

MFA HANDBOOK

2017-2018

DEPARTMENT OF ART FLORIDA STATE UNIVERSITY

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Visual Art and Scenic Design at the Carnaghi Art Building (CAB)—2214 Bellevue Way

Table of Contents

MISSION and GOALS	4
Statement of Mission.....	4
Program Goals.....	4
Student Goals.....	4
FACULTY	5
FACILITIES	6
Studio Facilities.....	6
The FSU Museum of Fine Arts (MoFA) and Other Exhibition Venues.....	6
Visiting Artists.....	6
COURSE REQUIREMENTS	7
MFA in Studio Art Program Course Map.....	7
Studio Coursework.....	7
Electives.....	7
Art History/Academic Studies.....	7
Thesis Exhibition.....	7
Transfer Credits.....	7
Sample MFA 3-Year Course Plan.....	8
FORMAL REVIEWS & THESIS COMMITTEE MEETINGS	10
Formal Reviews.....	10
Thesis Committee.....	10
Thesis.....	11
Graduation Requirement Checklist.....	12
ASSISTANTSHIPS, UNIVERSITY FELLOWSHIP, AWARDS	13
Assistantships.....	13
University Fellowship.....	13
Florence Study Center Teaching Award.....	14
College Awards.....	14
Departmental Awards.....	14
Additional Information.....	14
MFA STUDIOS CODE OF CONDUCT	15
Installation Rooms.....	17
Common Exhibition Area.....	18
Lounge/Kitchen area.....	18
Storage.....	18
General Rules.....	18
End of Residency.....	18
APPENDIX: FORMS	
1st Year Review Form – Fall/Spring	22

2nd Year Review Form - Fall.....	22
2nd Year Review Form - Advance	23
3rd Year Review Form - Fall.....	24
3rd Year Review Form - Spring	25
MFA Re-Review Form... ..	26
Major Professor Review Statement	27
MFA New Committee Form... ..	28
Thesis Cover Sheet.....	29
MFA CAB Studio Contract	30
MFA CAB Studio Clearance Form.....	31
MFA EXIT FORM.....	32

Mission, Goals, & Media Concentrations

Statement of Mission

The Master of Fine Arts is a terminal degree for studio artists. The curriculum at Florida State University offers students the discipline, training, and artistic understanding required for life as a practicing artist, and is also designed for every student to utilize the wealth of the knowledge and expertise of the entire faculty in the Department of Art. The program is designed to develop each student's capability for creative thinking, foster a sense of open inquiry, and provide a strong awareness of the wide range of both traditional and emerging art practices. Besides personal growth, the experience gained through the successful completion of the MFA program will enable graduates to make valuable contributions to a variety of vocations including professional artist, designer, art instructor or arts administrator. Potential graduate students are considered for the program on the basis of demonstrated artistic accomplishment and perceived potential, as well as evidence of conscientious work habits and a sense of commitment to their practice. The department is philosophically committed to work that crosses artistic disciplines. Our motto is: *No media boundaries / no boundaries by media.*

Program Goals

Our goal is to provide an environment that stimulates creative thinking and art-making. This goal is furthered by both peer-to-peer and faculty-student exchanges conducted in informal visits, formal reviews, and group critique workshops. Faculty will work with students to improve technical, conceptual and professional skills, and

to develop strategies, which strengthen their creative production leading to a significant body of work that will be on public exhibition.

Each 1st Year student will be given a 3rd Year grad mentor and an individual faculty mentor. Mentors will help students with their transition into the program.

Student Goals

Upon completion of the MFA Program, a student will be able to create and present a cohesive body of work for public exhibition. The student will be able to verbally articulate and contextualize their work, and produce a written thesis. S/he will also have the essential tools needed to present work to external sources, such as galleries, foundations, museums, residencies, competitions, and design opportunities.

Although there are no hard and fast divisions by media in the program, it is nonetheless important for each graduate student to find his or her own voice and an appropriate set of media in which to express an original aesthetic vision. The All Media Critique class structure and interdisciplinary freedom that is part of the departmental philosophy provides opportunities for a broad range of media exploration and choice.

Faculty

The Faculty consists of committed artists, each with an original position and extensive exhibition record. They assist with the individual needs of students, responding to and helping them in the search for a personal position in their work through exposure to relevant historical and contemporary artists, movements, theories and techniques. Above all, the faculty seeks to help students learn to ask their own questions and find solutions to presenting their artistic visions.

