

MFA in Visual Studies Graduate Studies Handbook

Table of Contents

Use of this handbook

Program Description

Advising

Scheduling Courses

Graduate Faculty

MFA Committee

Studio Assignments

Departmental Studio/Lab Access

Reviews & Requirements

Thesis Guidelines

Graduate Assistantships

Funding Opportunities

Appendix

Degree Requirements

Course Descriptions

Sample 3-year course progression

Program of study form

First-Year Review forms (faculty & student)

Second-Year Review forms (faculty & student)

Thesis Review forms (faculty & student)

Use of this handbook

The procedures that follow are a summary designed to assist graduate students pursuing the MFA in Visual Studies. They're offered as a guide for planning and fulfilling the requirements for the graduate degree.

Graduate students should familiarize themselves with the policies and regulations outlined not only within this handbook but the Graduate Catalog as well. The Graduate Catalog can be found on the Missouri State University web site.

Faculty may find this handbook helpful in outlining on-going, standard procedures/reviews.

This is a "living document" and may be updated frequently. Please ensure you have the most up-to-date copy. A current copy will always be available from the Art & Design web site:

Program Description (from the graduate catalog)

Advanced study in Visual Arts and Design with an emphasis placed on the student's individual research. The curriculum is specifically designed to be flexible to meet the individual research needs within contemporary, traditional and interdisciplinary approaches and media. The Department of Art and Design offers a wide range of facilities including graduate studios.

A variety of students with differing backgrounds and research interests is considered an important factor in the development of a scholarship community with an interest in developing original research.

Advising

Admitted students are expected to have the appropriate background to handle graduate instruction in studio art and/or design. If a deficiency is determined or revealed through the course of study, undergraduate coursework may be required before taking additional graduate courses.

The MFA candidate must earn a minimum of 60 hours to complete the degree. The Graduate Catalog has the complete, up-to-date degree requirements and course descriptions. A copy of these and example of a standard course-progression schedule are included in the appendix of this document.

The student and the major advisor will plan an individual program of study so that the student can meet his/her research needs within contemporary, traditional and interdisciplinary approaches and media. Major advisors are typically the faculty teaching the students' Directed Studies courses; incoming students are automatically assigned the Graduate Coordinator as their major advisor.

Every semester students need a release from their advisor in order to register for classes. A review of the program of study will occur before each registration period.

During the Second-Year Review, taken in what is typically the third semester of a full-time student's progression, a major advisor is declared by the student as part of the process and that status typically remains intact through the Thesis process. Any change in a student's major professor needs approval by the Graduate Coordinator.

Scheduling Courses

Students should check the on-line schedule for available classes as soon as it becomes available each semester to start planning their next semester coursework. This projected course schedule will also impact TA and GA assignments and the Graduate Coordinator will want to have this information as soon as it is available.

Dates for registration are available on the Registrar's web site. Many of the graduate courses require permission of the instructor. Students will need a registration release from their advisor before registering each semester. A review of his/her program of study should be conducted each semester.

Contact the Graduate Coordinator if there are any scheduling conflicts or in the case of registration difficulties.

Graduate Faculty

Only Graduate Faculty can teach 600-level or above courses. Graduate Faculty are faculty who have applied for and who have attained graduate faculty status. These are research-based appointments, faculty within the department and across the university approve the applications based on the criteria set by the department. Graduate faculty appointments are an on-going process.

Graduate faculty in the department, as of the date of this document's publishing:

Joshua Albers, Deidre Argyle, Fatih Benzer, Keith Ekstam, Dr. Billie Follensbee, Jacek Fraczak, Sharon Harper, Marcus Howell, Colby Jennings, Dr. Catherine Jolivette, Dr. Mitzi Kirkland-Ives, Sean Lyman, Eric Pervukhin, Jina Seo, Gwen Walstrand, Sarah Williams, Dr. Steve Willis, Vonda Yarberry

Contact the Graduate Coordinator if you have an interest in studying with a faculty member not listed above. The application process might be already underway.

MFA Committee

The MFA Committee is comprised of faculty who are charged with overseeing and guiding the development of the MFA program. This committee is also the core committee for making recommendations for admission into the program. Additional faculty will be brought in if the student's research interests appear to fall outside of the disciplines represented by the appointed committee.

