



2023-2024

GRADUATE STUDIES HANDBOOK

James Madison University
College of Visual and Performing Arts
School of Art, Design, and Art History

INTRODUCTION

WELCOME TO THE GRADUATE PROGRAM IN ART

This Graduate Studies Handbook is a guide for graduate students and graduate faculty in the School of Art, Design, and Art History at James Madison University. This handbook should be consulted regularly for detailed information on specific art requirements, regulations, and procedures.

General requirements, including policies, procedures, deadlines, and the Graduate Catalog are posted on the Graduate School website.

These pages contain the official regulations of The Graduate School (TGS) and remain the binding agreement with students enrolled at JMU. A graduate faculty advisor is assigned to each student in the program, yet please note that the student is ultimately responsible for understanding the contents of the appropriate publications and for following all stated requirements and deadlines.

TABLE OF CONTENTS

3 INTRODUCTION

6 ADMISSIONS

Graduate School
Studio Art MFA
Studio Art MA
Art Education MA
Classifications

8 STUDIO ART MFA

Goals and Mission
Program Description
Program Requirements
Policies and Procedures
Evaluation
Admission to Candidacy
Thesis Work

14 STUDIO ART MA

Goals and Mission
Program Description
Evaluation
Continuation

18	ART EDUCATION MA Goals and Mission Program Requirements Candidate Review Thesis and Examination	25	APPENDIX A Studio Contract Form: Grace Street Center
21	GENERAL GRADUATE INFORMATION Transfer Credit Degree Time Limit Academic Loads Course Numbering Appeal Process Reinstatement Policy Incomplete Grades Assistantships	26	APPENDIX B GA/TA Position Description, Hours Worked, and Check-Ins
24	INSTITUTIONAL ORGANIZATION SADAH Director Graduate Program Director Advisory Committee Graduate Faculty Faculty Advisors Graduate Supervisors	28	APPENDIX C Art Education Thesis Content Guide
		29	APPENDIX D End of Semester Review Rating Form
		30	APPENDIX E 18-Hour Review Form
		31	APPENDIX F SADAH Thesis Committee Form
		32	APPENDIX G SADAH Studio Reciprocal Agreement
		33	APPENDIX H Graduate Student Professional Development Fund Request Form

ADMISSIONS

GRADUATE PROGRAMS IN ART AT JAMES MADISON UNIVERSITY

DEGREES AND CONCENTRATIONS OFFERED

The School of Art, Design, and Art History (SADAH) offers the Master of Fine Arts (MFA) degree in Art with a concentration in studio art, which is an interdisciplinary program within the school and offers the Master of Arts (MA) degree in Art with a concentration in art education and in studio art.

ADMISSION TO THE GRADUATE SCHOOL

The application process for admission to The Graduate School (TGS) at James Madison University is initiated online.

Transcripts will be submitted digitally for the application process; TGS will request official final transcripts from accepted candidates. Do not send transcripts or letters of recommendation to the SADAH.

A non-refundable application fee is required of all applicants. Foreign student applicants must follow additional guidelines established by TGS.

The Graduate Faculty and Director of SADAH will review all completed applications for admission for graduate study in the studio art concentration. The Art Education Graduate Faculty will review applications in art education concentration.

Action will not be taken on a student's application until it is complete.

Admission to begin taking graduate classes in studio art and art education must be approved by the Graduate Faculty and Director of SADAH and approved for final action by the Dean of TGS. Each student will be notified of the disposition of their initial application for admission by TGS.

ADMISSION REQUIREMENTS FOR GRADUATE PROGRAMS IN ART

MFA AND MA IN ART - CONCENTRATION IN STUDIO ART

Corinne Diop
Studio Art Graduate Program Director
diopcj@jmu.edu, 540-568-6485

The studio art degrees require a submission of a portfolio of between 15–20 images, three letters of recommendation, an artist's statement, and a brief written statement of purpose. All are to be submitted on CollegeNet following the prompts and instructions provided. Applications may be fulfilled in part and returned to as needed to update and complete the application.

In addition to the general admission requirements of TGS, the prospective graduate student in the MFA program should have an undergraduate degree with a minimum of 33 credit hours in studio art and nine credit hours in art history. It is recommended that the art history hours include six hours surveying the history of Western art and three hours in upper-level art history, or the equivalent. The GRE is not required.

The MFA and MA in Art with concentration in studio art are interdisciplinary. Work using any media to express creative ideas and visual research is permitted and encouraged.

Finalists for admission to the MFA and MA in Art with a studio art concentration will be interviewed in person or online before offers of admission are extended.

**Admission to the Fall 2024 Semester:
February 1, 2024**

ADMISSION REQUIREMENTS FOR GRADUATE PROGRAMS IN ART

MA IN ART - CONCENTRATION IN ART EDUCATION

Dr. William Wightman
Art Education Graduate Program Director
wightmwh@jmu.edu, 540-568-5144

In addition to the general admission requirements of The Graduate School, the candidate have a certified art-teaching license. Candidates should submit three letters of recommendation, a current professional teaching portfolio, and a personal statement as an indication of preparation for graduate study.

**Admission to the Fall 2024 Semester:
January 19, 2024**

CLASSIFICATIONS OF ADMISSION

Applicants may be admitted to TGS under three classifications: unconditional, conditional, or provisional admission.

UNCONDITIONAL ADMISSION

Acceptance without reservation. This indicates that you have a sound academic background in preparation for your program of study and have met all entry requirements for both The Graduate School and School of Art, Design, & Art History.

CONDITIONAL ADMISSION

Admission with reservations, such as deficiencies in undergraduate preparation, which you must correct. Once corrected, you may make written request directed through your Graduate Program Director to the Dean of TGS for a change of status to unconditional.

PROVISIONAL ADMISSION

Admission under probationary status. You have not fully met the requirements for admission into your program. Your priority must be to satisfy the conditions outlined in your acceptance letter. To change to “unconditional” status you must submit a written request to your major adviser or the Graduate Program Director who will forward it to the Dean of TGS. You may only apply up to 9 hours of graduate credit to a degree program (with the recommendation of your School Director and approval of the Dean of TGS) while in this status.

Reasons for Provisional Admission to the Graduate Programs in Art may include:

- The previous academic record is weak.
- Prerequisite course work is insufficient.
- The applicant has majored in another field and has not yet clearly demonstrated abilities in the proposed new field.

STUDIO ART MFA

MASTER OF FINE ARTS DEGREE

MFA STUDIO ART

MISSION

The mission for the Master of Fine Arts Program is to challenge and support independently motivated artists in their intellectual, philosophical, and artistic development. The graduate program encourages life-long learning, career success and community involvement.

GOALS

- To offer study in collaboration with an exemplary faculty who challenge candidates to develop artistic skills demonstrating a professional competence.
- To advance each candidate's ability to articulate a personal aesthetic, philosophical and conceptual mode of individual inquiry.
- To equip candidates with a deepened knowledge of artistic history and culture as it relates to their chosen area(s) of artistic pursuit.
- To graduate candidates who have a heightened awareness of contemporary issues and who are prepared to develop an artistic career beyond the university as engaged and productive members of their communities.

PROGRAM DESCRIPTION

The MFA degree is the professional and terminal degree in studio art and is awarded for a high level of professional competence. It is designed to provide studio, historical, and theoretical studies in art at a level advanced beyond the preliminary professional baccalaureate degree, the BFA in Studio Art.

