

University of North Texas / College of Visual Arts and Design

# Studio Art Graduate Handbook

2018 - 2019

current online location:

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

**Questions?**

940-369-7671

[studio@unt.edu](mailto:studio@unt.edu)

Welcome to the University of North Texas College of Visual Arts and Design's (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 information in the UNT Graduate Catalog, which may be found at <http://catalog.unt.edu/>. Please refer to these documents for requirements and procedural information.

It is strongly recommended 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 individual student to meet all of the requirements of the College of Visual Arts and Design and of the Toulouse Graduate School.

# Table of Contents

<b>DEPARTMENT OF STUDIO ART MISSION STATEMENT</b>	<b>5</b>
<b>STUDIO ART DEPARTMENT OFFICE</b>	<b>5</b>
<b>UNT RESOURCES</b>	<b>5</b>
MY.UNT.EDU / EAGLECONNECT / EAGLEMAIL	5
CANVAS	5
LYNDA.COM	5
STUDENT ID CARD	5
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	7
OTHER CRITICAL WEBSITES	7
<b>CVAD RESOURCES</b>	<b>7</b>
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
<b>DEGREE REQUIREMENTS</b>	<b>8</b>
CHANGING CONCENTRATIONS	8
USE OF TRANSFER CREDIT	8
FIRST YEAR REVIEW	9
PASSING FIRST YEAR REVIEW	9
NOTIFICATIONS	9
SECOND YEAR REVIEW	10
PASSING SECOND YEAR REVIEW	10
NOTIFICATIONS	10
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	11
MFA REQUIREMENTS FOR THE FINAL SEMESTER	11

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
<b>LEAVE OF ABSENCE</b>	<b>13</b>
<b>PROBATION</b>	<b>13</b>
<b>DISMISSAL</b>	<b>13</b>
<b>WITHDRAWAL</b>	<b>13</b>
<b>EMPLOYMENT</b>	<b>13</b>
<hr/>	
<b>TYPES OF APPOINTMENTS</b>	<b>13</b>
TEACHING ASSISTANTSHIPS	13
TEACHING FELLOWSHIPS	13
AREA ASSISTANTSHIPS	14
<b>LEVELS OF APPOINTMENTS</b>	<b>14</b>
QUARTER-TIME	14
HALF-TIME	14
<b>APPLICATION PROCEDURES</b>	<b>14</b>
<b>SEMESTER CREDIT HOUR REQUIREMENT</b>	<b>14</b>
<b>TA/TF/AA SELECTION CRITERIA</b>	<b>14</b>
<b>FUNDING</b>	<b>14</b>
<hr/>	
<b>TOULOUSE GRADUATE SCHOOL SCHOLARSHIPS &amp; AWARDS</b>	<b>15</b>
ACADEMIC ACHIEVEMENT SCHOLARSHIP (AAS)	15
GRADUATE STUDENT TRAVEL GRANTS	15
TUITION BENEFIT PROGRAM (TBP)	15
<b>CVAD SCHOLARSHIPS AND FUNDING</b>	<b>15</b>
<b>APPENDICES</b>	<b>15</b>
<hr/>	
<b>APPENDIX A: FACULTY / STAFF DIRECTORY</b>	<b>16</b>
<b>APPENDIX B: STUDIO ART REVIEW PROCESS</b>	<b>18</b>
<b>APPENDIX C: DEPARTMENT OF STUDIO ART GRADUATION INSTRUCTIONS</b>	<b>19</b>
<b>APPENDIX D: TOULOUSE GRADUATE SCHOOL GRADUATION INSTRUCTIONS</b>	<b>20</b>
<b>APPENDIX E: COURSE SCHEDULE TEMPLATE FOR FALL AND SPRING SEMESTERS</b>	<b>22</b>
<b>APPENDIX F: GRADUATE DEGREE PLAN – MFA IN STUDIO ART</b>	<b>23</b>
<b>APPENDIX G: FINAL DEFENSE FORM</b>	<b>25</b>
<b>APPENDIX H: ORAL DEFENSE ANNOUNCEMENT FORM</b>	<b>26</b>
<b>APPENDIX I: CONTRACT-IN-LIEU-OF-SYLLABUS FORM</b>	<b>27</b>
<b>APPENDIX J: SUPERVISORY COMMITTEE FORM</b>	<b>28</b>
<b>APPENDIX K: GRADUATE STUDENT ASSISTANT (NON-TEACHING) EVALUATION FORM</b>	<b>29</b>
<b>APPENDIX L: GRADUATE TEACHING FELLOW EVALUATION</b>	<b>30</b>
<b>APPENDIX M: STUDIO ART MFA STUDIO SPACE AGREEMENT</b>	<b>31</b>

## **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](mailto:studio@unt.edu)

940-369-7671

The Studio Art office is here to assist you navigate 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.

