

Department of Art Policy and Procedures
Handbook For Master of Fine Arts in Studio Art

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Introduction

i. 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 Department of Art. 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 Department of Art Faculty. It explains the role of the faculty in your graduate experience and outlines the high expectations we have of you as a graduate student at the NMSU Department of Art.

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 Devasthali Hall. The main office hours are Monday through Friday 8:00 AM to noon and 1:00 PM to 5:00 PM (MST). The Department's main office number is (575) 646-1705.

ii. 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.

ii. 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 Museum which hosts rotating exhibitions of national and international artists and maintains a permanent collection of historic and contemporary works.

iv. MFA in Studio Art

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.

v. 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 museum 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 I.

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

Program Requirements

i. 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 (including survey and at least three upper-level art history classes). An average GPA of 3.0 is required for admission. 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. MFA Studio Art Pre-program Reading/Listening list can be found in Appendix VIII.

ii. MA Transfers

With the consent of the graduate committee and Department Head, students who have earned an 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 the 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.

iii. 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; however, the department reserves the right to waive this requirement on a case-by-case basis.

iv. 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.

If a question or issue arises within a specific course, please contact the professor directly. If a question or issue arises related to a graduate assistantship, please contact the supervisor directly. If a question or issue arises related to a graduate studio, please contact Nicholas Gialanella directly. If said question or issue has not been resolved, you may reach out to Rebecca Smith, the Office Admin to schedule an appointment with the Associate Department Head or Department Head.

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

- i. 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.
- ii. The capacity to coherently articulate the thought processes that informs the artwork through verbal and written forms.
- iii. A clearly defined research program and reading list that is relevant to the aims of each individual student's artwork.
- iv. A demonstrable understanding of both historic and contemporary practice in the candidate's chosen media area(s) and the capacity to critically evaluate artwork.
- v. 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 professional standards.
- vi. Successful participation in: graduate studio visits with faculty and visiting artists and scholars; semester review events; candidacy meetings; graduate committee meetings; a final oral examination; 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.
- vii. 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. If a student is provisionally accepted, they must demonstrate improvement by the end of their first semester in the program and achieve a minimum GPA of 3.0. Any remedial course work must be completed before candidacy. 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 Assistantship 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.

v. Program Requirements (60 cr.)

Art history	9 cr.
Non-ARTS/Non-ARTH 450 level or higher	6 cr.
Studio Thesis (ARTS 598)	9 cr.
ARTS Studio Electives (ARTS 500 level)	12 cr.
Art Theory, Criticism, Historiography (ARTH 579)	3 cr.
Graduate Studio Seminar (ARTS 596)	15 cr.
ARTS 493 Studio Core III (offered FALL)	3 cr.
ARTS 495 Studio Core IV (offered SPRING)	3 cr.

vi. Suggested Course Sequence for MFA

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

First Semester

ARTS 596 Grad Seminar	3 hours
ARTS Elective*	3 hours
Art History	<u>3 hours</u>
Total	9 hours

Fourth Semester**

ARTS 596 Grad Seminar	3 hours
Non-Art Course	3 hours
Art History	<u>3 hours</u>
Total	12 hours

Second Semester

ARTS596 Grad Seminar	3 hours
ARTS Elective	3 hours
ARTH 579	<u>3 hours</u>
Total	9 hours

Fifth Semester

ARTS Elective	3 hours
ARTS 493 Studio Core III	3 hours
ARTS 596 Grad Seminar	3 hours
Thesis	<u>3 hours</u>
Total	12 hours

Third Semester

ARTS596 Grad Seminar	3 hours
Non-Art Course	3 hours
Art History	<u>3 hours</u>
Total	9 hours

Sixth Semester**

ARTS Elective	6 hours
ARTS 495 Studio Core IV	3 hours
Thesis	<u>3 hours</u>
Total	12 hours

**Students may not take Independent Studies the first semester of study*

***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.*

vii. Program Sequence

Semester 1 Semester Review – Full Faculty – 20 minutes

- Artist Packet submitted to all faculty one week prior to review, composed of:
 - Thoughtful and well composed artist statement (~500 words)
 - Artist List (15-20 artists, sample image of artist's work, 2-4 sentences describing relevance to research)
 - Development of basic reading list (10-15 sources, 2-4 sentences describing relevance to research)
 - CV
 - Artwork List (title, materials, description of work being shown for review)
 - Class list (courses in the program you have taken already and list of courses you plan to enroll in the following semester)
- Evidence of a significant amount of work showcasing exploration, and experimentation.
- Initial exploration of specific concepts as suggested in the statement.
- Formulation of strategies for deeper investigation.
- Semester Reviews are typically held in Wells Hall. See Appendix IX for Space Use Contract.

Semester 2 Semester Review – Full Faculty– 20 minutes

- Artist packet submitted to all faculty one week prior to review.
- 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.
- At the end of the Second Semester Review, 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.
- Semester Reviews are typically held in Wells Hall. See Appendix IX for Space Use Contract.