INTERIM CHAIR

Dave Gussak, PhD, ATR-BC

GRADUATE PROGRAM DIRECTOR

Fall, 2017 – Professor Mark Messersmith,
Indiana University

Spring, 2018 - Associate Professor Judy Rushin,
Georgia State University

FOUNDATIONS FACULTY

- Assistant Professor Jeff Beekman, University of New Mexico (BA Director/Foundations)

CERAMICS/SCULPTURE/INSTALLATION FACULTY

- Professor Carolyn Henne, Virginia Commonwealth University
- Professor Holly Hanessian, Area Head in Ceramics, University of Georgia
- Professor Terri Lindbloom, Area Head in Sculpture, University of New Mexico (also Drawing)

DIGITAL IMAGING/DESIGN FACULTY

- Associate Professor Keith Roberson, University of Maryland
- Assistant Professor Rob Duarte, University of California San Diego
- Assistant In Art Kevin Curry, Southern University in Carbondale
- Assistant Professor Julietta Cheung, School of the Art Institute Chicago

PAINTING/DRAWING FACULTY

- Professor Mark Messersmith, Indiana University
- Professor Lilian Garcia-Roig, University of Pennsylvania
- Associate Professor Carrie Jones-Baade, University of Delaware
- Associate Professor Judy Rushin, Georgia State University
- Assistant Professor Anne Stagg, University of Illinois (also Foundations)

PHOTOGRAPHY FACULTY

- Professor Pat Ward Williams, Maryland Institute of Art
- Associate Professor John Mann, Area Head, University of New Mexico

PRINTMAKING FACULTY

- Professor Mary Stewart, University of Indiana, Printmaking (also Foundations, Pedagogy)
- Associate Professor Denise Bookwalter, Area Head, University of Indiana

Facilities

Studio Facilities

The Art Department is housed in five locations, one of which is a converted space called the Carnaghi Art Building (CAB), fitted to the needs of working studio artists. Each MFA student is assigned a studio space meant to serve as a hub for the production of work and for viewing work during critiques and studio visits. CAB is equipped with its own wood shop, metal shop and computer lab, two large installation rooms, a photo documentation room (for 2D and 3D photo documentation, advanced photographic lighting, and green screen applications), a video/sound/edit suite, and community exhibition space. Classrooms and a lounge area are also provided. Students have 24-hour access to this facility. For more detailed information, go to <http://art.fsu.edu/about-us/facilities>

On the main FSU campus, students may use the department's state of the art computer and photography labs, the Fine Arts Building lab (FAB Lab) with 3D modeling and laser cutting, extensive printmaking lab, sculpture & ceramics. Graduate students are also given 24-hour access to a high-end photography lab where mural prints can be produced.

The FSU Museum of Fine Arts (MoFA) and Other Exhibition Venues

The FSU Museum of Fine Arts (MoFA) is an integral part of the educational mission of the Department of Art. The gallery has a long tradition of originating major exhibitions of contemporary and traditional art, offering national and regional invitational, faculty and student exhibitions, as well as lectures and

symposia devoted to significant developments in art history and criticism. MFA students usually hold their thesis group exhibition in the MoFA, although other venues may be approved. The Department of Art prints a catalog of the MFA thesis exhibition, which is designed jointly by graduating students and the graduate program director. The League of Graduate Artists (LGA), with the oversight of a faculty committee, manages the exhibitions at CAB.

Membership in LGA is highly encouraged. Visit their website for further information: <http://lga.art.fsu.edu>. Students are encouraged to post information and images on individual student pages. Other formal exhibition spaces available to our students are the Oglesby Gallery in the Student Union and the "Nan Boynton Memorial Gallery" in Railroad Square. There are informal areas in our ATL classroom building and the MFA gallery at CAB that can sometimes be scheduled for shows.

Visiting Artists

Our visiting artist program brings in a variety of regional, national, and international artists with diverse backgrounds and experiences. The University also brings prominent artists, critics, and historians to the campus. These programs yield lectures, exhibitions, workshops, and individual critiques in student studio spaces. These events are an important part of the graduate experience and all students are expected to attend. Every year, the department sponsors a trip to Art Basel/Miami Beach or Prospect Biennial in New Orleans. In recent years, trips to New York City and Atlanta have been part of some graduate critique classes. Faculty has also helped arrange for students to attend regional and national conferences.

Course Requirements

MFA in Studio Art Program Course Map

The MFA program in studio art is a three-year program with a minimum total of 60 credit hours required for graduation. The customary course load for MFA students is 9-12 credit hours per semester, with the credit hours alternating in the fall and spring semesters based on departmental requirements.

Studio Coursework

A minimum of 42 credit hours must be taken in courses that count for studio art credit. This includes all 5000 level graduate courses offered by studio faculty. Each semester every student must enroll in at least one All Media Critique. Enrollment in graduate classes capped at zero must be approved in writing by the professor before you may enroll. TOTAL suggested hours per term are a minimum of 9 and a maximum of 12 credit hours.

Seminars

Graduate seminars are designed as reading and discussion courses and are required every fall for a total of 9 credit hours in seminar. Each cohort is enrolled together in these classes. During the 2nd year, the seminar class goes to New York for a week.

Electives

9 credit hours may be taken as elective courses outside of Studio Art. This coursework may be chosen from other departments and colleges. ARE 5940 Supervised Teaching may count as an elective up to a maximum of 3 hours. **Note: Courses taken outside of the College of Fine Arts may not be covered under a**

student's tuition waiver. Please see the graduate program director for details.

