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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 Williams Hall and Williams Hall Annex, building 10 and 11, <http://www.nmsu.edu/General/Maps>. The main office hours are Monday through Friday 9:00 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 Gallery which maintains a permanent collection of historic and contemporary works as well as hosting rotating exhibitions.

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 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 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. 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.

ii. 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 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 the 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 the NMSU.

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.

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 accepted into a program on probation, he or she 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.

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 courses	9 cr.
Non-art courses	6 cr.
Studio thesis	6 cr.
Art Theory, Criticism, Historiography (ART 579)	3 cr.
Graduate Studio Seminar (Art 596)	12-18 cr.
Studio Electives	18-24 cr.

vi. 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.

First Semester		Fourth Semester	
Art 596	3 hours	Art 596	3 hours
Elective	3 hours	Elective	3 hours
Art Historiography	<u>3 hours</u>	Art History	<u>3 hours</u>
Total	9 hours	Total	9 hours
Second Semester		Fifth Semester	
Art 596	3 hours	Art 596 or Elective	6 hours
Elective	3 hours	Outside Class	3 hours
Art History	<u>3 hours</u>	Thesis	<u>3 hours</u>
Total	9 hours	Total	12 hours
Third Semester		Sixth Semester	
Art 596	3 hours	Art 596 or Elective	6 hours
Elective	3 hours	Outside Class	3 hours
Art History	<u>3 hours</u>	Thesis	<u>3 hours</u>
Total	9 hours	Total	12 hours

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

- 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– 20 minutes

- 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, the MFA Advisor will advise the graduate student on the upcoming candidacy.

Semester 3 Candidacy – Full Faculty – 40 minutes

- 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
- Select Thesis Committee (Three graduate Department of Art faculty, one outside graduate faculty member).

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 Committee Meeting – Thesis Proposal with Annotated Bibliography

- 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.

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 Orals

- 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 orals 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 ORALS 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.
- Orals 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 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 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, 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.

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, he or she 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.

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. See appendix for 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 minutes 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, with a new body of work. In the event that the student does not pass the second advancement, he or she will be dis-enrolled 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 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 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) 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.

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 updated list of eligible faculty members <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.

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

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.

vii. Written Thesis 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. 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.

viii. 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.

Students will plan, install, and participate in all aspects of exhibition management. Many exhibitions are accompanied by talks or slide presentations by the artists. The University Art Gallery also provides a forum for visually oriented performances and video viewings.

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.

Mid-semester, graduate students 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 orals examination.

At the given date, each student participating in the exhibition must provide the gallery director with a written proposal describing their exhibition and their preference for how to present their work. 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. If special consideration is needed for installation hours and dates, a student must negotiate this with the gallery director. All installation must be completed prior to the week of orals examinations. The show must be fully installed at the time of Orals Examination.

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.

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.

ix. 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.

Application for Degree Form can be accessed and submitted online via my.nmsu.edu

For deadlines and instructions please visit <http://registrar.nmsu.edu/graduation/degree-application/>

Final Exam Form can be printed out from the Graduate School website <http://gradschool.nmsu.edu/forms/Exam-FormMasters.pdf>

This form must reach the office of Graduate School at least 10 working days before the date of the exam.

Other graduate forms can be found on the Graduate School Website <http://gradschool.nmsu.edu/forms/forms.html>

x. 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.

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

xi. 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.

xii. 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) and Teaching Assistantship (TA)

i. Qualification Requirements

GA and TA appointments are competitive, merit-based awards. GA and TA appointments are revised every semester based on student's performance, academic standing and departmental needs. New GAs and TAs are required to complete mandatory training through the Graduate School.

In order to qualify for a GA or 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.

ii. Graduate Assistantship and Teaching Assistantship Awards

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

iii. Contract Dates

GAs and 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 the 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 GA or TA.

iv. Work Schedule

A half GA/TA is 10 hours and a full GA/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 GA or TA 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.

v. Graduate Assistantship and Teaching Assistantship Oversight and Mentoring

It is the responsibility of one's GA or TA 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 and TA will be formally evaluated by their supervisor each semester. These evaluations, in addition to student's qualifications and departmental needs, will be used to determine GA and TA appointments for the next semester.

vi. Duties and Responsibilities

At the beginning of each semester, students meet with their GA or TA 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, TAs 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 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.

vii. Graduate Assistantship and Teaching Assistantship Termination

The TA's supervisor will contact the department head regarding inadequate performance by a GA or 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 student does not do so, the letter will be followed by termination of the GA or TA award.

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 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 Department of Art daily. 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 for personal use. Students may use Kinko's, the Copy Center (Corbett Center), the library or other vendors. 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. Every NMSU key must be returned to the Department, otherwise, your diploma will be withheld.

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 department). If it is an emergency, let Adam know 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.

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

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)–Drawing, taucole@nmsu.edu

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

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

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

Brita d'Agostino, M.F.A. (University of Maryland Baltimore County)–Graphic Design and Media Arts, brita@nmsu.edu

Rachel Stevens, M.F.A. (Syracuse University)–Sculpture, rstevens@nmsu.edu

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

Visiting Professors (2018-2019)

Josh Taylor, M.F.A. (Cranbrook Academy of Art)–Ceramics, jclark19@nmsu.edu

Bree Lamb, M.F.A. (University of New Mexico)–Photography, brelamb@nmsu.edu

Appendix I

Graduate Students Appeals

For up-to-date information on appeals, consult the following website under Graduate Students Appeals Board.

<http://nmsu.smartcatalogiq.com/en/2015-2016/Graduate-Catalog/General-Information/Regulations-and-Procedures-for-Students>

Appendix II

RUBRIC FOR END OF SEMESTER REVIEWS MA /MFA PROGRAM

Unsatisfactory (0) Developing (1) Satisfactory (2) Excellent (3)

No Evidence Some Evidence Definite 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. Creativity:

Displays innovative, original, unique work. Expresses ideas and thoughts– from concept through evolution cohesively.

2. Technical Literacy:

Reflects a level of skill and content through the choice of appropriate materials and techniques for manufacturing of objects.

3. Critical Thinking:

Evidence of critical thinking- analyzes and/or evaluates choices in construction of objects; can communicate/discuss the goals and results of the work in oral and written form

4. Skill Set Measure:

Preparedness to continue and develop skill set in program; measure of independent thinking and self-direction for continued art making and learning. Evidence of sufficient/appropriate work.

Appendix III

SEMESTER REVIEW FEEDBACK FORM, 1st and 2nd SEMESTERS

Student Name _____

Semester of Study _____

Technical Skills / Visual Expression

Exemplary ____ Satisfactory ____ Developing ____ Beginning ____

Comments and Suggestions:

Communication Skills / Oral Expression

Exemplary ____ Satisfactory ____ Developing ____ Beginning ____

Comments and Suggestions:

Analytical Skills / Written Expression

Exemplary ____ Satisfactory ____ Developing ____ Beginning ____

Comments and Suggestions:

(Please print)

Name of Reviewer _____

Signature of Reviewer _____

Appendix IV

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 _____

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 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: _____

Appendix VII

Graduate Assistant/Teaching Assistant Semester Review Form

It is the responsibility of the GA or TA to arrange the evaluation meeting with your supervisor upon the completion of the GA or TA 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: