to employment with the college, CVAD has fellowship funding and scholarship opportunities available each year. The primary funding opportunity available to our graduate students is the Tuition Benefit Program and internal scholarship awards students can apply for each year.

To apply, go to <https://forms.art.unt.edu/scholarships/continuing/2019> and fill out the form. This form is available each year from October until the February 1 deadline. Scholarships are awarded annually.

APPENDICES

Any form mentioned in this manual can be found online at <https://art.unt.edu/studio-art-forms-library>.

APPENDIX A: Faculty / Staff Directory

CVAD Administration

Greg Watts, <i>Dean of CVAD</i>	940-565-4001	Greg.Watts@unt.edu
Dr. Denise Baxter, <i>Associate Dean of Academic Affairs</i>	940-565-4001	Denise.Baxter@unt.edu
Eric Ligon, <i>Associate Dean of Admin. Affairs</i>	940-565-4001	Eric.Ligon@unt.edu
Jerry Aul, <i>Assistant to the Deans</i>	940-565-2587	Jerry.Aul@unt.edu
Mary Braden, <i>CVAD Business Office</i>	940-565-4002	Mary.Braden@unt.edu

General CVAD Information

CVAD Gallery Director	940-565-4005	gallery@unt.edu
Department of Art Education & Art History	940-565-4777	aeah@unt.edu
Department of Design	940-565-3621	design@unt.edu
Department of Studio Art	940-369-7671	studio@unt.edu
Undergraduate Advising Office	940-565-2216	CVAD-Advising@unt.edu

Foundations Faculty & Staff

Rachel Black, <i>Senior Lecturer, Drawing I</i>		Rachel.Black@unt.edu
Sarah Jay, <i>Administrative Specialist</i>	940-369-7246	Sarah.Jay@unt.edu
Mary Johnson, <i>Lecturer, Design II</i>		Mary.Johnson@unt.edu
Allyson Packer, <i>Lecturer, Drawing II</i>		Allyson.Packer@unt.edu
Kayla Seedig, <i>Art Lab Technician, Drawing I & II</i>	940-565-4019	Kayla.Seedig@unt.edu
Binod Shrestha, <i>Director of Foundations</i>	940-369-8053	Binod.Shrestha@unt.edu
Liz Trosper, <i>Lecturer, Design I</i>		Liz.Trosper@unt.edu
Erin Turner, <i>Art Lab Technician, Design I & II</i>	940-369-7016	Erin.Turner@unt.edu

Department of Studio Art

Lauren Lake, <i>Chair and Professor</i>	940-369-7671	Lauren.Lake@unt.edu
Angela Vanecek, <i>Administrative Specialist</i>	940-369-7671	Angela.Vanecek@unt.edu
Ann Howington, <i>Office Support Specialist</i>	940-369-7671	Ann.Howington@unt.edu
O. Gustavo Plascencia, <i>Graduate Coordinator</i>		Oscar.Plascencia@unt.edu

Studio Art Faculty

Eliza Au, <i>Assistant Professor</i>		Eliza.Au@unt.edu
Amie Adelman, <i>Professor</i>		Amie.Adelman@unt.edu
Martin Back, <i>Senior Lecturer</i>		Martin.Back@unt.edu
Laura Beard, <i>Associate Professor</i>		Laura.Beard@unt.edu
Rachel Black, <i>Senior Lecturer</i>		Rachel.Black@unt.edu
Matthew Bourbon, <i>Professor</i>		Matthew.Bourbon@unt.edu
Jim Burton, <i>Senior Lecturer</i>		James.Burton@unt.edu
Brian Scott Campbell, <i>Assistant Professor</i>		Brian.Campbell@unt.edu
Andrew DeCaen, <i>Associate Professor</i>		Andrew.DeCaen@unt.edu
Dornith Doherty, <i>Distinguished Research Professor</i>		Dornith.Doherty@unt.edu
Alicia Eggert, <i>Assistant Professor</i>		Alicia.Eggert@unt.edu
Ana Esteve Llorens, <i>Visiting Assistant Professor</i>		Ana.EsteveLlorens@unt.edu
Christian Fagerlund, <i>Senior Lecturer</i>		Christian.Fagerlund@unt.edu
Lari Gibbons, <i>Professor</i>		Lari.Gibbons@unt.edu
Liss LaFleur, <i>Assistant Professor</i>		Liss.LaFleur@unt.edu
Lauren Lake, <i>Professor and Department Chair</i>		Lauren.Lake@unt.edu
Annette Lawrence, <i>Professor</i>		Annette.Lawrence@unt.edu
Ana Lopez, <i>Associate Professor</i>		Ana.Lopez@unt.edu
Paho Mann, <i>Associate Professor</i>		Paho.Mann@unt.edu
Christopher Meerdo, <i>Assistant Professor</i>		Christopher.Meerdo@unt.edu
Brooks Oliver, <i>Assistant Professor</i>		Brooks.Oliver@unt.edu
Elaine Pawlowicz, <i>Associate Professor</i>		Elaine.Pawlowicz@unt.edu
O. Gustavo Plascencia, <i>Lecturer</i>		Oscar.Plascencia@unt.edu
James Thurman, <i>Associate Professor</i>		James.Thurman@unt.edu

