

# Ohio University School of Art + Design

## Graduate Student Guide 2016-2017

Welcome to the community of artists and scholars at Ohio University School of Art + Design. We are pleased that you have selected Ohio University for your graduate education and hope that your experience here will be successful. We are committed to providing you with a comprehensive art education in the visual arts and maximizing your growth as an artist and/or scholar. We have offered graduate programs since 1936 and continue to foster diverse and exceptional faculty and students. Programs are designed to reflect those of a professional art school, one that promotes rigorous creative and scholarly activity.

Please familiarize yourself with the contents of this guide. You are encouraged to work closely with your assigned advisor and other faculty members throughout your research. Although responsibility for completing requirements in a timely manner rests with each student, the School of Art + Design Director, the Assistant Director, Graduate Chair (ADGC), the assigned advisor and faculty members are available for consultation and assistance. You are also advised to read the Ohio University Graduate Catalog (available only on-line at: [www.ohiou.edu/gcatalog/](http://www.ohiou.edu/gcatalog/)).

However, information in this guide supersedes the graduate catalog, which is published every two years. <http://www.catalogs.ohio.edu/index.php>

### **College of Fine Arts**

Interim Dean Elizabeth Sayrs

Associate Dean of Curriculum and Graduate Studies: Joseph Lamb, Professor.

### **School of Art + Design**

Director: David LaPalombara, Professor

Associate Director: Karla Hackenmiller, Professor

Assistant Director, Graduate Chair (ADGC): Julie Dummermuth, Associate Professor

Foundations Chair: Lori Esposito, Lecturer

Assistant Director of Student Services: Rosemarie Basile

SOA+D Coordinator of Exhibitions: Courtney Kessel

Administrative Specialist: Debi Tallman

Records Management Specialist, Student Services: Melissa Riddle

Ridges Coordinator: Julie Dummermuth, Associate Professor

Technician/Instructor, Woodshop: Audrey Shakespear

Technician/Instructor, Ceramics: Brian Dieterle

Digital Fabrication Tech/Instructor, laser cutting, 3-D Printing: Kevin Varney

### **Area Chairs**

Art History: Jennie Klein, Associate Professor

Ceramics: Brad Schwieger, Professor

Graphic Design: Mark Franz, Assistant Professor

Painting: John Sabraw, Professor

Photography: Ghosh, Associate Professor/ Laura Larson, Associate Professor

Printmaking: Melissa Haviland, Professor

Sculpture: Duane McDiarmid, Professor

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# **I. REQUIRED COURSES AND PROGRAM REQUIREMENTS**

## **A. ART HISTORY MA = 40 HOURS**

Upon entry to the program in art history, a student will be pursuing a Master of Arts degree. An advisor in the area will be assigned in the first semester, and by the end of the third week of the second year, a thesis proposal will be submitted to the student's thesis committee members, leading to the completion of a 40 credit-hour degree.

### **CREDIT-HOUR REQUIREMENTS SUMMARY:**

The graduate program leading to the MA degree in art history requires the completion of at least 40-semester hours of graduate study, including 21 credits in art history courses, 9 credits in directed electives, and 10 credits in thesis. Proof of research competency in a foreign language approved by the faculty is also required. To satisfy the language requirement, students must complete one year of a foreign language or the equivalent (language test, taking the second semester of the introductory class in that language).

**21 art history credits**

**9 electives credits**

**10 thesis credits**

**40 TOTAL (plus language requirement)**

The program concludes with the submission of a thesis that demonstrates scholarly research and a final review and oral defense of the thesis.

Required Major Courses: 21 credit hours. These courses must be AH5000 or IARTS 7000 art history courses.

Directed Elective Courses (advisor-approved courses): 9 credit hours. These courses will be selected by the student in consultation with the advisor and should be approved by the advisor.

Thesis: 10 credit hours (minimum): Approval of a topic by the thesis committee will be required before the student can register for thesis credits. Advisor's approval in writing is required.

### **LANGUAGE REQUIREMENT:**

Each graduate student in art history is required to demonstrate competency translating a foreign language. The language chosen should be appropriate for each student's thesis research, if possible, and must be approved by the program chair. The language requirement must be completed by the end of the fourth semester. Upon fulfilling the language requirement, and with the approval of the faculty, additional language courses may count as elective credits.

#### **Students have two options to satisfy this requirement:**

- Complete the 5110-5120 language for reading sequence (offered in most languages taught at OU) in the relevant language. If a student already has a language background, they may be placed in 5120 or a more advanced class, and

will need only to fulfill one semester of language by earning a B or better in the class.

- Pass a translation exam administered by the appropriate department.
- Students who are non-native English speakers must still demonstrate translation competency in a language appropriate for their research. (Most often through taking an equivalent translation exam in that language) The offering of this exam is contingent upon approval by the department giving the exam.)

#### **METHODS REQUIREMENT:**

Each graduate student is required to complete AH5711, Methods in Art History, during the first semester of study.

#### **DISTRIBUTION REQUIREMENT:**

Each graduate student is required to complete at least one theory course and one art history course in each of the following subject areas: modern, pre-modern, and world art.

#### **NOTES AND DEFINITIONS:**

Most theory courses have “theory” in the course title and may not count in another distribution category. AH5900 (Selected Topics in Art) may fulfill a requirement depending on the topic of the course. AH 5711 (Methods in Art History) may not be used to fulfill the distribution requirement. No course may be counted in more than one distribution category. See the Art History program chair for a complete list of courses and their distribution categories.

#### **PROGRESS/CANDIDACY REVIEW:**

A progress/candidacy review will take place in the second semester for full time graduate students and the fourth semester for part time graduate students. Students must submit the following to the area chair: a current DARS, paper written as a graduate student, and Candidacy Review Form. Based on their progress, students will receive one of the following recommendations: ‘continue,’ ‘continue with reservations,’ or ‘discontinue’ at the end of the first year.

**INDEPENDENT STUDIES (AH5920), SEMINAR IN ART HISTORY (AH5922), and SERVICE LEARNING (AH 5930)** credits do not fulfill any requirement for graduation.

### **B. MFA PROGRAMS: CERAMICS, PAINTING AND DRAWING, PHOTOGRAPHY AND INTEGRATED MEDIA, PRINTMAKING, SCULPTURE AND EXPANDED PRACTICES, OR GRAPHIC DESIGN = 90 hrs**

Upon entry to the program of studio research, a student will be pursuing a Master of Fine Arts degree. An advisor in the area will be assigned in the first semester, and by the second week of the fourth semester of full-time study, a thesis proposal will be submitted

to the student's thesis committee members. The third year focuses on building a Thesis body of work to be exhibited in the final semester of study leading to the completion of a 90 credit-hour degree.

### **CREDIT-HOUR REQUIREMENTS SUMMARY:**

The graduate program leading to the MFA degree in one of the studio areas listed above requires the completion of at least 90 semester hours of graduate study, including at least 28 credits in studio courses within the major, 12 credits of additional studio, 6 credits in seminars, 12 credits of art history/academic studies, up to 7 credits of electives and at least 25 credits in thesis. Directed electives are selected in consultation with faculty.

**28 studio major**

**12 studio electives**

**12 art history/academic studies (including AH 5101 and AH 5902 "theory" course)**

**6 seminars (3-credit seminar in area + 3-credit other SOA+D**

**7 discretionary electives**

**(65 minimum total course credits requirements)**

**25 studio thesis**

**90 TOTAL**

#### **1. STUDIO AREA: 28 hours**

28 hours of graduate classes are required in the Major Area. Graduate courses are numbered Art 5000 and above. A graduate student will not receive credit for an undergraduate course. Students lacking prior training in a particular program may be asked/required to enroll for undergraduate work without credit towards degree. Students should register for courses numbered 5000 during the first year of study and 6000 during the second year of study.

#### **2. STUDIO ELECTIVES: 12 hours**

12 hours of studio electives (5000 level and above) are required. Studio electives must not be drawn from the major program.

#### **3. ART HISTORY/ACADEMIC STUDIES REQUIREMENTS: 12 hours**

12 hours are required, including AH 5902 (Contemporary Art Theory and Criticism) and AH 5101 (Contemporary Art History); and 6 other credits in art history or other courses pertinent to the student's studio practice (approved by the ADGC and student's advisor). Photography students must complete Art History 5610. If you have a question about which courses fulfill these requirements, ask your advisor, the art history faculty, or the ADGC. Approval should be sought before enrolling in academic courses outside the SOA+D.

#### **4. SEMINARS: 6 hours**

6 hrs must be distributed as follows: studio area seminar (3 hours) and another School of Art + Design studio Seminar (3 hrs). NOT Teaching Seminar or Professional Practices seminar.

\*\*In addition, all graduate students who will eventually have teaching responsibility with the School of Art + Design need to complete ART 5000: Teaching Seminar (3 hours). Full gradebook responsibility will not be given until the student has taken this course. ART 5000 will count as a discretionary elective within the student's DARS.

#### **5. STUDIO THESIS: 25 hours**

A minimum of 25 hours in ART 7960 is required. Graduate students should take Thesis hours with their major advisor, (see the semester Schedule of Classes). The studio thesis is intended to provide credit for preparation of the student's final presentation and professional growth. The student's advisor will assign a letter grade for the first semester of thesis. Members of the thesis exam committee will assign a grade or credit/no credit for the final semester.

#### **6. WRITTEN THESIS: a maximum of 8 hours may be earned**

A written thesis is optional, but it may not be substituted for the studio thesis. A written thesis is only allowable as an adjunct to the studio thesis and must follow the form specified by Ohio University. The hours earned for a written thesis does not count toward the 90 hours of required course work. The student's advisor and the student's thesis examination committee members must approve the written thesis, and the student must follow Graduate College guidelines for timeline, formatting and bibliographies.

#### **7. ELECTIVES:**

Electives are intended to broaden the graduate student's knowledge beyond the normal studio offerings. Electives may be taken in languages, history, philosophy, anthropology, or film seminars, for example. Electives can also be taken within the School of Art + Design with advisor permission. Graduate students should discuss elective choices with their advisor.

#### **8: COURSE LIMITATIONS are as follows:**

Art and Art History Independent Study: these courses count only as discretionary electives (they cannot count toward the 90 credits needed for the degree). They may be used to supplement work in the student's major program and electives or to do special work with a specific faculty member (with the permission of that faculty member), or pursue readings or projects relevant to a student's course of study. They are not intended to circumvent or substitute for other required courses. Total maximum hours of these courses that may count toward the Art History MA degree are 3 credit hours. Total maximum hours of these courses that may count toward the 90 Studio Art credit hour degree are 3 credit hours.

## **9. GRADUATE LEVEL MINORS ARE NOT OFFERED in the School of Art + Design:**

There is no program whereby a student earns a designated minor, including art history. Studio electives may be used to work in one or more programs other than the major program of concentration.

Please note that the MFA programs are full-time, three consecutive year (six semester) programs in residence on the Athens campus.

**INDEPENDENT STUDIES** and **SERVICE LEARNING** credits do not fulfill any requirement for graduation.

## **II. ADVISING AND ADVISORS**

Each graduate student, whether in the MA program or MFA program, must have a major advisor who is a full time graduate faculty member in the student's program of concentration. The advisor will be assigned by the ADGC, upon recommendation by the department chair in consultation with the student. If a student wishes to be assigned a particular advisor, the program chair must be so informed. Advisors will be assigned as early as possible during the student's first semester in residence. Advisors may be changed by the ADGC, at the request of either the advisee or the advisor, before the beginning of the third semester of the student's program of study.