### **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 login 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 12<sup>th</sup> class day each semester.

In order 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 be logged into Lynda.com. If you do not currently have an account one is created when you login.
4. You will need to use this link instead of Lynda.com directly whenever you need to access Lynda.com.

### **Student ID Card**

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

940-565-3225

In order to access many on-campus amenities and resources, you will need a student ID card. Your ID card will make campus life easier and you should have it on your person anytime you are on campus. Your ID card includes your name, your picture, your status (faculty, student, and/or staff). The magnetic strip on the card will be imprinted with your EMPLID number. Students use the ID card to access buildings, UNT Library services, the Rec Center, and athletic events. In addition to the standard student ID card, students may request a Mean Green Card that serves as a student photo ID and a Visa® debit card for added banking convenience through Wells Fargo with purchasing power anywhere Visa debit cards are accepted and free access to cash at Wells Fargo ATMs nationwide.

- 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.
- Provide us with your UNT EMPL ID Number (8 Digit Number that students can locate online at [my.unt.edu](http://my.unt.edu) by clicking on "Student Center" and then "Demographic Data" under the "Personal Information" section). Let us know which card works best for you.
- Students selecting the Standard Card will have their picture taken and will receive their ID card.
- Students selecting the Mean Green Card can visit the on campus Wells Fargo banking location in the Union, or any nearby location, to request one.

## **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 is dependent on the many facets of good health. Mindful of our diverse population we promote responsible personal health choices to enhance each individual'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 on the basis of 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/>
- 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**

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 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 on 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 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 to 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 [\(APPENDIX M\)](#)) and turn it in to the Department of Studio Art office.

### **Key Policy**

All university keys must be returned to Door Systems 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.

Do not accept or give keys to other students.

## **DEGREE REQUIREMENTS**

The MFA degree program is obtained through both meeting 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 (revised annually)
- First year review
- Forming a Supervisory Committee
- Second year review
- Participation in the 2<sup>nd</sup> year exhibition
- Production of a Project in Lieu of Thesis
  - Exhibition
  - Defense
  - Submission of project report

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 graduate school and the department, 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.

## **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 in order 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 B](#).

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 ultimately vote *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 F](#)). 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 prior to communicating and 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 chair prior to the end of the semester.

Those students who will be continuing on to their second year of study must name a Supervisory Committee Chair by filing the Supervisory Committee Form ([APPENDIX J](#))

## **Second Year Review**

In addition to maintaining a B average, students must also pass the second-year review in order to continue in their program of study.

A second year review is held at the end of the student's second year (prior to 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 prior to 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 B](#).

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 updated and file your official degree plan ([APPENDIX F](#)).

## **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 attains 18 credits (typically this is the end of the 2<sup>nd</sup> 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 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 J](#).

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 or 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 C](#)).

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

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 be agreed upon by the Supervisory Committee and must include visual description of the project.

## **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**

Upon submission of the final copy of the project report, the student will schedule a public oral defense date (no later than one weeks 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 H](#)) to the studio art 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, a Final Defense Form ([APPENDIX G](#)) 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 C](#). 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 approximately 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 approximately 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 a fellowship, 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 for salaried appointments is February 1st for a fall or summer appointment and October 1st for a spring or summer appointment. No applications will be accepted after the deadlines. Failure to apply will result in no appointment and forfeits the terms of an 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 the long term for students who have filed an approved degree plan, have completed all course work, and are either ready to take the qualifying exam and/or are registered for problem-in-lieu-of thesis.

## **TATF/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 Art Teaching.
- 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 is 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. There is a limited amount of matching funds from the department each year. Matching funds from the department are provided on a first come first serve basis and are not guaranteed.

### **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, but there are internal scholarships and project awards students can apply for each year.

To apply, go to <https://forms.art.unt.edu/scholarships/continuing/2018> and fill out the form. This form is available each year from October until the February 1 deadline. Scholarships are awarded annual.