Studio Art Adjunct Faculty in Fall 2019

Jay Bailey, *Drawing & Painting*
 Umut Demirgüç Thurman, *Metalsmithing & Jewelry*
 Megan DeSoto, *Photography*
 Brian Fridge, *Drawing & Painting*
 Ashley Gillanders, *Photography*
 Kazoko Goto, *Printmaking*
 Gerald Leavell, *Studio Art*
 Jamison Leblanc, *Drawing & Painting*
 Sarah Loch-Test, *Metalsmithing & Jewelry*
 Kathy Lovas, *Photography*
 Zak Loyd, *New Media Art*
 Jeff McClung, *Sculpture*
 Julie McKendrick, *New Media Art*
 Abby Sherrill, *Fibers*
 Kristina Smith, *Photography*
 Sydney Webb, *Printmaking*

Jay.Bailey@unt.edu
 Umut@unt.edu
 Megan.Desoto@unt.edu
 Brian.Fridge@unt.edu
 Ashley.Gillanders@unt.edu
 Kazuko.Goto@unt.edu
 Gerald.Leavell@unt.edu
 Jamison.Leblanc@unt.edu
 Sarah.Loch-Test@unt.edu
 Kathy.Lovas@unt.edu
 Zak.Loyd@unt.edu
 Jeffrey.Mcclung@unt.edu
 Julie.Mckendrick@unt.edu
 Abby.Sherrill@unt.edu
 Kristina.Smith@unt.edu
 Sydney.Webb@unt.edu

Studio Art Staff and Facilities

Lindsey Bass, *Art Lab Technician*
 Valerie Hancock, *Art Lab Technician*
 Sarah Loch-Test, *Art Lab Technician*
 Zak Loyd, *Art Lab Technician*
 Jeff McClung, *Art Lab Technician*
 Thomas Menikos, *Art Lab Technician*
 Abby Sherrill, *Art Lab Technician*
 Kristen Smith, *Art Lab Technician*
 Ceramics Lab
 4th Floor Wood Shop
 Metalsmithing & Jewelry Lab
 Printmaking Shop
 Sculpture Shop

940-369-7492
 940-369-6509
 940-369-7269
 940-369-7136
 940-369-7237
 940-565-2416
 940-369-5306
 940-565-4727
 940-565-4825
 940-369-7264
 940-369-7269
 940-565-2416
 940-565-4006

Lindsey.Bass@unt.edu
 Valerie.Hancock@unt.edu
 Sarah.Loch-Test@unt.edu
 Zak.Loyd@unt.edu
 Jeff.McClung@unt.edu
 Thomas.Menikos@unt.edu
 Abby.Sherrill@unt.edu
 Kristen.Smith@unt.edu

APPENDIX B: Administrative Duties Roster

DEPARTMENT OF STUDIO ART ADMINISTRATIVE DUTIES

Use this directory to guide yourself to the correct staff person for your needs.

