



FSU DEPARTMENT OF ART

# MFA STUDENT HANDBOOK

2025 - 2026

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# **OVERVIEW**

## **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 artmaking. 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.

## **STUDENT GOALS**

Upon completion of the MFA in Studio Art Program, the 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 as well as produce a written studio research

paper. They will also have the essential tools needed to apply or propose their work to external sources, such as galleries, foundations, museums, residencies, and competitions. Finally, the program offers students the opportunity to develop and practice teaching skills as the instructor of record in undergraduate studio art courses.

Although there are no hard and fast divisions by media in the program, it is nonetheless important for each graduate student to find their voice and an appropriate set of media in which to express an original aesthetic vision. The program's course structure and media-fluid nature are part of the departmental philosophy, which provides opportunities for a broad range of media exploration and choice.

## **FACILITIES**

### **STUDIO FACILITIES**

The MFA Studios are located within the Carnaghi 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. To maintain the most positive and creative work environment possible, students are expected to follow the rules outlined in the MFA Studio Handbook.

Each MFA student is assigned a studio space at CAB and must sign a studio contract at the start of every academic year. The studio is meant to serve as a hub for the production of artwork and for viewing work during critiques/studio visits. CAB is equipped with MFA-exclusive labs including a wood shop, fibers lab, metal shop, ceramics lab, and computer lab. A core classroom, installation space(s), video/projection space (BlackBox), an audiovisual editing suite, large format draft-printing lab, 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 (LightBox), 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. As classes are not scheduled on Fridays, students are expected to be available on those days for formal reviews, meetings, workshops, or to be present in their studios.

## **ON-CAMPUS LABS**

On the main FSU campus, students may use the department's state-of-the-art facilities. These include photography, digital fabrication (FAB Lab), printmaking, sculpture, and ceramics labs. An open computer lab is also available at the Fine Arts Building. Card swipe access to these areas may be granted once all required area-specific trainings are completed.

## **FSU MUSEUM OF FINE ARTS (MoFA)**

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 presenting major exhibitions of contemporary art works that contribute meaningfully to the scholarship and conversations that sustain the civic and intellectual life of our campus, city, and region. By introducing diverse audiences to the integral roles that art and culture play in shaping societies, MoFA fosters collaboration, creativity, and critical engagement.

## **WORKING METHOD CONTEMPORARY (WMC)**

Working Method Contemporary (WMC) is the graduate student-run gallery. This gallery provides students with space for exhibition, experimentation, and documentation of works created while attending Florida State. It operates as an alternative, non-traditional space dedicated to showing recent works, as well as collaborations by students currently enrolled in the MFA in Studio Art program.

The WMC is managed by a Registered Student Organization (RSO) called the League of Graduate Students, with oversight by the Graduate Director.

## **LEAGUE OF GRADUATE ARTISTS**

The League of Graduate Artists (LGA) is an organization by and for graduate students within the Master of Fine Arts in Studio Art program at Florida State University. The organization's primary purpose is to raise awareness of and develop/promote exhibition opportunities for the MFA students both within the Tallahassee community and throughout the Southeast region. Additionally, LGA is a resource for additional funding opportunities; members are eligible to receive funding through the [Congress of Graduate Students](#) (COGS) and the [Office of Student Organizations](#).

While the gallery is provided to the graduates by the College of Fine Arts, WMC is run by the student volunteers of LGA, who are responsible for maintenance, publicity, and day-to-day gallery functions. The gallery's main source of support comes from donations and fundraising activities initiated by the students themselves. Use of the WMC is granted by the LGA, but codes of conduct follow the same rules as any other space at CAB (see MFA Studio Handbook). Occasionally the Department of Art may reserve the WMC for specific student-focused projects.

# **PROGRAMMING**

## **VISITING ARTISTS**

Our visiting artist program brings in regional, national, and international artists and scholars with diverse backgrounds and experiences. The College of Fine Arts also invites prominent artists, curators, critics, and historians to the campus. These programs yield lectures, exhibitions, workshops, and individual critiques within student studio spaces. These events are an essential part of the graduate experience, and all students are expected to attend group events.

## **ANNUAL TRIP**

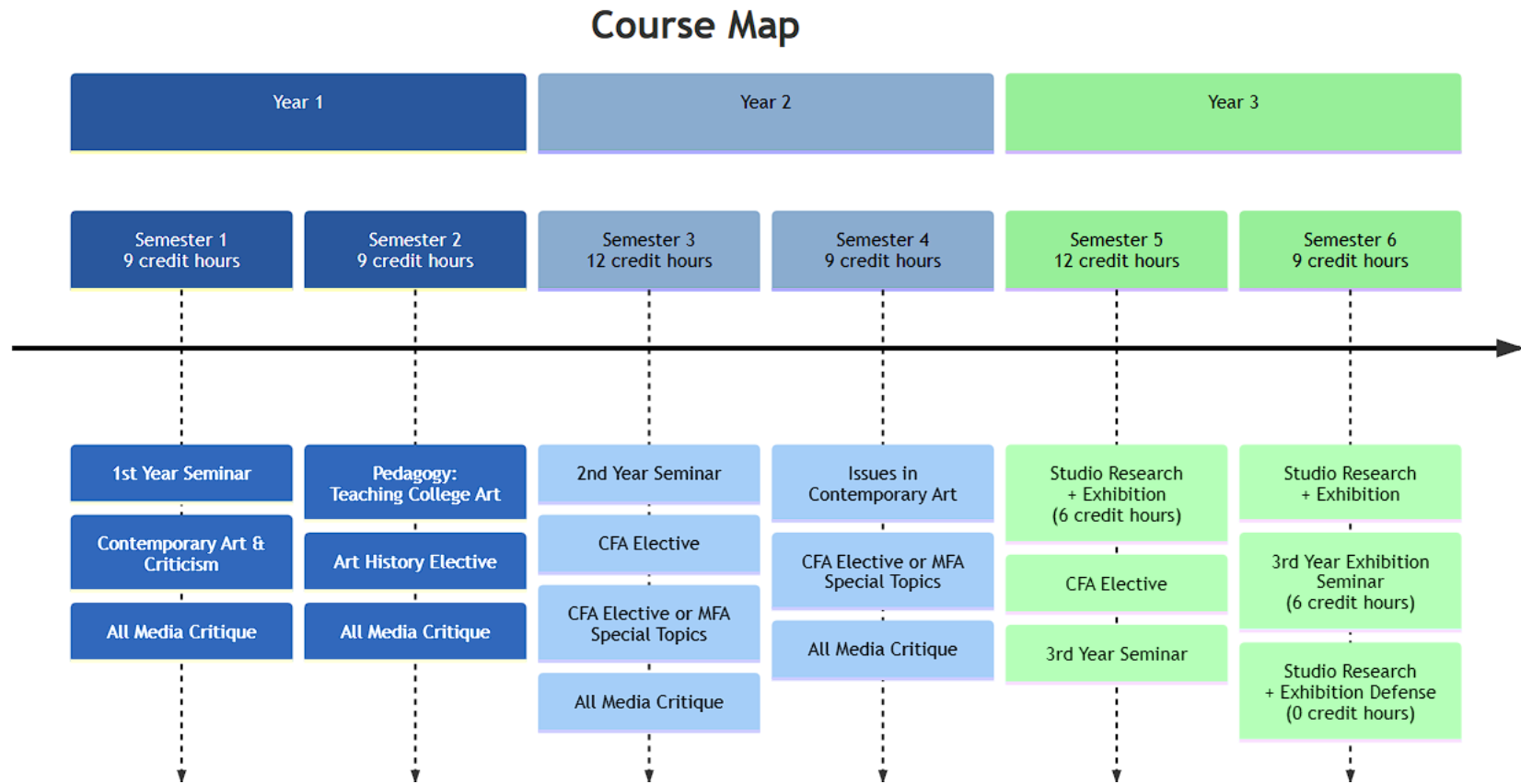
The Department of Art supports annual trips to art hubs in the Southeast region. Travel and lodging costs for these trips are covered by the department. In prior years, we have visited Art Basel/Miami Beach and Prospect in New Orleans. These travel events are enhanced by programming before and during the trip, potentially including organized studio visits, private meetings with curators, and learning opportunities leading up to the event.

