

Appendix

FULFILLING FINAL REQUIREMENTS FOR GRADUATION

Z Grade Form

A “Z” is a deferred grade limited to a specific group of 700-900 level courses. This grade may be assigned when work on a thesis or research project has not been completed within the semester of enrollment. A Thesis “Z” Grade Removal form will be given to a student when the review copy of the thesis is picked up. This form must be signed by the thesis advisor and must accompany the bound copies of a thesis submitted to the Graduate College.

Sample 3-Year Course Progression – MFA in Visual Studies

Year 1

Semester 1		Semester 2	
Course	Hours	Course	Hours
ART 798 Grad Studio Seminar	1	ART 798 Grad Studio Seminar	1
ART 701 Directed Grad Studio I	3	ART 702 Directed Grad Studio II	3
ART 705 Interdisciplinary Graduate Critique	3	ART 705 Interdisciplinary Graduate Critique	3
ART 797 Teaching Practicum or ELECT	3	ART 692 (Theory) or Art History Elective	3
	10		10

Year 2

Semester 3		Semester 4	
Course	Hours	Course	Hours
ART 798 Grad Studio Seminar	1	ART 798 Grad Studio Seminar	1
ART 703 Directed Grad Studio III	3	ART 704 Directed Grad Studio IV	3
ART 705 Interdisciplinary Graduate Critique	3	ART 705 Interdisciplinary Graduate Critique	3
ART 699 Exploratory Graduate Studio	3	ART 710 Professional Practices	3
	10		10

Year 3

Semester 5		Semester 6	
Course	Hours	Course	Hours
ART 798 Grad Studio Seminar	1	ART 798 Grad Studio Seminar	1
ART 799 Thesis	6	ART 799 Thesis	6
ART 699 Exploratory Graduate Studio OR ART 705 Interdisc. Graduate Critique	3	ART 699 Exploratory Graduate Studio OR ART 705 Interdisc. Graduate Critique	3
	10		10
		Total	60

Emphasis/Thesis (701, 702, 703, 704 and two 799s) = 24 hours Exploratory

Graduate Studio ART 699 = 3-6 hours

Directed Graduate Critique ART 705 = 18 hours

Graduate Seminar ART 798 = 6 hours

Art History Elective/Art Theory = 6 hours

Professional Practices ART 710 = 3 hours

Teaching Practicum ART 797 = 0-3

MFA in Visual Studies First-year Review

Instructions to students.

Please consider the following questions that will be used by faculty to check-in with your progress within the degree program so they can provide their best guidance throughout your matriculation. They will be distributed to your first-year faculty and made available to your future faculty within the program.

Your responses should be honest and take *whatever form you find most appropriate or communicative*. The only requirement is that your responses be in a format that can be copied and distributed to multiple faculty for review, separately.

Responses should be submitted to the Graduate Coordinator by the posted deadline. Completion of this review is required for matriculation within the program. If you have questions, contact the Graduate Coordinator.

Questions to address

How do you expect your research to impact your professional field?

How competent do you feel you are in your field of study? What do you still need to learn?

How have your classes influenced (or not) your research path/direction?

How are you planning to document and disseminate your research, now and/or eventually?

What do you consider to be important issues/developments that influence your field of study?

MFA in Visual Studies First-year Review

Student Name
Faculty Reviewer
Date

Instructions to faculty reviewers. These responses are for assessment of the degree program only. Responses should honestly rate students' abilities after one year of study. Low numbers are not necessarily negative and are even expected for some students at this level.

Student names are used above only as a way to compile and average faculty responses.

PLEASE SUBMIT THESE FORMS ELECTRONICALLY to the Graduate Coordinator for compilation.

Rating scale 1-5; 5 being the strongest.