Semester 3 Candidacy – Full Faculty – 40 minutes

- Artist packet submitted to all faculty one week prior to review.
- 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)
- Annotated Bibliography.
- Thoughtful, well-composed artist statement that reflects an engagement with and comprehension of the concepts set forth in the reading list.
- Candidacy Reviews are typically held in Wells Hall. See Appendix IX for Space Use Contract.
- Select Thesis Committee (Three graduate Department of Art faculty, one outside graduate faculty member).
 - All remedial course work must be completed by the end of this semester.

Option A: Pass candidacy, proceed with program as scheduled.

Option B: Not pass candidacy, remain in the program for one additional semester beyond originally expected graduation date and come up for candidacy again the following semester with a new set of work. Students who are not successful in their second candidacy attempt will be dis-enrolled from the MFA program.

Semester 4 Thesis – Thesis Proposal with Annotated Bibliography – Full Faculty – 30 minutes

- Clear, thorough thesis proposal that outlines the intended trajectory of research and development of thesis work.
- Students must meet with their committee members at least twice a semester and present their thesis proposal with annotated bibliography and work in progress to the full faculty for review the fourth semester. The thesis chair will communicate with the student regarding the results of the faculty review.
- Thesis proposal with annotated bibliography must be submitted to all faculty one week prior to review Candidacy Reviews are typically held in Wells Hall. See Appendix IX for Space Use Contract.
- Thesis Reviews are typically held in Wells Hall. See Appendix IX for Space Use Contract.

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.
- Students must meet with their committee members at least twice a semester.
- Mid-semester, students meet with the Graduate Committee and the University Art Gallery Director to determine details of the Thesis Exhibition.

Semester 6 Thesis Committee Meeting and Oral Examination

- MFA candidates will submit an online application for graduation to the NMSU Graduate School.
- Mid-semester, MFA candidates will present an in-progress set-up of their exhibition to their Thesis Committee for review and approval. Thesis Committee must approve the exhibition prior to the show installation and oral examination.
- 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 ORAL EXAMINATION. Prior to student's graduation, final revised copy of the thesis paper must be submitted electronically (PDF) to the Art Office to be archived. The Faculty of record for the student's Studio Thesis credits is responsible for ensuring the student delivers the final, edited paper to the committee members and to the main office.
- Oral examinations will be scheduled the week prior to the Thesis Exhibition Opening. Date and time to be arranged with the Thesis Committee Members, Outside Committee Member and the Gallery Director.

Policies and Procedures

i. MFA Advisor

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

ii. GPA Requirements and Academic Probation

In order to remain in good standing in the MFA program, a student must maintain an average GPA of 3.0. A grade of B- or lower in the 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 or Teaching Assistantship, they must maintain an average GPA of 3.0.

If a student does not attend their semester review, they 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.

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. If a student is accepted into a program on probation, they must demonstrate improvement by the end of their first semester at the NMSU Department of Art and achieve a minimum GPA of 3.0. 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 Assistantship while on academic probation.

[NMSU's Student Academic Code of Conduct is ARP 5.10](#). Using AI Generated Content without acknowledgement is a form of plagiarism and cheating.

iii. 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 second 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 the 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 the accomplishments of their first semester and evaluate the results. 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 is 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 the results are evaluated. The work at this point should reveal an understanding of expressed goals and motivations. 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.

Each student will write an artist statement with a reading list 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 the intentions and ideas as well as how the finished work compares to the goals stated at the beginning.

iv. Semester Review Goals

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.

The work should be presented in a professional manner for reviews, but two-dimensional pieces need not be framed or matted.

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. The written evaluation forms are for internal departmental use for program and curricular assessment, and are not directly shared with graduate students. See the appendix for the evaluation form.

v. 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, they will have one more opportunity to do so in the semester immediately following, with a new body of work. In the event that the student does not pass the second advancement, they will be disenrolled from the MFA program.

Students are required to write a short (one page) candidacy statement and annotated bibliography 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 Graduate Advisor. In considering the particulars of your advancement presentation, you should consult with the Graduate Advisor and determine what he or she deems necessary.

The format for candidacy is similar to that of the MFA oral examinations. It is a formal question and answer session. The student must be capable of speaking clearly about 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 they are bound specifically to these plans in the future, as the work will evolve.

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 III). There will be a vote at the end of candidacy to determine whether the student passes or fails. Students will be notified immediately following the meeting of the results.

vi. 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 two Department of Art faculty members, and an outside member or Dean's Representative, all of whom are graduate faculty. Check for the updated list of eligible faculty members on the [Graduate Faculty Directory](#).

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 they are willing to be part of the student's thesis committee.

Students are required to meet with their thesis committees at least twice 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. Students will present their thesis proposal with annotated bibliography and work in progress to the full faculty for review the fourth semester.

