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Introduction

a. Welcome

This manual is written with you, the new or continuing graduate student in mind. Please read and refer to this manual as you begin and progress in your studies in the NMSU Art Department. The rules and procedures described herein are in addition to and take precedence over those of the NMSU Graduate School. This handbook serves as a contract between you and the Art Department Faculty and to this extent provides you with informed consent to those expectations that we have of every Department of Art graduate student.

In the event that you have questions or concerns over any aspect of your MFA program the MFA advisor will assist you. Please avail yourself of their assistance; one of the most important aspects of a successful graduate experience is open and clear communication among all those concerned.

The Department of Art is located in Williams Hall and Williams Hall Annex, building 10 and 11, http://www.nmsu.edu/General/Maps. Our office hours are Monday through Friday 9:00 AM to noon and 1:00 PM to 5:00 PM (MST). Our main office number is 575 646 1705.

b. Graduate Catalog

The graduate catalog is online at http://catalog.nmsu.edu/ and will provide you with current information regarding registration, financial aid, grades, housing and payment plans.

c. Department Mission

Within the scope of the university’s land-grant mission, the Department of Art serves a diverse population through a dynamic, rigorous array of studio, art history, and art conservation course offerings. Students are given the opportunity to develop their artistic, intellectual and professional skills through engagement with materials, techniques and concepts. Critical theory and analysis underpin art history and studio offerings at all levels. The student experience is also enriched through an active visiting artist program, and the University Art Gallery which maintains a permanent collection of historic and contemporary works as well as hosting rotating exhibitions.

d. MFA in Studio Art and MA in Art History

Students are encouraged to work across disciplines and cultivate their personal visions with the broad context of 21st-century art and art history. The department supports work in and across the
following areas: ceramics, graphic design, jewelry and metalsmithing, painting and drawing, photography, printmaking and sculpture.

The MA in art history can concentrate on the periods from the Medieval to Contemporary including non-western studies in the arts of the Americas and China.

e. Graduate Committee

The Department of Art graduate committee is comprised of graduate faculty members. It is the role of this committee to organize and oversee the various activities specifically linked with the Graduate Program. If necessary, the committee serves as a liaison between the gallery director and the graduate students during the planning and installation of the thesis exhibition.

Members of the graduate committee in consultation with the Department Head handle issues of discipline, misconduct, academic probation, etc. with students and/or between students and faculty members. Refer to Appendix.

The graduate committee brings matters regarding policies and procedures to the full faculty for discussion and decision-making.

Program Requirements

a. Admission Requirements

Requirements for admission to the MFA program in studio art are an accredited BA, BS, or BFA degree with at least 45 credits in studio art courses and 15 credits in art history. Accepted applicants may correct deficiencies while enrolled in the program provided this is done before advancement to candidacy. Exceptions to these requirements may be considered by the MFA advisor.

b. MA Transfers

With the consent of the graduate committee and department head, students who have earned a MA degree from another institution may be considered for advancement to candidacy upon completion of one semester or 9 credit hours in residence at NMSU. However, the number of credits to be transferred will be determined by the MFA advisor and department head in consultation with the graduate school before consideration for candidacy.

At the master's level, students must take at least 50 percent of the course work required for the degree from NMSU faculty to meet the residency requirements for their degree. Transfer credits
must meet the same time-limit requirements (seven years) as graduate classes at accredited universities. Course work taken elsewhere after initiation of graduate school at NMSU must have prior approval of the department head and the Dean of the graduate school if such work is to be transferred. “Request for Transfer of Credit” forms are available at Graduate Student Services.

c. Residency Requirements

Students are required to be in residence and enrolled full time (9 credit hours) in classes while in the MFA program at NMSU.

d. Academic Requirements and Expectations

The Master of Fine Art curriculum offered by the NMSU Department of Art is structured in accordance with the guidelines set forth by the College Art Association (CAA).

The MFA is considered to be the terminal degree in the studio arts and qualifies a degree recipient to engage in research and teaching activities at the college and university level.

Students enrolled in the graduate program are expected to conduct themselves with the highest level of professionalism and will be evaluated on commonly accepted standards.