Rate the student's demonstrated . . .

progress towards building a professional competence/depth of knowledge within their field of study

1 2 3 4 5

understanding within his/her field of study

1 2 3 4 5

ability to think independently

1 2 3 4 5

ability to integrate and synthesize information associated with their field of study

1 2 3 4 5

awareness of current issues and developments that are influencing their field of study

1 2 3 4 5

ability and potential for expansion and evolution of their field of study

1 2 3 4 5

capabilities in the creation, dissemination, documentation of their work within their field of study

1 2 3 4 5

effective communication demonstrated within this review

1 2 3 4 5

COMMENTS

MFA in Visual Studies Second-year Review

Instructions to students.

Major Professor/Advisor and Committee selection. Choose a faculty member from the Art & Design Department whom you feel knows your work best to become your Major Professor/Advisor. Choose two additional faculty whom you feel can provide the most valuable feedback towards your research development. One of these two faculty must be faculty from the Art & Design Department, the other can be from another department within the University. The Graduate Coordinator is automatically the fourth member of the committee. Once you have determined the Major Professor/Advisor and review committee, and have secured their signatures below, agreeing to serve, return this form to the Graduate Coordinator who will establish the date, time, place appropriate for the review.

Preparation of the work for the review. Once the review has been set, you will need to initiate a meeting with the Graduate Coordinator to discuss how best to prepare the work, based on the location and equipment available for the review.

Review criteria. The committee will assess whether you are making satisfactory progress within the degree program. Students will be rated: satisfactory, probationary, non-satisfactory based on the following criteria:

- + progress towards a focused direction of study, ultimately leading to a significant body of work
- + progress towards building professional competence/depth of knowledge within their field of study
- + developing understanding within their field of study
- + ability to think independently
- + ability to integrate and synthesize information associated with their field of study
- + awareness of current issues and developments that are influencing their field of study
- + ability and potential for expansion and evolution of their field of study
- + capabilities in the creation, dissemination, documentation of their work within the field of study
- + effective communication skills

If a student receives a 'satisfactory' rating, he/she continues to prepare for the final thesis review.

If a student receives a 'probationary' rating, they will have a semester before this review is re-administered, to improve, or automatically receive a 'non-satisfactory' rating.

A 'non-satisfactory' rating will result in the student being dropped from the program.

If you have questions, contact the Graduate Coordinator.

Major professor/advisor

date

Committee member

date

Committee member

date

Graduate Coordinator

date

MFA in Visual Studies Second-year Review

Student Name

Faculty Reviewer

Date

Instructions to faculty reviewers. These responses should honestly rate students' abilities after three semesters of study. These ratings will be used to predict a student's ability to successfully complete the thesis requirements.

____ satisfactory ____ probationary ____ non-satisfactory

Using the scale 1-5 (5 being the strongest), rate the student's demonstrated . . .

progress towards a focused direction of study, ultimately leading to a significant body of work

1 2 3 4 5

progress towards building a professional competence/depth of knowledge within their field of study

1 2 3 4 5

understanding within his/her field of study

1 2 3 4 5

ability to think independently

1 2 3 4 5

ability to integrate and synthesize information associated with their field of study

1 2 3 4 5

awareness of current issues and developments that are influencing their field of study

1 2 3 4 5

ability and potential for expansion and evolution of their field of study

1 2 3 4 5

capabilities in the creation, dissemination, documentation of their work within their field of study

1 2 3 4 5

effective communication demonstrated within this review

1 2 3 4 5

MFA in Visual Studies Thesis Review

Instructions to students.

Committee selection. Choose two faculty whom you feel know your work best and/or those that you feel can provide the most valuable feedback towards your research development. One of the two faculty must be faculty from the Art & Design Department, the other can be from another department within the University. The Major Professor/Advisor is automatically designated your Thesis Committee Chair and the Graduate Coordinator is automatically the fourth member of the committee. Once you have determined the review committee, and have secured their signatures below, agreeing to serve, return this form to the Graduate Coordinator. **THIS FORM IS DUE TO THE GRADUATE COORDINATOR, WITH A COPY OF THE THESIS ABSTRACT two weeks before the end of the semester prior to undertaking Art 799 Graduate Studio Thesis.**

Exhibition.