The Graduate School requires a Dean's Representative at all oral examinations. You have the option of inviting a graduate faculty member from outside the department to serve as your Dean's Rep. If you choose not to, the Graduate School will assign a representative to participate in your oral examination. When taking an outside elective, it is useful to consider asking that professor to 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.

vii. Written Thesis (Expanded Artist Statement) Guidelines

The main goals of your written thesis should be:

- i. To clarify the thematic/conceptual concerns of your MFA work.
- ii. To provide a clear and concise description of your process and how it informs your MFA work.
- iii. To place your MFA work within the context of contemporary art, art history and theory.
- iv. Annotated Bibliography.

The writing for the thesis should come out of previous writings you have 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. **AI use and** 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 examination. After integrating feedback from the committee members, it is the responsibility of the faculty of record for the student's Studio Thesis to ensure the student delivers an edited and final version of the written thesis to the Department of Art main office 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.

viii. Thesis Exhibition

Each student will have a thesis exhibition in fulfillment of the requirements for the MFA degree. All students must be in good standing with the Department of Art and New Mexico State University in order to proceed with each step of the thesis exhibition. Under the guidance of the University Art Museum (UAM) Director and Staff, students will participate in every aspect of exhibition management, including planning, promotion, installation, reception and deinstallation. In addition to the exhibition, students are encouraged to provide audiences with a form of corresponding programming such as an artist talk, panel discussion, or workshop.

The annual MFA exhibition is held in the UAM in the spring semester. In the event that the student graduates in the fall semester, the UAM is unable to accommodate a fall exhibition, and it is the student's responsibility to find an alternative venue for the thesis exhibition. The proposed venue must be unanimously approved by all members of the Thesis Committee. Evidence of the venue's viability must be presented to the Thesis Committee before the conclusion of the semester prior to the exhibition, in the form of a written contract between student and venue manager.

Each student must submit a draft of their thesis paper and a draft of their exhibition proposal to the Thesis Committee and the UAM Staff no later than six weeks before the conclusion of the semester prior to their graduating semester. The written proposal should describe the exhibition in terms of number of artworks, dimension of artworks and materials utilized, as well as proposed installation plans. Proposals should be detailed and should include how much space the student anticipates needing and what, if any, alterations they will make to the space. The proposal should also include any equipment, installation or special needs requests. All efforts will be made to accommodate such requests; **not all accommodations will** be possible.

The Thesis Committee and UAM Director will review the proposal and respond within two weeks of submission, either approving the submitted proposal, requesting a revised proposal, or denying the proposal and requesting a new one. All resubmissions must be received by the UAM Director and Thesis Committee two weeks prior to the conclusion of the semester before the graduating semester and will be reviewed as soon as possible. Once the UAM Director, Thesis Committee and student have arrived at an agreement for each individual proposal, this written document serves as a contract between the three parties. In the event that a resubmitted proposal is not approved and an agreement cannot be made with the content provided by the student, additional time may be required for degree completion, or failure and removal from the program may be instated.

All approved students graduating in the same semester will meet as a group with the UAM Staff before the end of the semester prior to their graduation to establish a calendar for future meetings and deadlines. Students must meet all deadlines for UAM assigned tasks in order to participate in the exhibition at the UAM or to have UAM support for promotion and presentation of their exhibition on Department of Art and UAM websites. Failure to meet deadlines may result in the removal of student work from the UAM MFA exhibition and/or removal of support from the UAM Staff, as determined by the UAM Director and Thesis Committee on an individual basis.

Within the first six weeks of the exhibiting semester, students will present a revised and updated proposal of their exhibition and updated expanded artist statement (EAS) draft to the UAM Staff and Thesis Committee. UAM Staff and Thesis Committee must approve the updated exhibition proposal and EAS draft prior to the show installation and the scheduling of oral examination. All formal requests for equipment loans and installation accommodations from the UAM and/or Department of Art must be submitted in writing four weeks prior to the start of installation.

Prior to installation, students will provide the following information to the UAM staff according to the calendar:

- Current Curriculum Vitae
- Artist Statement
- Press Release
- High Quality images of work
- Pricelist/Artwork list
- Exhibition Agreement
- Curatorial Statement (if applicable)

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

Publicity for the exhibition will be arranged by the UAM Director. In preparation for this, students will write a press release for distribution. Unless the UAM has an in-house student designer during the exhibition planning process, it is the students' responsibility to create exhibition materials including posters, postcards, and exhibition guides; distribution will be the responsibility of the MFA students. The UAM will pay for the production of exhibition materials when budget allows.