Studio Assignments

Studios are intended to be used by the student for the development of his/her work for the degree program. Studios are assigned by the Graduate Coordinator, based on the available spaces in the department. Initial assignments are based on the following:

1. The nature of the student's intended work and how the physical characteristics of the space support this work
2. Seniority among students
3. Proximity to big equipment within the department (such as kilns) that the student plans to use in their work
4. Proximity or pairings with other graduate students who could act as mentors to first or second year graduate students.

If these circumstances change or the spaces are inappropriate in any way, contact the Graduate Coordinator.

Students will be assigned a studio for a maximum of six semesters, taking into account the program is 60-hours, and designed to be completed within three-years.

Students are responsible for returning the studio to the original state in which it was assigned: clean and freshly painted. Paint and supplies will be provided. Students must be prepared to vacate the studio space within 7 days of the last day of classes or make alternative arrangements with the Graduate Coordinator.

Students will be issued keys for their assignment studio spaces and have 24-hour building access.

Computers may be provided to Graduate Students for their studio use but only on a case-by-case basis, as they are available. They will be assigned based on the best configuration of what's available for the work being undertaken by the student. There are no guarantees adequate computing can be accomplished on these computers within private studios. Best access to highest performing resources will be found in the communal computer labs. You may request after-hours access to the labs via the Graduate Coordinator.

Computers must be checked out and returned through the Distributed User Support Specialist. The deadline for return of a computer is July 1.

Departmental Studio/Lab Access

Students will have access to all departmental facilities, but scheduled use will be determined on a space-by-space basis. Contact the individual faculty supervising the area or the Graduate Coordinator for information.

Reviews & Requirements

Below is an overview of the curriculum reviews for the MFA in Visual Studies. In the following sections are descriptions of the processes. Review forms for both students and faculty are located in the appendix at the end of this document.

Portfolio Submission Requirement	end-of-each-semester
First-Year Review	end of the semester that Art 702 Directed Studies is undertaken
Second-Year Review	within the semester that Art 703 Directed Studies is undertaken
Second-Year Probationary Review	within the semester that Art 704 Directed Studies is undertaken
Thesis Review	during the second semester of Art 799 Studio Thesis

Portfolio Submission Requirement

The purpose of this requirement is to form an on-going library/archive of materials that represents the MFA in Visual Studies program.

Process

Every semester a student is enrolled in the Visual Studies program, he/she is required to submit documentation of at least one work completed or in-progress that semester.

Each represented work submitted must have a written statement accompanying it. The statement will describe the work being documented, the processes used to create it, and the significance of the work to you, the artist and your developing body of work.

Documentation of the work must be in digital format. Documentation in the form of still images must be at least 300 dpi and 7200 x 7200 pixels; video must be at least 1080p (1920x1080, 29.96 fps); sound must be AIFF, uncompressed.

Any variation to the above format must be approved by the Graduate Coordinator.

Files must be submitted to the Graduate Coordinator before the end of the final exam period or your university record will show an encumbrance, which will keep you from enrolling in future semesters and halt any release of official transcripts.

Unless the student specifies otherwise, this documentation may be used for promotional purposes for the university, in print or on-line.

The Graduate Coordinator is available to answer questions.

First-Year Review

The purpose of this review is for students to reflect on the overall development of their course of study. The collected materials will be used by faculty to help guide the students along their individual curricular paths, towards the ultimate goal of the thesis. Feedback from faculty will be provided to the student after the review. In addition, the review will also be used to gauge the program's level of effectiveness as part of the department's on-going assessment process.

Process

This review occurs towards the end of the semester that Art 702 Directed Studies is undertaken. The Graduate Coordinator will announce the deadline for all reviews within the first two weeks of the beginning of every semester.

Completion of this review is required for matriculation within the program. The format and instructions for submitting student materials are located in the appendix of this document.

Once the Graduate Coordinator has collected the review materials from the students, he/she will make them available on a departmental server for distribution to faculty involved in the review process. Instructions to faculty will be included at the announcement of the review process. Faculty review forms are also included in the appendix of this document.