Lauren Lake, Department Chair & Professor

Lauren.Lake@unt.edu

940-369-7671

ART 230H

The daily operation of the department including:

Faculty and Staff Development

- Organizing and overseeing departmental recruiting program to ensure the highest quality, integrity, and diversity of faculty and staff
- Meeting annually with individual faculty and staff to discuss workload and performance
- Preparing annual evaluations of faculty and staff
- Making recommendations for merit and salary adjustments for faculty and staff
- Coordinating faculty promotion and tenure applications in accord with departmental, college, and institutional processes and deadlines
- Supporting professional development of faculty and staff (e.g., research proposals, pedagogy, curriculum development) in a fair and transparent manner
- Working with faculty and staff administrators in setting vision for the department, both long- and short-term, and developing outcome-based goals that support the department, college and university strategic plan(s)
- Maintaining collegiality and engaging in creative problem-solving

Curricular Responsibilities

- Maintaining strong undergraduate and graduate programs through curricular development, assessment, revision, and implementation
- Enforcing academic requirements and regulations
- Assigning faculty workloads in ways that fulfill the department's responsibility to provide reasonable student access to courses across days and times, using prime time and non-prime time teaching slots
- Preparing long term course schedules that allow students to matriculate to their degrees in a timely manner
- Preparing course schedules and teaching assignments to ensure appropriate allocation of resources, including university facilities, and consistent with the Registrar's guidelines
- Providing leadership and oversight in program reviews and outcomes assessment including the core curriculum for internal and external reviews and/or to meet accreditation or licensing standards
- Working collaboratively with on-campus and off-campus university officials to assign proper curriculum alignment with community colleges and high schools

Student Affairs

- Developing and implementing plans to recruit, advise, mentor, retain, and graduate students in a timely manner
- Providing information and access to student services
- Adjudicating students concerns and grievances in a fair and consistent manner while upholding University policies and processes.
- Maintaining appropriate student records

Management and Administrative Responsibilities

- Overseeing facilities/office space allocation and equipment for faculty and staff in collaboration with dean; filing appropriate space allocation reports
- Ensuring that all departmental and college committees are appropriately staffed each year
- Managing course fee requests and ensuring appropriate use

- Managing departmental M & O, travel and part-time budget, and/or other fiscal affairs for department, while maximizing equity and ensuring appropriate stewardship of resources
- Responding promptly to accountability and compliance matters
- Participating in college and/or university governance and planning
- Gathering data and preparing documents or reports regarding departmental activities
- Communicating resource needs to the college/school and university administration
- Securing resources for the department, when appropriate, through grant writing and fund-raising initiatives
- Working with college and university advancement officers to develop unit resources
- Serving as liaison between University administration and faculty/staff
- Representing department internally and externally (e.g., Commencement, Honors Day, Student Affairs activities)
- Serving as liaison with professional associations
- Attending professional development activities, meetings, and events to represent the interests of the department, college or university, as requested or required by the Dean, Provost, or the other university offices
- Delegating authority and specified responsibilities to assistant chair or coordinators, when deemed appropriate, with the understanding that the Chair is ultimately accountable.

Angela Vanecek, Senior Administrative Specialist

Angela.Vanecek@unt.edu

940-369-7616

ART 230J

Financial

- Maintains department budgets and tracks spending
- Processes departmental travel vouchers and expense forms.
- Facilitates department purchasing.
- Balances budget worksheets for department accounts based on all spending.
- Facilitates guest speakers and department visitors, including honorariums, arranging relevant lodging, and arranging transportation.
- Posts positions, gathering applications for review, updating hiring system, processing payroll.

Student Focused

- Assists in processes graduate student admissions, including maintaining the department Slideroom account.
- Processes Undergraduate Entry Reviews

Course and Facility Scheduling

- Creates and maintains department course schedule in conjunction with chair.
- Schedules rooms for special events and department visitors
- Works to organize search candidates visits to campus and assists with administrative organization for search committees.

Department & Faculty Assistance

- Facilitates textbook adoptions for classes.
- Maintains calendar and schedules daily appointments for department Chair.
- Gives information about department operations and university procedures.
- Assists Chair in preparation of reports, including reporting to registrar on course schedules
- Provides appropriate information to faculty from EIS when necessary.
- Maintains faculty and departmental records and manages departmental files.
- Keeps minutes, when necessary, of departmental meetings.
- Maintains current information on all department faculty, including but not limited to course syllabi, vitas, and class schedules.
- Creates forms for department and maintains Online Forms Library
- Maintains department supplies
- Photocopies/Scans materials for department.
- Other Duties as Assigned

Ann Howington, Office Support Specialist
Ann.Howington@unt.edu
940-369-7671
ART 230K

Undergraduate Student Focused

- Assists students in locating advisors, faculty, and staff in their area.
- Enrolls students who need to register for restricted classes within the department.
- Organizes Entry Reviews portfolios during reviews and compiles reports.