The MFA in Art with a concentration in studio art at JMU is an interdisciplinary program that encourages non-discipline-specific work in a variety of studio-based genres or between genres. Students may focus their work in a traditional studio medium, however, supervisory instruction is provided by an expansive range of graduate faculty that may not be practitioners in the chosen studio medium. Any substitutions to the MFA curriculum requirements must be approved by the advisor, Graduate Director, and SADAH Academic Unit Head.

MFA PROGRAM OF STUDY

MINIMUM REQUIREMENTS	CREDIT HOURS
ART 600 Graduate Integrative Seminar	18
ART 601 Graduate Studio Practice	18
ART 602 Contextual Practice	6
ART 593 Contemporary Art Theory	3
Art History	6
Elective	3
ART 700 Thesis	6
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TOTAL CREDIT HOURS	60

FIRST SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ART 593: Contemporary Art Theory	3

SECOND SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ARTH 572 Modern Art Since 1945	3

FIRST SUMMER

ART 602 Contextual Practice	3
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THIRD SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ART or ARTH Elective	3

FOURTH SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ART or ARTH Elective	3

SECOND SUMMER

ART 602 Contextual Practice	3
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FIFTH SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ART 700 Thesis	3

SIXTH SEMESTER

ART 601 Graduate Studio Practice	3
ART 600 Graduate Integrative Seminar	3
ART 700 Thesis	3

STUDIO ART MFA

MFA GENERAL PROGRAM POLICIES, FORMS, AND PROCEDURES

MFA PROGRAMMING ATTENDANCE

To provide a broad background in contemporary art, MFA students are required to attend as many of the school's exhibitions, lectures, and art events as possible each semester. These experiences include Duke Hall Gallery of Arts events, New Image Gallery and ArtWorks openings, visiting Wampler Distinguished Professors lectures, Encore visiting artists, and other arts programming.

MFA STUDIO SPACE

Individual studios are assigned by the Graduate Program Director. Returning graduate students will be given special consideration for studio selection. Occupancy will be for the duration of the student's full-time enrollment in the graduate program. A Studio Contract specifying studio rules and the duration of the assigned studio space will be issued each time a student moves into a new studio.

As part of all studio occupancy, studio graduates must complete an annual studio safety seminar directed by the SADAH safety officer during the Fall semester.

Graduating students, or students moving to a new studio, are responsible for patching, painting, and returning the studio to its original studio condition. Graduating MFA students are required to vacate their studio by the end of May. All belongings must be removed.

MFA EVALUATION

COURSE GRADES

The responsibility for assigning final grades in each class rests solely with the individual instructor of record. When a student is enrolled in studio coursework with more than one graduate faculty member per semester, faculty may consult one another about the work submitted and final assessments.

Evaluation of all graduate work completed under instruction is understood to be an on-going, collaborative, and cumulative process involving all graduate faculty. Success in individual coursework does not warranty success in summative reviews. Feedback from End of Semester Graduate Reviews may or may not be reflected in the semester grade.

GRADUATE REVIEWS

End of Semester Graduate Reviews, 18-Hour Reviews and Thesis activities will take place at the end of each semester as the following outline shows:

FALL SEMESTER

- End of Semester Reviews (All Graduate Studio Students)

SPRING SEMESTER

- End of Semester Reviews (All First & Second-Year Students)
- 18-Hour Reviews (All First-Year Students)
- Thesis Exhibition/Gallery Talk/Oral Exams (All Third-Year Students)

END OF SEMESTER REVIEWS

The End of Semester Review (ESR) is open to the public and may include undergraduate students and others who are invited by the graduate faculty to attend. An outside reviewer is often invited to serve as a Visiting Critic.

One week prior to the scheduled ESR each graduate student will submit an artist statement that addresses their current work to an online folder provided by the Graduate Director for sharing with the graduate faculty and other ESR attendees. It should have a heading listing the student's name, program year, and a title related to the content. If time-based material is to be submitted to the faculty for advance review (such as a video that requires additional time to review), this work should be titled and submitted as well.

The artist statement submitted as part of the end of the End of Semester Review should focus on the work being presented to the faculty during the review.

The written statement should avoid jargon and should strive to illuminate and clarify the working methods, ideas, and intent of the work. Students should consult with the ART 600 and 601 professors and their advisor as they prepare their statement.

The actual length of the written statement is secondary to the goal of guiding those reading the statement towards a more meaningful understanding of what is being attempted. Students are strongly encouraged to write only what is necessary to effectively communicate the principal ideas motivating their work and its connection to historical or contemporary precedents.

Participating students will formally present their work for ten minutes followed by 20 minutes of Q & A and discussion with the group. All graduate students will attend all discussions along with the participating graduate faculty. The faculty and audience will fill out comment forms for each student, and a copy of the compiled feedback will be shared with the student, their advisor, and the semester ART 600 and 601 instructors for discussion and consideration.

MFA ADMISSION TO CANDIDACY

MFA 18-HOUR REVIEW PROCESS

During the semester in which the student completes eighteen hours in the MFA program, the student must apply in writing to the Graduate Program Director to request continuance in the program and to ask that an 18-Hour Review be arranged. The 18-Hour Review will take place on the same day as ESR or next business day during the Spring Semester. It is open to participation by all SADAH graduate faculty, but only graduate studio faculty will vote on a student's continuance in the program.

The student will prepare an overview of work from the year; all work may be included in the earlier ESR presentation or additional work can be added for the 18-Hour Review. The student will begin with a summary of what they have done their first year, and this will be followed by an intensive discussion with faculty. After the presentation/discussion is finished, the student will be excused so the studio faculty can discuss and vote on the candidacy for continued admission. A positive majority decision is required to advance a student to candidacy. In the case of a tied vote, the Graduate Program Director will break the tie with a vote on the student's admission or denial of admission.

18-HOUR REVIEW STATEMENTS

As part of the 18-Hour Review process, students are required to share work completed during both the Fall and Spring semesters and to submit a written statement about their first-year progress to the graduate studio faculty. This should be submitted to the Graduate Program Director one week prior to the scheduled review and should expand upon the artist statement shared as part of ESR.

The expanded statement should address the student's perspective on their technical, expressive, and conceptual development over the past year spent in residence as an MFA student and should identify the student's perspective on their future purpose and artistic direction should they be approved for admission to candidacy for the MFA degree.

DECISION

The results of the graduate faculty vote will be tallied by the Graduate Program Director and the results will be shared confidentially with the participating faculty and student. A copy of the written summary and recommendation will be placed in the student's permanent academic folder kept in the SADAH administrative office.

APPEAL PROCESS

A student may successfully appeal a non-continuance decision made by the graduate faculty only if there has been a factual error in evaluating the student's studio work and/or academic record. Appeals must be made in writing within ten business days after being officially notified by the Graduate Program Director that the student is not being recommended for continuation. The appeal must be directed to the Graduate Program Director, who will forward it to the studio art faculty within two working days. After review, they will forward their findings and recommendation to the SADAH Academic Unit Head (AUH) within seven working days. The AUH will make the final determination about the student's eligibility for continuance in the graduate program.