## **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
Gayle Cox, <i>Assistant to the Deans</i>	940-565-4001	Gayle.Cox@unt.edu
Jerry Aul, <i>Assistant to the Deans</i>	940-565-2587	Jerry.Aul@unt.edu

### General CVAD Information

Mary Braden, <i>CVAD Business Office</i>	940-565-4002	Mary.Braden@unt.edu
Tracee Robertson, <i>CVAD Gallery Director</i>	940-565-4005	Tracee.Robertson@unt.edu
Department of Art Education & Art History	940-565-4777	aeah@unt.edu
Department of Design	940-565-3621	design@unt.edu
Undergraduate Advising Office	940-565-2216	CVAD-Advising@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	studio@unt.edu

### Foundations

Binod Shrestha, <i>Director of Foundations</i>	940-369-8053	Binod.Shrestha@unt.edu
Sarah Jay, <i>Administrative Specialist</i>		Sarah.Jay@unt.edu
Erin Turner, <i>Art Lab Technician, Design I &amp; II</i>		Erin.Turner@unt.edu
Kayla Seedig, <i>Art Lab Technician, Drawing I &amp; II</i>		Kayla.Seedig@unt.edu

### Ceramics

Brooks Oliver, <i>Lecturer</i>		Brooks.Oliver@unt.edu
Valerie Hancock, <i>Art Lab Technician</i>	940-369-6509	Valerie.Hancock@unt.edu
Ceramics Lab	940-565-4825	

### Drawing & Painting

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>	940-369-7208	Matthew.Bourbon@unt.edu
Jim Burton, <i>Senior Lecturer</i>	940-369-7241	James.Burton@unt.edu
Brian Scott Campbell, <i>Assistant Professor</i>		Brian.Campbell@unt.edu
Christian Fagerlund, <i>Senior Lecturer</i>		Christian.Fagerlund@unt.edu
Lauren Lake, <i>Professor</i>	940-369-7671	Lauren.Lake@unt.edu
Annette Lawrence, <i>Professor</i>	940-565-4020	Annette.Lawrence@unt.edu
Elaine Pawlowicz, <i>Associate Professor</i>	940-369-8633	Elaine.Pawlowicz@unt.edu
Arthur Peña, <i>Visiting Assistant Professor</i>		Art.Pena@unt.edu

### Fibers

Amie Adelman, <i>Associate Professor</i>	940-565-4125	Amie.Adelman@unt.edu
Gabrielle Duggan, <i>Visiting Assistant Professor</i>		Gabrielle.Duggan@unt.edu
Abby Sherrill, <i>Art Lab Technician</i>	940-369-5306	Abby.Sherrill@unt.edu

### Metalsmithing & Jewelry

Sarah Loch-Test, <i>Art Lab Technician</i>		Sarah.Loch-Test@unt.edu
Ana Lopez, <i>Associate Professor</i>		Ana.Lopez@unt.edu
James Thurman, <i>Associate Professor</i>		James.Thurman@unt.edu



**New Media Art**

Martin Back, *Senior Lecturer*  
 Liss LaFleur, *Assistant Professor*  
 Zak Loyd, *Art Lab Technician*

Martin.Back@unt.edu  
 Liss.LaFleur@unt.edu  
 Zak.Loyd@unt.edu

**Photography**

Dornith Doherty, *Distinguished Research Professor*  
 Tom Leininger, *Art Lab Technician*  
 Paho Mann, *Associate Professor*  
 O. Gustavo Plascencia, *Visiting Lecturer*

940-565-4727

Dornith.Doherty@unt.edu  
 Tom.Leininger@unt.edu  
 Paho.Mann@unt.edu  
 Oscar.Plascencia@unt.edu

**Printmaking**

Andrew DeCaen, *Associate Professor*  
 Lari Gibbons, *Professor*  
 Thomas Menikos, *Art Lab Technician*

940-565-4024

940-369-8354

Andrew.DeCaen@unt.edu  
 Lari.Gibbons@unt.edu  
 Thomas.Menikos@unt.edu

**Sculpture**

Alicia Eggert, *Assistant Professor*  
 Ana Esteve Llorens, *Visiting Assistant Professor*  
 Jeff McClung, *Art Lab Technician*