Graduate Student Focused

- Collects, organizes, and processes each step in the graduate admissions process.
- Facilitates the graduate degree plans process.

Departmental Assistance

- Maintains calendar and schedules daily appointments for Department Chair.
- Maintains weekly updates and *Good News* items
- Secretarial assistance when needed, including maintaining department and student records
- Provides general support in the absence of Senior Administrative Specialist
- Provides appropriate class lists and student information to faculty from EIS when necessary
- Coordinates TracDat Assessments

Other duties as assigned

Gustavo Plascencia, Assistant Chair
Gustavo.Plascencia@unt.edu
ART 217

Responsible for various special projects in support of the department or the chair.
Identifies issues or problems and researches solutions within specific management areas.

Adjuncts

- Responsible for acquainting new adjuncts, providing mentorship and completion of performance evaluations (teaching observation and review of outcomes).

Graduate Coordinator

- Advocates for the MFA program's students in pursuit of creative and academic excellence.

Perspective graduate students

- Primary point person for all prospective Studio Art students
- Fields inquiries from potential students
- Coordinates campus visits
- Administers the departmental graduate admissions process

Admitted graduate students

- Coordinates aid distribution to admitted graduate students.
- Works with faculty to ascertain priorities.
- Works with Assoc. Dean on documentation of offers
- Works with Assoc. Dean on updates regarding students as their enrollment status may change
- Advocates for the placement of students within GSA positions
- Designs and conducts orientation programs for graduate students

Continuing graduate students

- Serves as primary point of contact for Studio Art graduate students and for Studio Art faculty regarding the graduate program

- Evaluates MFA program for continuous improvement, recommending appropriate actions and implementing approved changes
- Develops and implements graduate advising procedures
- Meets with each student every semester to advise and update degree plans
- Coordinates graduate mentor program and programming
- Coordinates first- and second-year MFA reviews
- Coordinates MFA open studio event
- Coordinates the annual spring 2nd year MFA exhibition
- Coordinates the Project-In-Lieu of Thesis Oral Defenses, Reviews, and Exhibition
- Coordinates the annual Thesis Exhibition catalog
- Studio Art graduate student employees
 - Reviews TF syllabi and assures their appropriate upload to FIS
 - Coordinates TF, GSA evaluation process
- Coordinates annual program assessment
- Monitors and evaluates use and appropriateness of graduate studio space; recommends changes/additions as needed
- Coordinates co-curricular program activities
- Coordinates accreditation requirements, as needed, relevant to the graduate program
- Coordinates updates to the graduate handbook
- Provides mentorship for graduate student organization

Undergraduate Programs

- Actively participates in planning sessions and implementation strategies for the improvement of student recruiting and retention.
- Serves as point of contact for and assists college recruiter as needed for the Studio Art BFA program
- Organizes Full Circle BFA events (fall & spring)
- Coordinates (as appropriate) BFA exhibitions with galleries

Traci O'Dwyer, Grad Student Council CVAD Senator 2019-2020

TraciOdwyer@my.unt.edu

- Advocates on behalf of grad students
- Ensure that university administration and other stakeholders hear student opinions, needs, and interests.

ART LAB TECHNICIANS

- Manages area inventory so the equipment and supplies are available to students for required classes.
- Responsible for the organization and cleanliness of studios, workshops & classrooms.
- Plan improvements of facilities, equipment, procedures & training of those who use it.
- Assist faculty and students in the operation of the facility.
- Set and maintain standards for safe materials and equipment use for undergraduate classrooms and graduate studios.
- Test and maintain all safety equipment and supplies on a regular schedule.
- Coordinate UNT's Lab Safety and Compliance policy and directives for studios along with CVAD's H&S Program.
- Facilitates student safety movement in severe weather, fire, or other emergencies.
- Make purchases for all necessary supplies and equipment for the area.
- Manages hourly workers/student assistants.
- Provides planning support for visiting artist or visitors.
- Other duties as assigned and/or approved by the chair or associate dean.