While it is both understandable and legitimate that MFA candidates may be pursuing graduate level studies in visual art for a variety of reasons it is important to stress that the Art Department offers an academic graduate degree. Therefore students will be evaluated on demonstrated competency based on the following criteria:

1. The competent execution of a body of work that exhibits technical mastery and intellectual engagement in the candidate’s chosen media area(s). Artwork should reflect an understanding of the fundamental principles of design, composition, material use, ideation and content generation.

2. The capacity to coherently articulate the thought processes that informs the artwork through verbal and written forms.

3. A clearly defined research program and reading list that is relevant to the aims of each individual student’s artwork.

4. A demonstrable understanding of both historic and contemporary practice in the candidate’s chosen media area(s) and the capacity to critically evaluate artwork.

5. Exposure to and understanding of the professional opportunities for exhibition, publication and employment in the visual arts. Students will be expected to develop skills for the presentation of work as per accepted industry standard.
6. Successful participation in: graduate studio visits; semester review events; candidacy meetings; graduate committee meetings; a final oral examination; and the completion of a thesis exhibition and a written thesis document. Specific requirements for graduate student review events, candidacy meetings, and thesis guidelines are enumerated in the Policies and Procedures Section of the graduate handbook.

7. Graduate students must maintain a minimum 3.0 GPA to remain in the program in good standing. Students who do not maintain a minimum GPA will be placed on academic probation for up to one semester with the expectation of improved performance. In the event that minimum GPA requirements are not met, enrollment in the graduate school shall be suspended (see graduate catalog for full details). Students may not hold a Graduate Assistantship or Teaching Fellowship while on academic probation.

The arts are a highly competitive field and post-graduate opportunities are very limited. The Department of Art’s MFA curriculum is targeted at developing core competencies that are considered essential for a successful career in the arts. The Department of Art seeks to promote a rigorous course of study so that graduates will have the best possible chance for success.

e. Program Requirements (60 cr.)

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art history courses</td>
<td>9 cr.</td>
</tr>
<tr>
<td>Non-art courses</td>
<td>6 cr.</td>
</tr>
<tr>
<td>Studio thesis</td>
<td>6 cr.</td>
</tr>
<tr>
<td>Graduate Seminar: Art Theory, Criticism, Historiography (ART 579)</td>
<td>3 cr.</td>
</tr>
<tr>
<td>Graduate Studio Seminar: Art 596</td>
<td>12-18 cr.</td>
</tr>
<tr>
<td>Studio Electives</td>
<td>18-24 cr.</td>
</tr>
</tbody>
</table>

f. Suggested Course Sequence for MFA

The MFA advisor will work with graduate students to determine the optimum sequence of courses taken. Follows is a suggested sequence.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art 596</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Art Historiography</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>9 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art 596</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Art History</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>9 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art 596</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Art History</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>9 hours</td>
<td></td>
</tr>
<tr>
<td><strong>Fifth Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art 596 or Elective</td>
<td>6 hours</td>
<td></td>
</tr>
<tr>
<td>Outside Class</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Thesis</td>
<td>3 hours</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>12 hours</td>
<td></td>
</tr>
</tbody>
</table>
In order to fulfill the 60 total credit hour requirements, students must take 12 hours in two of the six semesters in residence or take hours during the summer.

g. Program Sequence

Semester 1- Semester Review – Full Faculty
- Development of basic reading list
- Thoughtful and well composed artist statement
- Evidence of a significant amount of work showcasing exploration, and experimentation
- Initial exploration of specific concepts as suggested in statement
- Formulation of strategies for deeper investigation

Semester 2- Semester Review-Full Faculty
- Continued development of reading list
- Thoughtful, well-composed artist statement that reflects the capacity for self-evaluation and engagement with the concepts set forth in the reading list
- Evidence of a significant amount of work showcasing a more focused exploration and investigation of specific content as suggested in statement and evidence of a continued clarification of ideas

Semester 3- Candidacy- Full Faculty
Option A: Pass candidacy, proceed with program as scheduled.
Option B: Not pass candidacy, remain in the program for at least one additional semester beyond originally expected graduation date and come up for candidacy again the following semester with a new set of work
- Evidence of a significant amount of new work showcasing a comprehensive understanding of the specific concepts developed in the artist statement (not a chronological presentation of work done in program thus far)
- Thoughtful, well-composed artist statement that reflects an engagement with and comprehension of the concepts set forth in the reading list
- Select Thesis Committee
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Semester 4- Thesis Committee Meeting-Thesis Proposal with Annotated Bibliography

- Clear, thorough thesis proposal that outlines the intended trajectory of research over the remaining development of thesis work

Semester 5-Thesis Committee Meeting

- Evidence of continued development in research as evidenced through significant amount of work and an ability to confidently speak about the work

Semester 6- Thesis Committee Meeting and Orals

- Clear and articulate thesis paper approximately 6-10 pages in length that outlines the intent of the work and contextualizes it within an historical and/or contemporary framework. The thesis should engage the content and format of the artwork in specific, coherent terms. THESIS PAPER MUST BE TURNED IN TO THE THESIS COMMITTEE MEMBERS AT LEAST TWO WEEKS PRIOR TO ORALS EXAMINATION

Policies and Procedures

a. MFA Advisor

Each student will work closely with the Department’s MFA advisor. It is the role of the MFA advisor to mentor the student throughout his or her program. The MFA advisor’s prime responsibility is to direct each student regarding specific classes as well as an overall course of study. The MFA advisor may also attend studio visits each semester and participate in-group critiques as appropriate.

b. GPA Requirements

In order to remain in good standing in the MFA program a student must maintain an average GPA of 3.0. A grade of C or lower in an Department of Art graduate course is considered failing. In the event that a student fails a required course, they must repeat the class in order to get credit for it. If a student is awarded a graduate assistantship, he or she must maintain an average GPA of 3.0.

If a student does not attend his or her semester review he or she will receive a failing grade in their studio course. The student will then need to make up the semester review in the following semester, resulting in an additional semester of residency.
c. Semester Reviews for MFA

In the first two semesters, graduate students participate in a full-faculty review of their studio work for that semester. The reviews are scheduled near the end of each semester. Those present at the reviews are faculty and graduate students. All graduate students are expected to attend all reviews unless they conflict with their teaching schedule. Reviews are scheduled with students from respective semesters together. The reviews are 20 minutes in length for first and semester students. There is a 5-minute break between reviews.

At the beginning of each review, the MFA advisor introduces the student. One purpose of these reviews is to give you the opportunity to hear what faculty members outside of your area have to say about your work. Reviews also provide an opportunity for you to get to know faculty members so that you can make informed choices for your thesis committee members. Graduate studio seminar faculty will speak to students following the review to give feedback on the discussion, as well as to answer questions students may have.

Another purpose of the reviews is to aid students in developing critical analysis skills of their work and that of others. The review is in the form of questions and answers. Students are expected to thoughtfully answer questions about the work in such a way as to reveal their critical analysis skills and their understanding of the ideas expressed in the work.

Even though graduate students are expected to attend all of the semester reviews, the only review in which they participate in the discussion is that of their own work. It is advisable to encourage your peers to take notes because later you will benefit from getting their feedback on what they heard as compared to what you heard.

There are different expectations of students in each review. Generally speaking, the first semester’s review will consist of a dialogue on the student’s goals and expectations in regard to the work presented. The student should also be prepared to discuss what they’ve accomplished in their first semester and evaluate the results of these accomplishments. Students should always be aware of art historical influences on their work and how the work fits within a contemporary fine art context. It is important that the amount of work shown reflects an appropriate amount of time spent in the studio working throughout the course of the semester.

In the second semester review a student are expected, in addition to what is described above, to be goal oriented in the work and express with clarity what motivates the work and how results are evaluated. The work at this point should reveal an understanding of expressed goals and motivations. Students should be able to clearly explain one’s ideas, motivations, and goals. Answers to questions should show awareness of intentions and whether or not they are successfully realized. It should be apparent that the student is ready and able to successfully prepare for the candidacy meeting that will take place in the next semester.
The work should be presented in a professional manner for reviews, but two-dimensional pieces need not be framed or matted.

Each student will write an artist statement with an annotated bibliography to be distributed to the faculty and other students at the beginning of the review. The bibliography will be reflected in the statement. Expectations for these statements vary, depending on the student’s placement chronologically in the program. In the first semester, the statement will be more like a report of goals, beginning and end, a description of the work, a summary of what was learned from the process, and an evaluation of the results. In the second semester, statements will be more specific regarding intentions and ideas as well as how the end product compares with the beginning goals as stated.