The UAM Director will give students a calendar of dates and hours when installation of the show will take place. If special consideration is needed for installation hours and dates, a student must negotiate this with the UAM Director. All installation must be completed prior to the week of oral examinations. The show must be fully installed at the time of oral examination. The UAM will provide a modest sum of money for the opening reception. Students are responsible for planning and organizing the specifics of the reception with the approval of UAM Staff. UAM will provide cleanup after opening. There will be specific dates for de-installing the exhibition. It is required that students take down their work/remove it from UAM premises by the specified deadline, as well as patch and paint all walls that were utilized. The UAM is not responsible for work that is not claimed by the due date.

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

ix. MFA Paperwork

In order to graduate, students must file their application for degree during their final semester before the deadline published in the [NMSU Academic Calendar](#). before the semester deadline . In addition to the NMSU Academic Calendar, important dates and deadlines can also be accessed on the [Graduate School Calendar](#).

x. MFA Oral Examination

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. Before-hand, the museum 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 museum while the committee discusses the exam and determines whether or not the student passes. The student is then notified of exam results.

The Dean's Representative fills out the requisite paperwork, [the Report-of-Assessment-Results-for-Master's-Non-Thesis-Students](#), which they give to the graduate school.

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. The [Leave of Absence Form](#) and all other forms can be access on the [Graduate School Forms Page](#).

A 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.

xi. 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.

Graduate Assistantship (GA)

i. Qualification Requirements

Graduate Assistant (GA) opportunities are competitive, merit-based awards. Graduate Assistantship appointments are revised every semester based on student's performance, academic standing and departmental needs. New GAs are required to complete mandatory training through the Graduate School. In order to qualify for a Graduate Assistantship, a student must have a 3.0 GPA. Also, the student must be enrolled full-time which is 9 credit hours in 450 level and above classes. For more information on Graduate Assistantships, union, and [benefits please access the UE and NMSU Collective Bargaining Agreement on the Graduate School Website.](#)

ii. Graduate Assistantship Awards

At the end of each semester the MFA advisor, the Department Head and the graduate committee award GAs for the following semester. At this time, each student will receive an award letter stating the amount of the assistantship (half or full), their responsibilities, and supervisor. These awards are decided based on departmental needs, as well as the student's qualifications, performance and academic standing. Financial need is not part of the consideration. Award of a GA one semester does not guarantee one in the next.

iii. Contract Dates

GAs are responsible to be available for work on the dates specified in the contract. The contract usually begins the date faculty report and end the day grades are due. See the [NMSU Academic Calendar](#) for these dates. 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 Graduate Assistantship.

iv. Work Schedule

A half-time GA is 10 hours and a full-time GA is 20 hours on an average per week. 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 GA responsibilities and the number of hours is more than allocated, the student should speak to their 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.

v. Graduate Assistantship Oversight and Mentoring

It is the responsibility of one's GA supervisor to mentor graduate students in the execution of their responsibilities. In some cases, the student will have full responsibility of for teaching a class and will be the teacher of record. The faculty reserves the right to observe classes for evaluation purposes.

Every GA will be formally evaluated by their supervisor each semester. These evaluations, in addition to students' qualifications and departmental needs, will be used to determine GA appointments for the next semester.

vi. Duties and Responsibilities

At the beginning of each semester, students meet with their GA supervisor. The supervisor 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 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, GAs who are instructing classes should keep careful records of class attendance, completion of assignments, critique participation, and any other relevant material. These materials must be turned into the main office at the end of the semester.

Students will fill out evaluation forms via CANVAS at the end of each semester. After the grades are turned in at the end of the semester, TAs will be able to view evaluation forms.

NMSU uses email for official communication. Graduate students are required to regularly check their NMSU email and respond to their supervisor and their students in a timely manner (within 24 hours).

It is essential that GAs show up on time for each scheduled class. If an emergency situation occurs, the GA's supervisor is to be notified. In no case should the GA cancel the class without the direct permission of a supervisor.

If GAs 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 GA supervisor will oversee these arrangements, but it is the GA's responsibility to provide coverage of the class. Usually, these conflicts can be resolved through ex- change of time with other teaching assistants. Failure to comply with this requirement would be sufficient reason to remove a teaching assistantship award.

vii. Graduate Assistantship Termination

The GA's supervisor will contact the Department Head regarding inadequate performance by a GA. 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 student does not do so, the letter will be followed by termination of the GA award. Please access all [Graduate Assistant Resources](#) on the Graduate School Website for additional information.

Graduate Studio Spaces

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 department Safety Manager and accompanied by appropriate Material Safety Data Sheet (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 Manager at the end of each semester or at other times as necessary. Studio spaces will be provided to students for 6 consecutive semesters (the typical program duration); outside of this timeframe the spaces will be provided as availability allows.

Art Office

Office Hours: 8:00 a.m. – noon and 1:00 p.m. – 5:00 p.m. every
weekday, Holidays as listed in [NMSU Academic Calendar](#)

Mail	Mailing Address:	Department of Art New Mexico State University P.O. Box 30001, MSC 3572 Las Cruces, NM 88003
	Delivery Address:	New Mexico State University Devasthali Hall- Dept of Art 1308 E. University Ave. Rm 118 Las Cruces, NM 88003

USPS Mail is delivered to the Department of Art daily. The mail will be sorted and distributed as it arrives to a mailbox in the office assigned to you. If a FedEx or UPS package arrives for you, you will be notified via email.