## **COURSE PLAN**

The MFA program in studio art is a three-year full residency program in which graduate students reside in Tallahassee and work in their on-campus studios with 24/7 year-round access for their three-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.



### 3-YEAR COURSE MAP



- All courses are 3 credit hours unless otherwise noted.
- The Pedagogy course may be substituted for a *CFA Elective* if you do not plan to teach.
- You must take a 1 credit *Supervised Teaching* course during your first semester of teaching; *All Media Critique* will be 2 credit hours during that semester, with the course responsibilities remaining the same as the 3-credit hour course.

See [Assistantships](#) for information on possible GA/TA roles for each semester.



## **STUDIO COURSEWORK**

A minimum of 45 credit hours must be taken in courses that count for studio art credit (i.e.: courses with the “ART” designation). A minimum of 9 and a maximum of 12 credit hours per term are suggested. In each of the first four semesters every student must enroll in one All Media Critique class. Detailed descriptions of courses are in the [Course Summaries](#) section.

## **ART HISTORY/ACADEMIC STUDIES**

A minimum of 9 graduate credit hours must be taken in courses in academic study relating to contemporary art. These courses are *Contemporary Art & Criticism* (in the first semester), an *Art History Elective* of the student’s choice (in the second semester), and *Issues in Contemporary Art* (in the fourth semester). With the permission of the Graduate Director, a history course from another department within the College of Fine Arts may be taken in place of the *Art History Elective*.

## **STUDIO RESEARCH + EXHIBITION**

A minimum of 6 and a maximum of 9 credit hours of *Studio Research + Exhibition* must be taken under the direction of the Committee Chair during the final two graduating semesters in the student's third year. In the second semester of the third year, all graduating students must register for *Studio Research + Exhibition Defense* for 0 credits and the *Third-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 Director and Department of Art Chair then submitted for university approval toward the FSU MFA in Studio Art program. All transfer hours must have been completed with a letter grade of B or better. Exceptions will be determined by the Graduate Director and Department of Art Chair.

## **ACADEMIC STANDARDS**

The Department of Art follows all policies and procedures set forth by the university as outlined in the Graduate Bulletin. 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.

If a graduate student’s GPA falls below 3.0 at the end of a term (not counting courses for which “S” or “U” grades may be given) will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full term of enrollment, the student will be placed on academic dismissal. Academic dismissal constitutes a separation of the student from the University for academic reasons. Students on dismissal will not be permitted to register for courses, including registering as a non-degree student.

See the Policies & Information section of the Graduate Bulletin at <https://registrar.fsu.edu/bulletin/graduate-information> the full policy on Academic Standing and Retention.

## COURSE SUMMARIES

These course summaries provide additional information beyond the course descriptions listed in the [Graduate Bulletin](#).

### **ART 5927C FIRST-YEAR SEMINAR**

Students are introduced to theoretical and historical frameworks that influence and serve as a dialogue with the work of contemporary artists. In addition, they will encounter and practice creative and research methods that will form the foundation of their ongoing graduate and post-MFA work. Students are expected to read and discuss a variety of assigned texts. Writing assignments can also be expected. The *First-Year Seminar* and *Contemporary Art & Criticism* courses are taken concurrently. Their readings and discussions are curated to complement each other.

### **ART 5927C CONTEMPORARY ART & CRITICISM**

Through readings, discussions, and writing assignments, students engage with various theories and methodologies used by artists, historians, curators, and critics to understand and contextualize their art practice. *Contemporary Art & Criticism* utilizes primary texts to introduce students to major historical and theoretical moments in modern, postmodern, and contemporary visual culture. The *First-Year Seminar* and *Contemporary Art & Criticism* courses are taken concurrently. Their readings and discussions are curated to complement each other.

### **ART 5928C ALL MEDIA CRITIQUE**

This course is designed as a studio course in which students produce new and original work and engage in regular group critiques with their peers and instructor. Students can expect to participate in critiques using the same Critical Response Process used in the First-Year Formal Reviews. The results of students' MFA Formal Review Evaluations are examined and discussed to identify areas for

continued exploration and improvement. The outcome and benefits of this course are based on student focus, work ethic, and willingness to participate. The instructor may occasionally assign readings that are relevant to the group's ongoing discussions.

### **ART 5927C SECOND-YEAR SEMINAR**

The second-year seminar provides a comprehensive overview of literature focusing on the critical, theoretical, and aesthetic issues impacting the arts. Students will develop an understanding of diverse theoretical positions and cultural practices of aesthetics, informing the cultivation of their artistic identities. Student achievement will be assessed through class discussions covering assigned readings, written assignments, collaborative exercises, and a final art project that connects theory to practice.

### **ART 5927C ISSUES IN CONTEMPORARY ART**

Students will read and discuss contemporary art criticism related to a specific topic or topics to be chosen by the professor and produce written responses. The focus will be on current issues that are being addressed by contemporary artists.