The Graduate Coordinator will compile and submit the information for assessment documentation in accordance to the departmental plan. The Graduate Coordinator will schedule a meeting with individual students to relay a summary of the faculty feedback and to incorporate that information into the on-going discussion about the student's direction and course of study.

Second-Year Review

The purpose of this review is to assess individual students are making satisfactory progress within the degree program. Completion of this review is required for matriculation within the program.

If a student receives a 'satisfactory' rating, he/she continues to prepare for the final thesis review. If a student receives a 'probationary' rating, the review will be re-administered within the following semester. The student must show improvement to a 'satisfactory' rating within that time period or receive a 'non-satisfactory' rating. A 'non-satisfactory' rating will result in the student being dropped from the 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

Process

This review occurs within the semester that Art 703 Directed Studies is undertaken. The Graduate Coordinator will announce the deadline for all reviews within the first two weeks of the beginning of every semester. The format and instructions for submitting student materials are located in the appendix of this document.

Committee selection

Each student will choose three faculty he/she feels know his/her work best and/or those that he/she feels can provide the most valuable feedback towards his/her research development. Two of the three faculty must be faculty from the Art & Design Department, the third member of the committee can be from another department within the University. The Graduate Coordinator is automatically the fourth member of the committee.

Soon after the student has submitted the completed Second-Year Review form to the Graduate Coordinator, the date and location of the review will be announced. After the date has been announced, the student will 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.

Major advisor/major professor selection

One of these faculty members chosen for this review must be named the student's "major advisor" with

the intention that this role and title extend through the student's Thesis Review. The major advisor must be a member of the Art & Design Department. Changes to the student's designation of major advisor must receive the approval of the Graduate Coordinator.

Review

During the review the student will present his/her work. Faculty will participate in the critique of the work and engage in discussion over the work's development and direction.

Review results

Once the Graduate Coordinator has collected the completed review forms from the faculty, he/she will compile and submit the information for assessment documentation in accordance to the departmental plan. The Graduate Coordinator will compile a summary of the faculty feedback for the student's major advisor. The major advisor will then schedule a meeting with student to relay the results and to incorporate that information into the on-going discussion about the student's direction and course of study.

Thesis Review & Guidelines

The purpose of this review is to determine whether the student has satisfactorily completed the thesis requirements within the degree program. This review takes into consideration the exhibition, the written thesis document, the thesis documentation and the thesis defense.

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.

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

Process

This review occurs within the second semester that Art 799 Graduate Studio Thesis is undertaken. The Graduate Coordinator will announce the deadline for all reviews within the first two weeks of the beginning of every semester. The format and instructions for submitting student materials are located in the appendix of this document.

Committee selection

The professor of the Art799 course is considered the chair of the Thesis Committee. Students, with the help of their Thesis Committee Chair, will choose two additional faculty they feel know their work best and/or those who can provide the most valuable feedback towards their research development. One of the two additional faculty must be faculty from the Art & Design Department, the second member of the committee can be from another department within the University but must be related to the thesis. The Graduate Coordinator is automatically the fourth member of the committee.

Exhibition

The major component of the thesis review involves the evaluation of the thesis work being exhibited. The quality and quantity of work exhibited should be consistent with the criteria listed above. 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. 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.

Before the end of the semester, prior to enrolling in Art799 Graduate Studio Thesis, the first draft of the abstract is due to the thesis committee along with the committee selection form; the thesis committee will return comments before the end of the semester so development can continue throughout the semester break. 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.

Committee Chair responsibilities

The Thesis Committee Chair serves as the mentor to the student for the preparation of the written and visual thesis. The Chair should consult and meet with the student on a regular basis; coach the student through committee protocols; advise on topic selection; guide the student in the writing and exhibition process; and, assist the student with selecting faculty members to serve on the committee. The Chair should also ensure that Committee Members are familiar with committee roles and the frequency in which members review the student's work. The Chair is also expected to communicate expectations for the entire thesis submission and review process to the student.