940-369-7562

940-369-7237

Alicia.Eggert@unt.edu  
 Ana.EsteveLlorens@unt.edu  
 Jeff.McClung@unt.edu

**Studio Art Adjunct Faculty in Fall 2018**

Jay Bailey, *Drawing & Painting*  
 Brian Fridge, *Drawing & Painting*  
 Kazuko Goto, *Printmaking*  
 Jamison Leblanc, *Drawing & Painting*  
 Tom Leininger, *Photography*  
 Zak Loyd, *New Media Art*  
 Bruce Mackh, *Professional Practices*  
 Abby Sherrill, *Fibers*  
 Kristina Smith, *Photography*  
 Sydney Webb, *Printmaking*  
 Blake Weld, *Sculpture*  
 Longhui Zhang, *Drawing & Painting*

Jay.Bailey@unt.edu  
 Brian.Fridge@unt.edu  
 Kazuko.Goto@unt.edu  
 Jamison.Leblanc@unt.edu  
 Tom.Leininger@unt.edu  
 Zak.Loyd@unt.edu  
 Bruce.Mackh@unt.edu  
 Abby.Sherrill@unt.edu  
 Kristina.Smith@unt.edu  
 Sydney.Webb@unt.edu  
 Blake.Weld@unt.edu  
 Longhui.Zhang@unt.edu

## APPENDIX B: 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 prior to the 3<sup>rd</sup> 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's / Supervisory Committee chair responsibilities:** Making initial contact with the student to commence scheduling of the review, assisting student with room reservations and a/v needs, running the meeting and filing the review forms in a timely fashion.

**Student's 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 statement (and project draft for second year students) to each member of the review committee no less than a week prior to the review. Students will provide the committee with a copy of their materials and one additional copy to be submitted with the committee report.

**Presentation:** The 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. (20 minutes). You may provide context for current work by presenting work prior to 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 pertaining to 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 submit draft a letter to the student and submit the letter to the department chair.

## APPENDIX C: 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 now done 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.**

Your degree plan should be filed 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.**

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 have been 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.

- **120 digital images of the work from your Project in Lieu of Thesis**  
Consult with your Supervisory Committee to decide how to best document your work.
- **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.
- **Final Defense Form**  
This should be completed and signed by your major professor, each committee member, and the chair of the department.

Graduation is the process of being awarded a degree after completion of credit hours and other degree requirements. Actual diplomas are not awarded 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](http://my.unt.edu).

## APPENDIX D: 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](mailto: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](mailto: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](mailto: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 E: 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 F: 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
<b>6 credits</b>					
ASTU 5010	Professional Practices	3			Spring
ART 5700	Seminar in University Teaching in Art	3			Fall
<b>Praxis / Graduate Course in Primary Studio Concentration</b>		<b>18 credits</b>			
ASTU		3			Fall
ASTU		3			Spring
ASTU		3			Fall
ASTU		3			Spring
ASTU		3			Fall
ASTU		3			Spring
<b>Praxis / Graduate Course outside Primary Studio Concentration</b>		<b>6 credits</b>			
ASTU		3			
ASTU		3			
<b>Art History</b>		<b>9 credits</b>			
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 <sup>st</sup> 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 <sup>nd</sup> 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 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 G: Final Defense Form**

This form is to be signed at the defense or upon final approval of the project report. This completed form must be scanned and included with your project report when you load your materials via [unt.slideroom.com](http://unt.slideroom.com). No other form will be accepted.

Candidate Name \_\_\_\_\_ EMPLID \_\_\_\_\_

Concentration \_\_\_\_\_

Major Professor \_\_\_\_\_

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

*Signatures below attest that the Artist's Statement has been approved for filling 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 the Committee \_\_\_\_\_  
(pass, fail, or adjourn)

\_\_\_\_\_  
Committee Member Name Signature

\_\_\_\_\_  
Committee Member Name Signature

\_\_\_\_\_  
Committee Member Name Signature

\_\_\_\_\_  
Major Professor Name Signature

\_\_\_\_\_  
Department Chair Name Signature

**APPENDIX H: Oral Defense Announcement Form**

The oral defense is a public formal 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 a still 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 I: Contract-in-Lieu-of-Syllabus Form

For all Special Problems (ART 4900/4910/5900/5910), Creative Project (ASTU 5015), and MFA Exhibition (ASTU 5020) courses.