Lindsey Bass, Visual Arts Technician, Drawing & Painting, 4th Floor Wood Shop

Lindsey.Bass@unt.edu

940-369-7492

ART 471

Valerie Hancock, Visual Arts Technician, Ceramics
Valerie.Hancock@unt.edu
940-369-6509
OSH 130

Zak Loyd, Visual Arts Technician, New Media Art
Zachary.Loyd@unt.edu
940-369-7136
ART 354A

Sarah Loch-Test, Visual Arts Technician, Metalsmithing & Jewelry
Sarah.Loch-Test@unt.edu
940-369-7269
ART 173

Jeff McClung, Visual Arts Technician, Sculpture
Jeffrey.McClung@unt.edu
940-369-4006
ART 153C

Thomas Menikos, Visual Arts Technician, Printmaking
Thomas.Menikos@unt.edu
940-565-4024
ART 275

Abby Sherrill, Visual Arts Technician, Textile FabLab
abby.sherrill@unt.edu
OFFICE: ART 370A

Kristina Smith, Visual Arts Technician, Photography
Kristina.Smith@unt.edu
940-565-4727
ART 362A

APPENDIX C: Studio Art Review Process

How

For first-year reviews, the studio department chair establishes committees before the 3rd week of classes in the spring with at least one member of the area represented for each student. One member will be designated the coordinator. Each coordinator will be provided with a review worksheet.

The students and faculty will be sent an e-mail before the 3rd week of classes providing students with guidelines and deadlines.

For second-year reviews, the student's supervisory committee chair will coordinate the meeting with the student. Members of the committee are the members of the student's supervisory committee.

When

The faculty and students must meet the stated deadline set by the department chair. All members must be present. If a replacement is needed for any reason, you will be notified by the committee coordinator as soon as a replacement is made.

Where

Reviews may take place in any of the following: studios, critique spaces, empty classrooms, seminar rooms, and conference rooms. Please work diligently to determine and reserve a location promptly and communicate this to your committee coordinator. If you need assistance, please contact your committee coordinator.

Coordinator / Supervisory Committee Chair Responsibilities

Making initial contact with the student to commence scheduling of the review, assisting the student with room reservations and a/v needs, running the meeting and filing the review forms in a timely fashion.

Student Responsibilities

Communicating effectively and timely with your committee coordinator (first year) or supervisory committee chair (second year) to schedule your review. Creating a professional presentation for the review of your work.

Statement

Students shall submit a copy of their concise artist statement (second-year students will also provide a draft of their project report) to each member of the review committee no less than a week before the review. Students will provide the committee with a copy of their materials and one additional copy to be submitted to the department office with the committee report.

Presentation

This 20-minute presentation should include an explanation of the work you been producing and researching during the year of study (conceptual, formal, technical developments as applicable), and your future direction. You may provide context for current work by presenting work before attending UNT; however the focus shall be on the creative activity and research since arriving at UNT. Please be certain to provide actual works created along with any digital support material.

Questions

After the presentation, the committee will ask a series of questions about the year of study and works presented. However, this is not a critique of the work rather a review and information gathering session.

Caucus

The committee will caucus to discuss the review and decide the outcome.

Outcome

All students will receive notification studio chair no later than two weeks following the final date for reviews and provide informal feedback to the student. The committee chair will draft a letter to the student and submit the letter to the department chair.

APPENDIX D: Course Schedule Template for Fall and Spring Semesters

UNT classes follow a general format of M/W/F 50-minute classes and T/Th 80-minute classes with 10-minute breaks between sessions. Studio Art Classes mostly follow a format of M/W or T/Th 170-minute classes, but follow the same 10-minute break pattern between classes.

GENERAL CLASS SCHEDULE – MONDAY / WEDNESDAY / FRIDAY

Class Period	MONDAY	WEDNESDAY	FRIDAY
8:00a – 8:50a			
9:00a – 9:50a			
10:00a – 10:50a			
11:00a – 11:50a			
12:00p – 12:50p			
1:00p – 1:50p			
2:00p – 2:50p			
3:00p – 3:50p			
4:00p – 4:50p			
5:00p – 5:50p			
6:00p – 6:50p			
7:00p – 7:50p			
8:00p – 8:50p			
9:00p – 9:50p			

GENERAL CLASS SCHEDULE – TUESDAY / THURSDAY

Class Period	TUESDAY	THURSDAY
8:00a – 9:20a		
9:30a – 10:50a		
11:00a – 12:20p		
12:30p – 1:50p		
2:00p – 3:20p		
3:30p – 4:50p		
5:00p – 6:20p		
6:30p – 7:50p		
8:00p – 9:20p		