MFA THESIS WORK

MFA THESIS COMMITTEE SELECTION

The Thesis Committee must consist of at least three SADAH Graduate Faculty members with the background and interest necessary to evaluate the mastery of the student. The Committee Chair and at least one additional committee member must be from the graduate studio faculty. The committee may have up to five members, including additional graduate faculty from within or outside of SADAH, although the student should keep in mind that this larger group makes scheduling more difficult.

Faculty with Graduate Instructor status may be appointed to committees in addition to the required minimum number of Graduate Faculty members only when their expertise clearly qualifies them for appointment, and with the approval of the Dean of TGS.

Each MFA student will select a Thesis Chair in consultation with the Graduate Program Director and second advisor prior to making the invitation. If the selected faculty is chairing another committee or has other obligations that preclude taking on this role, they may decline; this is in the student's and their best interest. In this case the process will repeat until the Thesis Chair is in place.

The additional Thesis Committee Member selection is done in consultation with the Thesis Chair. The Thesis Chair will oversee and guide the Thesis process and serve as the student's advisor. The Graduate Director remains as an advisor for administrative purposes, but the Thesis Chair will replace the previous second advisor.

STUDIO ART MFA

The SADAH Thesis Committee Selection form (see Appendix) must be submitted to the Graduate Director with original signatures from the Thesis Chair and at least two other Thesis Committee Members by mid-term of the first semester of the second year.

A full meeting of the Thesis Committee should take place, virtually or in person, the second semester of the second year before Spring Break. This meeting is to initiate dialogue about the student's progress and the upcoming thesis process of research and studio work.

MFA THESIS ENROLLMENT

Thesis enrollment is in Fall and Spring semesters of the third year. A final and official Thesis Committee Approval form found on the TGS website must be completed and submitted to TGS no later than the second week of the semester in which the student first registers for ART 700 Thesis. Note that this TGS form is different from the preliminary SADAH form submitted the prior year.

Thesis work for the Thesis Monograph, the Thesis Exhibition, and Thesis Gallery Talk will be completed under the direction of the Thesis Committee. The Thesis Committee will consult with one another and the student to construct a procedure for review of monograph drafts, discussion of the artwork being prepared for the Thesis Exhibition, and overall progress towards degree completion. at the beginning of the final semester. **A full meeting with the Thesis Committee must take place the first semester of the third year before Thanksgiving break.**

MFA THESIS EXHIBITION

The MFA candidate must produce an exhibition of artwork that demonstrates a professional level of accomplishment for an MFA Thesis Exhibition. All work included in the exhibition must have been produced while enrolled in the graduate program at JMU. The graduate student will prepare the exhibition in consultation with their Thesis Chair and their Thesis Committee to choose their highest quality work for exhibition and appropriate installation methods. Inadequate preparation and presentation of the artwork in the exhibition may prejudice the results of the Thesis evaluation and Oral Comprehensive Exam.

Students in the MFA program will have their Thesis Exhibition in the Duke Hall Gallery of Fine Art. The Thesis Exhibition must be scheduled a year in advance. Typically, one inclusive Thesis Exhibition highlighting the work of all graduating MFA candidates is held during the month of April.

The Gallery Director and Graduate Program Director will coordinate the exhibition schedule and general list of deadlines for the Thesis Exhibition. The student and their Thesis Committee will coordinate with The Gallery Director to schedule the opening reception, Gallery Talks, and Oral Comprehensive Exam.

Each work or installation displayed in the Thesis Exhibition must be digitally photographed, and labeled with the title, date, medium, and size for documentation and inclusion in the MFA Thesis Monograph.

MFA THESIS MONOGRAPH

The Thesis Monograph is a formal written statement that clarifies the student's work, its development, and its cultural and historical references. Images of work from the Thesis Exhibition should be represented and discussed along with any work-in-progress that is chosen for inclusion.

The final Thesis Monograph is deposited and fully indexed in JMU's Scholarly Commons, the institutional repository that is optimized for library search systems, Google, Google Scholar, and other search engines. It becomes a permanent record of the student's Thesis work and of the Thesis Chair and Committee who supported them.

SADAH requires The Chicago Manual of Style as a writing guide for the Thesis Monograph, found online.

The final Thesis Monograph must meet the format and deadlines for the Thesis/Dissertation Manual set forth by The Graduate School. All current guidelines and deadlines are on the TGS website. Students are encouraged to attend a TGS workshop or complete online Thesis Formatting training when nearing thesis submission. Students are also encouraged to work with a professional writing consultant at The University Writing Center on the first floor of the Student Success Center. Contact the center prior to scheduling an appointment for advice on a consultant who will be most knowledgeable about art and thesis writing.

During development of the Thesis Monograph, drafts should be typed and presented to the Thesis Committee members by the established deadlines. Students should also meet regularly with their Thesis Committee as a group to review their progress on their work and written statement. At least two such meetings should occur before the Oral Comprehensive Exam.

Regarding the length of the Thesis Monograph, each student should determine with their Thesis Committee the appropriate length of the monograph according to their style of expression. Examples of MFA Thesis monographs by previous graduate students are available online through the JMU library and may be consulted as models.

Questions which students may consider important in drafting their written thesis are: How does their artwork relate to contemporary issues found in art and/or society? What are their aesthetic interests? What is the general approach to creating artwork? How are the ideas translated into visual form and structure? How do they reflect upon and evaluate their development as an artist?

Students should keep in mind that while the Thesis Monograph is an individual, creative declaration just as are their artworks in the Thesis Exhibition are, clarity and coherence is essential.

MFA GALLERY TALK

Each graduating student will present a gallery talk that is open to all faculty and students. It should take place in the Duke Hall Gallery of Fine Art or other venue approved by the student's Thesis advisor during the Thesis Exhibition and before the Oral Comprehensive Exam. The gallery talk is completed in lieu of the graduating student's presentation of work during the Spring ESR.

The graduating student is responsible for scheduling the gallery talk with the SADAH Gallery Director. Every effort should be made to coordinate with other SADAH events and academic programming. SADAH will promote the Thesis Exhibition opening and gallery talk as part of the regular public relations calendar. The student is responsible for any additional advertising, such as posters or announcement cards.

MFA ORAL COMPREHENSIVE EXAM

The Thesis Committee will serve as the Examination Committee for the Oral Comprehensive that takes place during the Thesis Exhibition and after the Gallery Talk. The completed Thesis Monograph must be disseminated in advance to members of the Thesis Committee and brought to the Oral Comprehensive Exam. Signatures of approval on the final document will signify that all steps of the Thesis have been completed as required by the Thesis Chair and Thesis Committee; this also signifies that the candidate is moving forward for degree completion.

The deadline for completing the Oral Comprehensive Examination is indicated on the TGS academic calendar. TGS must be contacted for an extension.

The purpose of the Oral Comprehensive Examination is to assess the extent of the student's knowledge in the fields related to their MFA research. The exam will take the form of an oral review of the Thesis Exhibition, the Thesis Monograph, and the Gallery Talk.

The exam will encompass a broad spectrum of issues related to the candidate's work, and thus goes beyond a simple "testing" of the student's previous course work, with a focus designed to appraise the student's readiness to become a professional artist.

If a student does not pass the Oral Comprehensive Exam, a student may request a re-examination to be administered within six months of the date of the original failure. Only one re-examination is allowed.