Art History/Academic Studies

A minimum of 9 graduate credit hours must be taken in courses in academic study relating to visual media. Two of these courses must be an Art History course taught by Art History faculty. The "Theory/Criticism Seminar" ARH 5---- is required to be taken the first semester of the program as three of the nine required hours. Critical Theory Art 5---- counts as one of these academic study courses and other courses that include substantial art history/critical theory content may count towards 3 elective hours of Academic Studies with approval of the graduate program director and Chair of the Department of Art.

Thesis Exhibition

A minimum of 9 and a maximum of 12 credit hours of "Thesis Exhibition" must be taken under the direction of the major professor during the final two graduating semesters in the student's third year.

Transfer Credits

Up to 6 hours of graduate level studio classes and/or art history classes *which have not been applied toward another degree* completed at another university and 12 hours taken at FSU and *not applied towards a degree* may be reviewed by the graduate program director and Chair, and submitted for university approval towards the FSU MFA in Studio Art. All transfer hours must have been completed with a B or better

MFA 3-YEAR COURSE PLAN for Students Incoming 2014 and 2015

Year 1

FALL (semester 1)	SPRING (semester 2)
1 st Year Seminar (3) required	Teaching College Art (3) – required if you want to teach*
ART5927C History of Art & Criticism (3) required	All Media Critique (AMC) (3)
All Media Critique (AMC) (3) required	Studio / Art History/ Humanities elective (3) (Art History or Humanities strongly recommended)
AMC or studio elective (3)	
TOTAL 12 credit hours	TOTAL 9 credit hours
<i>Optional TA technical assistant</i>	<i>Optional TA technical assistant</i>

*If you do not plan to teach, you may substitute a studio elective or humanities elective here.

Year 2

FALL (semester 3)	SPRING (semester 4)
AMC (3)	ART 5927C Issues in Contemporary Art (3) required
Studio / Art History/ Humanities elective (3)	Studio / Art History/ Humanities elective (3)
2 nd Year Seminar (3) required	AMC (6)
TOTAL 9 credit hours	TOTAL 12 credit hours
<i>Optional GA teaching experience or TA</i>	<i>Optional GA teaching experience or TA</i>

Year 3

FALL (semester 5)	SPRING (semester 6)
Show and Thesis (6) <i>with thesis chair</i> OR Show and Thesis (3) <i>with thesis chair</i> Studio / Art History/ Humanities elective (3)	Show and Thesis (6) <i>with thesis chair</i> required
	Studio elective or AMC (3)
3 rd Year Seminar (3) required	
AMC (3)	
TOTAL 12 credit hours	TOTAL 9 credit hours
<i>Optional GA teaching experience or TA</i>	<i>Optional GA teaching experience (consider taking a semester off from teaching) or TA</i>

You may take a total of 9 credit hours in studio electives with permission of the graduate director and area head where you want to enroll. Studio electives are generally advanced undergraduate studio classes in the Department of Art taught by approved faculty. All Media Critiques cannot be used in place of studio electives.

You must take 3 credit hours of Art History/Humanities electives but additional humanities credits may be allowed in lieu of studio electives with special permission from the graduate director and thesis chair. Humanities classes are

generally undergraduate classes in Art History, Theater, and Dance that contain a substantial critical theory component. You will need permission from the instructor and you must be assigned a graduate level (5000) course number from the graduate advisor.

Formal Reviews & Thesis Committee Meetings

Formal Reviews

There will be an open studio review in the first year and major formal review every semester in residency. Please refer to the Departmental calendar for scheduled dates. The student will provide copies of an artistic statement for all reviewers for the formal reviews. All review forms will be kept in the student's academic file in the main art office and will be made available one week after the scheduled review.

1st Year students will be assigned in the fall (via the Graduate Committee) to two committees of 5-6 faculty members, which will then change in the spring. There will be two formal reviews: one in the fall and one in the spring. Students can receive satisfactory, probational, or unsatisfactory results (*see review form for details*).

2nd Year students will have two formal reviews. The student's Thesis Committee will consist of 3-4 faculty members (1 member can be invited from outside the department), including a Major Professor (must be art faculty). Students can receive either satisfactory or unsatisfactory results (*see review form for details*). The last review will determine the student's advancement to candidacy.

3rd Year students will have two formal reviews. In the first review, students will present an abstract for their thesis paper and a plan for their thesis exhibition. In the second review, students will give an "oral defense" of their thesis paper. Lastly, 3rd Year students will give an artist presentation (open to the public) and an oral presentation of their thesis works in front of their exhibition (open to faculty only).

