

**MFA**

**HANDBOOK**

**2021-2022**

DEPARTMENT OF ART  
FLORIDA STATE UNIVERSITY

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# MISSION, GOALS, & MEDIA CONCENTRATIONS

## STATEMENT OF MISSION

The Master of Fine Arts 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 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 based on 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 2nd/3rd Year grad 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 studio research paper. They 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 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.

# CONTACTS

## Department of Art Chair

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Supports the Department of Art Chair  
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## FSU Graduate & Professional Student Handbook

[gradschool.fsu.edu](http://gradschool.fsu.edu) —> new/current students —> graduate student handbook

## **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 questions and find solutions to presenting their artistic visions.

### **Grace Ali**

Assistant Teaching Professor + Split between Art / Art History / Museum Studies | gali@fsu.edu

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**LAB + FACILITY MANAGERS**

Lab and facility managers bring together their managerial skills as well as knowledge of safety and lab procedures to ensure that laboratories operate smoothly.

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# **FACILITIES, VENUES, AND VISITING ARTISTS**

## **STUDIO FACILITIES**

The Art Department is housed in five locations, one of which is a converted space called the Carnaghi Arts 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 as well as studio visits. CAB is equipped with exclusive MFA labs, which include a wood shop, metal shop, ceramics lab, computer lab, extended project room and three large installation rooms. Exclusive classrooms and a lounge area are also provided. In addition to these, there are also shared facilities which include a photo documentation room (for 2D and 3D photo documentation, advanced photographic lighting, and green screen applications), a video/sound/edit suite, communal material exchange and community exhibition spaces. For more detailed information, go to <http://art.fsu.edu/about-us/facilities>.

Students have 24-hour access to this facility with the idea that you will be working in your studios when not otherwise scheduled with coursework, GA/TA responsibilities, visiting artist lectures, etc. Fridays are unscheduled for you with the exception of semesterly reviews and graduate meetings that take place at CAB. You are expected to keep Fridays open and plan on it being a studio day if nothing is officially scheduled.

## **ON-CAMPUS FACILITIES**

On the main FSU campus, students may use the department's state of the art facilities. Communal computer and photography labs, the fabrication lab (FABLab) with 3D modeling and laser cutting capabilities, extensive printmaking lab, sculpture & ceramics. Swipe access to said areas may be granted/acquired once all required area specific training(s) are obtained.

## **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 graduating group exhibition in the MoFA, although other venues may be approved. The Department of Art prints a catalog of the graduating MFA 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. Working Method Contemporary (part of LGA) is the student-run MFA gallery at CAB. It is a dedicated MFA exhibition space where group and solo exhibitions are mounted. Use of the gallery is up to the student board of directors, but codes of conduct follow the same rules as any other space at CAB (See page 15, Codes of Conduct).

## **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 essential 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 full residency program in which graduate students relocate to Tallahassee and work in their on-campus studios with 24/7 year-round access for their 3-year residency. A minimum total of 60 credit hours is required for graduation. The customary course load for MFA students is 9-12 credit hours per semester with credit hours alternating in each year 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 Art 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. Each cohort is enrolled together in these classes. When possible, during the 2nd year, the seminar class travels to New York for a week.

## ELECTIVES

Nine credit hours may be taken as elective courses outside of Studio Art. This coursework may be chosen from other departments and colleges. ART 5927C Pedagogy 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. The "History of Art & Criticism" (ART 5927C) is required to be taken the first semester of the program as three of the nine required hours.

In the 2nd year spring term, students will take "Issues in Contemporary Art" (ART 5927C). Students will choose a third elective academic study course (recommended to take in the spring term of the 1st year). The elective course must include substantial art history/critical theory and must be approved by the Graduate Program Director.

## GRADUATION EXHIBITION

A minimum of 6 and a maximum of 9 credit hours of "Supervised Studio Research + Exhibition" (formerly known as Grad Show & Thesis hours) must be taken under the direction of the major professor during the final two graduating semesters in the student's 3rd year. In the second semester of the 3rd year, all graduating students must register for "Studio Research + Exhibition Defense" for 0 credits and the "3rd Year Exhibition Seminar" for 6 credits.