### **A. Advisor's Role**

- The advisor will advise the student in preparing a tentative schedule for their course of study during the student's first semester of study.
- The advisor will be familiar with the advisee's scholarly and studio work and development, even when not currently assigned graduate teaching duties.
- The advisor will serve as chairperson for the graduate review committees, thesis proposal committee, and final thesis examinations committee.
- The advisor will make specific recommendations to the ADGC for any changes in the composition of the student's review and examination committees which may occur only at the appropriate times (see sec. IV, Graduate Reviews).
- The advisor will assist in planning the final thesis presentation. In consultation with the student the advisor may approve two additional members of the thesis exam committee (see sec. V.).
- The advisor will meet with the advisee on a regular basis during the third year. The advisor will be responsible for assigning grades for thesis hours in the 3<sup>rd</sup> Year (and as chair of the thesis committee, after the thesis review).

- All advisors will take into consideration their advising responsibilities when planning leaves. They should inform their advisees, the program chair, and the ADGC of their plans and arrangements.

## **B. Student Responsibilities**

- The student will consult with the advisor regularly and keep the advisor informed of progress. This includes activities outlined in this guide such as arranging for regular studio appointments with the advisor, thesis proposal schedule, thesis presentation and any other meetings, as well as apprising the advisor of any changes in the student's program or plans affecting the progress toward the degree.
- The student will consult with the advisor early in the first semester of study to prepare a tentative schedule of courses for the program. If the student wishes to make changes in their proposed course of studies, he/she must first discuss the changes with their advisor.
- The student will consult with the advisor to find out who has been assigned to his/her review and thesis examination committees (see Graduate Reviews, sec. IV).
- The student is chiefly responsible for arranging regular consultations with his/her advisor and committee members during the final year of the program to discuss current work and progress towards the degree.
- The student will consult with the advisor to plan a final thesis presentation (see sec. V).
- The student may petition the ADGC for changes in the composition of their candidacy review committee at the beginning of the second semester or thesis examination review committee at the beginning of the fifth semester. No changes to those committees will be allowed after those points.
- The student may choose in consultation with his/her advisor to have additional members for the thesis examination committee. The standing members of the committee must also approve committee additions. This determination should be made before the time of the thesis proposal review. NOTE: For the role and responsibilities of these additional members see V. THESIS POLICIES AND PROCEDURES B. Committees for Thesis Proposal and Examinations

# **III. GRADUATE REVIEWS**

## **A. GRADUATE REVIEW COMMITTEES AND SCHEDULES**

### **1. COMMITTEE FORMATION OCCURS DURING THE FIRST AND SECOND YEAR OF THE STUDENT'S PROGRAM:**

- The major advisor will assist the ADGC in the assignment of committee members.
- The progress and candidacy review committees shall consist of 3 members.

- The student in consultation with his/her committee shall determine the makeup of any additional members of the thesis proposal review members. It is the student's responsibility to inform members outside the School of Art + Design of the time, date, and location of the review.
- The thesis review committee may have two additional members chosen by the graduate candidate in consultation with his/her advisor. If additional members are appointed, it is suggested that one of the members should come from an academic program.
- All additions and/or changes to the committee should be requested in writing (through email is sufficient) to the ADGC by the student as well as their advisor.

**2. THE INITIAL COMMITTEE COMPOSITION VARIES FOR EACH PROGRAM:**

**a) For Art History MA students:**

- The student's major academic advisor will also be their committee chair.
- Two other faculty members will be chosen in consultation with the major advisor.

**The following schedule is typical for MA Program in the School of Art + Design:**

Year	Fall Semester	Spring Semester
One		Progress/ Candidacy Review
Two	Thesis Proposal	Thesis Defense/Exam Thesis Documentation

**b) For Studio MFA students:**

- The student's major academic advisor will also be their committee chair.
- A second faculty member from the student's major area will be appointed by the student's advisor.
- A faculty member from another studio program will be appointed by the ADGC.

**The following schedule is typical for MFA Program in the School of Art + Design:**

Year	Fall Semester	Spring Semester
One	Progress Review	Candidacy Review
Two		Thesis Proposal Review
Three		Thesis Exam/Exhibition

## **B. MA ART HISTORY AND MFA STUDIO PROGRESS REVIEW**

All full-time first year graduate students pursuing the MA in art history shall have a review of their research during their second semester of residency. All full-time first year graduate students pursuing the MFA in ceramics, painting and drawing, photography and integrated media, printmaking, sculpture/expanded practices, or graphic design shall have a review of their work during their first semester of residency. For MFA students, This review will be scheduled before completion of 10 credit hours of work. All students accepted into the programs on a conditional basis must have completed all of their remedial course work or passed the English proficiency exam before they may take their progress review.

**MA Art History Progress (Candidacy) reviews** are in the second semester of residency. By the beginning of week five of their second semester, students must submit the following to the area chair: a current DARS, paper written as a graduate student, and Candidacy Review Form. The Art History faculty will meet as a group to evaluate the progress of the student. Students will receive written notice regarding their progress. Students can obtain the Candidacy Review Form from the SOA+D Records Mgt. Associate of Student Services.

**MFA Studio Progress reviews** run one and a half hours. All material should be present or installed as needed in the review room prior to the scheduled time for the review to begin. Candidates should be prepared to open the review by clearly stating the intention of the research being done and where it might head in the future; work amplifying this progress should be hung, installed or available for the review. It is advised to rehearse this material to prevent the misuse of this valued time with your entire committee. The candidate should consult with their chair regarding formats that might be specific to their research or review the degree of the material that will be covered. The candidate must obtain the Progress Review Form from the SOA+D Records Mgt. Associate of Student Services and bring it to the review.

The MFA Progress review will occur towards the end of the first semester in residence. It will take place before exam week of that semester. The ADGC will schedule a date, time and room for the review at the Ridges facility; however, if some other location, time or date is needed, it is up to the student to get all committee members and the ADGC to approve these alternate arrangements.