STUDIO ART CLASS SCHEDULE

Class Period	MONDAY / WEDNESDAY	TUESDAY / THURSDAY
8:00a – 10:50a		
11:00a – 1:50p		
2:00p – 4:50p		
5:00p – 7:50p		
8:00p – 10:50p		

APPENDIX E: 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 _____ EMPLID _____

CONCENTRATION _____ DATE SUBMITTED _____

EMAIL _____ PHONE _____ STUDIO # _____

All courses must be 5000-level or higher to count toward the MFA in Studio Art. 60 credit hours required.

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

CVAD Electives **		12 credits				
		3				
		3				
		3				
		3				
Outside CVAD Elective (research/discipline appropriate) **		3 credits				
		3				
Project in Lieu of Thesis		6 credits				
ASTU 5015	Project in Lieu of Thesis 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 36 hours)

MFA in Studio Art Program Milestone Checklist						
1 st year:	<input type="checkbox"/> ADD COMMITTEE MEMBERS	REVIEW: (check one)	<input type="checkbox"/> PASS	<input type="checkbox"/> REREVIEW	<input type="checkbox"/> FAIL	<input type="checkbox"/> Submit Degree Plan
2 nd year:	<input type="checkbox"/> SECOND YEAR EXHIBITION	REVIEW: (check one)	<input type="checkbox"/> PASS	<input type="checkbox"/> REREVIEW	<input type="checkbox"/> FAIL	<input type="checkbox"/> 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.

APPENDIX F: Supervisory Committee Form



INSTRUCTIONS

By the completion of 18 hours of graduate course work, the student must declare a major professor. By the completion of 36 hours, students must appoint the remainder of their advisory committee. When the signatures have been obtained, the form should be returned to the Department of Studio Art with a completed degree plan. Students may change their supervisory committee up to the semester prior to 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	_____	_____	_____
ADDITIONAL MEMBER	_____	_____	_____

APPROVAL:

DEPARTMENT CHAIR OR DESIGNEE _____

APPENDIX G: Department of Studio Art Graduation Instructions

How to submit your information and materials to graduate with your MFA in Studio Art

Congratulations on attaining candidacy and completing your coursework. The next step is to apply for graduation. Just like when you applied to the program, this is a two-step process.

Apply to Graduate

Graduation applications are made through the MyUNT student portal. All students must apply for graduation by the posted semester deadline. If you are pursuing more than one degree, you will need to submit a separate graduation application for each degree.

Go to <http://tgs.unt.edu/new-current-students/graduation-information> to begin the process.

1. Make sure your degree plan is up-to-date.

File your degree plan with the department immediately after completion of the first term/semester of graduate study. Due to course and faculty availability, your degree plan may develop inaccuracies between when it is initially submitted and when you graduate. If you are unsure if you have an approved, official degree plan on file, or need to file a degree plan, please contact the department for assistance. Students who do not have an approved, official degree plan on file will not be eligible for graduation.

2. Log in to your my.unt.edu portal and apply for graduation.

LATE APPLICATIONS WILL NOT BE PROCESSED.

Complete instructions for this process are available on the Toulouse Graduate School website:

<http://tgs.unt.edu/sites/default/files/Online%20Graduation%20Student%20Documentation.pdf>

3. Complete the UNT Graduating Student Survey.

Log in to your MyUNT student portal and navigate to your Student Center Page. Once you are approved for graduation, you will see a Graduating Student section, which will take you to the Graduating Student Survey. Your feedback is very important to us, so please take the time to complete the survey.

Submit Your Department Materials

Log in to <https://unt.slideroom.com> and submit the required department materials. There is no cost to you for this submission.

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

This will consist of 10-20 digital images and/or video clips. Consult with your Supervisory Committee to decide how to best document your work. Cameras and lighting kits are available for checkout from the CVAD General Access Computer Lab. The Photo Documentation Lab is available via appointment.

DO NOT USE YOUR PHONE TO DOCUMENT.

- **UNT Digital Library Information**

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

- **Oral Defense Approval Form**

This should be completed and signed by your major professor, each committee member, and the chair of the department.