### **ART 5972 STUDIO RESEARCH + EXHIBITION**

This course takes place in the Fall and Spring semesters of the third year. Through these courses, the student will work individually with their Committee Chair to develop their Studio Research + Exhibition (SR+E) graduating exhibition. The student and Committee Chair are responsible for creating a regular meeting schedule at the start of the semester. During the Fall semester, the student will complete a project statement and a bibliography. During the Spring semester, the student will get regular feedback from their Committee Chair as they develop their studio research paper and SR+E graduating exhibition.

### **ART 5816 THIRD-YEAR SEMINAR**

This course focuses on professional practices and prepares students for the SR+E graduating exhibition through the development of their artist statement, exhibition statement, and a public presentation on their studio practice.

### **ART 5899 THIRD-YEAR EXHIBITION SEMINAR**

This course focuses on the development and completion of the SR+E graduating exhibition and studio research paper. The instructors and museum staff provide feedback for successful completion, curation, and installation of the exhibition. Students meet set checkpoints outlined in the course for studio research preparation.

### **ART 5927C PEDAGOGY: TEACHING COLLEGE ART**

This seminar course combines theory and practice in preparation for teaching art at the college level. Students will concurrently observe and shadow classes taught by professors in the Department of Art. While based on availability, students usually shadow course sections of the class they will potentially teach during their Graduate Teaching Assistantship (TA). This course is required for students who wish to be considered for teaching roles.

### **ART 5940 SUPERVISED TEACHING**

This course is required for graduate students in their first semester of teaching. Graduate Teaching Assistants in this course meet with the instructor individually throughout the semester to address practical, theoretical, and logistical concerns related to their teaching.

## **ART 5810 STUDIO RESEARCH + EXHIBITION DEFENSE**

In the second semester of the 3rd year, all graduating students must register for this 0-credit course. Students will deliver two oral defenses of their studio research and graduation exhibition. The Studio Research Committee will meet as a group upon completion of these two oral defenses for a discussion and to determine the final assessment results.

## **CFA ELECTIVES**

Up to twelve credit hours may be taken as elective courses. Electives are selected from the departments within the College of Fine Arts. When MFA Special Topics courses are available, students are encouraged to take those courses in place of electives.

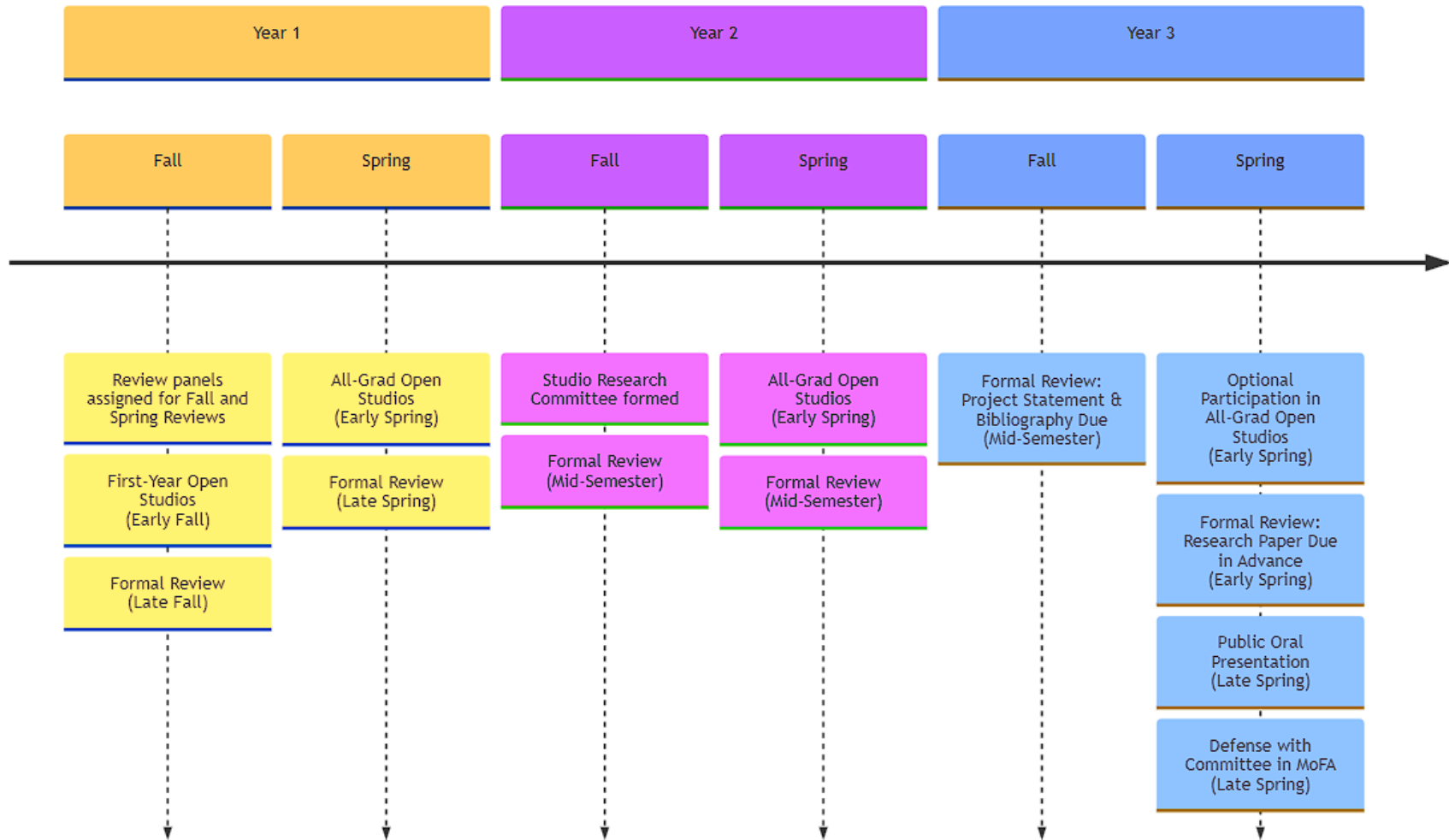
All CFA electives require the permission of the instructor and the Graduate Advisor & Coordinator. Before enrolling in an elective course, a Proposal for Graduate Study in an Elective Course form must be completed and signed by the student, instructor, and Graduate Advisor & Coordinator.

## **MFA SPECIAL TOPICS**

MFA Special Topics are occasional and focus on a specific theme that aligns with faculty research. Special Topics courses are encouraged to be taken, when available, in place of CFA Electives.

# REVIEW PLAN

## THREE-YEAR REVIEW MAP



There will be an open studio event in the Fall and Spring of the first year and a major formal review every semester in residency.