## 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/or 12 hours taken at FSU and not applied towards a degree may be reviewed by the Graduate Program Director and Department Chair then submitted for university approval toward the FSU MFA in Studio Art. All transfer hours must have been completed with a letter grade of B or better. Exceptions will be determined by the Graduate Program Director and Department Chair.

## ACADEMIC STANDARDS

The Department of Art follows all policies and procedures set forth by the university as outlined in the Graduate Bulletin (see <http://registrar.fsu.edu/bulletin/graduate/> for more information). A graduate student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No course hours with a grade below "C–" will be credited on the graduate degree; all grades in graduate courses except those for which grades of "S" or "U" are given or those conferred under the provision for repeating a course will be included in computation of the average.

# MFA 3-YEAR COURSE PLAN

## YEAR 1

### FALL | Semester 1

### SPRING | Semester 2

1st Year Seminar   3 hrs. <b>**Required**</b>	Pedagogy: Teaching College Art   3 hrs. <b>**Required if you want to teach. If you do not plan to teach, you may substitute a studio elective or humanities elective here.**</b>
ART5927C History of Art & Criticism   3 hrs. <b>**Required**</b>	All Media Critique   3 hrs. <b>**Required**</b>
All Media Critique   3 hrs. <b>**Required**</b>	Studio / Art History/ Humanities elective   3 hrs. (Art History or Humanities are <b>strongly</b> recommended)
<b>TOTAL 9 credit hours</b>	<b>TOTAL 9 credit hours</b>
Optional GA technical assistant	Optional GA technical assistant

## YEAR 2

### FALL | Semester 3

### SPRING | Semester 4

All Media Critique   3 hrs. <b>**Required**</b>	ART 5927C Issues in Contemporary Art   3 hrs. <b>**Required**</b>
All Media Critique   3 hrs.	Studio / Art History/ Humanities elective   3 hrs.
Studio / Art History/ Humanities elective   3 hrs.	All Media Critique   3 hrs. <b>**Required**</b>
2nd Year Seminar   3 hrs. <b>**Required**</b>	All Media Critique   3 hrs.
<b>TOTAL 12 credit hours</b>	<b>TOTAL 12 credit hours</b>
Optional GTA teaching experience* or GA	Optional GTA teaching experience* or GA

## YEAR 3

### FALL | Semester 5

### SPRING | Semester 6

Supervised Studio Research + Exhibition (6 credits)   6 hrs. w/ Major Professor with prior approval by Major Professor and Grad Program Director OR Supervised Studio Research + Exhibition (3 credits)   3 hrs. w/ Major Professor & Studio / Art History/ Humanities elective   3 hrs. <b>**Minimum 3 hrs. Supervised Studio Research + Exhibition required**</b>	Supervised Studio Research + Exhibition   3 hrs. w/ Major Professor <b>**Required**</b> Studio Research + Exhibition Defense   0 hrs. w/ Major Professor <b>**Required**</b>
3rd Year Seminar   3 hrs. <b>**Required**</b>	3rd Year Exhibition Seminar   6 hrs. <b>**Required**</b>
<b>TOTAL 9 credit hours</b>	<b>TOTAL 9 credit hours</b>
Optional GTA teaching experience* or GA	Optional GTA teaching experience* or GA (consider taking this semester off from teaching)

\*\*\*You must take the one credit Supervised Teaching course during your first semester of teaching. Your AMC for that semester will be adjusted to 2 credits in order to accommodate this additional course.\*\*\*

*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 and vice versa.*

**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 Program Director. 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 Coordinator.

# FORMAL REVIEWS & STUDIO RESEARCH COMMITTEE MEETINGS

## FORMAL REVIEWS

There will be an open studio review in the first year and a major formal review every semester in residency. Please refer to the FSU Art Grad calendar for scheduled dates. The student will provide copies of an artistic statement for all reviewers during formal reviews. All review forms will be kept in the student's academic file in the main art office and will be made available shortly 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 rotate to new faculty members 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 Studio Research Committee will consist of 3-5 faculty members (see Studio Research Committee for member details), including a Major Professor. 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 studio research paper and a plan for their graduation exhibition. In the second review, students will give an "oral defense" of their studio research paper. Lastly, 3rd Year students will give an artist presentation (open to the public), and an oral presentation of their 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 one of the following: loss of assistantship, delay of Graduation 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.