[\(APPENDIX I\)](#)

- **Project Report**

This will be written during your capstone coursework ASTU 5015 / ASTU 5020 and under the supervision of your Supervisory Committee Chair with input from your full committee and using the department template [\(APPENDIX K\)](#).

- **Project Report Approval Form**

This should be completed and signed by your major professor, each committee member, and the chair of the department.

[\(APPENDIX L\)](#)

- **Artist Statement**

Please include a PDF of your brief Artist Statement (100 words or less) as approved by your committee. This will also be included in the MFA Catalogue and become the abstract for your work in the Digital Libraries Project.

Graduation is the process of being awarded a degree after completion of credit hours and other degree requirements. UNT does not award actual diplomas at commencement ceremonies, and participation in the commencement ceremonies is not a guarantee of degree completion. Diplomas are mailed approximately 8 to 10 weeks after graduation to the mailing address on file with UNT. You can review and update your mailing address online at my.unt.edu.

APPENDIX H: Toulouse Graduate School Graduation Instructions

- 1) **Login to MyUNT.** <http://my.unt.edu>
- 2) **Navigate to the graduation application.**
 - a) Navigate to the Student Center.
 - b) Under Academics, select *My Academics*.
 - c) Click **Apply for Graduation**. The "Apply for Graduation" link may be visible even if you are not eligible for graduation. If you do not have access to the link and you already applied through the "old" TGS online application, you are all set. If you do not have access to the link and think you should, please send an email to graduation@unt.edu asking us to add an "eligible" row to your plan stack – please be sure to include your full name and student ID# in your correspondence.
- 3) **Confirm your degree information.**
 - a) Your degree, major, and sub-plan (concentration) should be listed. If they do not reflect those for which you are applying, you may need to contact Graduate Admissions gradadmission@unt.edu. You cannot graduate from a program to which you have not been admitted, so if you are completing a Pass-Through master's application or a Change of Major request, your application for the new program/change will have to be processed, and you will have to be admitted before you can submit a graduation application.
 - b) Click **Apply for Graduation** on the degree for which you are applying. PLEASE NOTE: as a graduate student, you will need to contact TGS via graduation@unt.edu instead of your academic advisor if you have questions during the application process. If you are applying for additional degrees or majors, you may return to this step after you complete step 6.
- 4) **Select your graduation term.**
 - a) Select the appropriate term from the dropdown menu. Only terms for which we are accepting applications will be displayed.
 - b) Click **Continue**.
- 5) **Designate a diploma name and mailing address.**
 - a) Select **Diploma Name** to enter your name as you would like it to appear on your diploma and in the commencement program. *Please, double-check for typos – your name will be printed exactly as displayed.* Click **Save**.
 - b) Select **Mailing Address for Diploma** to verify/update your address. Remember, this is the address that will be used to communicate important graduation/commencement updates (pre-graduation), as well as to send your diploma (6-8 weeks after graduation). Click **Save**.
 - c) Click **Continue**.
 - d) If you need your diploma mailed to a different address, then please update your mailing address in myUNT during the last week of the semester so that we have the updated information in time for the diploma order to be placed.
- 6) **Submit your application.**
 - a) Verify that your degree and term are correct.
 - b) If changes to degree or term are required, click **Select Different Program** or **Select Different Term** to return to the previous step.
 - c) Click **Submit Application**.
 - d) You have now successfully applied for graduation!
- 7) **Check your UNT email often for updates as your application is reviewed and processed.**
- 8) **Check the status of your application in MyUNT.**
 - a) Login to MyUNT.
 - b) Navigate to the Student Center.
 - c) Under Academics, select *My Academics*.
 - d) Your application status is displayed for each degree/major. Possible statuses you will see:
 - i) *You are eligible to apply for graduation.*

- ii) Your application for graduation was successful.*
 - iii) Your application is in review.*
 - iv) Information required. Contact your advising office.*
 - v) Your application for graduation is withdrawn.*
 - vi) Your application for graduation is processed.*
 - vii) Not graduated. Please contact your advising office.*
 - viii) Degree has been awarded.*
- e) You may return to this page and update your mailing address for your diploma.

Once you have been approved for graduation, you will see a Graduating Student section in your MyUNT portal, which will take you to the Graduating Student Survey. All graduating Master's and Doctoral students should complete this survey. Log in to your MyUNT student portal and navigate to your Student Center Page. Your feedback is very important to us, so please take the time to complete the survey.