Students will face remedial action if more than 50% of the faculty evaluate the student with unsatisfactory results. This action will include a

re-review, which if unsatisfactory will result in the one of the following: loss of assistantships, delay of Thesis Exhibition, additional academic study or being asked to leave the program. If the student is rated satisfactory or above by at least 50% of faculty in the second semester review, they will advance to the next year. The faculty will meet as a group at the end of the last review for a discussion and to determine the final assessment results.

Thesis Committee

Students should select 3-4 faculty for their Thesis Committee by September 30th of their second year (see form in the Appendix of this handbook). Three of the selected faculty must have Graduate Faculty Status (GFS) and one of these three will be named the student's Major Professor. Two optional committee members may be chosen from other faculty with GFS designation, or from non-tenure track faculty who have Graduate Teaching Status (GTS) designation. Faculty from outside the Department who have GTS may also serve on committees with permission of the graduate program director.

Once a Thesis Committee is selected, any changes need to be requested in writing to the graduate program director and Chair of the Department of Art. We recommend that faculty serve on at least 3 committees, but no more than 4, a year on both 2nd and 3rd year students. Additional reviews with the committee are encouraged and should be scheduled as needed.

Thesis

The thesis paper defines the intensive research leading up to the thesis exhibition. It cites the student's artwork within a larger art context. It will be started in the spring semester of their second year in the Contemporary Art Seminar and be continued in the first semester of the third year in the 3rd Year Seminar class. The final copy will be due in the spring semester (BEFORE the thesis exhibition). The suggested length should be between 10-15 pages with at least 10-15 key words for an electronic search and digital images of the MFA candidate's artwork to illustrate the written documentation.

Please create this in a word document file for our archive.

There is a Reading and Writing Center on campus that can provide assistance:

<http://writing.fsu.edu/rwc/index.html>

Public Oral Presentations

MFA candidates will give a 10 minute oral PowerPoint presentation of their research with accompanying images during the month of the final thesis show. This presentation is open to family and friends as well as the public. Additionally, after the thesis exhibition opens, students will discuss their thesis exhibition work (in the museum) with their thesis committee to finalize their graduation progress.

Graduation Requirement Checklist

FORMS

- All formal review forms.
- Digital file with:
 - thesis paper
 - artist statement
 - 10-15 keyword search
 - 15-20 digital images of work (including thesis exhibition)
- Studio clearance form
- Exit Form

All of the above must be turned in to the Academic Program Specialist before graduation.

Assistantships, University Fellowship, Awards

Assistantships

Both G.A. (technical assistantships—which involve supervised work in areas such as labs and the museum), and T.A. (teaching assistantships) are available to graduate students for up to three years on a competitive basis. The number of assistantships available fluctuates from year to year. This means that assistantships cannot be guaranteed for all students; it also means that students awarded an assistantship their first year may not receive one in subsequent years and, conversely, that students who do not receive an assistantship their first year may still receive one in subsequent years. Students with technical assistantships (G.A.) are assigned a supervisor who will create a work schedule with 10-12 hours of work per week. They will be reviewed each semester for work performance.

Incoming students are awarded assistantships based on merit as determined by the faculty after reviewing student portfolios. Second and Third year student awards are determined by the students' ranked performance in the first and second year major reviews. Students may be considered for technical assistantships all three years, but usually only second or third year students may apply for teaching assistantships. On occasion, incoming students already holding an MA may be allowed to teach in the spring of their first year, but to be considered for this, the student is required to 1) request a variance from the MFA Director and Chair, 2) be concurrently enrolled in the Professional Practices Workshop, and 3) must have successfully completed 15 hours of graduate level coursework before receiving a teaching assistantship.

The MFA Director and Graduate Program Committee review all teaching assistants at the end of each semester with consultation from the appropriate area heads. Work performance is assessed by the quality of student work and through an in-house evaluation form specifically tailored for studio classes. Unannounced visits to the classroom by the MFA Director, supervised teaching professor or Foundations Director are to be expected. Teaching Assistants who perform unsatisfactorily will be reassigned or, if the reasons for the low evaluation are serious (such as absenteeism on the part of the TA or reported harassment), the student may lose their assistantship. GA's performances are assessed by their supervising faculty, the MFA Director and the Department of Art Chair.

University Fellowship

FSU offers several opportunities. Incoming students can apply for the Fellows Society Adelaide Wilson Fellowship, which is a 12-month multi-year award of \$30,000. It is highly competitive and is based on leadership, academic rigor an essay and excellent letters of recommendations. Both incoming and multi-year Graduate students can apply for University Fellowships to exceptional new and continuing students. To apply for the University Fellowship, a student must have a 3.8 or higher average in their undergraduate work. Students who wish to apply for the University Fellowship should have the application folders prepared by January 3rd to be turned in to the Art Office for review and ranking by the Graduate Program Committee before departmental submission to University Graduate Studies. A number of other University awards are available each year. Check the Office of Graduate studies website, <http://www.gradstudies.fsu.edu/> for a summary of awards and deadlines at the beginning of each academic year.