## MENTORSHIP

During orientation, each first-year student will be assigned a second- or third-year graduate student mentor and a faculty mentor. Student mentors provide support based on their experience as a graduate student. They can assist with understanding the university and departmental culture and recommend resources. Faculty mentors can provide academic/professional advice and support during the first year. All mentors are expected to respect privacy and act in a professional capacity. You should plan to meet with your mentors as early as possible in the first semester and also during the First-Year Open Studios event.

## OPEN STUDIOS EVENTS

The goal of each Open Studios event is for students to briefly introduce themselves and their current studio practice to faculty visitors. You should expect each conversation to be short, with the intention that a longer discussion can continue in a subsequent individual studio visit. **You should plan to email faculty members directly to schedule follow-up studio visits.** The First-Year Open Studios event in the Fall is for incoming students only. The All-Grad Open Studios event in the Spring will include all graduate students. Participation in the Spring All-Grad Open Studios event is optional for third-year students.

## FORMAL REVIEW STRUCTURE

Formal reviews are conducted with a group of faculty members in the student's studio or other prearranged space. The student will present their work and engage in discussion with the group that is centered on useful questions about the work – both from the student and from the faculty members. Students can expect critiques to follow the Critical Response Process (CRP) during their First-Year Formal Reviews. For more information on CRP, read this [brief overview of the process](#).

Immediately following each second- and third-year review, the committee will have a group discussion without the student present. The chair of the committee will then meet briefly with the student to relay the committee's consensus on the student's progress.

For every review, students must ensure that another person is present to serve as a note-taker. Time-based work must be made available to the committee one week prior to the review. Students are expected to reserve any special equipment or spaces required to properly show their work. Formal reviews are part of students’ professional preparation and should be approached with professionalism.

**FORMAL REVIEW EVALUATION**

After each Formal Review, the student’s performance will be evaluated, in writing, by the individual faculty members. The written evaluation will be based on the review goals and student responsibilities, which differ from one review to the next (see the following sections for [first-](#), [second-](#), and [third-](#)year reviews). In addition to feedback on each of the goals and responsibilities, faculty will provide constructive feedback, as well as recommendations for relevant artists and scholarly resources. The written evaluation will culminate in a rating of either “Satisfactory,” “Provisional,” or “Unsatisfactory” as described below. All written evaluations will be made available to the student shortly after the review and will be retained digitally by the Department of Art.

RATING	RESULT
All SATISFACTORY ratings	The student proceeds to the next semester.
One or more PROVISIONAL ratings	Following the review, the student schedules a meeting with the Graduate Director to discuss their standing in the program. This may include a plan for remediation/improvement.
One or more UNSATISFACTORY ratings	A re-review is scheduled. Note that students will not be assigned an “Unsatisfactory” rating in their very first review.

## **UNSATISFACTORY EVALUATIONS**

When one or more “Unsatisfactory” ratings are given OR if the review committee agrees that the student’s progress needs to be reassessed, a remediation process as described in the CFA Handbook is started. A timeline for remediation followed by a re-review will be agreed upon by the student and committee, preferably within 4 weeks of the Formal Review. If the re-review results in one or more “Unsatisfactory” ratings, then remediation has not been successful and the University policy for “Dismissal of a Graduate Student for Reasons Other than GPA” will be followed. See [Dismissal from the University](#).

## **FIRST-YEAR FORMAL REVIEWS**

There will be *two* formal reviews for first-year students: one in the Fall and one in the Spring. The Graduate Director will assign each first-year student a committee comprised of half of the department's faculty members for the Fall Formal Review. Students will meet with the other half of the faculty in the Spring Formal Review. Because of the large groups, these reviews may take place in spaces larger than students' individual studios.

### **GOALS OF FIRST-YEAR FORMAL REVIEWS**

1. To afford the student the opportunity to introduce themselves and their practice to all Department of Art faculty.
2. To ensure that the student is acclimated to the program and is being productive in their studios.
3. For faculty to provide feedback and resources that can help develop the student's research questions.

### **STUDENT RESPONSIBILITIES**

For the Fall review, the student is expected to be prepared with the following:

- Several research questions (developed during the First-Year Seminar) that they intend to investigate over the coming months.
- Selected documentation of work completed prior to FSU.

For both first-year reviews, the student is expected to be prepared with the following:

- Evidence of ongoing experimentation, in-process work, and recently finished work. The work being shown must reflect the student's own ideas, rather than being based on or derived from class assignments.
- Time-based work must be made available to the committee at least one week before the review.
- The ability to discuss the work; themes and ideas at play; and relationships with historical and contemporary ideas.
- A note-taker and any special equipment or spaces required to properly show their work.

## SECOND-YEAR FORMAL REVIEWS

Second-year students will have *two* formal reviews: one in the Fall and one in the Spring. At the beginning of the Fall semester, students will be tasked with choosing their [Studio Research Committee](#).

### GOALS OF SECOND-YEAR REVIEWS

1. To ensure that the student is managing their time appropriately and being productive in their studio.
2. To ensure that the student is successfully developing their creative practice.
3. To make recommendations as to whether the student is ready to begin/continue a TA assignment.
4. For faculty to provide feedback and resources that can help develop the student's creative practice.

### STUDENT RESPONSIBILITIES

For both second-year reviews, the student is expected to be prepared with the following:

- A document containing a current artist statement and references relevant to their current practice, including a list of artist influences and a bibliography, which should be in Chicago Manual of Style (CMS) format. **These must be submitted to the committee via email at least one week before the review.** Printed copies may be presented at the review as well.
- Evidence of ongoing experimentation, in-process work, and recently finished work. The work being shown must reflect the student's own ideas, rather than being based on or derived from class assignments.
- Time-based work must be made available to the committee at least one week before the review.
- The ability to discuss the work; themes and ideas at play; and relationships with historical and contemporary ideas.
- A note-taker and any special equipment or spaces required to properly show their work.

## THIRD-YEAR REVIEWS

Third-year students will have *two* formal reviews: one in the Fall and one in the Spring. In the Fall review, students will present an abstract for their studio research paper and a project statement for their Studio Research + Exhibition (SR+E). In the Spring review, students will give their first oral defense of their studio research paper to their Studio Research Committee.

### GOALS OF THIRD-YEAR FORMAL REVIEWS

1. For faculty to evaluate and support the student's progress toward the Studio Research + Exhibition (SR+E).
2. To discuss the student's writing, focusing on the project statement and bibliography in the Fall review and the final draft of the paper in the Spring.
3. To evaluate whether the student may require reassignment from a TA role to focus on their studio practice.