### **THERE ARE TWO POSSIBLE RESULTS OF THE PROGRESS REVIEW:**

- **The student has made acceptable progress.**
- **The student has not made acceptable progress.**

Acceptable progress would indicate the ability of the student to continue working in the program. Unacceptable progress would usually result in the student's discontinuing in the program; in rare cases the committee members may elect to place the student on a probationary term at their discretion. Members will indicate under the "Comments Section" of the review form their evaluation of the studio work and reasons for their decision.

## **C. MFA GRADUATE CANDIDACY REVIEW**

The student has an opportunity to receive a thoughtful, objective, and critical analysis of the work presented to the committee. The candidacy review is given once. This review determines whether or not the student shows potential for successful completion of the requirements for the MFA. Only if the committee decides positively does the student become a degree candidate. A negative decision will result in discontinuance from the program.

### **1. REVIEW PROCEDURES GUIDED BY THE CHAIRPERSON:**

a) The ADGC will inform the advisee and the committee of the date and time of the review. **The student should obtain the Graduate Candidacy Review Form from the Student Services office and bring it to the review.** The ADGC will schedule a date, time and room for the review at the Ridges facility; however, if some other location, time or date is needed, it is up to the student to contact all committee members and the ADGC to approve these alternate arrangements. The major advisor will assist in the selection of work to be presented for the review.

b) The graduate candidacy review will be based upon the presentation of a substantial body of work accomplished during the course of the student's residency at Ohio University. It may include both work in the student's major program and that done in other studio programs. The review takes place near the end of the second semester of residence, but before exam week.

c) The candidacy review will include the student except for the time of final deliberation and voting by the committee members. Members will indicate under the "Comments Section" of the review form their evaluation of the studio work and reasons for their decision.

### **2. THE CANDIDACY REVIEW OUTCOME WILL BE STATED AT THE CONCLUSION OF THE REVIEW:**

a) Immediately following their decision, the committee members will complete in duplicate the Graduate Candidacy Review Form and return it to the ADGC, whose signature is required. Once approved by the ADGC, the white copy will be sent to the student, and the yellow copy will be placed in the student's file.

**b) Possible results of the review are:**

- **Advancement to degree candidacy.**
- **Discontinuance from the program.**

The student may appeal the decision of the committee. Appeal procedures are initiated through the office of the ADGC.

## **IV. THESIS POLICIES AND PROCEDURES**

### **A. THESIS PROPOSAL**

#### **1. FOR ART HISTORY MA STUDENTS:**

By the third week of September of their second full-time year of study, each candidate is required to present a written thesis proposal (3-5 double spaced pages) with a 2 page (minimum) bibliography to the thesis committee members for approval prior to registering for thesis hours. The thesis advisor will assist the candidate in preparing the thesis proposal and guide the writing of the final thesis. The thesis advisor must approve the proposal and sign the proposal form before it is submitted to the rest of the committee. Once approved by all members of the committee, the proposal (in electronic form) must be turned into TAD by the required deadlines.

#### **2. FOR STUDIO MFA DEGREE STUDENTS:**

MFA candidates are required to make a thesis proposal in writing to his/her thesis committee by the end of their second year of study. The final Thesis Proposal document should be a minimum of 4-5 pages in length and should include the following criteria:

- Title of project
- Description of proposed project
- Methodology for how project will be realized
- Discussion of how new project relates to past work already completed at OU
- Explanation of theories or themes that inform the project
- Bibliography, which is typed in Chicago Manual of Style (humanities style)

#### **THE FOLLOWING SERIES OF DEADLINES SHOULD BE ADHERED TO IN ORDER TO PREPARE FOR AND COMPLETE THE PROPOSAL REVIEW PROCESS:**

- A one page (minimum) abstract is due to all members of the MFA candidate's committee by **February 1st**. This will allow the committee members to give early feedback to the student as they prepare to write the final document.
- A finalized version of the Thesis Proposal document is due to all members of the MFA candidate's committee by **March 1st**. This will allow the committee members to review the final document and possibly give feedback to the student before the Proposal Review.

- Proposal Reviews will be scheduled near **March 15th**. The Thesis Proposal document will be discussed at this review. Committee members will give the student feedback and may require that an additional draft(s) be written and reviewed by the committee. The Review form will not be signed by the committee until the Thesis Proposal document is satisfactory.
- A digital copy of the passed and finalized Thesis Proposal document is due to the ADGC along with the signed Review form by **April 31st**.

The ADGC will inform the advisee and the committee of the date and time of the review. The student should obtain the Graduate Proposal Review Form from the School of Art + Design Office and bring it to the review. The ADGC will schedule a date, time and room for the review at the Ridges facility, however, if some other location, time or date is needed, it is up to the student to contact all committee members and the ADGC to approve these alternate arrangements. A substantiating body of creative work should accompany the written proposal. The thesis advisor will assist the candidate in preparing the thesis proposal and selecting substantiating work to accompany the proposal. Each of the studio concentrations may have slightly differing procedures; therefore each candidate should consult with his/her advisor . Once the thesis proposal is approved, the student will schedule a thesis exhibition with the school's Director of Exhibitions. While every attempt will be made to respect such requests, the final decision for scheduling remains with the ADGC and the Director of Exhibitions.

Please note: Graduate students may not register for thesis hours until their committee has approved the thesis proposal. The thesis proposal may be made before the completion of the required minimal 90 hours; however, the thesis examination and presentation normally come after the completion of all requirements except the thesis hours. This means that all incomplete work (F and PR), except for thesis, must be completed before the thesis exam may be taken. **There is no exception to this rule.** All graduate students and advisors should check the DARS reports by the end of the second year to make sure all requirements have been met before scheduling their thesis examination.

## **B. COMMITTEES FOR THESIS PROPOSAL AND EXAMINATIONS**

For MFA candidates:

The members of the student's thesis proposal committee shall be the same as the progress and candidacy committee. The minimum number of members for the thesis examination committee is three:

- The student's major advisor (chair).
- Another faculty member from the student's major program.
- A faculty member from a studio program other than the major program. (As mentioned, additional members may be proposed by the MFA candidate and approved by the standing committee members. The deadline for adding such members is two weeks before the thesis proposal review. These additional members are non-voting members of the *Thesis Proposal and Examinations Committee*.)