Florence Study Center Teaching Award

The award is valued at \$10,000, which includes teaching of 2 classes, air travel to and from Italy, other travel related trips within Italy and with some of the money going toward room and board. Graduate students may apply for this award in the fall of their 3rd year. The actual teaching takes place the following spring in Florence, Italy after you have graduated. Students who have advanced to present their MFA thesis exhibitions and who have taken Supervised Teaching may submit applications to the Art Department for the Florence Teaching Award. A committee will recommend the strongest applicants to The Director of the Florence Program. After interviewing the candidates, he/she will award an adjunct position to teach in the FSU Program in Florence, Italy, the year following the student's graduation. Interested students need to inform the Graduate Program Director by early fall of their graduating year.

College Awards

The College of Fine Arts dean's office may offer the Florida Peace on Earth (POE) Award or Dean's Scholarship to incoming graduate students during their first year of graduate school (when funding is available).

Departmental Awards

The department offers modest departmental awards in different media areas. Application procedures and specific award details are announced in the early-to-mid spring semester.

ADDITIONAL INFORMATION

Additional information and university requirements are found in the Florida State University Student Handbook, Faculty Handbook, and the Bulletin. Students may also check out the following websites for updates:

- FSU Department of Art: <http://art.fsu.edu/Graduate/Support>
- FSU Graduate School: <http://gradschool.fsu.edu/Funding-Awards>
- FSU Office of Financial Aid: <http://financialaid.fsu.edu/aid/grad.html>

Florida State University policy on admissions, employment, and access to programs is to consider students on the basis of individual merit and without regard to race, color, religion, sex, national or ethnic origin, or handicap. The Affirmative Action Officer is the University official responsible for coordinating its adherence to this policy, and the related Federal and State laws and regulations.

MFA Studio/CAB Code of Conduct

A nurturing community is a vital part of one's experience in a graduate program, especially in the arts. Much of what you will learn will be from one another. It is important to respect the spaces and need of others. In this spirit, please follow these important rules in order to maintain the most positive and creative work environment possible.

Studio space is a privilege, not a right. Any bodily harm, property damage or general endangerment of others is considered a serious offence and merits the loss of space privileges. In addition, possible expulsion from the program may occur (refer to FSU Handbook). Minor rule infractions will lead to warnings. The graduate program director will review multiple reported minor infractions with the Chair and possible space loss may follow.

MFA Studio Regulations

- A studio contract must be signed each semester by each studio holder.
- Representatives of the FSU Department of Art need to be able to communicate with MFA students. You should check your FSU email at least once per day. If information has been emailed out, you are responsible for knowing it and responding when requested.
- **MFA and BFA students are the only people with 24 hour access to CAB.** Doors should NEVER be propped open or intentionally left open. All persons must enter and exit via the main door.
- Any bodily harm, property damage or general endangerment of others is considered a serious offence and merits the loss of space privileges. In addition,

possible expulsion from the program may occur (refer to FSU Handbook).

- Failure to comply with MFA Studio Regulations can result in **loss of studio space and access to CAB**. Studio space is a privilege, not a right.
- Minor rule infractions will lead to warnings. The Graduate Program Director will review multiple reported minor infractions with the Chair and possible space loss may follow.

Individual Studio Upkeep

The MFA Director and/or the Facilities Manager will inspect the CAB studios regularly. For most MFA students working at CAB this will be a non-event, however some may need to bring their studios back into compliance or risk eviction from their studio.

- Studios are to be received and turned over in pristine condition. This includes nails removed from walls, holes filled and repaired, walls painted white, floor repainted gray, etc.
- There should be sufficient space to move in and out of the studio spaces easily.
 - Openings of studios cannot be blocked. Safety regulations require a **minimum of 3 feet** of egress to move into and out of a space.
 - Curtains or partitions must be pulled back at all times when students are not in their space actively making work and wanting privacy.
- Nothing should be affixed to the tops of studio walls. Nor should there be a ceiling or partial ceiling. In a shared studio

environment, this represents a safety hazard.

- Studios are provided for current production of art. Thus, use of studios for storage can lead to violations.
- Students should maintain their studio as a transitory space that is provided on a per-semester basis. Re-assignment of studios is possible at the end of the semester by formal request.
- Students should avoid dangerous chemical or electrical hazards. Overhead extension cords or extension cords on the floor must be unplugged and rolled up when not in use. “Drop” extension cords (those hanging) must be the “outdoor” type cords with thicker insulation. Additionally, these should be securely anchored and cannot be left hanging unsupported.
- It is not permissible to transform or utilize the space as a living space. It is also not intended as a “hang out” for friends. Students using the space improperly will be evicted immediately.