The general tone of reviews is meant to be positive and constructive. The purpose is to discuss the work and how it is or is not functioning according to what the student describes in terms of ideas and intentions. The nature of the discussion results in varying opinions from faculty members. It is the student’s responsibility to determine what comments and suggestions are relevant to his or her work.

Each faculty member present at the semester review fills out an evaluation form that is given to the current instructors of the graduate studio seminar course who will offer feedback and direction to students after semester reviews and candidacy meetings on behalf of the faculty. See appendix for evaluation form.

d. Candidacy for Advancement to Thesis

At the end of the third semester of study each MFA student is required to have a candidacy meeting with the full faculty for advancement to the MFA degree. The graduate committee will arrange the days and times for these meetings and will notify students at the beginning of the semester.

The candidacy meeting will be forty-minutes in length, with a twenty-minute discussion afterwards.

In the event a student does not pass advancement, he or she will have one more opportunity to do so in the semester immediately following. In the event that the student does not pass the second advancement, they will be dis-enrolled from the MFA program.

Students are required to write a short (one page) candidacy statement to be distributed to the faculty one week prior to the candidacy date. This statement will include a discussion of works presented at candidacy and a plan for future thesis work. In this discussion, there will be an indication of how proposed future work relates to the work shown in the candidacy. The statement is to be written in a clear, logical, and organized manner, and address the work’s content. An annotated bibliography will accompany the statement.
The work for candidacy must be presented in a thoughtful and intentional manner. Usually students do not present work done in previous semesters at their candidacy meetings. However, if there are circumstances necessitating doing so the student can arrange this with the permission of the MFA advisor. In considering the particulars of your advancement presentation, you should consult with the MFA advisor and determine what he or she deems necessary.

The format for candidacy is similar to that of the MFA orals. It is a formal question and answer session. The student must be capable of speaking clearly of their intentions in the work and of critically evaluating their successes and/or failures in expressing them. Students should also be able to articulate their plans for future work that will make up the thesis show. This does not mean, however, that he or she is bound specifically to these plans in the future, as the work may evolve differently.

Results of the candidacy meeting are determined by evaluations based on the standards given above. Each faculty member present at the candidacy fills out a candidacy evaluation form (see appendix) that is given to the MFA advisor and later to the student. There will be a vote at the end of candidacy to determine whether the student passes or fails. Student will be notified immediately following the meeting of the results.

e. Thesis Committee

At the end of the third semester of study and after the candidacy, each graduate student proposes a thesis committee, and submits a form to the MFA advisor for approval. The thesis committee consists of three department faculty members, all of whom are graduate faculty. Check for updated list: http://gradschool.nmsu.edu/gradfaclist.php?orderby=dept

When choosing thesis committee members a student should consider carefully what the intended faculty member will contribute to the discussion of their studio work in preparation for the thesis exhibition. It is advisable to ask potential committee members for an individual studio visit prior to any decision. Before making a final decision it is also advisable to ask the potential member if he or she is willing to be part of the student’s thesis committee.

At the time of your oral examination, you are required to invite an outside graduate faculty member who will serve as the dean’s representative. Although the graduate school will appoint someone to fill this position, it is of beneficial to choose someone who is familiar with the student’s work. When taking an outside elective, it is useful to consider that one’s professor serve as the dean’s representative. Even though this person is not required to attend committee meetings or make studio visits, they often do so prior to the thesis exhibition.

Students are required to meet with their thesis committees at least once every semester after they pass candidacy and before their oral examination. It is to the student’s benefit to meet with the thesis committee as often as possible. It is the individual student’s responsibility to arrange the dates and times of meetings with their committee members.
f. Written Thesis Guidelines

The main goals of your written thesis should be:

1. To clarify the thematic/conceptual concerns of your MFA work.
2. To provide a clear and concise description of your process and how it informs your MFA work.
3. To place your MFA work within the context of contemporary art, art history and theory.
4. Annotated bibliography

The writing for the thesis should come out of previous writings you’ve done, for example, your artist’s statements for semester reviews and candidacy. It is advisable to begin working on the written thesis prior to one’s final semester.

The written thesis should be between six and ten (6-10) pages in length, typed and double-spaced, with 1” margins all around. Individual committee members may ask for a greater number of pages. The thesis must be edited and fully cited. Plagiarism will not be tolerated. The thesis for the MFA should be written in accordance with the most recent edition of the *Chicago Manual of Style*. 