Shared Building Spaces

- Any graduate work that is displayed in public building spaces (hallways, student collaboration spaces) must be either hung on the wall, displayed on pedestals, or in another professional manner.
- Students are responsible for cleaning, repairing and painting any damage to walls or floors within 48 hours of removal. Confer with Safety Manager for the correct paint.
- No personal student work can overflow from studios into hallways – the shared spaces are not extended storage spaces, and works or material in shared spaces are liable to be thrown away.
- All "free" material that you wish to share with other students is only allowed in our designated free section. You can leave free material for one week, and you are responsible for disposing of any remaining materials after the designated time. If the museum has events and needs the hallway to be cleared before your week is up, you will be responsible for moving the material.
- If you do not adhere to these policies, you risk losing access to your personal studio space.

Copies

Copies are free when made for the class you are teaching. The copy machine is not available to students for personal use. Students may use FedEx, the Copy Center (Corbett Center), the library, or other vendors. Please check with the front office to get your copy code number. Color copies should only be made when needed. The office reviews all copy codes once a semester and if an excessive amount of color copies are found, your copier privileges will be limited.

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. Every NMSU key must be returned upon graduation, otherwise, your diploma will be withheld. Please either return them directly to Access Control on Wells st., where you received them, or label them with your name and give them to the Office Admin.

Building Repairs & Maintenance

For replacement of bulbs, dripping faucets, doors and locks that don't work, etc., please call the Safety Manager/ Technician/ Building Monitor, Nick Gialanella at 646-2190. Nick will place the work order to the Physical Plant Department (PPD). If it is an emergency, let him know it's a priority.

Room Reservations

If you want to reserve a room or exhibition space, it is your responsibility to complete a space contract. You must have a proposal for why you need the space and a faculty sponsor. When finished please return the space 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. Nick Gialanella, the department's Chemical Safety Manager, will present the necessary information.

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 Environmental Health Safety & Risk Management EH&S and RM Policy is on the safety website and in the NMSU Administrative Rules and Procedures (ARP).

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 Department of Art 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 Manager 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:

Nick Gialanella
Chemical Safety Manager/Technician/ Building Monitor
NMSU Department of Art
575 646-2190
ngialan@nmsu.edu

Department of Art Faculty

- Josh Clark, M.F.A. (Cranbrook Academy of Art) – Ceramics, jclark19@nmsu.edu
- Craig Cully, M.F.A. (The University of Arizona) – Painting and Drawing, cullyc@nmsu.edu
- Brita d'Agostino, M.F.A. (University of Maryland Baltimore County) – Graphic Design and Media Arts, brita@nmsu.edu
- John Dickinson, M.F.A. (Southern Methodist University) – Foundations – johnd85@nmsu.edu
- Motoko Furuhashi, M.F.A. (The University of Illinois at Urbana Champaign) – Metals and Jewelry, motoko@nmsu.edu
- Margaret Goehring, Ph.D. (Case Western Reserve University) – Art History, goehring@nmsu.edu
- Bree Lamb, M.F.A. (The University of New Mexico) – Photography; Associate Department Head, breelamb@nmsu.edu
- Eowyn Kerr-Di Carlo, Ph.D. (University of London) – Conservation of Art, kdicarlo@nmsu.edu
- Megan Metcalf, Ph.D. (University of California, Los Angeles) – Art History, mgm27@nmsu.edu
- Yashoda Latkar, M.F.A. (New Mexico State University) – Foundations, yashoda1@nmsu.edu
- Gustavo Larach Ph.D. (University of New Mexico) – Art History, larach@nmsu.edu
- Carissa Samaniego, M.F.A. (University of Colorado Boulder) – Sculpture, carissas@nmsu.edu
- Korey Burns, M.F.A. (Stephen F. Austin State University) – Foundations, korey@nmsu.edu

Department of Art Staff

- Elizabeth Horodowich, Ph.D. (The University of Michigan) – Department of Art, Head, lizh@nmsu.edu
- Nick Gialanella, M.F.A. (New Mexico State University) – Chemical Safety Manager/Technician/ Building Monitor, ngialan@nmsu.edu
- Rebecca Smith, M.B.A. (University of Maryland-UC) – Front Office/Student Liaison/Event Planner Senior, sbecca@nmsu.edu

University Art Museum Staff

- Jasmine Herrera, B.F.A. (New Mexico State University) – Interim Director, jasminew@nmsu.edu
- Courtney Uldrich, M.A. Art History (New Mexico State University) – Interim Museum Manager, siskc@nmsu.edu
- Eva Gabriella Flynn, M.F.A (University of Wisconsin-Madison) – Education and Outreach Coordinator, egflynn@nmsu.edu
- Keslee Bennett, B.A. (New Mexico State University) – Exhibitions Coordinator, benne97@nmsu.edu

Appendix I

Graduate Students Appeals

For up-to-date information on appeals, consult Graduate Student Academic Grievances in [Administrative Rules and Procedures 5.14](#).