## C. FILING OF FORMS

There are 3 necessary forms:

1. The student will be responsible for obtaining their committee's approval and signatures on the Thesis Proposal Form and returning it to the Records Mgt. Associate of Student Services in the School of Art + Design. The ADGC's signature is required on this form, which indicates approval of the committee, title, and time and place of the examination. Recommendations for the guidance of the thesis project will be written under the "Comments Section" of the form.
2. The student is responsible for completing and forwarding the Arrangement for Oral Defense of Thesis or Dissertation form to the ADGC at least 2 weeks before the Thesis/MFA exhibition defense date. This form must be signed by the members of the committee prior to being handed in.
3. The student is also responsible for filling in the Report of Oral Thesis Examination and Dissertation Defense form, and bringing it to the defense.

The Thesis Proposal Form can be obtained in the School of Art + Design Office. The Arrangement for Oral Defense of Thesis or Dissertation and the Report of Oral Thesis Examination and Dissertation Defense forms are available at the Graduate College website at <http://www.ohio.edu/graduate/etd/oraldefense.cfm>. The student's advisor will be responsible for signing and approving the Report of Oral Thesis Examination and Dissertation Defense form and returning it to the ADGC for signature after the examination is successfully completed.

## D. PROCEDURES FOR THE THESIS PROPOSAL REVIEW

1. Art History MA degree candidates must have the approval of their advisors before they can register for thesis credits.
2. MFA thesis proposal reviews shall normally take place in the fourth semester. Re-reviews shall be scheduled during the semester at the committee's discretion. The ADGC will inform the advisee and the committee of the date and time of the review. The ADGC will schedule a date, time and room for the review at the Ridges facility; however, if some other location, time or date is needed, it is up to the student to contact all committee members and the ADGC to approve these alternate arrangements 3 weeks prior to review. The major advisor will assist in the selection of work to be presented for the review.

## E. ART HISTORY MA THESIS AND STUDIO MFA THESIS EXHIBITIONS

1. Each Art History MA candidate must submit a draft of their thesis to their primary advisor. Once the primary advisor has cleared the thesis, the student can then submit the draft of the thesis to the other two members of the committee. When the recommended changes have been addressed, the student may schedule a defense with all three members of the committee. A copy of the Arrangement for

Oral Defense of Thesis or Dissertation form must be completed and forwarded to the ADGC at least 2 weeks before the defense date.

2. Each MFA degree candidate in the studio program is required to make a formal, public presentation of his/her thesis. The student's advisor will assist in planning the final presentation. Presentations of thesis exhibitions are then normally, but not necessarily, scheduled for the Ohio University Art Gallery or the Trisolini Gallery. If a presentation is to be located elsewhere, the approval of the major advisor must be obtained in writing, and the off-campus form filled out and returned to the Director of Exhibitions. The Director of Exhibitions will schedule all graduate candidate's MFA shows. The exhibition dates will be scheduled by the fall of the graduating year. The exhibitions are typically two-person exhibits when they are in the galleries, but if there are an exceptionally large number of graduating students in one year, then some three-person or small group shows may be necessary in those spaces.

## **F. PROCEDURES FOR THE ART HISTORY MA THESIS DEFENSE AND STUDIO MFA THESIS EXAMINATION**

Each degree candidate in art history or in a studio program is required to complete the following:

- After consulting with his/her advisor and committee members, the student will inform the committee members in writing of the time and location of the thesis defense/examination.
- A copy of the Arrangement for Oral Defense of Thesis or Dissertation form must be completed and forwarded to the ADGC at least 2 weeks before the defense date.
- The committee will conduct an oral examination of the student's thesis at which time the student is expected to commence the exam by providing an oral overview orientation to the committee and be able to defend the thesis. For those in a studio art program, it is recommended that this overview be printed and copies provided for all committee members.
- The student is responsible for bringing the appropriate Report of Oral Thesis Examination and Dissertation Defense form to the defense/examination meeting.
- The committee will assess the defense/presentation to determine that the research and final thesis results are either satisfactory or unsatisfactory. The form will be signed and approved by the committee members and signed by the ADGC.

An unsatisfactory result requires the student to make another presentation to the same committee (or in extenuating circumstances a committee approved members by the ADGC) at a later date. The major advisor and the ADGC must approve the time and place of the second presentation. Steps 1 through 3 above must be repeated and new forms must be filed. The committee will set an alternate schedule for the 2nd review and defense at this meeting. Artwork and all material must be removed from the gallery immediately after the unsuccessful thesis review.

## **G. DOCUMENTATION OF THESIS**

1. The School of Art + Design requires candidates for graduate degrees to document the work that constitutes the thesis.
2. MA Art History students will file their thesis through TAS (Thesis And Dissertations) an online submission process that subsequently makes the thesis available through Alden Library. A more detailed explanation of the TAD process, as well as the formatted document can be found here: <https://www.ohio.edu/graduate/etd/index.cfm> It is the student's responsibility and necessity to adhere to all TAD deadlines for on-time thesis submission.
3. All Thesis Documentation (for MFA graduate students) must be burned to two (2) copies of one CD or DVD and presented in an envelope or other protective container. The disc must be labeled using the official Thesis Documentation CD Template available through the ADGC. This template guides you to include the following information on the CD label: Your name, Year of graduation, Title of Thesis, Area of Study, Advisors name, and a list of the contents of the CD. All documentation must to be submitted to the ADGC before final approval of the completion of the degree is granted.
4. Candidates for the MFA degree must submit at least 20 digital images as individual TIFF or JPEG files compatible with a common image processing software, e.g., Photoshop. Title each image file (TIFF or JPEG format) with your last name and image number ("yourlastname1.tif"). Include the file extension in the title of each file. Pixel dimensions should be at least 1000 pixels on any side and the resolution should be at least 300 dpi. These files must be placed in a folder titled with your last name and "images" ("yourlastnameimages").