General Studio Rules

- **MFA students are not permitted to allow BFA students to use the welding, wood and ceramics shops at CAB.** These are for MFA student use only. If any MFA is found to have given a non-MFA access to any of these shops or tools, the MFA student’s studio privileges will be revoked.
- MFA students must abide by all rules and regulations governing the use of the ceramics, wood and welding shops. Always use the buddy system in the shops.
- There should be no items, supplies, artwork, furniture, storage or other in the

hallways. Everything needed to make art and all artwork must reside inside of the studio space or in the shared workspace in each pod. If work is not actively being worked on, it must be taken out of CAB to another location or discarded.

- Common work areas and installation rooms are for active projects. Use will be negotiated amongst studio holders. If conflict arises, the MFA Director should be contacted.
- The installation rooms will have a semester by-semester weekly sign-up sheet. Any student or groups of students can reserve the use of these spaces for one week. During reviews, the MFA Director will prioritize use of the common spaces by the special needs of students who cannot properly exhibit the work they have produced in their assigned studio space.
- Students are provided access to CAB in order to work in their studio space and common work areas only. No student may work in, borrow from, or enter another’s space without express permission. Any student who violates another student’s artwork will be evicted from the program immediately.
- Work that compromises the safety of others or the integrity of other’s work is not allowed within the confines of CAB. This includes, but is not limited to spray painting, sanding, mixing cement, etc. These activities must be done outside.
- **ABSOLUTELY NO** solvents, chemicals or powders (such as plaster, stucco, paint solvents) are to be put into the sink or toilets – **WET OR DRY!!!** Failure to follow this rule will result in constantly

clogged plumbing and will impede students' ability to make work. Students will be required to pay for repairs if damaged.

- Proper storage of flammable materials requires them to be stored in flame proof lockers located throughout the CAB MFA studios. No brushes should be left in open containers of solvent!
- Waste materials and hazardous waste must be disposed of properly. If in doubt about disposal, contact the MFA Director or Safety Officer (you can put in a request for help at <http://help.cvatd.fsu.edu> under help topic "facilities"). Note the marked hazardous waste containers for specific materials, barrels for paint chemicals. No toxic materials can be used in the studio and lab spaces. No hazardous materials (ie. gas, tar, etc) may be stored in CAB except in approved metal cabinets.
- All regular maintenance issues need to be reported to the MFA studio manager. All studio holders are responsible for keeping the facilities manager up to date on studio condition and needs. All major problems should be reported to the Department of Art office at 644-3147.
- Music must be played quietly so that it does not disturb others. Earphones are suggested for most situations. If someone asks you to turn it down, please do so. If music becomes an issue that cannot be self-regulated, warnings and then penalties will be given to repeat offenders.
- Food cannot be stored or prepared in the CAB studios. There can be problems with mice and/or rats. Students who bring food to CAB, must consume it and throw

away any leftovers or scraps in a facility trash can or outdoor dumpster/trashcan.

- Absolutely NO smoking is permitted inside of CAB.
- Absolutely NO weapons, alcohol, drugs or contraband are allowed in CAB at any time. This includes openings. Students found drinking in CAB will lose studio privileges. Pets and children are also not permitted in the CAB studios.

MFA Computer Lab

- The MFA computer lab at CAB is intended to support MFA student art-making processes. Software is limited in this computer lab. It is intended that students will augment computing needs by using computers labs at FAB. Any documents stored on lab computers are saved at the students own risk. Please provide your own storage device. The department requires all students to have their own laptops. (Please see <http://art.fsu.edu/Undergraduate/Computer-Requirement> for details)

Sculpture, Wood, Ceramics, and Installation Labs

- Any tools you take out must be returned in a timely matter. Also, any wood/metal/clay materials left on floor or tables in lab MUST be cleaned up after use.
- Always use protective masks and/or gloves for safety.
- Follow all safety rules.

Installation Rooms

The installation rooms will have a semester-by-

semester weekly sign-up sheet. Any student or groups of students can reserve the use of this space for one week. During reviews, however, the MFA Director will prioritize use of the common spaces by the special needs of students who cannot properly exhibit the work they have produced in their assigned studio space. Any student who feels their studio will not be adequate to present their work during a major review must sign up for use of one of these common spaces by the deadline on the sign-up sheet in order to be selected and scheduled by the Director.

Common Exhibition Area

Temporary (no more than one week without the director's approval) drawing, painting, installing, etc. on common walls is OK in the common exhibition area if the space is restored to its original condition. The main purpose of this area is exhibiting work and this takes precedent over production projects.

The public spaces and walls of CAB are a shared responsibility and should be maintained in good order. Gray & white paint & rollers are provided by the dept. (ask your warehouse supervisor). Hallways must be kept clear for good, safe traffic flow.

Lounge/Kitchen/Seminar Room area

The Lounge/Kitchen area is an air-conditioned space with a community refrigerator, coffee maker, and chairs. PLEASE be aware that if you use the items you must clean up after yourself. Label your items in the refrigerator and dispose of any old or unwanted items promptly. Only food or drinks should be stored in this refrigerator. As a seminar room, it has computer video projection access.

Storage

If you have any unusual storage needs, please contact the graduate program director.

General Rules

The MFA Warehouse is a professional learning space with individual rooms for each student. However, the spaces are not private apartments and the rules in general are the same as any other University facility (see FSU Handbook). We want to help you create a good working space and will help find chairs, tables, shelving to meet your needs. In general you may arrange items in your studio, as you like. You are responsible for keeping your studios clean and safe.

Any possible significant change to the studio structure needs to be approved by the graduate program director and Health and Safety Officer.

All major problems are to be reported to the office manager in the Art Dept. Office at 644-3147.

In case of an emergency, call 911, not campus police. Tallahassee Police non-emergency number is 850-891-4200.

End of Residency

At the end your residency you must remove your work promptly. The personal space should be cleaned and ready for the next occupant before you receive your degree. Normally a space is expected to be clear two weeks after the close of the graduation exhibition. A signed Studio Clearance Form is a graduation requirement.

Any problems with the facility or other students at the Warehouse must be reported to the graduate program director promptly. If the graduate program director is not available, problems should be reported to Art Department Office and the Department Chair. Confrontations and posted signs of protest should be avoided by working through the graduate program director.

EH&S Training and Compliance

As FSU employees, all MFA students are required to receive training in the safe use of any hazardous materials or equipment used in studio practice or instruction. CAB has a variety of materials and equipment that are considered hazardous by state and federal agencies. Environmental Health and Safety is an FSU department here to assist students, staff and faculty with safety concerns. They offer many short courses for employees to help us comply with environmental and occupational laws.

Please visit EH&S Main Office: 850-644-6895 <http://www.vpfa.fsu.edu/policies/bmanual/EHS1.html> to view the list of safety training modules available free of charge. Documentation of this training will also be beneficial for those seeking future employment at large institutions.

The Safety Officer and Facilities manager are working with EH&S to create training programs in art safety and to provide any needed hazardous waste signage and containers at the warehouse. This will be an ongoing process with the goal of getting all students, staff and studio spaces in compliance with regulations in a reasonable time frame.

MFA Forms

The following section has all of the MFA forms, which include:

- Major Professor Review Form
- 1st Year – Fall, Spring
- 2nd Year – Fall, Spring
- 3rd Year – Fall, Spring
- Re-review Form
- MFA CAB Studio Contract
- New Committee Form
- MFA Thesis Cover Sheet
- Studio Clearance Form
- Exit Form

MFA Review: Student Assessment

Student name: _____

Faculty name: _____

Semester/Year: _____

Please assess from one to five with five being the best. Assessments will be averaged. Three or greater constitutes a passing grade.

Circle one number: 5 4 3 2 1

4 or above = passing

3 = probationary

2 or below = failing

Please discuss as a committee whether student is ready for a teaching assistantship:

YES NO

Please use the blank areas (front and back) to comment on each of the areas listed below and on any other areas of consideration or concern as you see fit.

- Quality of work
- Student's Understanding of his/her own work
- Productivity
- Verbal Presentation
- Understanding of related historical and contemporary ideas

NOTE: Students must receive 50% or more satisfactory reviews during the academic year to continue in the program. This means students should have less than 50% probational or unsatisfactory reviews combined.

MFA REVIEW / ADVANCE TO CANDIDACY, 2nd Year (4th semester)

Student name: _____

Faculty name: _____

Semester/Year: _____

Please assess from one to five with five being the best. Assessments will be averaged. Three or greater constitutes a passing grade.

Circle one number: 5 4 3 2 1

4 or above = passing

3 = probationary

2 or below = failing

Please discuss as a committee whether student is ready for a teaching assistantship:

YES NO

Please use the blank areas (front and back) to comment on each of the areas listed below and on any other areas of consideration or concern as you see fit.

- Quality of work
- Student's Understanding of his/her own work
- Productivity
- Verbal Presentation
- Understanding of related historical and contemporary ideas

NOTE: Students must receive 50% or more satisfactory reviews on two out of three reviews during the academic year to continue in the program. **There is no option for re-review for Advance to Candidacy.**

MFA REVIEW / 3rd Year (5th semester)

Student name: _____

Faculty name: _____

Semester/Year: _____

Please assess from one to five with five being the best. Assessments will be averaged. Three or greater constitutes a passing grade.

Circle one number: 5 4 3 2 1

4 or above = passing

3 = probationary

2 or below = failing

Please discuss as a committee whether student is ready for a teaching assistantship:

YES NO

Please use the blank areas (front and back) to comment on each of the areas listed below and on any other areas of consideration or concern as you see fit.

- Quality of work
- Student's Understanding of his/her own work
- Productivity
- Verbal Presentation
- Understanding of related historical and contemporary ideas

Check off: Thesis abstract and draft _____
Proposal for thesis exhibition _____

NOTE: 3rd Year students are expected to produce a plan/abstract/proposal for their thesis work. Students must receive 50% or more satisfactory reviews on both Fall and Winter reviews during the academic year to advance toward graduation.