Appendix II

RUBRIC FOR END OF SEMESTER REVIEWS MA /MFA PROGRAM

Beginning (1) Developing (2) Satisfactory (3) Superior (4)

Little or no evidence Some evidence Satisfactory evidence Superior evidence

The outcomes/competencies to be measured reflect the student's mastering of skills necessary to translate his/her ideas into art forms and to successfully continue in the program.

Outcomes:

1. Technical Literacy:

Choice of Materials; techniques in manufacturing objects; Craft Competency.

2. Research Rigor:

Production of work reflects deep historical/theoretical engagement.

3. Application of Research:

Application of research to project, cohesiveness, consistency, clarity, and integration with production.

4. Communication (oral/written):

Ability to articulate ideas and strategies.

Appendix III

SEMESTER REVIEW FEEDBACK FORM, 1st and 2nd SEMESTERS

	Competency	Beginning (1)	Developing (2)	Satisfactory (3)	Exemplary (4)
1.	Technical Literacy: Choice of materials; techniques in manufacturing objects; craft competency.	There is little or no evidence of technical literacy nor sufficient amount of work produced.	There is some evidence technical literacy and appropriate amount of work produced.	Work displayed shows skill in technical literacy and appropriate body of work.	Work displays superior skill in technical literacy and amount of work produced.
2.	Research Rigor: Production of work reflects deep historical/ theoretical engagement.	There is little or no research accompanying the work presented.	There is some research presented in work, but not representing graduate level research breadth.	Research is appropriate for graduate level breadth and depth.	Student presents superior research breadth and depth, reflecting advanced graduate engagement.
3.	Application of Research to project, cohesiveness, consistency, clarity and integration with production.	There is little or no evidence of research application in work shown.	There is some evidence of application of research in the work presented.	The material application of research is appropriate for graduate level production.	The work reflects an advanced application of material and conceptual research.
4.	Communication (oral/written) Ability to articulate ideas and strategies.	Student unable to discuss work and unable to evaluate own work materially, conceptually, art historically or theoretically.	Student can discuss some aspects of their work but unable to fully evaluate work in terms of materials, art historical context or conceptual intent.	Student can discuss work in terms of materials, art historical context, and conceptual intent at an appropriate graduate level.	Student can discuss work at an advanced level in terms of the material usage, art historical and theoretical context, and conceptual intent.

MFA End of Semester/MFA Capstone Assessment Chart Faculty Name_____

Student:_____ Semester_____

Identify overall strength:

Identify major weakness:

Appendix IV

CANDIDACY FOR ADVANCEMENT FEEDBACK FORM

Student Name:

Technical Literacy / Visual Expression

Exceptional Acceptable Not Acceptable

Comments and Suggestions:

Communication Skills : Oral/Written Expression

Exceptional Acceptable Not Acceptable

Comments and Suggestions:

Research Rigor/Engagement/Analytical Skills

Exceptional Acceptable Not Acceptable

Comments and Suggestions:

Recommend to: Pass _____ Fail _____

Appendix V

**New Mexico State University - Department of Art
Graduate Thesis Committee Form**

Your name _____

Date Submitted _____

Committee Members

Name (Please print)

Signature

Chair

i. _____

i. _____

i. _____

Outside Member

Appendix VI

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 department Safety Manager 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 Manager 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: _____

Appendix VII

Graduate Assistant/Teaching Assistant Semester Review Form

It is the responsibility of the GA to arrange the evaluation meeting with your supervisor upon the completion of the GA assignment at the end of each semester. This form should be returned to the MFA Advisor following the evaluation meeting. The MFA Advisor will keep a copy of this form in the Graduate Student's file for future reference.

Course Name/Assigned Area _____ Semester/Year _____

Hours per week _____

Supervisor's Name _____

Supervisor's Signature _____

Graduate Assistant or Teaching Assistant Name _____

Signature _____

Please circle all that apply (to be filled out by the supervisor):

1. Knowledge of the course material/Student is qualified for the assigned task

Excellent Very Good Good Average Poor N/A

2. Professionalism (being on time with assigned tasks, responds to emails and requests in timely manner etc)

Excellent Very Good Good Average Poor N/A

3. Ability to grade homework and exam problems accurately and in a timely manner

Excellent Very Good Good Average Poor N/A

4. Availability to students

Excellent Very Good Good Average Poor N/A

6. Ability to resolve or communicate students' concerns to the course supervisor

Excellent Very Good Good Average Poor N/A

7. Communication and personal skills when interacting with students

Excellent Very Good Good Average Poor N/A

8. Student follows required health and safety guidelines

Excellent Very Good Good Average Poor N/A

9. Overall GA/TA performance

Excellent Very Good Good Average Poor N/A

10. Comments or Concerns

11. Please list your GA and TA needs for the next semester:

Appendix VIII

MFA Studio Art Pre-program Reading/Listening List

Read reviews of all the texts and select a minimum of three to complete before the start of the fall semester. The chosen texts should not only inform your individual practice but also help prepare them for the goals and expectations of an MFA program.