### STUDENT RESPONSIBILITIES

For the Fall review, the student is expected to be prepared with the following:

- A project statement and bibliography for their Studio Research + Exhibition, developed in communication with their Committee Chair in the *Studio Research + Exhibition* course.

**These must be submitted to the committee via email at least one week before the review.**

For the Spring review, the student is expected to be prepared with the following:

- A final draft of the Studio Research + Exhibition paper. **This must be submitted to the committee via email at least one week before the review.**
- A written plan for execution of the graduating exhibition.

For both third-year reviews, the student is expected to be prepared with the following:

- In-process and finished works related to the graduating exhibition.
- The ability to discuss the work; themes and ideas at play; and relationships with historical and contemporary ideas.
- A note-taker and any special equipment or spaces required to properly show their work.



## **STUDIO RESEARCH COMMITTEE**

The Studio Research Committee's role is to mentor the graduate student towards the successful research, defense, and completion of their Studio Research + Exhibition. This committee is comprised of the following:

- Two committee members who are faculty members from the Department of Art
- One committee chair who is a faculty member from the Department of Art
- Up to two optional members who are faculty in other departments or the Department of Art

All committee members must possess the designation of either Graduate Faculty Status (GFS) or Graduate Teaching Status (GTS).

A list of Department of Art faculty members and which of the above roles they are eligible to fill will be distributed near the start of the Fall semester. Using that list, students will be asked to submit their preferences to the Graduate Director before the end of September. Selection of committee members will be made by the Graduate Director and the Graduate Advisor & Coordinator based on student preferences and faculty comments.

Students must not ask Department of Art faculty members to be on their committee directly and faculty have been instructed not to respond to student committee requests. If any committee member requests cannot be fulfilled, the student will be assisted in identifying alternatives by the Graduate Advisor & Coordinator and Graduate Director. Potential committee members from outside the Department of Art can be asked directly by students.

Once a Studio Research Committee is assigned, any changes must be requested by writing to the Graduate Director.

Students should meet with their committee members individually at least once prior to the Formal Review each semester.

# GRADUATION REQUIREMENTS

## GRADUATION SCHEDULE

The final year is comprised of the following deadlines, which are all required to graduate:

Task	Deadline
Project statement and bibliography, developed with Committee Chair	Fall Review (mid-semester)
Final draft of the <a href="#">Studio Research Paper</a>	Spring Review (early-semester)
<a href="#">Graduating Exhibition</a> Opening	Mid-April
<a href="#">Public oral presentation</a>	Scheduled a week after the exhibition opening
<a href="#">Oral defense of exhibition work</a> , with Committee	Scheduled, by the student, before the last day of Spring classes
Submission of <a href="#">exiting materials</a> to Graduate Advisor & Coordinator	Last day of classes
<a href="#">Studio clearance</a>	Last day of Finals Week

## **STUDIO RESEARCH PAPER**

The studio research paper defines intensive research leading up to the SR+E graduating exhibition. It cites the student's artwork within a larger art context, makes connections to the ideas and work of others, and affords the reader other insights into the work that the student has produced in the preceding three years. The studio research paper is written over the course of the third year and is finalized during the *Third-Year Exhibition Seminar*. In addition to support through that course and guidance from the student's committee, the [FSU Reading-Writing Center](#) (RWC) can be a valuable resource when writing the paper.

The final draft of the paper must be submitted to the student's committee *before* the Spring Formal Review, providing enough time for the committee members to read the paper before the review.

The suggested length of the paper is between 10–15 pages and the writing should correspond to the Chicago Manual of Style.

## **GRADUATING EXHIBITION**

At the end of the third year, students mount a comprehensive exhibition of their work at the Museum of Fine Arts (MOFA). The graduating students will also design and publish a digital catalogue of the graduating MFA exhibition during the Spring Third-Year Seminar.

## **PUBLIC ORAL PRESENTATION**

MFA candidates will give a short oral presentation of their research with accompanying images during the month of the final graduation show. This presentation is open to family, friends, and the public.

## **ORAL DEFENSE WITH COMMITTEE**

After the graduation exhibition opens, students meet with their Studio Research Committee in the museum to discuss the installed work in the SR+E graduating exhibition. This also provides an opportunity for the committee members to sign the studio research paper cover letter, if that has not been done.

## **EXITING REQUIREMENTS**

Each student will need to submit the following materials to the Graduate Advisor & Coordinator to be archived. All materials should be compressed in a ZIP file and submitted via [Noles File Transfer](#) (NiFTy).

- Artist Statement
- Studio Research+Exhibition paper
- Studio Research+Exhibition paper cover sheet, signed by all committee members. The cover sheet will be supplied digitally, and signatures should be obtained using FSU [DocuSign](#)
- A list of 10–15 searchable keywords/hashtags related to the content of the research paper
- 15–20 high-resolution digital images of the work, including photos of the work installed in MoFA
- A corresponding image list that includes the title, date, medium, and size of the work

## **STUDIO CLEARANCE**

All graduating must complete the “studio clearance” tasks listed in the MFA Studio Handbook. This includes repairing and repainting their studio walls and repainting their studio floor, depending on its condition.

# CFA AND UNIVERSITY POLICIES AND PROCEDURES

Students in the MFA in Studio Art Program are expected to follow the Policies & Procedures outlined in the [College of Fine Arts Handbook](#). Students should familiarize themselves, in particular, with the “Academic Performance Expectations” and the “Professional Conduct Policy.” For more information about university-wide policies and procedures, see the [FSU Student Handbook](#) and the [Graduate Bulletin](#).

## DISMISSAL FROM THE UNIVERSITY

As described in the [Academic Standards](#) section above, graduate students may be placed on academic dismissal for failing to maintain a 3.0 GPA. The University also has a policy for Dismissal of a Graduate Student for Reasons Other than GPA, which is summarized below. For more information, see the [CFA Handbook](#).

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar.

Program terminations (dismissal for a reason other than GPA) are generally identified by the faculty with support from the Department Chair. Reasons for dismissal from the Studio Art MFA may include, but are not limited to:

- Inability to conduct independent research in a fashion appropriate with the accepted norms of the discipline. This identified via the [Formal Review Evaluation](#).
- Inability to function within a team environment to the extent that it negatively affects the learning, practice and/or research of fellow graduate students.
- Failure to meet the Professional Conduct Policy described in the [CFA Student Handbook](#).
- Failure to meet artistic or creative performance standards. This identified via the [Formal Review Evaluation](#).