A PowerPoint of the 20 images must also be included on the CD (titled "yourlastname.ppt"). The first slide of the PowerPoint should include the same information included on the label of the CD (Name, Year of graduation, Title of Thesis, Area of Study, and Advisor's name). Label each image slide in the PowerPoint with the same information as included on the Image List (titled "yourlastname-imagelist").

On the disk, include a document produced in a common word-processing software such as Microsoft Word or a PDF, that is a list of all images. The list should include your name, each image number (e.g., 1-20...), date and title of work, medium, a brief description/statement regarding the image and dimensions (height x width x depth for three-dimensional work; height x width for two-dimensional pieces, unframed).

Also include a word document or PDF of the Thesis/Artist Statement (titled "yourlastname-statement") and a separate document or PDF of the student's current resume (titled "yourlastname-resume"). One digital copy of the student's announcements for the exhibition must also be included as a TIFF or JPEG file (titled

“yourlastname-announcement.tif”). Other images are permitted, such as details, video clips, QTVRs, etc. Save videos, QVTRs, etc., as QuickTime files. Direct all technical questions to the ADGC.

#### **MFA THESIS DOCUMENTATION CHECKLIST:**

- Label for CD using approved Template
- Folder of 20 images of the thesis work
- PowerPoint including a title slide and the same 20 images
- Image List
- Thesis/Artist Statement
- Current Resume
- Digital copy of Thesis Announcement/Advertising

4. Candidates for the MA in Art History must submit a digital copy of the thesis (in a common word processing software, such as MS Word or as a PDF file) to the ADGC before final approval of the completion of the degree is granted. Other files are permitted, such as images, video clips, QTVRs, etc. Direct all technical questions to the ADGC.

## **V. GRADUATE AWARDS/FUNDING**

### **A. Graduate/Teaching Assistantships (Stipends)**

Students who have been awarded Graduate/Teaching Assistantships will be assigned to teaching, research, or other duties by the area chairs, the ADGC, or by the director. Specific assignments are determined by the needs of the School of Art + Design and the specific area.

Graduate awards are made on a year-to-year basis and are not automatically renewed. If a student wishes to be considered for appointment or re-appointment, the ADGC should be informed in writing before March 15 of each year. Re-appointment will be based on the current School of Art budget, satisfactory performance of assigned duties, quality of course work (at least an overall 3.0 grade average must be maintained), successful completion of reviews, and demonstrated abilities. In general appointments are made on the basis of individual program recommendations.

International students who are interested in teaching are required to pass a SPEAK Test in order to do so, unless English is their native language or an undergraduate degree from an English medium university or college has been received. The Ohio Program of Intensive English (OPIE) administers the test after the student arrives on campus and before the beginning of each semester.

## **1. FOUNDATIONS TEACHING ASSISTANTS**

Graduate students should consider the opportunity of teaching in Foundations as a reward for good standing and productivity in their programs. Teaching is considered in the School of Art + Design as a significant investment and responsibility, which may include project development, lesson plans, critique, office hours, facilities maintenance and grading. Meeting undergraduates at the entry level is also significant in its role as recruitment from the general university population and the servicing of other programs in the university.

Graduate Teaching Assistants teaching in Foundations and in their specific programs will be required to attend the Graduate Teaching Seminar (Art 5000, 3 credits toward electives), unless they can demonstrate that they have had pedagogic supervision while teaching similar courses. The Graduate Teaching Assistants must take the seminar before their first teaching assignment.

By accepting a teaching appointment in the Foundations program the GTA accepts the following responsibilities:

- Attend all Foundations meetings.
- Attend all Foundations functions that the GTA is requested to attend.
- Check mailboxes on a regular basis, at least before each class meeting.
- Activate their e-mail accounts as soon as they enroll in the GTA Seminar. Check their e-mail regularly, at least before each class meeting.
- Read and respond in a timely fashion to all communications from Foundations or School of Art + Design personnel, including telephone, mail, and e-mail.
- Keep a current local address and phone number with the Assistant Director of Foundations and with the School of Art office. To insure proper communication during summer and in preparation for the subsequent fall semester, graduate students must keep a functional summer address and phone number with the School of Art + Design office.
- Be responsible for the condition of the classroom at the end of each class period.
- Participate in the upkeep of the Foundations facility and equipment.
- Turn in official forms, including grade sheets and course evaluations, in a timely fashion.
- Follow the Faculty Handbook in regard to academic matters (to view the handbook, go to <http://www.ohio.edu/facultysenate/handbook/> or copies are available in the School of Art office). The performance of GA and TA's will be reviewed each semester by their respective program chair and the Assistant Director of Foundations. Continuing employment will be conditional on the fulfillment of the above responsibilities, proper execution of the specific teaching and service responsibilities, and the above mentioned reviews.

## **B. GRADUATE RECRUITMENT SCHOLARSHIPS**

### **(Tuition Waivers)**

Each year the School of Art + Design receives a sum of money to be distributed in the form of tuition waiver scholarships (called Graduate Recruitment Scholarships or GRS's). The School of Art + Design attempts to provide financial aid to the largest number of students possible. Graduate Recruitment Scholarship awards are made on a year-to-year basis and are not automatically renewed. In general GRS awards are made on the basis of individual program recommendations. Students receiving GRS must be enrolled for at least 18 hours per semester.

## **C. MINI-STIPENDS FOR SUMMER SESSIONS**

A limited number of mini-stipends are available for students continuing their studies during the summer sessions. The department chairperson should make requests for summer stipends in writing to the ADGC before the end of May. Recipients may be required to do 15 clock hours of service for the school during the summer. Students receiving summer stipends must be enrolled full-time and must receive funding in either the preceding Spring semester or the following Fall semester.