Committee responsibilities

Faculty members serving on the MFA Thesis Committee are expected to help students understand the importance and expectations of each stage of the thesis process. Thesis Committee members are also expected to clearly communicate their availability to students and the Graduate Coordinator, including summer semester schedule, travel, sabbatical, and other commitments. In addition, all Thesis Committee members must respect the thesis due dates and provide feedback on drafts and revisions within timeframes specified in the Thesis Submission Schedule. While the Thesis Committee Chair has the primary responsibilities and prerogatives in scheduling the review process, is working most closely with the student and giving the most guidance, all Committee members should provide guidance throughout the course of the thesis process. Committee members also understand that while the completion of each step is ultimately the responsibility of the student, the members share the responsibility to ensure that the student knows how to do these tasks.

Student responsibilities

First and foremost, students are responsible for familiarizing themselves with the thesis guidelines and processes. Each student is responsible for working with the Thesis Committee Chair to establish and meet deadlines, schedule committee meetings, secure and complete the necessary paperwork and forms, and maintain channels of communication with all Committee Members.

The student will also note that special considerations are at play with each exhibition venue. It is the student's responsibility to identify and closely adhere to the guidelines of the exhibition space where the thesis exhibition is being staged.

Ultimately, the underpinnings to a successful thesis lie in the production of an exceptional body of creative work, developed via a strong, dedicated, thoughtful and well-managed studio practice.

Graduate Assistantships

Application process	From Grad College web site and/or in the program application
Responsibilities/ Renewal	Please be advised that Graduate Assistants are to complete a minimum of 6 hours of graduate course work (600-level or above) and maintain a 3.0 GPA during each semester of appointment to maintain their eligibility. If you withdraw from courses during the semester or you demonstrate poor performance in the GA assignment, your GA assignment may be terminated. A graduate assistant is expected to provide approximately twenty hours of department service per week in return for the financial support during graduate study.
Assignments	Assignments for the immediately upcoming semester will be addressed toward the end of the semester the student is currently working.
Graduate College training schedule	See the Graduate College website/calendar or contact the Graduate Coordinator
Compliance Training	<p>The university requires GAs and TAs to complete what is called “institutional equity and compliance training”. What this means is that to be compliant with government regulations, employees need to demonstrate certain awareness of:</p> <p>Preventing Discrimination and Harassment Preventing Sexual Misconduct (Title IX)</p> <p>The link to the information describing the training: https://www.missouristate.edu/human/compliance-training.htm</p> <p>GAs get access to the system when they are entered in Banner as an employee - at that time the training can be accessed and completed. I</p>
Funding Opportunities	<p>The Graduate College offers money for thesis research, non-thesis research and travel. Information and application dates can be found here:</p> <p>https://graduate.missouristate.edu/currentstudents/Funding.htm</p>

Appendix

Degree Requirements

as printed within the Graduate Catalog

A minimum of 60 hours of coursework is required, ordinarily distributed over six semesters and three years.

Core Courses

Course Code	Course Title	Credit Hours
<u>ART 692</u>	Art and Theory	3 hrs
<u>ART 699</u>	Graduate Studio	15-21 hrs
<u>ART 701</u>	Directed Graduate Studio I	3 hrs
<u>ART 702</u>	Directed Graduate Studio II	3 hrs
<u>ART 703</u>	Directed Graduate Studio III	3 hrs
<u>ART 704</u>	Directed Graduate Studio IV	3 hrs
<u>ART 710</u>	Professional Practices	3 hrs
<u>ART 798</u>	Graduate Studio Seminar	6 hrs
<u>ART 799</u>	Graduate Studio Thesis	12 hrs
<u>ART 797</u>	Teaching Practicum	0-3 hrs
	Approved Elective	0-3 hrs

In addition to the above, select 3-6 hours from the following Art History courses:

Course Code	Course Title	Credit Hours
<u>ART 672</u>	Medieval Art	3 hrs
<u>ART 675</u>	Art of the Renaissance	3 hrs
<u>ART 678</u>	Baroque Art	3 hrs
<u>ART 680</u>	Modern Art	3 hrs
<u>ART 684</u>	Contemporary Art	3 hrs
<u>ART 685</u>	Art of Mesoamerica	3 hrs
<u>ART 688</u>	Basic Conservation of Art and Artifacts	3 hrs

Students are encouraged to incorporate coursework from other departments in the university as appropriate to their research. Courses that could be considered as substitutes for ART 699 and an art history elective, pending advisor approval, are listed below. Note that prerequisites may apply. Other courses could be considered on an individual basis, pending Graduate Coordinator approval.