MFA THESIS EXHIBITION DOCUMENTATION

The Thesis Exhibition must be digitally documented for the final copy of the Thesis Monograph that will be submitted to the library for open access via JMU Scholarly Commons. Additionally, the Thesis Exhibition will be featured in an online and/ or printed MFA Thesis Catalog and archived on the SADAH website. Candidates are responsible for providing high quality images, written materials and other necessary information and documentation by the established deadlines.

MFA THESIS GRADING

A grade of S (Satisfactory) or U (Unsatisfactory) will be posted for ART 700 Thesis. The final semester Thesis grade will be entered after the thesis requirements are completed and the signed Thesis Monograph is submitted to TGS for final processing.

MFA GRADUATION APPLICATION

A properly approved Application for Graduate Degree must be submitted online no later than the deadline listed in the academic term in which the student plans to graduate. The student should initiate this process.

TGS requires the title of the candidate's Thesis Exhibition/ Monograph for the graduation program book that lists titles for all Thesis and Dissertations for terminal degrees. The title must be submitted to TGS in time for it to be printed.

A candidate for graduation must be classified as Unconditional by TGS. Candidacy also implies that the Thesis Exhibition, Gallery Talk, Oral Comprehensive Examination and Thesis Monograph will be successfully completed in the semester of graduation.

MFA GRADUATE COMMENCEMENT

The Graduate Commencement date and time will be announced at the beginning of Spring semester. Practice is required for MFA commencement participants, usually the day before or earlier the same day. This practice includes the MFA graduates and their Thesis Committee Chairs. The Graduate Program Director serves as a substitute if the Chair is not able to attend.

Each MFA graduate is individually hooded on stage by their Thesis Committee Chair and their name, the Thesis Chair's name, and the title of the thesis is read by the announcer, since this is a terminal degree. Non-terminal graduate degrees are also awarded at this event, but those students are awarded their degrees in groups like undergraduate commencement. This special, public hooding ceremony on stage is an honor for terminal degree recipients. **All MFA recipients are strongly encouraged to attend to represent themselves and our program.**

STUDIO ART MA

MASTER OF ARTS DEGREE PROGRAMS

MA IN ART STUDIO ART CONCENTRATION

The Master of Arts with a concentration in Studio Art or Art Education requires a minimum of 30 credit hours.

MISSION

The mission for the MA in Art with a Studio Art Concentration is to support artistic growth beyond the level of the baccalaureate. Although the goals for the MA reflect those of the MFA, the MA degree is viewed as an option for study that does not result in a terminal degree in the visual arts.

GOALS

- To develop and improve artistic skills in two and three-dimensional art
- To promote the candidate's ability to develop ways of individual inquiry

PROGRAM DESCRIPTION

Candidates must meet the same admission requirements as candidates for the MFA degree.

The MA in Art with a Studio Art Concentration includes 15 hours of studio work, six hours of art history, three hours of Contemporary Art Theory and six hours of seminar credit. Near the end of the program of study, the candidate must produce an exhibition of their graduate artwork, a digital portfolio of the exhibition, and a written statement clarifying the student's work, its development, and its cultural and historical references. An Oral Comprehensive Examination, generally in conjunction with the exhibition and closely related to the written statement, will also be held. Up to nine hours of graduate transfer credit may be accepted toward the MA degree and must meet the same criteria as those accepted for the MFA degree. No more than six hours of transfer credit will be accepted in studio art.

MA IN STUDIO ART PROGRAM REQUIREMENTS

MINIMUM REQUIREMENTS	CREDIT HOURS
ART 601 Graduate Studio Practice	18
ART 593 Contemporary Art Theory	3
ARTH 572 Modern Art Since 1945	3
Art History Elective	3
ART 600 Graduate Integrative Seminar	6
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TOTAL CREDIT HOURS	30

A program of study for the MA in Art, Studio Art degree must be approved by the student's advisor and Graduate Program Director immediately following acceptance into the program.

STUDIO ART MA

PROGRAMMING ATTENDANCE

To provide a broad background in contemporary art, MA students are required to attend the school's programming of exhibitions, lectures and art events that are scheduled for the graduate program, such as the Wampler Distinguished Professor and Encore Artist presentations.

STUDIO SPACE

Studio space will be assigned to MA in Art, Studio Arts students based on availability. The same criteria and rules apply for studio assignments as for MFA students.

MA IN ART, STUDIO ART CONCENTRATION EVALUATION

COURSE GRADES

The responsibility for assigning final grades in each class rests solely with the individual instructor of record. When a student is enrolled in studio coursework with more than one graduate faculty member per semester, faculty may consult one another about the work submitted and final assessments. Feedback from ESR Graduate Reviews may or may not be reflected in the semester grade. Evaluation of all graduate work completed under instruction is understood to be an on-going, collaborative, and cumulative process involving all graduate faculty.

END OF SEMESTER GRADUATE REVIEWS

An End of Semester Graduate Review will take place at the end of each semester along with the MFA in Art, Studio Art students. This event is open to the public, and may include undergraduate students, outside reviewers, faculty and others who are invited by the graduate faculty to attend. Each graduate student will submit an artist's statement addressing their current work a minimum of one week before the scheduled review. At the Graduate Review, students will formally present their work for group discussion. All graduate students and participating graduate faculty will attend all discussions. The audience will be invited to fill out comment forms for each student.

MA STUDIO ART CONTINUATION

MA STUDIO ART 18-HOUR REVIEW

During the semester in which the student completes eighteen hours in the MA in Art, Studio Art program, the student must apply in writing to the Graduate Program Director to request continuance in the program and to ask that an 18-Hour Review be arranged. The format, requirements, and process are the same as for the MFA.

DECISION AND APPEAL PROCESS

The decision and appeal process for the 18-Hour Review for MA in Art, Studio Art is the same for MFA in Art, Studio Art.

GRADUATION APPLICATION

The graduation application process for MA in Art, Studio Art is the same for MFA in Art, Studio Art.

MA THESIS WORK

MA STUDIO EXHIBITION

Near the end of the program of study, the MA in Art, Studio Art candidate must produce an exhibition of graduate artwork that demonstrates an advanced level of studio accomplishment. The graduate student should consult with their advisor to choose their highest quality work.

Students in the MA program may have their exhibition at ArtWorks Gallery, or they may choose to exhibit at other on-campus or local off-campus venue. If exhibiting at the student galleries, the exhibition needs to be scheduled a minimum of one semester in advance by contacting the director of the student galleries.

MA EXHIBITION STATEMENT

The statement written in support of the MA Exhibition clarifies the student's work, its development, and its cultural and historical references with images of all work from the exhibition represented within it. This statement does not involve enrollment in a formal Thesis class or the formation of a Thesis committee, rather it is written under the supervision of a Graduate Faculty member who is selected as the student's advisor.

Students should determine with their advisor the appropriate length according to their style of expression. Examples of MA statements by previous graduate students can be found online at JMU libraries and may be consulted as models.

For assistance with writing, students may consider visiting the University Writing Center, located on the 1st floor of the Student Success Center. The Writing Center is composed of professional writing consultants and peer tutors who help students with all types of writing. To make an appointment contact the center.

Students should meet regularly with their advisor to review their progress on their written statement. At least two such meetings should occur before the MA Exhibition.

MA THESIS EXHIBITION DOCUMENTATION

The visual images in the MA Thesis Exhibition should be digitally documented.