## **D. FUNDING OBLIGATIONS, LIMITS, and RESPONSIBILITIES**

Graduate Students who receive the assistantships, tuition waivers, or stipends described above **MUST** perform services as assigned in exchange for the funding. The funds and waivers are payment in exchange for work.

### **1. LEVELS OF FUNDING:**

The amount of funding received by each student varies with the type of funding awarded (the below dollar amounts are per semester and based on the 2014-2015 academic year only):

- Full Graduate/Teaching Assistantship (TA) + Full Graduate Research Scholarship (GRS) = \$5,955 stipend + \$4,094 tuition waiver
- Half TA + Full GRS = \$2,977 stipend + \$4,094 tuition waiver
- Half TA + Half GRS = \$2,977 stipend + \$2,047 tuition waiver
- Full GRS = \$900 stipend + \$3,194 tuition waiver
- Summer Stipend = approximately \$500.00 stipend + summer tuition waiver

**NOTE:** Students who receive funding are still responsible for paying various fees. The amounts of fees vary with courses taken, etc. Fees are usually at least \$800.00 per semester. Students who are awarded stipends must pick up their checks at the School of Art + Design main office. If you have direct deposit, you can pick up your check stub at the office also.

## **2. SERVICE EXPECTATIONS:**

The maximum amount of work expected from each student varies with the type of funding awarded:

Full TA = 15-20 hours per week

Half TA = 8- 10 hours per week

Full GRS = 6 hours per week

Summer Stipend = 15 hours total

## **3. SOA+D OBLIGATIONS AND LIMITS TO OBLIGATIONS:**

The School of Art + Design cannot reduce a student's funding within a given year at any time unless:

- student does not enroll in at least 18 credits per semester (except summer)
- student does not maintain an overall 3.0 GPA
- student's service performance is not satisfactory
- student does not successfully complete one or more Graduate Reviews
- student withdraws or takes leave from all courses or from the university/program
- student has earned 174 or more credits
- student declines the funding offered or funding allotments are reduced by the college and/or university

4. The SOA + D limits its obligations for funding to 7 semesters for MFA students and 5 semesters for MA students. MA students are expected to complete the Art History degree in 4 semesters/2 years and, typically, are considered for 5<sup>th</sup> semester of funding only in cases of extreme circumstances, such as medical issues or a death in the family.

# **VI. POLICIES AND PROCEDURES AT THE RIDGES**

## **A. INDIVIDUAL STUDIOS**

- All studio spaces at the Ridges are obtained by departmental approval. The program chairperson forwards recommendations for spaces to the Ridges Coordinator.
- The Ridges Coordinator will assign specific spaces to individual students on the written recommendation of the program chairs. Only the studio space assigned to the student may be occupied. "Trading" or sharing spaces may only be done on the approval of the Ridges Coordinator.
- Students are given a key code to access the rear elevator/loading dock as soon as the studio is assigned. Key codes are changed every May after graduation. A key to the front door may be checked out from the Office Assistant in the School of Art + Design office that is maintaining this responsibility. If university issued keys are lost/misplaced, the student must pay for the re-keying of each door that could be opened by the lost key. The student must also pay for a replacement key for each faculty, staff, or student who had the original key. The cost of these services changes regularly, please check with the Office Assistant in the School of Art +

Design office for current estimates. A hold will be placed on the student's grades or graduation clearance if these fees are not paid.

- Students are granted use of the studio as long as it is regularly utilized for creative activity and maintained in good working order. Any conduct, which is not contributing to the working artist community, will cause forfeiture of the studio space. The program chairperson or Ridges Coordinator should approve any major alteration of the space.
- Students will store large quantities of flammable materials in the yellow hazardous materials cabinets provided out in the hallways. All turpentine, etc. will be disposed of in the appropriate red cans at the end of the halls. Rags will be collected and disposed of by the students via the recycling unit at the university.
- Upon graduation students will vacate and clean the space by May 4<sup>th</sup>, including removing all materials and nails, sweeping, etc., for the next occupant. Students will repaint/rebuild the studios, if they were responsible for any major changes in the space (installations with black rooms, for example) and return their studio key. A recycling bin for scraps of wood, glass, metal, paper, plastic, etc. is located on the rear entrance loading dock, as well as is a dumpster for trash near the back entrance.

## **B. COMMUNITY SPACES AND ACTIVITIES**

- A committee of student representatives will regularly meet to discuss activities and concerns of the community-at-large. This group of students known as the Ridges Steering Committee will elect a chairperson to call and moderate meetings involving the activities at the Ridges. This election will be held in the spring at the final meeting in June for the following academic year. Any faculty member will act as the faculty advisor to the committee, in consultation with the ADGC. The meeting times will be advertised, and anyone may attend.
- The NORTH Project Space (located in building 14) may be reserved on a DAILY basis. A checkout sheet is posted next to the room, and it is on a first-come, first-serve basis. Rules and regulations for use of this space are also posted outside the space.
- The SOUTH Project Space (located in building 13) may be reserved on a WEEKLY basis. The same procedures apply: it is used on a first-come, first-serve basis. Both spaces must be returned to their (white and hardware-free) clean states after each use.
- Both the project spaces are used in the evenings for regularly scheduled graduate classes, primarily painting and photography. It is the student's responsibility to work around these class sessions, and check with the instructors as to their use and needs during these check-out times. Instructors are asked to reserve the spaces in advance of class critiques.
- The INSTALLATION SPACE & MINI-ME INSTALLATION SPACES may also be checked out for SPECIAL PROJECTS (usually not longer than two weeks, unless approved by the graduate chair). Special events, such as the first-year graduate show, visiting artist installations, progress reviews, candidacy reviews,

thesis proposal reviews, and other School of Art + Design and university sponsored events will take precedence in the use of the space. These events will be marked in advance on the calendar posted outside the space.

- Students may check out the Ridges projector or other equipment from the Steering Committee chairperson. Reservation of the blue room for showing slides is recommended.