Course Code	Course Title	Credit Hours
<u>LIS 604</u>	Reference	3 hrs
<u>LIS 634</u>	Introduction to Storytelling	3 hrs
<u>MED 661</u>	Sound Mixing	3 hrs
<u>MED 662</u>	Digital Filmmaking and/or	3 hrs

<u>MED 697</u>	Advanced Studies in Media	
<u>LIS 602</u>	History of Books and Libraries	3 hrs
<u>MED 681</u>	Issues in Media Ethics	3 hrs
<u>MED 670</u>	Film Theory	3 hrs
	and/or	
<u>MED 680</u>	Media in Politics	

Additional Degree Requirements

A student's Program of Study is subject to the approval of the Graduate Coordinator in consultation with the major professor or faculty from the area of directed research. Additional coursework may be required to accommodate undergraduate deficiencies.

A probationary review will be conducted at the end of the third semester (during ART 703) evaluating a student's progress toward his or her thesis development and a unified body of work. A less than satisfactory review could result in dismissal or additional coursework with a follow up review to assess progress.

The thesis requirement consists of the following:

1. the graduate exhibition/presentation of a substantial and accomplished body of original works of art of design during the final semester of the student's program;
2. a written document pertaining to the work exhibited/presented, the character of which is determined by the area of study;
3. a final oral examination will be taken when the student has completed the program of study and the graduate exhibition/presentation, and a copy of the written document has been distributed to each member of the supervisory committee;
4. approved documentation of the graduate exhibition/presentation is to be submitted for the record to be kept by the Art and Design department.

For the awarding of the MFA degree, the following is required:

1. satisfactory completion of all coursework (no grades lower than a "B" in any graduate course);
2. thesis requirements, as above;
3. positive recommendation by the thesis committee.

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.

Course Descriptions for Art & Design Graduate Art History, Studio courses and approved outside electives

ART 672 Medieval Art Prerequisite: 3 hours of art history at the undergraduate upper division level or graduate level and permission of instructor. Painting, sculpture, and architecture of Europe from the fourth century through the fourteenth century. The course emphasizes the development of a distinctly European art and culture. May be taught concurrently with ART 472. Cannot receive credit for both ART 672 and ART 472. Credit hours:3; lecture contact hours:3; lab contact hours:0.

ART 675 Art of the Renaissance Prerequisite: 3 hours of art history at the undergraduate upper division level or graduate level and permission of instructor. A survey of painting, sculpture, and architecture in Europe from 1300-1575. May be taught concurrently with ART 475. Cannot receive credit for both ART 675 and ART 475. Credit hours:3; lecture contact hours:3; lab contact hours:0.

ART 678 Baroque Art Prerequisite: 3 hours of art history at the undergraduate upper division level or graduate level and permission of instructor. The major figures and developments in art and architecture from Mannerism through the Rococo in Italy and Northern Europe. May be taught concurrently with ART 478. Cannot receive credit for both ART 678 and ART 478. Credit hours:3; lecture contact hours:3; lab contact hours:0.

ART 680 Modern Art Prerequisite: 3 hours of art history at the undergraduate upper division level or graduate level and permission of instructor. A study of the objects, artists, ideas, and movements which are a part of the modern and late modern tradition from the mid-19th Century through the period following the Second World War. May be taught concurrently with ART 480. Cannot receive credit for both ART 680 and ART 480. Credit hours:3; lecture contact hours:3; lab contact hours:0.

ART 684 Contemporary Art Prerequisite: 3 hours of art history at the undergraduate upper division level or graduate level and permission of instructor. This course will emphasize the issues raised during the transition to "Post-Modern" culture in the last decades of the 20th Century and the beginning years of the 21st Century. The approach and the assignments will employ theoretical and critical as well as historical thinking. May be taught concurrently with ART 484. Cannot receive credit for both ART 684 and ART 484. Credit hours:3; lecture contact hours:3; lab contact hours:0.