MA ORAL COMPREHENSIVE EXAM

A formal assessment of mastery designed to appraise the student's competence is required of each JMU student to complete their program of graduate study. The MA Oral Examination is generally held in conjunction with the MA Exhibition, and the artist's statement. The deadline dates are indicated on the TGS academic calendar.

The purpose of the Oral examination is to clarify and appraise the extent of the student's knowledge in the field of their MA study by review of the solo exhibition and a discussion of the student's MA Artist's Statement by the examining committee and the candidate. A committee consisting of the student's advisor and two members of the Graduate Faculty agreed to by the student and their advisor will conduct the examination. The Oral Examination will encompass a broad spectrum of issues related to the candidate's work and thus go beyond a simple "testing" of the student's previous course work.

If the Oral Examination is failed, a student may request a re-examination to be administered within six (6) months of the date of failure. Only one re-examination will be allowed.

ART EDUCATION MA

MASTER OF ARTS DEGREE PROGRAMS

MA IN ART ART EDUCATION CONCENTRATION

The Master of Arts with a concentration in Studio Art or Art Education requires a minimum of 30 credit hours.

MISSION

The Master of Arts with a concentration in Art Education at JMU is a graduate program for certified art educators dedicated to excellence in teaching and directing comprehensive art education programs in schools, museums, art organizations, or in the private sector. The program includes in-depth analysis of the methods and techniques for teaching studio art, art history, art criticism, aesthetics, and visual culture. The program promotes graduates who are: 1) dedicated art education professionals; 2) articulate art education advocates; and 3) charismatic leaders who demonstrate art education as a vital component of general education.

GOALS

Plans for Student Learning

1. To provide candidates with the structure, skills, core concepts, and methods of inquiry for teaching and directing comprehensive art education programs, including: aesthetics, art criticism, art history, studio production and visual culture.
2. To deepen a candidate's knowledge in a specific area of art education scholarly interest.
3. To provide candidates with opportunities to create and evaluate art instructional opportunities adapted to diverse learners.

Creates a Climate for Student Learning

4. To provide learning environments to develop life-long learners and charismatic instructional leaders who foster relationships with school colleges and the community.

Teaches for Student Learning

5. To provide opportunities for candidates to demonstrate an extensive range of strategies for teaching and evaluating art instruction, including the use of technology.
6. To provide candidates with access to the latest research on how children learn and develop and how culture influences human development and creative artistic expression.
7. To provide candidates with access to the latest research on how children learn to understand, appreciate, create, and judge works of art.
8. To provide candidates with opportunities to apply research to art lessons that support intellectual, social, and personal development.

Reflects, Collaborates, and Communicates for Student Learning

9. To foster active inquiry, collaboration, and supportive interaction among candidates for developing thesis papers, projects, and publications.
10. To promote self-reflection of candidates teaching and presentations through the use of video technology.

Demonstrates Professional Behaviors

11. To promote candidates who are: dedicated art education professionals, articulate art education advocates, and charismatic leaders who demonstrate art education as a vital component of general education)

MA IN ART EDUCATION PROGRAM REQUIREMENTS

MINIMUM REQUIREMENTS	CREDIT HOURS
Art Education	9
Art History	3
Art Criticism	3
Thesis	6
Education or Art Education Electives	9
TOTAL CREDIT HOURS	30

ART EDUCATION (9 CREDITS)

- 518 Contemporary Issues in Art Education
- 610 Studio Experiences in the Schools
- 682 Research Methods for Educational Settings

ART HISTORY (3 CREDITS)

- 500/600 Art History

ART CRITICISM (3 CREDITS)

- 683 Art Criticism

EDUCATION AND ART EDUCATION ELECTIVES (9 CREDITS)

- 500/600 Education or Art Education
- 500/600 Education or Art Education
- 500/600 Education or Art Education

ART 700 THESIS (6 CREDITS)

CULMINATING EXPERIENCES:

- Comprehensive Exam
- Thesis Project
- Thesis Presentation
- Oral Examination

ART EDUCATION MA

PROGRAM OF STUDY

The program of study includes nine hours in art education, three hours in art history, three hours in art criticism, nine hours in education and/or art education electives, and six hours of thesis. Program requirements include a comprehensive examination, thesis proposal, and thesis defense and public presentation. Candidates should consult The Graduate School Thesis and Dissertation Manual for detailed guidelines for submission.

PROGRAM REQUIREMENTS

The MA in Art, Art Education requires a minimum of 30 credit hours. The candidate must have an undergraduate degree with a minimum of 33 credit hours in studio art and nine credit hours in art history. The art history hours must include six hours surveying the history of Western art and three hours in upper-level art history. The candidate must have an art-teaching license and submit three letters of recommendation, teaching portfolio, and a personal statement as an indication of preparation for graduate study.

CANDIDATE REVIEW PROCESS

Candidates enrolled in the MA in Art, Art Education program are asked to build upon their entry portfolio in a way that demonstrates progress in each of the program goals: Plans for Student Learning; Creates a Climate for Student Learning; Teaches for Student Learning; Reflects, Collaborates and Communicates for Student Learning; and Demonstrates Professional Dispositions. The portfolio items should include but are not limited to philosophy statement; philosophy diagram; comprehensive lesson samples with attention to diverse learners; assessment examples; writing samples; research proposal; completed research thesis; professional presentation outlines; publications; leadership responsibilities or advocacy initiatives; school and community collaborations; and a range of strategies for teaching and evaluating art instruction, including the use of technology.

RATING SCALE

1. **Minimal:** artifacts lack clear, logical organization.
2. **Emerging:** artifacts are evident, but not complete.
3. **Developed:** artifacts are complete and organized.
4. **Advanced:** artifacts include comprehensive self-reflection.
5. **Professional:** artifacts include comprehensive digital portfolio.

STEPS FOR ART EDUCATION THESIS AND EXAMINATION

1. Complete all course work.
2. Select a graduate faculty member as your
3. Identify the remaining members of your committee with guidance from your
4. Submit your committee approval form to TGS.
5. Complete thesis proposal (chapters 1, 2, 3)
6. Schedule an appointment with JMU Institutional Review Board if thesis will require the use of human subjects.
7. Obtain approval of the thesis proposal with signatures of all thesis committee members before completing more than 3 thesis credits.
8. Schedule an appointment with TGS to review the format of your thesis.
9. Make necessary formatting changes.
10. Complete comprehensive examination. Questions cover art education course work and thesis content. The exam is taken on campus in a four-hour block of time with a break. Candidates are given the general direction of questions in advance for preparation. Exam may be taken any time after all course work is completed, but usually taken before the completion of the first semester of thesis preparation.
11. Complete thesis (Chapters 1–5).
12. Complete the Art Education Graduate Portfolio and self-reflection profile.
13. Review the portfolio and self-reflection with the committee chair.
- 14) Defend thesis with power point presentation. Present completed portfolio and self-reflection profile. Committee members will attend the thesis defense and it is also open to the public. Candidates should also bring their completed portfolio to the thesis defense.
15. Obtain thesis approval signatures.
16. Turn in final copies of thesis work and approval sheets to TGS.
17. Use the online process to submit the thesis.
18. Deliver one bound copy of thesis to the art education program coordinator.