APPENDIX I: 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 graduation materials, which you submit to 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 and/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 MEMBER _____
Print Name Signature / Date

COMMITTEE CHAIR _____
Print Name Signature / Date

DEPARTMENT CHAIR _____
Print Name Signature / Date

APPENDIX J: Oral Defense Announcement Form

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

The oral defense should be scheduled 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 _____ EMPLID _____

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 Chair _____

Supervisory Committee Member _____

Supervisory Committee Member _____

Supervisory Committee Member _____

Supervisory Committee Member _____

Approval

Supervisory Committee Chair Signature. _____

APPENDIX K: MFA Project Report Template

We ask all Studio MFA Candidates to use the same template to format their Project Report.
Please email studio@unt.edu for a clean copy of this template

DEPARTMENT OF
STUDIO ART
College of Visual
Arts & Design

UNT
EST. 1890

MFA PROJECT REPORT

Prepared for the Degree of MFA in Studio Art

[Click here to enter your name.](#)

[Click here to enter your area of concentration within Studio Art.](#)

[Click here to enter the month and year of graduation \(e.g. May 2019, December 2020\).](#)

EXHIBITION

[Click here to enter the title of your MFA exhibition.](#)

[Click here to enter the facility / location where your MFA exhibition was held.](#)

[Click here to enter the inclusive dates of your MFA exhibition.](#)

SUPERVISORY COMMITTEE MEMBERS

[Click here to enter Supervisory Committee Chair's title and name., Supervisory Committee Chair](#)

[Click here to enter your other committee members' titles and names. Please enter one name per line.](#)

Professor Lauren Lake, Department Chair

ACKNOWLEDGMENTS

Click here to 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

Click or tap here to enter your 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.

APPENDIX L: MFA Project Report Approval Form

DEPARTMENT OF
STUDIO ART
College of Visual
Arts & Design



This form is to be signed 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. *No other form will be accepted.* Do not reuse.

CANDIDATE NAME _____ STUDENT ID _____

CONCENTRATION _____

SUPERVISORY COMMITTEE CHAIR _____

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 and/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 MEMBER _____
Print Name Signature / Date

COMMITTEE CHAIR _____
Print Name Signature / Date

DEPARTMENT CHAIR _____
Print Name Signature / Date

APPENDIX M: Contract-in-Lieu-of-Syllabus Form



For all Special Problems courses (ART 4900/4910/5900/5910).

Submit completed form to the Department of Studio Art or via email studio@unt.edu. Email 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

APPENDIX O: Graduate Teaching Fellow Evaluation



Instructions: Please rate the TF on the following criteria by circling the number which best describes his/her teaching performance. The rating scale ranges from 1 (strongly disagree) to 7 (strongly agree).

The TF:	strongly disagree						strongly agree	
was well organized	1	2	3	4	5	6	7	
communicated expectations/ideas clearly	1	2	3	4	5	6	7	
stimulated class discussions and student participation	1	2	3	4	5	6	7	
expressed concern for students	1	2	3	4	5	6	7	
used appropriate learning examples	1	2	3	4	5	6	7	
demonstrated enthusiasm for teaching	1	2	3	4	5	6	7	
was an effective teacher	1	2	3	4	5	6	7	
followed supervisor's instructions	1	2	3	4	5	6	7	
stimulated students' critical thinking/creative abilities	1	2	3	4	5	6	7	
adhered to accepted standards of professional behavior	1	2	3	4	5	6	7	
taught required learning objectives	1	2	3	4	5	6	7	
graded fairly and accurately; submitted grades on time	1	2	3	4	5	6	7	

PROVIDE ADDITIONAL COMMENTS REGARDING THE EMPLOYEE'S PERFORMANCE, STRENGTHS, AND/OR AREAS THAT NEED IMPROVEMENT.

The evaluation shall be placed in the employee's evaluation file and a copy given to the graduate fellow.

Graduate Fellow Name	Graduate Fellow Signature	Date
Faculty Supervisor Name	Faculty Supervisor Signature	Date

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 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 him/her, 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 follow the UNT Facilities Appliance Policy at all times. <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.
 - 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 common 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 studio space.
 - Please keep the bathrooms clean. Never use the bathroom sinks for any studio cleanup purposes.
 - You are responsible for the disposal of any trash that does not fit into the common 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.

Vacating 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: _____