A polished draft of your written thesis is to be given to the thesis committee at least two (2) weeks before the oral defense. After integrating feedback from the committee members, it is the responsibility of the student to submit an edited and final version of the written thesis to the Department of Art in order to fulfill degree requirements.

The chair of one’s thesis committee will be involved in the development, research, and writing of the thesis. It is your responsibility to contact other faculty members as needed to assist you in producing a suitable document.

In general, these are the basic guidelines for writing the thesis.

- The main ideas of the thesis must be clearly stated in the introduction and supported throughout the body of the paper. They will also be restated in the conclusion of the thesis.
- The organization of the paper must be clear. Each point will lead to the next without irrelevant digression.
- The writing will reflect a critical distance on the part of the writer. Expressing one’s opinion is valid; however, expressing feelings randomly and loosely associated with one’s thinking is not. It is necessary to account for one’s personal response by grounding it in evidence that supports the conclusions about the work.
The writing should make clear the relationships of conceptual, aesthetic, and technical aspects of the thesis exhibition and should do so in an integrated way. One way of facilitating this is to describe one’s work and use examples when making points. Students are encouraged to illustrate the thesis with images of the work.

g. Thesis Exhibition

Each student will have a thesis exhibition in fulfillment of the requirements for the MFA degree. Usually students graduate in the spring semester and the exhibition is held in the University Art Gallery. In the event that the student graduates in the fall semester, it is the student’s responsibility to find another venue for the exhibition. This venue must be agreed upon by all of the thesis committee members as being acceptable.

In preparation for the spring exhibition, graduating students will meet as a group with the gallery director and the graduate committee in the fall semester prior to their graduation. A calendar of scheduled future meetings and deadlines will be distributed at this time. All of the tasks listed below will be assigned a deadline date on this calendar.

At the given date, each student participating in the exhibition must provide the gallery director with a written proposal describing their exhibition. In this proposal students should indicate their plans for the space they will need. This includes how much space they anticipate needing and what, if any alterations they will need to make to the space. The proposal should also include any special need requests. The latter may or may not be provided depending on circumstances. Proposals should be detailed. This written document serves as a contract between the student, the graduate committee and gallery director.

Permission must be requested in order to paint gallery walls. If this is the case, it is the responsibility of the student to provide paint according to gallery specifications and to restore the walls to the original color after the exhibition closes.

Publicity for the exhibition will be arranged by the gallery director. In preparation for this, students will write a press release for distribution. Posters, postcards, and catalog design and distribution will be the responsibility of students. The gallery will provide a small stipend to cover part of the expenses. An artist statement and list of works with prices is due to the gallery director on the determined date.

The gallery director will give students a calendar of dates and hours when installation of the show will take place. All installation must be completed prior to the week of orals examinations. If special consideration is needed for hours and dates to install this must be negotiated with the gallery director.

The gallery will provide a modest sum of money for the opening reception. Students are responsible for planning and organizing the specifics of the reception. Gallery staff will take charge of the reception on opening night, including clean up afterwards.
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There will be specific dates for de-installing the exhibition. It is required that students take down their work and remove it from the gallery premises by the deadline. The gallery is not responsible for work that is not claimed by the due date.

Students will work in counsel with the graduate committee in all matters regarding the exhibition. If there are questions unanswered or problems that arise, it is essential that the student notifies the graduate committee immediately.

h. MFA Paperwork

In order to graduate, two documents must be submitted to the graduate school: the Application for Degree Form and the Final Exam Form. The Application for Degree Form can be accessed and submitted online via myNMSU. The Final Exam Form can be printed out from the graduate school website.

i. MFA Oral Exam

Each graduating student will take part in an oral examination the week prior to the Thesis Exhibition opening. The student will contact the thesis committee members including the outside member and arrange the meeting. Beforehand, the gallery director will distribute a list of potential meeting times to all candidates.

Oral examinations are no longer than 2 hours in length. The oral examination is in the form of questions and answers. Students are expected to defend the ideas in their thesis as well as those represented by the actual work. At the end of the discussion, the student will be asked to leave the gallery while the committee discusses the exam and determines whether or not the student passes. The student is then notified of exam results. In the event that a student does not pass the oral examination, he or she will be asked to remove their work from the exhibition.

In the event that an examination is adjourned to be resumed at a later date, the committee will clearly communicate in writing what is expected of the student before the next examination. The student will have 10 days to reschedule the examination in order to graduate in that semester. Otherwise the student will have until the beginning of the next semester to reschedule the exam. If the student does not pass the second exam, he or she will not earn the MFA degree.

The dean’s representative fills out the requisite paperwork which he or she gives to the graduate school.

j. Taking Leave of Absence from Program

A leave of absence from the program can be granted with the permission of the graduate school for up to one year and can be applied for by addressing a request for a leave of absence through the
Department Head to the Dean of the graduate school. The request should include the beginning date and anticipated ending date.

Leave of absence can be for professional or personal reasons. Leaves to accommodate special academic opportunities will be reviewed on a case by case basis for approval.

**k. Evaluation of Student Progress**

A student’s progress in the program is evaluated based on their GPA as well as on their creative output as evaluated in semester reviews and candidacy meetings.

**Teaching Assistantships (TA)**

**a. Qualification Requirements**

In order to qualify for a TA a student must have a 3.0 GPA. Also, the student must be enrolled full-time which is 9 credit hours in 400 level and above classes.

**b. Teaching Assistantship Awards**

At the end of each semester the MFA advisor, the Department Head and the graduate committee award TAs for the following semester. At this time, each student will receive an award letter stating the amount of the TAship (½ or full), their responsibilities, and supervisor. These awards are decided based on departmental needs and student qualifications. Financial need is not part of the consideration. Award of a TA one semester does not guarantee one in the next.

**c. Contract Dates**

TAs are responsible to be available for work on the dates specified in the contract. The contract usually begins the week before classes start and ends the last day of finals week. Speak to your supervisor if there are special needs regarding the contract dates. Failure to be available during these dates may result in the loss of your TAship.

**d. Work Schedule**

A half TA is 10 hours and a full TA is 20 hours. Students should not work more than the required number of hours per week. If unusual circumstances necessitate longer hours during a week, students should deduct the time from their schedule later in consultation with their supervisor. If there is a problem with the demands of a student’s TAship responsibilities and the number of hours
is more than allocated, the student should speak to his or her supervisor first. If the problem persists, the student will consult with the MFA advisor. In no way, will the student be penalized for bringing a problem to light.

Students will be given a work schedule at the beginning of each semester. This schedule should be arranged in such a way as to take into consideration the department’s needs as well as the student’s academic schedule.

e. Teaching Assistantship Oversight and Mentoring

It is the responsibility of one’s TA supervisor to mentor graduate students in the execution of their responsibilities. In some cases, the student will have responsibility for teaching a class and will be the teacher of record.

The faculty reserves the right to observe classes for evaluation purposes.

f. Duties and Responsibilities

At the beginning of each semester, students meet with their TAship supervisor. At this time he or she will provide specific information regarding the duties and responsibilities for that semester. For those students who teach a class or lab section all necessary information will be provided at this time. Grade records are state property and must be submitted to the departmental administrative assistant after final grades are issued each semester.

Monitoring a classroom or studio may be part of the teaching assistantship responsibilities. The time allotted for this would be a part of the hourly requirements and not in addition to them.

In order to ensure fair grading and resolution of disputes, TAs who are instructing classes should keep careful records of class attendance, completion of assignments, critique participation, and any other relevant material.

At the end of each semester, TAs will distribute Student Evaluation Forms to be filled out. The TAs must leave the classroom during this time after requesting that a class member take the completed forms to the department secretary. After grades are turned in at the end of the semester, TAs will be given copies of their evaluation forms to read. It is essential that the TAs show up on time for each scheduled class. If an emergency situation occurs, the TA’s supervisor is to be notified. In no case should the TA cancel the class without the direct permission of a supervisor.

If TAs need to attend events or participate in field trips that require their absence from scheduled class times, arrangements must be made ahead of time to cover classes. The TA supervisor will oversee these arrangements, but it is the TA’s responsibility to provide coverage of the class. Usually these conflicts can be resolved through exchange of time with other teaching assistants.
Failure to comply with this requirement would be sufficient reason to remove a teaching assistantship award.

g. Teaching Assistantship Termination

The TA’s supervisor will contact the department head regarding inadequate performance by a TA. The department head will write a warning letter to student and give copies to the MFA advisor and the dean of the graduate school. The letter will outline deficiencies and course of action for improvement. The student has 2 weeks from date of warning letter to make improvements. If the TA does not do so, the letter will be followed by termination of the TA award.