ART 685 Art of Mesoamerica Prerequisite: 3 hours of art history at the undergraduate upper division level or graduate level and permission of instructor. The art and architecture of Mesoamerica and the cultures that produced it. May be taught concurrently with ART 485. Cannot receive credit for both ART 685 and ART 485. Credit hours:3; lecture contact hours:3; lab contact hours:0.

ART 688 Basic Conservation of Art and Artifacts

Prerequisite: 3 hours of art history at the undergraduate upper level or graduate level and permission of instructor. This course combines advanced art historical study and research of art and artifacts with a hands-on introduction to basic conservation techniques. May be taught concurrently with ART 488 and/or MST 488. Cannot receive credit for both ART 688 and ART 488 and/or MST 488. Credit hours:3;

lecture contact hours:2; lab contact hours:2.

ART 692 Art and Theory Prerequisite: 3 hours of art history at the undergraduate upper division level or graduate level and permission of instructor. This course will introduce students to a range of critical art theories from the late 19th Century through the 21st Century, addressing what has been thought and written about art from various perspectives. May be taught concurrently with ART 492. Cannot receive credit for both ART 692 and ART 492. Credit hours:3; lecture contact hours:3; lab contact hours:0.

ART 699 Graduate Studio Prerequisite: permission of instructor. Individual graduate studio research in visual art/design. May be repeated for credit. Credit hours:3; lecture contact hours:0; Lab contact hours:6.

ART 701 Directed Graduate Studio I Prerequisite: admission to the MFA in Visual Studies program and permission of instructor. Graduate studio research in visual art/design in preparation for thesis development. Course content to be determined by the student under the supervision of a graduate faculty member. Credit hours:3; lecture contact hours:0; Lab contact hours:6.

ART 702 Directed Graduate Studio II Prerequisite: ART 701 and permission of instructor. Continuation of ART 701. Graduate studio research in visual art/design. Course content to be determined by student under the supervision of a graduate faculty member. Credit hours:3; lecture contact hours:0; Lab contact hours:6.

ART 703 Directed Graduate Studio III Prerequisite: ART 702 and permission of instructor. Continuation of ART 702. Graduate studio research in visual art/design. Course content to be determined by student under the supervision of a graduate faculty member. Credit hours:3; lecture contact hours:0; Lab contact hours:6.

ART 704 Directed Graduate Studio IV Prerequisite: ART 703 and permission of instructor. Continuation of ART 703. Graduate studio research in visual art/design. Course content to be determined by student under the supervision of a graduate faculty member. Credit hours:3; lecture contact hours:0; Lab contact hours:6.

ART 710 Professional Practices Prerequisite: permission of instructor. A comprehensive study in theoretical and practical aspects of succeeding as a practicing artist or designer both inside and outside the academic setting. Students will survey the procedure and common practices expected of the artist or designer as a productive member of the professional community and educator in the field. This course should be taken before the Thesis course at the end of the student's graduate career. Credit hours:3; lecture contact hours:3; lab contact hours:0.

ART 797 Teaching Practicum Prerequisite: permission of instructor. This course will address topics unique to university art and design faculty and professional practices in various fields teaching visual studies. Successful completion of this course is needed to participate in Missouri State University's Teaching Assistant Program or to become a Per Course (or adjunct) instructor while enrolled in the MFA program. Students will survey topics pertaining to effective university level instruction through the

exploration of course development, organization and public communication skills. Topics such as how and why students learn, where to find teaching resources and how to refine a learning environment will be discussed through a variety of formats and activities in the class. A mentor/mentee program will also be a component of this course to allow students to shadow experienced professors and learn through observation. Credit hours:3; lecture contact hours:1; lab contact hours:4.

ART 798 Graduate Studio Seminar Prerequisite: permission of instructor. Seminar exploration of current formal and conceptual problems in visual art/design through discussion and critique of study research. May be repeated for a total of 6 hours. Credit hours:1; lecture contact hours:0; lab contact hours:2.

ART 799 Graduate Studio Thesis Prerequisite: permission of instructor. Concentrated activity in the major field of study in preparation for the thesis exhibition/presentation. May be repeated for credit. Credit hours: 6; Lecture contact hours:0; Lab contact hours: as determined by project.