The major component of the thesis review involves the evaluation of the thesis work being exhibited. The character of this exhibition should be considered a solo exhibition, even if more than one student is exhibiting in the same space. What constitutes a “focused and significant body” must be part of the conversation with the thesis committee as these determinations vary depending on the nature and form of the works to be exhibited. The exhibit schedule and space used for the exhibition must be approved by the thesis committee. Space on campus can be used for this exhibition. However, a student may secure an exhibition space outside of MSU galleries for the thesis exhibition. If this option is taken, the space must be confirmed and accepted by the student’s MFA thesis committee at the time the thesis text is finalized and approved by the thesis committee. The installation of the exhibition will be the student’s responsibility and must meet professional standards, for which the thesis committee will serve as guide.

Written document.

The written thesis will serve to document the work within the thesis exhibition and to provide a narrative description of the work’s development and theoretical framework, including influences, and its significance within the discipline(s). This document should include substantial visual documentation appropriate to the media. An approved template for the format will be provided the first semester the thesis work begins. Once the committee has given final approval/acceptance of the thesis, students are required to submit four, printed copies in final, approved bound form to the Graduate Coordinator (two of which are for the university library collection; one for the Art & Design Department’s Visual Resources Collection; and one for the Thesis Chair); and one digital copy in approved form. **The published deadlines for each stage of thesis development, from abstract to final, will be available before the semester the thesis is undertaken.**

Exhibition documentation.

To serve as an archive of student work, all thesis exhibitions must be documented with high-resolution, digital photographic files depicting the work and its installation. For work not suitable for still-photographic documentation, high-quality alternative documentation appropriate to the media is expected. Documentation must be approved by the Graduate Coordinator before the degree can be awarded.

Review criteria. The committee will assess whether you have satisfactorily completed the thesis requirements within the degree program. Students will be rated: satisfactory or non-satisfactory based on the following criteria:

- + focused and significant body of work within their discipline(s)
- + demonstrated professional competence/depth of knowledge within their discipline(s)
- + understanding within their discipline(s)
- + ability to think independently
- + ability to integrate and synthesize information associated with their discipline(s)
- + awareness of current issues and developments that are influencing their discipline(s)
- + ability and potential for expansion and evolution of their discipline(s)

- + capabilities in the creation, dissemination, documentation of their work within the discipline(s)
- + effective communication skills

If a student receives a 'satisfactory' rating, he/she will receive the recommendation of the committee to award the degree. A 'non-satisfactory' rating will result in the student being dropped from the program.

If you have questions, contact the Graduate Coordinator.

Committee Selection – Faculty members sign and date below acknowledging their participation

_____	_____	_____	_____
Major professor/advisor & Thesis Chair	date	Committee member	date
_____	_____	_____	_____
Committee member	date	Graduate Coordinator	date

MFA in Visual Studies Thesis Review

Student Name

Faculty Reviewer

Date

Instructions to faculty reviewers. These responses should honestly rate students' abilities demonstrated within the thesis exhibition, the written work accompanying the exhibition, the exhibition documentation and the oral examination/final critique. These ratings will be used to determine whether the MFA degree is awarded to the candidate.

_____ satisfactory

_____ non-satisfactory

Using the scale 1-5 (5 being the strongest), rate the student's demonstrated . . .

body of work in terms of significance (combined content and quantity)

1 2 3 4 5

body of work in terms of focus

1 2 3 4 5

professional competence/depth of knowledge within their field of study

1 2 3 4 5

understanding within his/her field of study

1 2 3 4 5

ability to think independently

1 2 3 4 5

ability to integrate and synthesize information associated with their field of study

1 2 3 4 5

awareness of current issues and developments that are influencing their field of study

1 2 3 4 5

ability and potential for expansion and evolution of their field of study

1 2 3 4 5

capabilities in the creation, dissemination, documentation of their work within their field of study

1 2 3 4 5

effective communication demonstrated within this review

1 2 3 4 5