- Failure to complete important degree milestone requirements within a reasonable period of time. See the [3-Year Course Map](#).
- Failure to complete the master's degree or make timely progress towards the [Graduation Requirements](#).

In each case, the issue will be addressed following the Remediation Plan process described in the [CFA Student Handbook](#).

Students who are dismissed for reasons other than grades may follow the [General Academic Appeals Process](#) if they have evidence that academic regulations and procedures have been improperly applied.

## **ASSISTANTSHIPS**

Graduate 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 in their first year may not receive one in subsequent years and, conversely, students who do not receive an assistantship in their first year may still receive one in subsequent years.

### **GRADUATE ASSISTANTSHIP (GA)**

A Graduate Assistantship (GA) is a technical assistantship that involves supervised work in areas such as labs and the museum. The areas for technical assistantships are assigned based on departmental needs. GAs will be assigned a faculty supervisor. This faculty member and lab manager will work together to create a work schedule for 10 hours of work per week.

## GRADUATE ASSISTANT EXPECTATIONS

While work expectations vary depending on the lab, these general guidelines apply to all Graduate Assistant (GA) positions:

- GAs are expected to report to their scheduled shift on time. Except in the event of an emergency, the GA should notify the Lab Manager at least 24 hours in advance if they must miss a scheduled shift. Any missed hours must be reported to the Lab Manager.
- GAs are assigned tasks by the Lab Manager. Assigned tasks take priority over personal work in the lab, the GAs own coursework, etc. Sleeping on the job, not completing assigned tasks, and not attending to students' needs are examples of unsatisfactory performance.
- According to the GAU [Collective Bargaining Agreement](#) Article 6.1, .25 FTE employees work an *average* of 10 hours per week. If a GA works less hours one week, those hours will be added in a subsequent week to maintain the *average* 10-hour commitment. Likewise, if a GA works more than 10 hours, the hours in a future week should be reduced to maintain the average. (.50 FTE employees work an *average* of 20 hours per week)
- According to the [GAU Collective Bargaining Agreement](#) Article 10.1, GAs are excused from assigned duties when the university is closed “without academic or professional reprisal, or loss of pay.”
- GAs work during finals week on end-of-year cleanup in their areas. Hours for the following week are allocated to a final CAB cleanup day. As GAs are on contract until that final cleanup day, they must plan to be available during these times. Plan travel accordingly.
- If Personal Protective Equipment (PPE) is required for a task, the Lab Manager will provide it.
- GAs are expected to follow the [Communication](#) guidelines below.

At the end of each semester, the university requires that each GAs work performance is reviewed. Unsatisfactory performance may result in reassignment or loss of the student's assistantship, stipend, and tuition waiver.



## **GA SUPERVISOR EXPECTATIONS**

- Lab Managers are typically the direct supervisors of GAs. There may be cases where a faculty member or other staff member is the supervisor.
- Supervisors should respect the assistants' work schedules and contracted hours. They should not contact GAs outside their work hours unless it is to provide information for their upcoming shifts.
- GAs should be scheduled at a single location for each shift. Only in special circumstances should a GA be required to work in multiple locations during the same shift. When this occurs, consideration should be given to avoid creating unnecessary burdens for the GA regarding transportation, parking, and classes scheduled around the shift hours.

## **GRADUATE TEACHING ASSISTANTSHIP (TA)**

A Graduate Teaching Assistantship (TA) is a teaching assistantship that involves assuming the role of Teaching Assistant or Instructor of Record (IOR), typically for a beginning or foundational-level course. Teaching assistantships are assigned by the Department Chair based on departmental needs and alignment with students' areas of expertise. TAs will be assigned a faculty supervisor, usually the head of your assigned course area. While students may be considered for technical assistantships (GA) all three years of their residency, only second or third-year students may apply for TA roles.

The minimum requirements for being awarded a TA are:

- Earning a C- or higher in the *Pedagogy: Teaching College Art* course
- Completing all aspects of the Center for the Advancement of Teaching's [required training for TAs](#)
- Attending the annual Department of Art teaching orientation in the Fall

The Graduate Program Director reviews all teaching assistants at the end of each semester with consultation from the appropriate area heads. Visits to the classroom by the Graduate Director, supervised teaching professor, or Foundations Director are to be expected. Unsatisfactory performance may result in reassignment to a GA role.

## FINANCIAL SUPPORT

Fellowships, scholarships, waivers, stipends, and awards provide support and valuable experience to graduate students. Florida State University offers various fellowships and awards through the department, college, Graduate School, and university. Incoming students who apply before the January 1st deadline are considered for various college and departmental awards. Like most award opportunities, they are highly competitive and based on evidence of leadership, academic rigor, and excellent letters of recommendation. For more information on opportunities for financial support, visit the links below or see the following list of opportunities that are available to incoming graduate students.

- FSU4U - <https://foundation.fsu.edu/fs4u>
- FSU Grants, Fellowships, Loans, Scholarships - <https://gradschool.fsu.edu/funding-awards/graduate-school-fellowships-and-grants>
- FSU Graduate School Funding & Awards - <https://gradschool.fsu.edu/funding-awards>
- Department of Art Assistantships & Funding - <https://art.fsu.edu/support/>

## UNIVERSITY AWARDS

Legacy Fellowship: This fellowship is only available to incoming first-year students. Incoming students need to apply to the graduate program by mid-December to be eligible for consideration. The Fellowship offers \$10,000 per calendar year for up to three years.

American Association of University Women International Fellowship: These fellowships are awarded for full-time study or research in the United States to women who are not U.S. citizens or permanent residents. Both graduate and postgraduate studies at accredited U.S. institutions are supported.

Dr. Martin Luther King Jr. Book Stipend: This stipend awards \$350 to individuals who identify as African American/Black in order to assist these Florida State University students in completing their education.

Leslie N. Wilson – Delores Auzenne Fellowship: This fellowship awards \$5,000, which is added to the graduate assistant stipend for a maximum of approximately \$15,000 plus a full tuition waiver. The Leslie N. Wilson–Delores Auzenne Assistantship is available for all new or currently enrolled graduate students. Preference may be given to applicants who are historically underrepresented. Nomination is through the department or college, but competition for these awards is on a university–wide basis.

## **DEPARTMENTAL AWARDS**

Each year, the department offers several recruitment fellowships to incoming students. Recipients are chosen from among the pool of competitive applicants by the Graduate Admissions Committee; direct application is not permitted for these awards.

Bivens–Harrison Scholarship: This scholarship supports incoming graduate students with their transition to graduate education and celebrates their future contributions to FSU. The *Bivens–Harrison Scholarship* offers up to \$2,500 per calendar year for up to three years. This funding is in addition to the departmental stipend and tuition waiver.