## STUDIO RESEARCH COMMITTEE

Studio Research Committee selection of 3 faculty for each student will be completed by September 30th of their second year. A list of faculty eligible to serve as Major Professor and those eligible to serve as the two additional core committee members will be provided to all 2nd year students by early September. Two optional committee members may be chosen from other faculty with Graduate Faculty Status (GFS) designation or from non-tenure track faculty who have Graduate Teaching Status (GTS) designation and/or one faculty from outside the Department who has GTS may serve on committees with permission of the Graduate Program Director and Graduate School.

Once a Studio Research 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 three committees, but no more than 3 per year on both 2nd and 3rd year students (meaning no more than 6 committees at any given time.). Additional reviews with the committee are encouraged and should be scheduled as needed.

## STUDIO RESEARCH PAPER

The studio research paper defines intensive research leading up to the graduation exhibition. It cites the student's artwork within a larger art context. The final copy will be due in the spring semester before the graduation exhibition. The suggested length should be between 10-15 pages with at least 10-15 keywords for an electronic search and digital images of the MFA candidate's artwork to illustrate the written documentation. Please submit these documents as a single .PDF 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 graduation show. This presentation is open to family and friends as well as the public. Additionally, after the graduation exhibition opens, students will discuss their graduation exhibition work (in the museum) with their studio research committee to finalize their graduation progress.

# ASSISTANTSHIPS, FELLOWSHIPS, & AWARDS

## ASSISTANTSHIPS

Both GA (Graduate Assistantship: a technical assistantship - which involves supervised work in areas such as labs and the museum), and GTA (Graduate Teaching Assistantship) 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 1st year may not receive one in subsequent years and, conversely, students who do not receive an assistantship their 1st year may still receive one in subsequent years. Students with technical assistantships (GA) 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. 2nd and 3rd-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 Graduate Program Director and Chair, 2) must have successfully completed 15 hours of graduate-level coursework before receiving a teaching assistantship 3) obtained all necessary training required by the university in order to hold a GTA position.

The Graduate Program 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. Visits to the classroom by the Graduate Program Director, supervised teaching professor, or Foundations Director(s) 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 Graduate Program Director, and the Department of Art Chair.

## UNIVERSITY FELLOWSHIPS

FSU offers several opportunities. Incoming students can apply for the Legacy 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 as 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.

## COLLEGE & DEPARTMENTAL 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). The department offers modest departmental awards in different media areas for enrolled graduate students. 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 CODE OF CONDUCT

The MFA Studios are located within the Carnegie Arts Building (CAB) at 2214 BelleVue Way, Tallahassee, FL. 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 needs 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 offense 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 year by each studio holder.

You should check your FSU email at least once per day. Representatives of the FSU Department of Art need to be able to communicate with MFA students. If information has been emailed out, you are responsible for knowing it and responding when requested. You are also responsible for subscribing to the FSU Art Grad calendar. It is a google calendar - an invitation will be sent to you upon entry into the program. You are responsible for keeping up with the calendar and planning for and around FSU Art department and grad program scheduling.

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.

## INDIVIDUAL STUDIO UPKEEP

The Graduate Program Director, the Graduate Program Coordinator, and/or the Graduate 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. 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, the 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, or 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 these 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. The installation rooms will have a digital sign-up calendar within the Google calendar system in place. Any graduate student or groups of graduate students can reserve the use of these spaces for one to two weeks. If a conflict arises, the MFA Facilities Manager should be contacted.

Students are provided access to CAB in order to work in their studio space and common work areas. 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 damage is incurred. Proper storage of flammable materials requires them to be stored in flameproof 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 in the designated area at CAB.

If in doubt about disposal, contact the MFA Facilities Manager 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 (i.e. gas, tar, etc.) may be stored in CAB except in approved metal cabinets. All regular maintenance issues need to be reported to the Graduate Facilities Manager. All studio holders are responsible for keeping the facilities manager up to date on studio conditions and needs. *All major problems should be reported to the Department of Art office at 850-644-3147.*

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 bugs, 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/trash can. Absolutely NO smoking is permitted inside of CAB. Absolutely NO weapons, alcohol, drugs or contraband are allowed in CAB at any time. This includes exhibition 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 computer labs at FAB. Any documents stored on lab computers are saved at the student's own risk. Please provide your own storage device. The department requires all students to have their own laptops.