Fraser, Andrea. "The Field of Contemporary Art: A Diagram." *e-flux Notes*, October 17, 2024. <https://www.e-flux.com/notes/634540/the-field-of-contemporary-art-a-diagram>.

Smith, Terry. *Art to Come: Histories of Contemporary Art*. Durham, NC: Duke University Press, 2019.

Craven, David. "The Latin American Origins of Alternative Modernism." In *Art History as Social Praxis: The Collected Writings of David Craven*. Leiden: Brill, 2017.

Israel, Matthew. *The Big Picture: Contemporary Art in 10 Works by 10 Artists*. London: Prestel, 2017.

Adamson, Glenn, and Julia Bryan-Wilson. *Art in the Making: Artists and Their Materials from the Studio to Crowdsourcing*. London: Thames & Hudson, 2016.

Barnitz, Jacqueline. *Twentieth-Century Art of Latin America*. Rev. ed. Austin: University of Texas Press, 2015.

Joselit, David. *After Art*. Princeton, NJ: Princeton University Press, 2012.

Foster, Hal, Rosalind Krauss, Yve-Alain Bois, and Benjamin H. D. Buchloh. *Art Since 1900: Modernism, Antimodernism, Postmodernism*. London: Thames & Hudson (latest edition is 2011 but any will do).

Rancière, Jacques. *The Emancipated Spectator*. First English ed. London: Verso, 2009.

Heartney, Eleanor. *Art & Today*. London: Phaidon Press, 2008.

Mitter, Partha. "Decentering Modernism: Art History and Avant-Garde Art from the Periphery." *Art Bulletin* 90, no. 4 (2008): 531–548.

Hall, Stuart. "Encoding/Decoding." In *The Cultural Studies Reader*. London: Routledge, 1999.

Singerman, Howard. *Art Subjects: Making Artists in the American University*. Berkeley: University of California Press, 1999. Chapter 7, "Toward a Theory of the MFA."

Stiles, Kristine, and Peter Selz, eds. *Theories and Documents of Contemporary Art: A Sourcebook of Artists' Writings*. Berkeley: University of California Press, 1996.

Mitchell, W. J. T. *Picture Theory: Essays on Verbal and Visual Representation*. Chicago: University of Chicago Press, 1994.

Harrison, Charles, and Paul Wood, eds. *Art in Theory, 1900–2000: An Anthology of Changing Ideas*. 2nd ed. Oxford: Blackwell, 1992.

Danto, Arthur C. "The End of Art." In *The Philosophical Disenfranchisement of Art*. New York: Columbia University Press, 1986.

Silverman, Kaja. *The Subject of Semiotics*. Oxford: Oxford University Press, 1983.

Weschler, Lawrence. *Seeing Is Forgetting the Name of the Thing One Sees: Over Thirty Years of Conversations with Robert Irwin*. Berkeley: University of California Press, 1982.

Barthes, Roland. *Image, Music, Text*. New York: Hill and Wang, 1977.

Barthes, Roland. *Mythologies*. Paris: Seuil, 1957.

Berger, John. *Ways of Seeing*. London: Penguin Books, 1972.

Nochlin, Linda. "Why Have There Been No Great Women Artists?" *ARTnews*, 1971.

Danto, Arthur C. "The Artworld." *The Journal of Philosophy* 61, no. 19 (1964): 571–584.

Appendix IX

Wells / Devasthali Hall Contract

Room/Space:

Bleachers Gallery, Alcove Gallery, Tree-house Gallery, Serafino Collaboration space and Wells Hall Bay

2 + 3 Department of Art, New Mexico State University

Students/Groups will be provided with exhibition/installation space appropriate to their needs based on available resources and proposals. In order to begin the scheduling process you must bring the following two documents to the front office for review:

- A written proposal that includes: a description of the concept; the size of space required; anticipated materials used and processes; electrical/lighting requirements; start and end dates (including setup and cleanup not to exceed two weeks), and opening date if applicable.
- A completed contract (see below) with the signature of the sponsoring faculty member.

Once these have been given to the front office staff you may look at available openings to see if any meet your needs. When a time is agreed upon it will be submitted to the Department Head along with the proposal and contract for review. The review process may take several days, please allow for this time.

Intake/Outtake

Once you have been approved you will schedule a time to meet with the exhibition space supervisor or your professor to review the space and complete the intake forms.