Jim Boone in Art Scholarship: This scholarship supports incoming graduate students with their transition to graduate education and celebrates their future contributions to FSU. The *Jim Boone in Art Scholarship* offers up to \$2,500 per calendar year for up to three years. This funding is in addition to the departmental stipend and tuition waiver.

Graduate Fellowships in the Arts: This scholarship funded by Randall Van Syoc & Allen Cost Ransome offers up to \$5,000 per calendar year for up to three years. Given to outstanding newly enrolled studio art graduate students for work exemplifying exceptional achievement. This funding is in addition to the departmental stipend and tuition waiver.

MoFA Award: This graduate assistantship opportunity awards an additional \$1,500 each academic semester to the MoFA [Museum of Fine Arts] Graduate Assistant (for up to one year). This GA position is highly sought after and geared towards individuals who express specific interest in curatorial processes, preparator techniques and/or museum operations.

Specialty Tech Award: This award grants an additional 5 – 10 assistantship hours, which is added to the normal graduate assistant stipend for a maximum of 20 hours. The *Specialty Tech Award* is available to all incoming MFA in Studio Art graduate students, nomination for this opportunity is through the department, dependent on area needs and associated technical and equipment skill sets.

The department also offers modest departmental scholarships and awards in different media areas for enrolled graduate students. Application procedures and specific award details are announced in the Spring semester.

Mary Ola Reynolds Miller Scholarship: The recipient of this \$1,000 scholarship must be a graduate student in the College of Fine Arts enrolled in a minimum of six credit hours in visual arts. Applicants must have a minimum 3.0 GPA, demonstrate academic potential and financial need.

Andy McLachlin Memorial Award: This \$500 award is given to outstanding art students for work exemplifying exceptional artistic achievement. To provide one or more annual scholarships to students, support the instructional and creative activity missions of the visual arts program in the form of grants for equipment, materials, travel, and other enhancements not provided by institutional funding.

## **COMMUNICATION**

### **EMAIL**

Checking and responding to your official FSU emails regularly is a requirement, as described in the [FSU Graduate Bulletin](#). In general, students should expect an email response from faculty within two working days. Likewise, students are expected to respond to emails from faculty, staff, and administrators within two working days. If an email is related to a GA role, however, both the GA and their supervisor should respond to emails within 24 hours. It is always best to send a simple acknowledgment email when a detailed response isn't required. When contacting faculty, staff, or administrators, use your FSU email instead of phone calls or texts unless it

is urgent or an emergency. If there is an issue contacting a faculty or staff member, please follow the [Communication Flowchart](#). Please keep your emails concise and professional. See this list of [email etiquette advice from Grammarly](#).

## **CANVAS**

All graduate students will be added to a Canvas organization called “FSU|MFA + Studio Art.” This resource will be used to communicate all announcements and will contain the calendar for graduate events and programming as well as additional resources.

## **ART DEPARTMENT CALENDAR**

Each student is responsible for subscribing to the Department of Art Calendar and attending scheduled events.

## CONTACT LISTS

### ADMINISTRATORS + STAFF

Role	Description	Name	Contact
Department of Art Chair	Oversees the Department of Art	Jeff Beekman	<a href="mailto:beekman@fsu.edu">beekman@fsu.edu</a>
Department of Art Associate Chair	Supports the Chair	Liz DiDonna	<a href="mailto:edidonna@fsu.edu">edidonna@fsu.edu</a>
Graduate Program Director	Oversees MFA Graduate Program	Rob Duarte	<a href="mailto:rduarte@fsu.edu">rduarte@fsu.edu</a>
Graduate Advisor & Coordinator	Academic Advising and Student Advocate	Tenee' Hart	<a href="mailto:tahart@fsu.edu">tahart@fsu.edu</a>
Senior Administrative Specialist		Heather Rushing	<a href="mailto:hrushing@fsu.edu">hrushing@fsu.edu</a> 850.644.6478
Program Manager		Celeste Ivory	<a href="mailto:mivory@fsu.edu">mivory@fsu.edu</a> 850.644.3147
Facilities Liaison	CFA facilities support	Nick Parparian	<a href="mailto:nparparian@fsu.edu">nparparian@fsu.edu</a>



## DEPARTMENT OF ART 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.

Name	Role	Email
Grace Ali	Assistant Professor	<a href="mailto:gali@fsu.edu">gali@fsu.edu</a>
Carrie Ann Baade	Professor + Head of Painting & Drawing	<a href="mailto:cjonesbaade@fsu.edu">cjonesbaade@fsu.edu</a>
Jeff Beekman	Associate Professor Department of Art Chair	<a href="mailto:jbeekman@fsu.edu">jbeekman@fsu.edu</a>
Denise Bookwalter	Professor + BFA Director	<a href="mailto:dbookwalter@fsu.edu">dbookwalter@fsu.edu</a>
Mona Bozorgi	Assistant Professor + Head of Photography & Moving Image	<a href="mailto:mb22b2@fsu.edu">mb22b2@fsu.edu</a>
Jonathan Christensen Caballero	Assistant Professor	
Kevin Curry	Assistant Professor + Head of Sculpture & Expanded Media	<a href="mailto:kcurry@fsu.edu">kcurry@fsu.edu</a>
Brian Dick	Visiting Teaching Faculty	<a href="mailto:bd24j@fsu.edu">bd24j@fsu.edu</a>
Elizabeth DiDonna	Teaching Faculty II + BA Director	<a href="mailto:edidonna@fsu.edu">edidonna@fsu.edu</a>
Rob Duarte	Associate Professor + Graduate Director	<a href="mailto:rduarte@fsu.edu">rduarte@fsu.edu</a>
Marty Fielding	Assistant Professor	<a href="mailto:mfielding@fsu.edu">mfielding@fsu.edu</a>
Lilian Garcia-Roig	Distinguished Professor	<a href="mailto:lgarciaroig@fsu.edu">lgarciaroig@fsu.edu</a>
Jamie Ho	Assistant Professor	<a href="mailto:jh24bl@fsu.edu">jh24bl@fsu.edu</a>
Katie Kehoe	Assistant Professor	<a href="mailto:mkk22f@fsu.edu">mkk22f@fsu.edu</a>