GENERAL GRADUATE INFORMATION

A minimum quality point average of 3.0 is required for graduation, and at least one-half of these classes must be exclusively graduate courses (600 or higher course numbers). Unsatisfactory progress on the degree program may be determined by the student's advisor with the school director at any time and referred to the Dean of TGS for final action. Dismissal is automatic if the student receives an "F" or three "C" grades or a quality point average below 3.0.

Worthy performance in exhibitions, seminars, group discussions, individual commissions, and related areas beyond class performance are also encouraged.

TRANSFER CREDIT

Students may not transfer in more than 9 credit hours from institutions other than JMU. A grade of "B" or better must be earned in courses requested for transfer credit. Courses taken for pass/fail or satisfactory/unsatisfactory grades will not be accepted for transfer graduate credit and must have been completed within the past 6 years. All transfer credits must be consistent with policy stated in the university graduate catalog.

Students who wish to receive graduate credit for courses taken prior to entering a JMU graduate program must submit requests to their adviser during the first semester of enrollment. An official transcript showing the credits approved for transfer must be forwarded to TGS upon completion.

DEGREE TIME LIMIT

A graduate student must complete all requirements for the degree within six (6) years from the time they begin graduate study. A student may, however, submit a petition to the Dean of TGS to receive an extension of time because of extenuating circumstances.

ACADEMIC LOADS

STATUS	CREDITS
Full Time	9 or more
Three-quarter Time	6
Half Time	5
Less than Half Time	4 or less

The classification of students, i.e., full time, etc. in graduate programs is often considered in determining payment deferment on undergraduate student loans and eligibility for insurance benefits and assistantships.

GRADUATE COURSE NUMBERING/ COURSE LEVEL REQUIREMENTS

At least one-half of the credits contained in the student's program leading to an advanced degree at James Madison University will be in courses designated as exclusively for graduate students (i.e., courses numbered 600 or above). Where the program has a minor, at least six (6) of these 600-level credits must be in the minor. No more than six (6) hours can be taken in ART 501 workshops.

GRADUATE GRADING SYSTEM

The following grades are given in graduate courses:

LETTER	DESCRIPTION	NUMERICAL
A	Excellent	4.0
A-		3.7
B+	Very Good	3.3
B	Good	3.0
B-		2.7
C	Poor	2.0
F	Failure	0.0
I	Incomplete	
W	Withdrawal	
WP	Withdrawal while Passing	
WF	Withdrawal while Failing	
S/U	Satisfactory/Unsatisfactory (Thesis/Dissertation and selected other courses.) See course descriptions.)	
NP	Not Processed	
NC	No Credit	

GENERAL APPEAL PROCESS

Evaluation of a graduate student's progress is primarily dependent on the judgments of appropriate faculty members of the student's graduate program. The university, through TGS, can define minimal entrance standards and can prescribe general rules governing eligibility for continuation. However, the crucial agency in graduate student evaluation is the graduate program in which the student's work is focused. Principal evaluators must be faculty members of the student's graduate program.

It is assumed that disputes over unsatisfactory progress will be informally discussed and reconciled at the program or academic unit level. Discussions of this type will commonly occur among the student, advisor, and other faculty members in the graduate program.

GENERAL GRADUATE INFORMATION

GRADE APPEAL PROCEDURES

Evaluation of student work and assignment of grades on the basis of academic criteria are the responsibilities and prerogative of the faculty. The university and its faculty members also recognize that grading can be a subjective process and students may feel their grade has been inappropriately assigned. If such disagreements occur, students have a right to be fairly heard.

Consult the Graduate Catalog for details concerning the appeal procedure.

REINSTATEMENT POLICY

Graduate students dismissed for academic reasons are never automatically reinstated. Students are suspended until reinstated by a decision of the dean of TGS. Reinstatement will only be made on the recommendation of the academic unit graduate appeals committee and the academic unit head. Suspension appeals will be heard promptly. Students may not enroll in any graduate-level courses while on academic suspension.

INCOMPLETE GRADES

The “I” symbol is used to indicate incomplete work in a given course and is awarded only when a student is unable to complete course work because of illness or another equally compelling reason. Courses in which a student received a grade of “I” must be completed by the end of the next regular semester, or the grade is reported permanently as an “F”.

Students should consult academic unit guidelines regarding such courses. It is the responsibility of the student to ensure grade changes are reported to the Office of the Registrar and The Graduate School by the deadline. See the university calendar in the graduate catalog for the date by which grade changes must be submitted.

GRADUATE AND TEACHING ASSISTANTSHIPS

Graduate Assistantships (GAs) and Graduate Teaching Assistantships (TAs) are available in SADAH. Assistantships are competitive and are usually awarded as one-year positions that may be renewed.

All students admitted to the MFA program will be offered a GA. Students who excel during their first two years of study will be considered for a TA beginning with the third year of program residence. GA and TA awards will cover full tuition remission for in-state students, plus a stipend. Out-of-state/international tuition is covered when funds are available and will be continued for the three years. The TA stipends are larger and involve a greater commitment of time in service to JMU.

To be eligible to receive an assistantship, a student must be unconditionally accepted into a graduate program at JMU. A student who is provisionally or conditionally accepted will not be eligible for a graduate assistantship until they achieve unconditional acceptance into a graduate program. Students will be notified of assistantship decisions after acceptance into the MFA or MA degree program.

GRADUATE ASSISTANT (GA) GUIDELINES

- GAs must carry nine hours of graduate course work each semester. Note: Underload approval is required if a graduate assistant is not registered for nine graduate hours each semester. Underloads for fewer than six graduate credits are not approved. Only one underload may be granted during a GA's program of study.

- GAs must maintain at least a 3.0 graduate GPA to retain or reapply for the assistantship.

- For their courses to be covered by their assistantship, all GAs must enroll each semester during the regular registration period(s) and prior to the tuition refund date as outlined online at the registrar. Students who register for any additional courses after this time will be held responsible for additional tuition and fees. Students who drop courses after the tuition refund date will be responsible for fees and will receive a grade of “W” for the course. Exceptions may be made only for documented extenuating circumstances and will be handled on a case-by-case basis by the Dean of TGS. Students must contact the Dean of Students if all courses are dropped to withdraw from the university.

ASSISTANTSHIP DESCRIPTIONS

Graduate Assistantships and Teaching Assistantships are assigned and administered by the Graduate Program Director with input from the AUH. The maximum weekly workload of 20 hours in exchange for a GA may include duties closely related to facilities and labs for the studio art programs or to the SADAH galleries.

Graduate Teaching Assistants will have full teaching responsibility as the instructor of record for one course, plus ten hours of additional work assignments in the school. For graduate teaching assistants, one course is treated as a 10-hour assignment, with 5 of those hours counted as course preparation time. TA Training takes place the second year to prepare TAs for this role.

TIME LIMIT

Assistantships can be awarded for a maximum of six semesters (fall and spring) or three academic years for MFA students and for four semesters (fall and spring) or two academic years for MA students.

EVALUATION

The performance of all GAs and TAs are evaluated at the end of each semester. The faculty member responsible for supervising a GA/TA will meet with the student, both will sign the evaluation, and it will be forwarded it to the Graduate Program Director.