Outside the Department

LIS 602 History of Books and Libraries History of books and libraries from the earliest times to the present; influence and importance of the book and the library in society throughout history. May be taught concurrently with LIS 502. Cannot receive credit for both LIS 502 and LIS 602. Credit hours:3; lecture contact hours:3; lab contact hours:0.

LIS 604 Reference Prerequisite: LIS 600. An introduction to basic, general print and electronic reference sources. May be taught concurrently with LIS 504. Cannot receive credit for both LIS 504 and LIS 604. Credit hours:3; lecture contact hours:3; lab contact hours:0.

LIS 634 Introduction to Storytelling Introduction to the art of storytelling and development of skills in finding, preparing, and delivering stories to grades K-12; analysis and review of storytellers' resources; exploration of a wide variety of styles and methods of telling to facilitate the planning and presentation of storytelling programs in the school media center or classroom and include traditional storytelling across the curriculum. Credit hours:3; lecture contact hours:3; lab contact hours:0.

MED 661 Sound Mixing An in-depth exploration of the art of sound design for digital film and TV. Students will learn how to carry out the aesthetic considerations of sound through the mixing process. Emphasis will be placed on advanced sound editing for sub- and final mixing, mix engineering, sound-effect processing and surround-sound practice. Students will learn how to mix a movie's dialogue, sound effects, ambience and music into stereo and surround tracks. May be taught concurrently with MED 561. Cannot receive credit for both MED 661 and MED 561. Credit hours:3; lecture contact hours:3; lab contact hours:1.

MED 662 Digital Filmmaking Prerequisite: MED 461 or MED 462 or MED 465. A film-style production class in high-definition digital filmmaking. Students will form small production teams to plan, design, and produce short narrative films. May be taught concurrently with MED 562. Cannot receive credit for both MED 662 and MED 562. Credit hours:3; lecture contact hours:2; lab contact hours:2.

MED 670 Film Theory An analysis of the art of film by using classical and contemporary film theory to investigate such aspects as the relationship between form and content, visual style, and the nature of pictorial motion. Weekly screenings and discussions of short film excerpts, complete classics and contemporary films. May be taught concurrently with MED 570. Cannot receive credit for both MED 570 and MED 670. Credit hours:3; lecture contact hours:3; lab contact hours:0.

MED 680 Media in Politics An in-depth examination of the role of print and electronic media in American politics. Emphasis is placed on media coverage of government, social issues, and political campaigns. The course examines both the strategies of paid media and the media's coverage of politics as news. May be taught concurrently with MED 580. Cannot receive credit for both MED 580 and MED 680. Credit hours:3; lecture contact hours:3; lab contact hours:0.

MED 681 Issues in Media Ethics An investigation of fundamental ethical issues and their implications for media practitioners. Responsibilities of media practitioners to the public, advertising agencies, the government, and special interest groups will be examined. Special attention will be paid to the possibility of conflict between the business of media and general ethical considerations. May be taught concurrently with MED 581. Cannot receive credit for both MED 581 and MED 681. Credit hours:3; lecture contact hours:3; lab contact hours:0.

MED 697 Advanced Studies in Media Prerequisite: permission of instructor. In-depth examination of a special topic in media. Variable content course. May be repeated to a total of 6 hours. May be taught concurrently with MED 597. Cannot receive credit for both MED 597 and MED 697. Credit hours:3; lecture contact hours:3; lab contact hours:0.

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 699 Graduate Studio OR ELECTIVE	3	ART 699 Graduate Studio OR ELECTIVE	3
ART 797 Teaching Practicum or ELECT	3	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 699 Graduate Studio OR ELECTIVE	3	ART 699 Graduate Studio OR ELECTIVE	3
ART 692 Art and Theory	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 Graduate Studio OR ELECTIVE	3	ART 699 Graduate Studio OR ELECTIVE	3
	10		10
		Total	60

Emphasis/Thesis = 24

Studio and or Other Approved Electives = 18-21

Grad Seminar = 6

AH/Theory = 6-9

Teaching Practicum = 0-3

Prof Practices = 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