Submit completed form to the Department of Studio Art or via email [studio@unt.edu](mailto: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 J: 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 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

	Committee Member Name	Signature	Date
MAJOR PROFESSOR	_____	_____	_____
ADDITIONAL MEMBER	_____	_____	_____
ADDITIONAL MEMBER	_____	_____	_____
ADDITIONAL MEMBER	_____	_____	_____

### APPROVAL:

DEPARTMENT CHAIR \_\_\_\_\_

**APPENDIX K: Graduate Student Assistant (non-teaching) Evaluation Form**

Identify the most important responsibilities and duties assigned during the evaluation period. Provide comments regarding the employee's performance, strengths, and/or areas that need improvement. List each duty separately and state how the GA performed the responsibility and areas for improvement in performing the responsibility.

**DUTIES:**

**STRENGTHS:**

**AREAS FOR IMPROVEMENT:**

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

\_\_\_\_\_  
Graduate Fellow Name                      Graduate Fellow Signature                      Date

\_\_\_\_\_  
Faculty Supervisor Name                      Faculty Supervisor Signature                      Date

## APPENDIX L: 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.

### Graduate Studio Space Rental Fee

- The fee for the use of graduate studio spaces is \$50.00 per semester (\$50 for Fall semester, \$50 for Spring semester, and \$50 for Summer)
- In order to pay, see Mary Braden in the CVAD Business Office and pay with check, money order, or cash.
- Studio fees are due no later than the Friday of the week classes begin for the semester in which you seek a studio. The studio rental and a late fee of \$50.00 will be blocked on your student tuition account after 10 business days of non-payment. After 30 days of non-payment, you can be evicted. Keep all your receipts.

### 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 1120 W. Oak St. Denton, TX 76201.***

- Spot checks can be performed at any time by any faculty or staff for the purposes of health and safety and program planning.
- Studio Fees are due by the end of the first week of classes each semester.
- No animals are allowed in the studio. If you have a service pet, please inform the department office.
- You may not sleep overnight in your studio.
- You may not burn candles or incense.

- Installation of any art work in the hallways must have prior approval by the department office.
- You must follow the Studio Art Health and Safety Handbook at all times. <http://art.unt.edu/heathandsafety>
- You must provide a list of all of materials in your studio to your Art Lab Technician. This should be updated regularly and a chemical inventory list must be kept in a visible location in your studio.
- No “daisy chains” of electrical cords are allowed. Any extension cords must be plugged directly into the wall.
- 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.
- No non-UNT-approved heaters are permitted in any individual or shared studios, or common spaces. If you would like to use a space heater, it must meet UNT Facilities guidelines and you can call 940-565-2700 to set up an appointment to get your space heater approved by the campus Fire Marshall.
- 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 items in your studio and cannot be held responsible for theft or damage. Do not leave valuable personal or UNT property out in plain sight in your studio space. We suggest that you acquire a lockable storage container if you plan to keep valuables in your studio.
- Please keep the bathrooms clean. Never use the bathroom sinks for any studio cleanup purposes.
- You are responsible for disposal of any trash that does not fit into the common trashcans.
- 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.
- 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.
- NO ALCOHOL — NO SMOKING — EVER!  
Any violation of this policy will result in the loss of your studio privileges.
- 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.
- Dispose of rags and towels in fire safe disposal containers. These will be provided by the department.
- Dispose used solvents in proper disposal containers. These will be provided by the department.
- Never pour any solvents or paints of any kind down the sink or down any drains in the facility
- You must follow the CVAD Health and Safety Handbook at all times with particular attention to the appropriate appendix.

### **Lounge & Critique Spaces**

- Clean up 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 of time.
- Repair (patch and paint) any damage to common walls following each use.
- Respect the crit. space use during prearranged area seminar times



- Install your work the day of to the crit session
- Remove you work immediately following the critique session.
- Sign up for individual use of the critique space as far in advance as possible with the department office.
- Remove any nails or hangers and repair (patch and paint) any damage to crit space walls following each use and critiques.
- 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 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 are office.
- Studio clean-up list:
  - Patch and paint studio white. All walls must be painted with a fresh coat of flat white paint
  - Studio must be free of trash - no “free stuff” piles should be left behind.
  - Excess furniture should be removed.
  - 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 key control and provide the art office with your receipt.
  - **Schedule a check out of your studio with your area technician**
  - Remove of Personal Property and artwork

***Any violation of this agreement will result in the studio privilege being revoked and/or a hold on your 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: \_\_\_\_\_