**Graduate Studio Space**

Students will be provided studio space appropriate to their media area to the extent that is possible based on available resources. Studio spaces are for ongoing production of artwork and are not general storage or living spaces. Storage of surplus furniture, clothing and other items that are not directly and immediately connected with art production is not allowed. Studios are to be kept clean and orderly. Storage of chemicals and hazardous materials must be authorized by the dept safety officer and accompanied by appropriate MSDS documentation. Unauthorized modification of studios is not allowed. Communal spaces are to be kept clear of unnecessary clutter. Misuse of studio space will be grounds for loss of studio privileges. Studios will be inspected by the graduate committee and the Department Safety Officer at the end of each semester or at other times as necessary.
Art Office

Office Hours: 9:00 a.m. – noon and 1:00 p.m. – 5:00 p.m. every weekday  
Holidays as listed in the back of the undergraduate/graduate catalog

Mail: Mailing Address: Department of Art  
New Mexico State University  
P.O. Box 30001, MSC 3572  
Las Cruces, NM 88003

Delivery Address: Department of Art  
New Mexico State University  
Williams Hall room 100  
1390 E. University Ave.  
Las Cruces, NM 88003

Mail is delivered to the Art Department once each day. The mail will be sorted and distributed ASAP. There is a mailbox in the office for each of you.

Copies: Copies are free when made for the class you are teaching. The copy machine is not available to students. Students may use Kinko’s, the Copy Center (Corbett Center) or the library. Please check with the front office to get your copy code number.

Department Keys: New students are issued a set of keys that will allow them access to the building and primary studio area. If you are a returning student, please turn in keys you are no longer using and let the front office know what keys you have.

Building repairs and maintenance: For replacement of bulbs, dripping faucets, doors and locks that don’t work, etc., please call the Safety officer Adam Labe at 646-2190. Adam Labe will place the work order to PPD (physical plant dept.). If it is an emergency, tell Adam that it’s a priority.

Room reservations: If you want to reserve the Conference Room or Critique Room it is your responsibility to sign them out in the date books located in the front office. When finished please return room to original condition.

Safety Rules and Procedures

There are strict rules and procedures for studio safety. It is important that all students respect and adhere to these rules. Adam Labe, the department safety officer will present the necessary information to everyone.
Responsibility and Accountability

Good environmental, health and safety practices are the responsibility of each NMSU faculty member, staff member, student, and visitor. The following is a summary of these responsibilities. The full EH&S Policy is on the safety web site and in the NMSU AP&P Manual.

Individual Responsibility

All New Mexico State University faculty, staff, and students are responsible for:

- Participating in mandated training programs provided by Environmental Health & Safety, supervisors and other instructors.
- Properly using university supplied materials, studios and equipment.
- Documenting all hazardous materials brought into the Art Department facilities.
- Using good judgment in carrying out work assignments and following established health and safety procedures.
- Promptly reporting unsafe conditions, environmental health hazards, as well as injuries and work related illnesses to the safety officer or program director.
- Giving due consideration to personal safety and the safety of others while performing assigned tasks and independent studio work.
- Strictly adhering to federal, state and university safety requirements and guidelines.
- Understanding that disregard or recurrent negligence of established policies and procedures can result in disciplinary action.

For additional information please contact:

Adam Labe
Safety Officer/Technician/ Building Monitor
NMSU Art Department
575 646-2190/ cell: 575 680-0887
adamlabe@nmsu.edu
Department of Art Policy and Procedure Handbook

For Master of Fine Arts in Studio

Art Department Faculty

Julia Barello, Department Head, M.F.A. (University of Wisconsin-Milwaukee)—Metals and Jewelry, jbarello@nmsu.edu

Tauna Cole-Dorn, M.F.A. (New Mexico State University)—Foundations, taucole@nmsu.edu

Craig Cully, M.F.A. (The University of Arizona)—Painting and Drawing, cullyc@nmsu.edu

Peter Fine, M.F.A. (The University of Arizona)—Graphic Design, fine@nmsu.edu

Julie Fitzsimmons, M.A. (New Mexico State University)—Art History/ University Honors Program, jfitzsim@nmsu.edu