### **C. POLICIES AT THE RIDGES**

- Access to the studios is 24 hours. Everyone must observe security at all times: locking doors, reporting strangers, etc. Students will not “prop open” the doors, as it leaves other students and property vulnerable to intruders. Only School of Art + Design personnel or their invited, accompanied visitors are allowed on the premises. No student may take up permanent residency in the studio.
- Students must observe the egress in the hallways. If any of the student’s material is in violation of occupying the center of the hallway (clearly marked with a yellow tape line), then they will be asked to remove the material immediately. If this action is not taken, the student may lose studio privileges.
- Students may not trespass into any other part of the building. Only the School of Art + Design studios, access to them, and the elevators are to be used by the students. Anyone found wandering in to these off-limits, closed areas, stairwells, etc., will be subject to the university’s punitive action. These areas are vast, dangerous, full of lead, asbestos, weak ceiling structures and have no communication devices.
- Students may not remove furniture or other objects from offices on the first floor or from any other location in the buildings. If there is a need for such things, contact the Ridges Coordinator who will try to obtain whatever is needed.
- Students will use caution in using electrical devices: use grounding plugs when required, turn off hot plates and unplug when departing, etc. Use of sanding, planing, and other sawdust-producing equipment, which can block the venting systems and set off fire alarms, must have collection bags attached. Storage cannot block sprinkling systems or fire escape routes, etc. Any needed repairs should be reported to the Ridges Coordinator immediately. Students responsible for setting off fire alarms through misuse of materials will not be allowed to work in the SOA+D spaces at the Ridges.
- Students must use all materials according to the manufacturer’s instructions and guidelines. Toxic or vaporous materials that require ventilation (such as cast resins or fixative) or special handling must not be used in the Ridges community spaces.
- No animals are allowed at the Ridges. University personnel have been known to call the police regularly. A fine and/or ticket may be issued to the owner of the animal.
- A kitchen is provided for the use of all students. Each person using this space should clean and regularly remove items from the refrigerator. Please do not pour paint down the sinks, and be advised that the custodians are not responsible for

cleaning the kitchen.

- Alcohol is not allowed in the building, except by permission at special events. Any student not observing this policy will be subject to eviction.
- Smoking is prohibited in the building, including private studios. You must leave the building in order to smoke.
- If stereo, televisions, etc. are turned to a loud volume and bothersome to other artists, they may ask the player to turn them down. Students must comply with this request.

## **VII. GENERAL INFORMATION**

### **A. MAIL**

Graduate students may receive mail in the School of Art +Design office, Room 528, Seigfred Hall. General departmental correspondence, including official notices, is also distributed into these boxes. Graduate students should check their individual mailboxes regularly.

### **B. E-MAIL**

School of Art + Design notices, meeting schedules, and other important communications are sent via e-mail only to the “oak” account provided by Ohio University. The university recommends that student DO NOT forward their university email to other email providers. These messages are often not delivered because they are seen as “spam” by the provider’s systems.

### **C. KEYS**

Necessary keys will be provided from the School of Art + Design office. All keys must be returned at the end of student’s enrollment. Final grade reports and graduation will be delayed until this requirement is met.

If university issued keys are lost/misplaced, the student must pay for the re-keying of each door that could be opened by the lost key. The student must also pay for a replacement key for each faculty, staff, or student who had the original key. The cost of these services changes regularly, please check with the Office Assistant in the School of Art + Design office.

### **D. STUDIOS**

Limited studio space for students is available in university facilities. When space is available, it is generally assigned by the departmental chair (or on the Ridges by the Ridges Coordinator). Students are reminded that this studio space is the property of Ohio University, and should be treated with respect. Studios will be kept reasonably clean and orderly; alteration of structures or fixtures is not allowed; noise will be kept to a minimum; hazardous or toxic materials will not be used or stored in studios, unless used in strict accordance with the manufacturer’s guidelines and recommendations. Studios will be used for the purpose for which they have been assigned.

## **E. SECURITY**

Students are encouraged to provide locks for drawers and cabinets within studio spaces and to be careful with personal belongings and equipment. As a general policy, no unauthorized visitors should be in classroom or graduate studios. Authorized visitors are those present for academic purposes. Equipment, furniture, or other university property is not to be removed from any School of Art + Design building or studio or from one room to another. Missing equipment will be reported as a theft to the university police.

## **F. COOPERATIVE BUYING (LAB) FEES**

Many studio courses assess a fee for cooperative buying of classroom materials. Fees are to be paid when your other university fees are due. The university will collect these fees via the Registrar at Chubb Hall. Grades may be withheld for non-payment of fees. The amount of the fee for each course is determined once a year, by the program responsible for the course. These forms are compiled in a list and submitted for approval by the treasurer of the university.

## **G. THESIS FEE**

There is a thesis materials fee due each quarter in which thesis credit is earned. This fee covers the use of expendable materials in the gallery for the thesis exhibition as well as any expendable materials used in the studio of the major program. For example, these expendable items include but are not limited to clay, fasteners, flood and spotlights, gallery hand tools, glass, glazes, inks, media, nails, paint, paper, sandpaper, saw blades, welding supplies, and glue.

## **H. NO CONCEALED WEAPONS OR SMOKING POLICY/ALCOHOL USE**

No Smoking will be permitted in the building, and concealed weapons are not allowed. Cases of non-compliance will be dealt with through the Office of University Judiciaries. Violation of these regulations is a misdemeanor under Ohio law (1976 Substitute Senate Bill No. 96). Similarly no alcohol is permitted in either Seigfred Hall or at the Ridges facility unless a university approved, legal liquor license is obtained for School of Art + Design functions. Guidelines are available from the Director of Exhibitions or School of Art + Design office.

## **I. JOB LISTINGS**

The School of Art + Design office posts job listings and announcements from other academic institutions in a notebook in the office. Students may browse through these listings anytime during regular office hours.