### **WOOD SHOP, METAL SHOP AND CERAMIC LAB**

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

### **INSTALLATION ROOMS**

The installation rooms will have a semester-by-semester monthly sign-up done via Google calendars. Any student or groups of students can reserve the use of this space for one-two week. During reviews, the Graduate Program 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 designated on the FSU Art Grad calendar 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 precedence over production projects.

The public spaces and walls of CAB are a shared responsibility and should be maintained in good order. White wall paint, grey floor paint, and rollers are provided by the department. Hallways must be kept clear for accessibility and safety. Questions may be answered by the Graduate Facilities Manager.

### **LOUNGE/KITCHEN/SEMINAR ROOM**

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**

CAB is not a storage facility for your artwork. If you have any unusual storage needs, please contact the Graduate Program Director to discuss options.

### **GENERAL RULES**

CAB 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. We want to help you create a good working space and will help find chairs, tables, and 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 as well as the College of Fine Arts Health and Safety Officer.

*All major problems are to be reported to the office manager in the Art Dept. Office at 850-644-3147. 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 of 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 CAB must be reported to the Graduate Program Director promptly. If the Graduate Program Director is not available, problems should be reported to the Department of Art 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/EHS> 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 CFA Safety Officer and the Graduate 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 CAB. 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 includes all MFA Forms:

- 1st Year – Fall + Spring
  - online form, forms will be collected and sent by email by Graduate Program Director
- 2nd Year – Fall + Spring
  - online form, forms will be collected and sent by email by Graduate Program Director
- 3rd Year – Fall + Spring
  - online form, forms will be collected and sent by email by Graduate Program Director
- Re-review Form
  - online form, forms will be collected and sent by email by Graduate Program Director
- MFA Research + Exhibition Paper | Cover Sheet
- New Committee Form
- MFA CAB Studio Contract
- Studio Clearance Form
- Exit Form

# FSU Department of Art | MFA Program

## MFA REVIEW: 1st Year + FALL | 1st 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 during the academic year to continue in the program. This means students should have less than 50% probational or unsatisfactory reviews combined.

# FSU Department of Art | MFA Program

**MFA REVIEW: 1st Year + SPRING | 2nd 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 during the academic year to continue in the program. This means students should have less than 50% probational or unsatisfactory reviews combined.

# FSU Department of Art | MFA Program

MFA REVIEW: 2nd Year + FALL | 3rd 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.

# FSU Department of Art | MFA Program

MFA REVIEW: 2nd Year + SPRING | 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.

# FSU Department of Art | MFA Program

## MFA REVIEW: 3rd Year + FALL | 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:            Studio research paper abstract and draft \_\_\_\_\_

Proposal for graduation exhibition \_\_\_\_\_

NOTE: 3rd Year students are expected to produce a plan/abstract/proposal for their graduation work. Students must receive 50% or more satisfactory reviews on both 5th and 6th semester reviews during the academic year to advance toward graduation.

# FSU Department of Art | MFA Program

MFA REVIEW: 3rd Year + SPRING | 6th 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: Studio Research + Exhibition Defense \_\_\_\_\_

NOTE: 3rd Year, 6th semester students are enrolled in Studio Research + Exhibition Defense and are expected to give an oral defense of their work. Students must receive 50% or more satisfactory reviews on both 5th and 6th semester reviews during the academic year to advance toward graduation.

**FSU Department of Art | MFA Program**  
**MFA RE-REVIEW FORM**

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

1.

Committee Members

2.

3.

4.



**FSU Department of Art | MFA Program**  
**STUDIO RESEARCH + EXHIBITION | COVER PAGE**

**Florida State University**  
**College of Fine Arts**

*(Title of Studio Research Paper)*

**By**

*(Full Name)*

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

*(Date)*

**Studio Research 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 ART CLEARANCE FORM**

Studio Readied For Next Occupant:

- Walls cleaned, patched, and painted
- Floors swept and re-painted if necessary

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MFA Graduate Candidate Name                      DATE

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Department of Art Chair Signature                      DATE

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Graduate Studio Manager Signature                      DATE