Margaret Goehring, Ph.D. (Case Western Reserve University)—Art History, goehring@nmsu.edu

Silvia Marinas, M.A. Art Conservation (Universidad Complutense de Madrid, Spain and M.A. Anthropology New Mexico State University)—Conservation, smarinas@nmsu.edu

Katya Reka, M.F.A. (Indiana University)—Graphic Design, katya.reka@gmail.com

Rachel Stevens, M.F.A. (Syracuse University)—Sculpture, rsteven@nmsu.edu

Stephanie Taylor, Ph.D. (Boston University)—Art History, sltaylor@nmsu.edu

Elizabeth Zarur, M.F.A., Ph.D. (University of Georgia)—Art History, ezarur@nmsu.edu

Visiting Artists

Lauren Greenwald, M.F.A. (University of New Mexico) – Photo, greenie@nmsu.edu

Brian Widmaier, M.F.A. (Cranbrook) – Ceramics, bwidma@nmsu.edu

Full Time Adjuncts

Brett Thompson, M.F.A. (New Mexico State) – Printmaking, brettmt@nmsu.edu
Appendix I

Graduate Students Appeals

For up-to-date information on appeals, consult the following website under Graduate Students Appeals Board. http://catalog.nmsu.edu/grad-2012-2013/01-general/regulations.html
# Appendix II

**SEMESTER REVIEW FEEDBACK FORM, 1st and 2nd SEMESTERS**

Student Name ___________________________  Semester of Study ______

### Technical Skills / Visual Expression

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<tr>
<td>Satisfactory</td>
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<tr>
<td>Developing</td>
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Comments and Suggestions:
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### Communication Skills / Oral Expression

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Comments and Suggestions:
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### Analytical Skills / Written Expression

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Comments and Suggestions:
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(Please print)
Name of Reviewer ___________________________  Signature of Reviewer ___________________________
Appendix III

CANDIDACY FOR ADVANCEMENT FEEDBACK FORM

Student Name ___________________________  Semester of Study _________

Technical Skills / Visual Expression
Exceptional ______  Acceptable______  Not Acceptable ______
Comments and Suggestions:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Communication Skills / Oral Expression
Exceptional ______  Acceptable______  Not Acceptable ______
Comments and Suggestions:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Analytical Skills / Written Expression
Exceptional ______  Acceptable______  Not Acceptable ______
Comments and Suggestions:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Recommend to:  Pass ______  Not Pass_____
(Please print)
Name of Reviewer ___________________________  Signature of Reviewer ___________________________
New Mexico State University - Department of Art

Graduate Thesis Committee Form

Your name _____________________________ Date Submitted ______________

Committee Members

Name (Please print) Signature

Chair
1. _____________________________ _____________________________

2. _____________________________ _____________________________

3. _____________________________ _____________________________

Outside Member

_______________________________ _____________________________
Appendix IV

Graduate Studio Use Contract

New Mexico State University Department of Art

Students will be provided studio space appropriate to their media area to the extent that is possible based on available resources. Studio spaces are for ongoing production of artwork and are not general storage or living spaces. Storage of surplus furniture, clothing and other items that are not directly and immediately connected with art production is not allowed. Studios are to be kept clean and orderly. Storage of chemicals and hazardous materials must be authorized by the dept safety officer and accompanied by appropriate MSDS documentation. Unauthorized modification of studios is not allowed. Communal spaces are to be kept clear of unnecessary clutter. Misuse of studio space will be grounds for loss of studio privileges. Studios will be inspected by the graduate committee and the Department Safety Officer at the end of each semester or at other times as necessary.

Upon completion of the MFA program students will be expected to vacate studio spaces promptly at the end of the semester (requests for an exception to this rule must be submitted to the graduate committee for written approval by the head of the Department of Art. Students will be given one week to remove all artwork, materials, personal furniture and clean studio spaces. Studios shall be inspected by a member of the graduate committee. In the case that a studio is not vacated, cleaned, etc. the Department of Art reserves the right to withhold transcripts and/or a student’s degree.

Thank you in advance for you cooperation in all of the matters outlined above.

I have read and understand the information set forth in this document:

(Please print)
Name: ____________________________ Date: __________________________

Signature: ________________________