Excellence in performance will be considered in assigning assistantships for the following year. Teaching Assistantships will be awarded on a competitive basis, with job performance and professional development in the graduate program viewed as factors in granting or renewing the award. Unsatisfactory performance as a graduate assistant may result in the discontinuance of the assistantship.

INSTITUTIONAL ORGANIZATION

SADAH ACADEMIC UNIT HEAD

The School of Art, Design and Art History Academic Unit Head (AUH) provides leadership and coordination for the graduate programs, Graduate Program Directors, graduate students, and faculty.

GRADUATE PROGRAM DIRECTORS

The Graduate Program Directors in Studio Art and Art Education handle correspondence and tours, manage program applications and reviews, and oversee the steps necessary for each student's program continuance and completion, such as Thesis Committee selection, for their respective graduate program area. They are responsible for upkeep of the graduate curriculum, graduate handbook, Web site information, and promotional materials. Graduate Program Directors oversee graduate course scheduling for their programs in consultation with the AUH.

The Studio Art Graduate Program Director chairs Graduate Faculty Meetings and the Graduate Advisory Committee, serves as the unit's voting member on the Graduate Council, and is a representative on the SADAH Advisory Council and SADAH C & I Committee. The Studio Art Graduate Program Director manages GA/TA Position Descriptions for studio art students, End of Semester GA/ TA Evaluations, Graduate Studio Contracts, Graduate Reviews, 18-Hour Reviews, and events such as Open Studios.

GRADUATE ADVISORY COMMITTEE

The AUH assigns the Graduate Advisory Committee in consultation with the Graduate Program Director, and they meet as needed. The committee is made up of the Graduate Director who serves as chair, the AUH (as ex officio), a graduate faculty representative from Studio, Art History, Art Education, and Foundations, and a graduate student. Additional members may be appointed as necessary.

The Graduate Advisory Committee works on curriculum and policy issues, but all changes must be presented to the Graduate Faculty for discussion and final approval before implementation occurs.

GRADUATE FACULTY

The Graduate Faculty is a select group of faculty who teach graduate-level courses. The Graduate Faculty must approve a student's initial admission to the graduate program, and participate in other functions of the graduate program, such as the End of Semester Reviews for studio students. The Graduate Faculty make recommendations on GA and TA assignments and oversee TA Training.

FACULTY ADVISORS

The Graduate Program Director serves as the initial advisor and appoints a graduate faculty member who has shown rapport with the student in the candidate review process to serve as a second advisor and mentor. The advisors help the assigned student monitor their semester scheduling and

degree progress and advise on the Thesis Chair selection process. Once in place, the Thesis Chair replaces the second advisor.

GRADUATE SUPERVISORS

Graduate Supervisors are any SADAH faculty or staff who oversee Graduate Assistants or Teaching Assistants. Graduate Supervisors are responsible for clearly explaining the duties and expectations to GA/ TAs assigned to them. They do not have to be Graduate Faculty.

LIST OF GRADUATE FACULTY IN SADAH

The list of Graduate Faculty in Art Education, Art History, and Studio Art is maintained on the SADAH website.

LIST OF GRADUATE COURSES

The list of Graduate Courses is maintained in the Graduate Catalog.

APPENDIX A

APPENDIX A : STUDIO CONTRACT FORM: GRACE STREET CENTER

Studios are assigned according to space availability and the needs of current graduate students with priority given to returning students and GA/TAs.

Name: _____

Studio Assignment: _____

For Semester(s): _____

STUDIO GUIDELINES Please discuss this with the Graduate Program Director and initial each point.

____ I understand that failure to comply with the guidelines listed below may result in a loss of my privilege to have a studio provided by SADAH.

____ I understand and will abide by the Grace Street Center security system: A building key is needed for entrance.

Normal entrance is through the back door and the door is to remain locked at all times. The front gallery entrance may be used for elevator access, but the door must remain locked between trips and the gallery area should not be entered otherwise (unless during gallery hours). This is for your security as well as the security of the galleries.

____ I understand that I must show collegiality and respect for my peers, faculty, and the university staff, including those in Housekeeping and Facilities Management. According to the University Honor Code under Student Rights and Responsibilities, "the student has the responsibility to act in a manner that is conducive to learning by the student and other students by being courteous in all academic settings."

____ While this is a private, locked studio, I understand that it is in a shared multi-user space in a university building and I will refrain from anything which may be a noise nuisance or bothersome to others. Headphones are suggested if loud music is preferred.

____ I understand that I may not bring alcohol or illegal drugs into the building, and that, for safety reasons, studio use is prohibited if I am in an impaired condition from use of alcohol or drugs (legal or illegal).

____ I understand that failure to report dangerous or illegal activities that I know are taking place in Grace Street Studio Center (including both the studio area and the ArtWorks Gallery) puts ME at risk for losing my studio.

____ I understand that NOTHING may be stored in the hallways or stairwell EVER. The studios are located next to a public gallery, and I understand that the safety rules state that the hallways are to be clear of all storage and furniture. (Please refer to the Harrisonburg Fire Code signs posted in the studio area.

____ I understand that I may not attach anything to the ceiling or ceiling fixtures in my studio.

____ I understand that university maintenance or SADAH staff may need access to my space and that I will be contacted in advance except under unusual or emergency circumstances. An exception is the studio with the HVAC unit that must be accessible at all times.

____ I understand that I may alter the space as needed for my work, but agree to return the space to its original condition (repainted, patched, and cleaned) upon moving out. Paint will be supplied by SADAH.

Please note any pre-existing problems with the space here:

Unless reassigned the same space, I agree to contact the Graduate Program Director to complete a Studio Space Clearance review upon moving into a new studio, or upon leaving the graduate program, and understand that A HOLD MAY BE PLACED ON MY RECORDS IF THIS STEP IS NOT DONE. Keys are returned to the SADAH office.

____ GRADUATING STUDENTS ONLY: Students must vacate their studio space and turn in keys on or before the last Friday of May.

*Date the guidelines were discussed with Graduate Program Director: _____

STUDIO SPACE CLEARANCE: (To be initiated by the Graduate Program Director)

____ Walls, floors, ceiling, doors, and windows in good order (repainted, patched, and cleaned as needed) barring any pre-existing conditions originally noted.

____ All personal items removed from the studio and studio area (sinks, hallway, closets).

____ Key(s) returned to the SADAH office.

Date of completed move out: _____

APPENDIX B

APPENDIX B: GA/TA POSITION DESCRIPTION, HOURS WORKED, AND CHECK-INS

Name: _____ Hours: _____

Position: _____ Supervisor: _____

Position Description:

Weekly Responsibilities:

Special Projects and Deadlines:

TABLE 1: WORK FOR WEEKS 1-7 *Signed timesheet due on even weeks*

Week	Date, Time, and Duties Performed	Total Hours
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		

Mid-Semester Check-In

- GA/TA:**
1. Do you have projects left that you need to work on? Do you have hours left to use, hours reassigned, or hours worked over?
 2. Is there anything you need more guidance on? Do you have suggestions for better workflow or other comments about the position?
 3. Self-Evaluation:

- SUPERVISOR:**
1. Do you have any suggestions on using leftover hours or cutting back to accommodate hours worked over? (Unneeded hours can be reassigned.)
 2. Note any additional projects, deadlines, or changes to original duties:
 3. General Evaluation:

GA/TA SIGNATURE

SUPERVISOR SIGNATURE

TABLE 2: WORK FOR WEEKS 8-14 *Signed timesheet due on even weeks*

Week	Date, Time, and Duties Performed	Total Hours
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		
Week 13		
Week 14		

Near the End of the Semester Check-In (Before the last week of classes)

- GA/TA:**
1. Do you have projects left that you need to work on? Do you have hours left to use, hours reassigned, or hours worked over?
 2. Self-Evaluation:

- SUPERVISOR:**
1. Do you have any suggestions on using leftover hours or cutting back to accommodate hours worked over? (Unneeded hours can be reassigned.)
 2. Note any additional projects, deadlines, or changes to original duties:
 3. General Evaluation:

GA/TA SIGNATURE

SUPERVISOR SIGNATURE

TABLE 3: WORK FOR WEEK 15 AND EXAM WEEK *Signed timesheet due on even weeks*

Week	Date, Time, and Duties Performed	Total Hours
Week 15		
Exam Week		

End of the Semester Check-In (By the last day of exam week)

All assigned duties, projects, and the appropriate number of work hours have been successfully completed.
Notes to consider for future assignments or recommendations:

GA/TA SIGNATURE

SUPERVISOR SIGNATURE

APPENDIX C

APPENDIX C: ART EDUCATION THESIS CONTENT GUIDE

CHAPTER I: INTRODUCTION

Background of the Study
Statement of the Problem
Statement of Need
Research Questions
Limitations
Definition of Terms
Procedural Overview

CHAPTER II: REVIEW OF THE LITERATURE

Use as many sections as needed for a comprehensive review of the Thesis Topic

CHAPTER III: METHODOLOGY

Design
Sample
Instrumentation
Procedure
Proposed Data Analysis

CHAPTER IV: RESULTS AND INTERPRETATIONS

For each question asked

CHAPTER V: CONCLUSIONS AND RECOMMENDATIONS

For each question asked

APPENDICES

APPENDIX D

APPENDIX D: END OF SEMESTER REVIEW (ESR) RATING FORM

The links to each presenting graduate student's ESR Rating Forms will be sent out to graduate faculty, graduate students, the Visiting Critic, and others before the reviews start. The collated responses are shared with the graduate presenter, their advisor, and the current ART 600 and 601 professors.

The overall presentation of the artwork.

	1	2	3	4	5	
Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High

Comments:

The student's ability to discuss the artwork and answer questions.

	1	2	3	4	5	
Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High

Comments:

Conceptual development, positioning the work within the contemporary art world and historical context.

	1	2	3	4	5	
Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High

Comments:

Visual aspects of the artwork in relation to the content.

	1	2	3	4	5	
Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High

Comments:

Technical aspects and craft of the artwork.

	1	2	3	4	5	
Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	High

Comments:

Any additional comments:

APPENDIX F

APPENDIX F: SADAH THESIS COMMITTEE FORM

To be submitted to the Graduate Director with original signatures from the Thesis Chair and at least two other Thesis Committee Members by mid-term of the first semester of the second year.

Note that an additional Thesis Committee form, found on the TGS website, must be submitted by the second week of the semester when you are enrolled in the ART 700 Thesis course.

Name (Print and Sign): _____

Email: _____

Student ID: _____

Academic Advisor (Print): _____

Thesis Committee Chair (Print): _____

REQUIRED COMMITTEE

At least two of the faculty on the committee below must have officially worked with the student as the grading instructor on record. Original signatures are required on the line. Print all names below the signature.

Name: _____ Academic Unit: _____

Graduate Faculty Member/Thesis Chair? Yes (Required)

Name: _____ Academic Unit: _____

Graduate Faculty Member/Thesis Chair? Yes (Required)

Name: _____ Academic Unit: _____

Graduate Faculty Member/Thesis Chair? Yes (Required)

OPTIONAL FACULTY

Name: _____ Academic Unit: _____

Graduate Faculty Member/Thesis Chair? Yes No (Optional)

Name: _____ Academic Unit: _____

Graduate Faculty Member/Thesis Chair? Yes No (Optional)

Name: _____ Academic Unit: _____

Graduate Faculty Member/Thesis Chair? Yes No (Optional)

ADMINISTRATIVE SIGNATURES

Advisor _____ Date _____ Thesis Chair _____ Date _____

Program Director _____ Date _____ Academic Unit Head _____ Date _____

APPENDIX G

APPENDIX G: SADAH STUDIO RECIPROCAL AGREEMENT

Student Name: _____

Studio Requesting Access: _____

This reciprocal agreement, also called reciprocity, is an agreement between graduate assistants and faculty or staff to allow graduate students access to work in closed or limited-access studios.

Closed Studio: a restricted-access facility that is open only to students who are currently enrolled in a class that meets in that facility, including Ceramics, Drawing and Painting, Fibers, Foundations, Photography, Printmaking, Metals, and Sculpture. SADAH faculty provide safety protocol training for students enrolled in their classes. Enrolled students have access to closed studios 24-7, without supervision.

Open Studio: A facility that is open to anyone. Open hours are usually restricted and supervised. There are no Open Studios in SADAH.

The operation of studios and shops in SADAH is guided by the policies and safety protocols included in the school's Health and Safety manual. In exchange for providing graduate students with access to work in closed or limited-access studios, reciprocity is established by graduate students agreeing to each of the following:

- Complete the safety protocol training provided by the faculty or staff responsible for the space or the auditing of an undergraduate class, with faculty approval.

- Work during hours that are not reserved for undergraduate classes.

- Reinforce the safety protocols for the space by remaining observant and by providing guidance and assistance to undergraduate students.

- Always maintain a safe and organized studio environment.

- Return everything to order, turn the lights off, and lock them up when finished.

- Report any safety concerns immediately to faculty and staff.

Graduate Student Signature: _____

Approving Signature: _____

Date: _____

APPENDIX H

APPENDIX H: GRADUATE STUDENT PROFESSIONAL DEVELOPMENT FUND REQUEST FORM

This is to request funds from SADAH that may be available on a limited basis. Funding may also be available from TGS, CGE, THRIVE, or other sources with a separate application process.

REQUESTOR

Name: _____ Email: _____

Briefly describe the professional development activity. Include the title, location, and date of exhibition, conference, meeting, etc. Briefly describe the academic/professional benefits of the activity, both to you and to SADAH. Attach additional information if necessary.

EXPENSE SUMMARY

No cost – only requesting release time from TA/GA duties.

Exhibition/Entrance Fee \$ _____

Conference/Registration Fee \$ _____

Other (Printing, Mailing, etc.) \$ _____

TRAVEL*

Transportation (air, train, car rental, etc) \$ _____

Lodging* (_____ days at \$ _____/day)

Meal Per Diem* (_____ days at \$ _____/day)

*Limited to maximums set by the Commonwealth of Virginia for travel and lodging.

TOTAL AMOUNT REQUESTED FROM SADAH \$ _____ (for _____ days)

OFFICE USE ONLY:

Date Form Received: _____

Reviewed by Director: _____ (Initial/Date) Approved Not Approved

Approved Funding Amount: \$ _____

Date Student Notified of Action: _____

Reason for partial funding or non-funding (Check one):

- Program Budget Limitations
- Exceeds maximums set by the Commonwealth of Virginia
- Non-supported Activity
- Other (Explain)



SADAH

School of Art,
Design, and
Art History