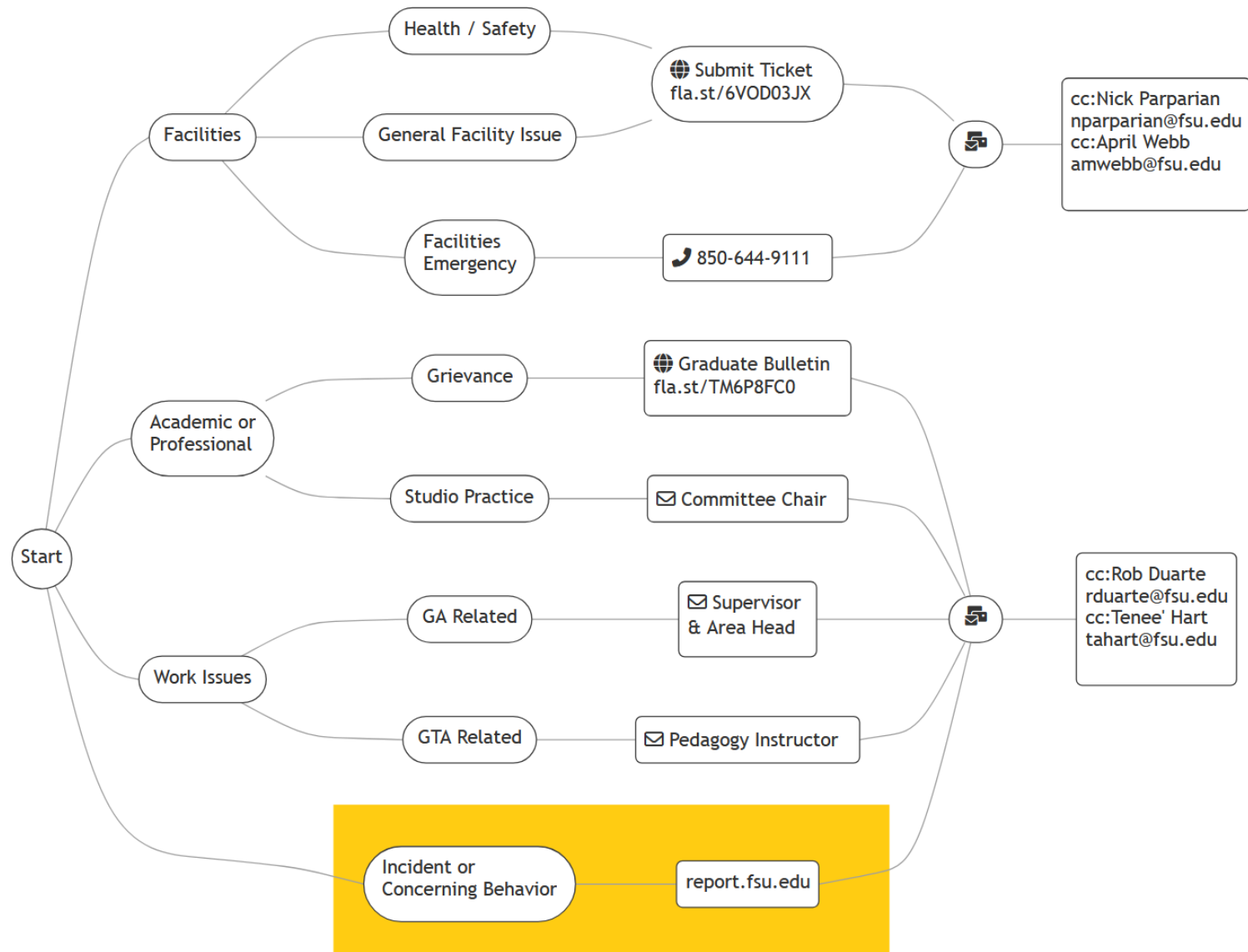
Daniel Luedtke	Associate Professor + Head of Printmaking & Book Arts	<a href="mailto:dluedtke@fsu.edu">dluedtke@fsu.edu</a>
Meredith Lynn	Associate Professor	<a href="mailto:mllynn@fsu.edu">mllynn@fsu.edu</a>
Alena Mehić	Assistant Professor	
Jiha Moon	Assistant Professor	<a href="mailto:jmw23m@fsu.edu">jmw23m@fsu.edu</a>
Keith Roberson	Associate Professor	<a href="mailto:kroberson@fsu.edu">kroberson@fsu.edu</a>
Jean Shon	Assistant Professor	<a href="mailto:jys24@fsu.edu">jys24@fsu.edu</a>
Clint Sleeper	Associate Professor	<a href="mailto:csleeper@fsu.edu">csleeper@fsu.edu</a>
Allison Spence	Assistant Professor	<a href="mailto:aespence@fsu.edu">aespence@fsu.edu</a>
Anne Stagg	Associate Professor + Foundations Director	<a href="mailto:astagg@fsu.edu">astagg@fsu.edu</a>

## 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.

Name	Role	Email
TBD	Sculpture Lab & Equipment Manager	
Mimi Tran	Digital Fabrication Lab Manager	<a href="mailto:mtran2@fsu.edu">mtran2@fsu.edu</a>
Amy Fleming	Printmaking Lab Manager	<a href="mailto:ajfleming@fsu.edu">ajfleming@fsu.edu</a>
Nick Geshwiler	ATL Lab Manager	<a href="mailto:ngeshwiler@fsu.edu">ngeshwiler@fsu.edu</a>
Gregg Matthews	Ceramic Lab Manager	<a href="mailto:gsmatthews@fsu.edu">gsmatthews@fsu.edu</a>
Jabari Townsend	Photo Lab Manager	<a href="mailto:j.townsend@fsu.edu">j.townsend@fsu.edu</a>
TBD	MFA + BFA Facilities Manager	

# COMMUNICATION FLOWCHART



# ADDITIONAL RESOURCES

## LINKS

- [2025-2026 College of Fine Arts Student Handbook](#)
- [FSU Graduate School New Student Information and Graduate Handbook](#)
- [FSU Graduate Bulletin](#)
- [FSU Grants, Fellowships, Loans, Scholarships](#)
- [FSU Graduate School Funding & Awards](#)
- [Department of Art Assistantships & Funding](#)
- [FSU Reading-Writing Center \(RWC\)](#)
- [College of Fine Arts Support Center](#)
- <https://www.safety.fsu.edu/>
- [Department of Art Labs](#)
- [Department of Art Graduate Resources](#)
- [Graduate Assistants United](#)
- [FSU Center for the Advancement of Teaching](#)
- [FSU Academic Honor Policy](#)

## **MAILING ADDRESS**

The contact information for the FSU Department of Art is:

FSU Main Art Office

530 W Call St.

Room 220 | Fine Arts Bldg.

Tallahassee, FL 32304

850.644.6474

*This is version 20250719 of the  
2025–2026 FSU Department of Art MFA Student Handbook*