On the day you are to be given access to your space you will receive an email with the door code if applicable. This code will change as people and groups exit the space. Everyone still using the space will be sent a new code.

When you are exiting the space you are required to return the space to its prior condition. Once cleaned out you must schedule a time with the exhibition space supervisor or your professor to complete a walkthrough and outtake form.

Safety Guidelines

Usage and storage of toxic chemicals and hazardous materials are not permitted. Wells Bay/Devasthali Hall are designated as non-toxic spaces and are limited to non-hazardous/ non-toxic materials and processes. Violating these restrictions will result in fines, penalties and immediate revocation of access for the duration of your degree program.

Prohibited chemicals and hazardous materials including but not limited to: Aerosol spray paint, oil paint, mineral spirits, flammable solvents, compressed gases, acids, and corrosives.

General Rules

The Wells Bay/Devasthali Hall spaces are for specific exhibitions and/or installations. They are NOT for general storage, recreation, or for additional studio space.

- Students/Groups may reserve a space for up to two weeks. Longer run times or extensions must be approved.
- All spaces must be cleared out and cleaned two weeks in advance of each semester's graduate candidacies and reviews. Confirm dates ahead of reservation.
- All spaces used for candidacies and reviews must be cleared out and cleaned before the open of business on the Monday following candidacy.

- Any materials left behind after the contracted time to vacate will be forfeited and disposed of at your expense.
- Storage of materials of any kind, unless specifically related to the proposal is not permitted.
- No permanent damage should be done to the space and it should be kept clean and orderly within reason of the work being done.
- Smoking, drinking, and/or drug use is not permitted at any time. Violations will result in immediate revocation of access and possible criminal charges.
- Modifications of the space in any way are not permitted without **previous consent** from the Department Head or supervising faculty in writing. This includes, but is not limited to, wall, ceiling, floor, or electrical modifications. The lack of previous consent will result in the student losing the opportunity to exhibit at Wells/Devasthali Hall for the duration of their degree program.
- Only currently enrolled NMSU students are permitted to work in Wells Bay/Devasthali Hall unless approved by the Department Head.

Misuse

Misuse of Wells Bay/Devasthali Hall space will be grounds for immediate loss of access privileges and result in a one letter grade reduction. Regular inspections will be made of all spaces and by the supervising faculty member and/or the Safety Manager at the start and end date of the contract. The Department Safety Manager will inspect the space prior to any opening to ensure that there are no code or safety violations.

Alteration of any built-in electrical equipment is prohibited. This includes lighting, wall outlets and wall switches. Removal of any floor tile is also prohibited. The mastic originally used to adhere the floor tile contains asbestos fibers and presents a significant hazard when cut into, peeled up or damaged in any way.

Upon completion of the allocated time, students/groups will be expected to vacate the assigned space promptly.

In case the space is not vacated in a timely fashion and returned to its original condition; the student/group will lose the privilege of use of Well Bay/Devasthali Hall for the remainder of their time at NMSU. Your grade will be dropped by one letter grade for the studio courses that are linked to the work. Fines will be assessed to the student/group to return the space to its original condition.

Materials & Cost for non-repaired damages:

- Repaint space.....\$100
Wells Hall- Dunn Edwards (Glidden Maintenance 5 gal. White Flat Interior and Exterior Paint)
Devasthali Hall – Dunn Edwards (NMSU Swiss Coffee, Premium eggshell, Interior paint & primer)
- Destruction of outlets.....\$100
- Destruction of ceiling grid.....\$100
- Permanent spills on floor.....\$100
- Holes in walls.....\$100
- Base Board Damages.....\$100
- Loss or destruction of track lighting.....\$100

Sponsoring Faculty

All students who are requesting space in Wells Bay/ Devasthali Hall must have a sponsoring Department of Art faculty member who they are enrolled in coursework with who will be responsible for supervising the student. If misuse of the Wells Hall occurs, then the sponsoring faculty will be held accountable for applying grading penalties. In the case of outside groups, the Department Head will act as a sponsor.

Unpaid Fees and Penalties: Unpaid fees for damaged spaces will result in a hold being placed on your transcripts.

Please sign and date below: I have read and understand the information set forth in this document.

Student/Group Name (print): _____ Date: _____ Space: _____

Signature: _____

Sponsoring Faculty/Staff (print): _____ Date: _____

Signature: _____

Sponsoring Faculty/Staff Post-Install (print): Signature: _____ Date: _____

Appendix X

Confirmation of Receipt and Understanding of MFA Graduate Student Handbook.

Please Sign and return this form to the Department of Art Office directly after the Department of Art Orientation.
This form is REQUIRED for participation in the Department of Art MFA Program at NMSU.

I, the undersigned, have received and read the MFA Graduate Student Handbook for the Department of Art.

Student Name _____ **Student ID** _____

Signature and Date _____