MFA REVIEW / 3rd Year (5th semester)

Student name: _____

Faculty name: _____

Semester/Year: _____

Please assess from one to five with five being the best. Assessments will be averaged. Three or greater constitutes a passing grade.

Circle one number: 5 4 3 2 1

4 or above = passing

3 = probationary

2 or below = failing

Please discuss as a committee whether student is ready for a teaching assistantship:

YES NO

Please use the blank areas (front and back) to comment on each of the areas listed below and on any other areas of consideration or concern as you see fit.

- Quality of work
- Student's Understanding of his/her own work
- Productivity
- Verbal Presentation
- Understanding of related historical and contemporary ideas

Check off: Thesis Oral Defense _____

NOTE: 3rd Year students are expected to give an oral defense of their thesis work. Students must receive 50% or more satisfactory reviews on both Fall and Winter reviews during the academic year to advance toward graduation.

MFA Re- Review

Student name: _____

Faculty name: _____

Semester/Year: _____

Please assess from one to five with five being the best. Assessments will be averaged. Three or greater constitutes a passing grade.

Circle one number: 5 4 3 2 1

4 or above = passing

3 = probationary

2 or below = failing

Please discuss as a committee whether student is ready for a teaching assistantship:

YES NO

Please use the blank areas (front and back) to comment on each of the areas listed below and on any other areas of consideration or concern as you see fit.

- Quality of work
- Student's Understanding of his/her own work
- Productivity
- Verbal Presentation
- Understanding of related historical and contemporary ideas

Graduate Program Director
Committee Members

1. _____
2. _____
3. _____
4. _____

Major Professor Review Statement

MFA Candidate

Date

Committee Chair

1. _____

Committee Members

2. _____

3. _____

4. _____

5. _____

MFA New Committee Form

Deadline: September 30

MFA Student's Name: _____

Major Professor:	_____	_____
	(name)	(signature)
Committee #1:	_____	_____
	(name)	(signature)
Committee #2:	_____	_____
	(name)	(signature)
Committee #3:	_____	_____
	(name)	(signature)
Committee #4: (optional)	_____	_____
	(name)	(signature)

Changes and updates: If the major professor or a committee member changes, the MFA student must update this information using the bottom portion of this form. Changes to this form must be made at least **2 weeks** prior to the next MFA review.

Committee Member:	_____	_____
	(name)	(signature)
Major Professor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Updated:	_____
		(date mm/dd/yy)
Committee Member:	_____	_____
	(name)	(signature)
Major Professor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Updated:	_____
		(date mm/dd/yy)
Committee Member:	_____	_____
	(name)	(signature)
Major Professor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Updated:	_____
		(date mm/dd/yy)

(Thesis Cover Sheet)

Florida State University
College of Fine Arts

(Title of Thesis)

By

(Full Name)

Submitted to the Department of Art
in partial fulfillment of the
requirements for the degree of
Master of Fine Arts

Date

Thesis Committee:

List committee members; indicate committee head first

Approved by, Signed and Dated:

Committee Head *Date*

Committee Member *Date*

Committee Member *Date*

Committee Member *Date*

FSU Department of Art MFA Program

MFA CAB Studio Contract

I _____ *[print your full name]* do hereby acknowledge that I have received a copy of the MFA CAB Studio Regulations.

I understand that if I have questions or a problem regarding the MFA program or the MFA studios that I can contact the MFA Director to set up a meeting.

I agree to abide by these rules as long as I am in the MFA program and I understand that a failure to do so can result in probationary status, eviction from CAB, university and legal prosecution, and eviction from the MFA degree program depending on the nature and severity of the offense.

Studio # _____

Cell phone #: _____

FSU email address: _____

SIGNATURE: _____

DATE: _____

FSU Department of Art MFA Program
MFA CAB Studio Clearance Form

Studio Readied For Next Occupant:

! Walls cleaned, patched, and painted

! Floors swept and re-painted if necessary

MFA Graduate Candidate Name DATE

MFA Graduate Candidate Signature DATE

Graduate Program Director Signature DATE

MFA EXIT FORM

Before receiving your Masters of Fine Arts degree, you must complete the requirements itemized

below and have this form signed by the graduate program direct and the chair of the department.

THESIS BINDER

- 1st Year formal reviews
- 2nd Year formal reviews
- 3rd Year formal reviews
- All Major Professor review forms
- Any Re-Review forms
- Committee form with faculty committee signatures

OTHER ITEMS

- Digital file with:
 - thesis paper
 - artist statement
 - 10-15 keyword search
 - 15-20 digital images of work (including thesis exhibition)
- Studio clearance form

MFA Graduate Candidate Name

DATE

MFA Graduate Candidate Signature

Graduate Program Director Signature

DATE

Department Chair Signature

DATE

*NOTE: Your actual binder is provided by (and located in) the art office (220 FAB).
