

2025–26 | **Art + Design**

Graduate Handbook

The Master of Fine Arts (MFA) program is multi-faceted, covering not just art making or design pursuits, but also teaching and broader conceptual development. There are two options for the MFA program:

- 3-Year – Designed to give you three years of practical experience as an instructor of record. Intense, demanding, but ultimately very rewarding, this program is unlike many others as you are teaching from your first day forward.
- Accelerated – If you prefer to focus on your art making or design, the accelerated program removes many of the teaching responsibilities (including financial assistance through Teaching Assistantships). This program is designed for the serious practitioner who would most likely not continue in the academic world, but instead seek a career as professional artist or designer.

DEGREES

Master of Fine Arts (MFA)

The University of Idaho's MFA program is a 60-credit concept-oriented, studio degree designed for students eager to explore integrated approaches to art making and design. Applicants are considered based on the strength of their portfolio and potential rather than a focus on a specific medium. The program fosters exploration in a number of theoretical and practice-based contexts in a vibrant and creative atmosphere.

The MFA is the terminal degree in studio art. Thus, the major portion of the student's thesis consists of an exhibition of professional quality work.

The MFA Exhibition is supported by a written thesis that further explores and contextualizes the work.

A final verbal examination is also required. This examination is administered by a full graduate committee selected by the MFA student in their second year. The final examination may be supplemented with a written examination at the discretion of the graduate committee.

A minimum of 60 credits beyond the bachelor's degree is required for fulfillment of this degree.

- Of these, at least 34 credits must be 500 level art studio courses. No more than 10 credits in 300 and 400 level courses in supporting areas may be included on the MFA Study Plan.
- A maximum of 20 credits of Art 590, MFA Exhibition, may be used to fulfill MFA degree requirements.

FINANCIAL ASSISTANCE

Assistantships

All graduate students are considered for assistantship assignments. The awarding of assistantships and establishing assignments and salary levels, is the responsibility of the program administrator. Specific assignments are developed by the program administrator in consultation with the Director of Graduate Studies and the Art + Design graduate faculty. Assistantships are determined on the basis of program requirements and student merit. In some circumstances, it may be necessary for the program to alter assistantship offers between academic years. Assistantships fall into the following categories*:

- Teaching Assistants (TA): TA's have grading responsibility. Faculty are assigned oversight responsibility.
- Instructional Assistants (IA): Assist faculty in course instruction. Faculty are responsible for grading.
- Graduate Assistants (GA): Assigned to individual faculty to provide support for course instruction.
- Research Assistants (RA): Assigned to provide faculty research assistance.

*Actual assistantship responsibilities may be a combination of the above.

Financial Aid

The "Free Application for Federal Student Aid" (FAFSA) must be received by Student Financial Aid Services by December 1st for priority consideration of all financial aid including scholarships. International students should talk

with the International Programs Office concerning their financial assistance rather than complete a FAFSA.

Questions concerning financial aid may be made directly to Student Financial Aid Services. Phone (208) 885-6312.
<https://www.uidaho.edu/financial-aid/apply-for-aid/fafsa>

Financial Aid forms do not have to be filed to be eligible for Art + Design assistantships.

FACULTY + ADVISORS

GRADUATE FACULTY

Art + Design Faculty is defined as those faculty members on full-time appointment in the Art + Design program who hold the rank of Assistant Professor, or above, and are members of the UI Graduate Faculty.

Only Art + Design graduate faculty members may participate in discussions and decisions concerning graduate policies and procedures, graduate admissions, change of degree objective, degree requirements, or grading of graduate students taking the Art 515 course. Exceptions may be granted for guest artists in-residence, adjunct/affiliate faculty, sabbatical replacements, or others as determined by the Art + Design graduate faculty. Such exceptions are normally granted for a specified period of time.

ADVISORS: DIRECTOR OF GRADUATE STUDIES (DGS), MAJOR PROFESSOR + COMMITTEE

Advisors are responsible for guiding the student through a course of graduate study. The Art + Design program uses two graduate advisors—the Director of Graduate Studies and the Major Professor.

DIRECTOR OF GRADUATE STUDIES

- counsels all new graduate students
- coordinates graduate reviews
- organizes graduate exhibition schedules
- assigns studios in the GAS House
- conducts pre-admission correspondence + assembles admission materials for the Admission Review
- conducts all initial advising and counseling. The Director of Graduate Studies serves as the student's advisor until the appointment/selection of MFA Advisor or the Major Professor.

MFA MAJOR PROFESSOR

The first 18-24 credits of the MFA program are considered probationary. Preliminary assessment occurs in the semester in which these credits are completed. Those passing their First Year Review may select a Major Professor in the semester following a successful review. The Major Professor, chairperson of the graduate committee, must be a member of the UI Graduate Faculty and a full-time member of the Art + Design graduate faculty.

As soon as possible, after the selection and appointment of the Major Professor, the graduate committee is formed. The Major Professor approves all other committee members after consultation with the student and committee members. Forms should be printed from the Graduate School website, signed, and submitted to making Major Professor and Committee Member selections official.

Once selected and appointed, the Major Professor assumes advising responsibilities.

MFA GRADUATE COMMITTEE

The graduate committee is responsible for directing the student's thesis preparation and presentation, oral examination and final thesis grading. It is composed of at least three members:

- Major Professor, an Art + Design graduate faculty member who serves as the chairperson of the graduate committee. *Faculty members may only serve as Major Professor for one student per academic year.*
- Another Art + Design faculty member
- A faculty from a supporting field outside the Art + Design program

At least two-thirds of the committee must be members of the UI graduate faculty.

Changes to the Committee membership must be approved by the student, the Major Professor, the graduate committee, and the program administrator. The form “*Study Plan and Committee Change Form*” must be completed and submitted to the UI College of Graduate Studies by the student when changes are made.

The form “*Appointment of Major Professor and Committee for the Master’s Degree*” must be completed and submitted to the UI College of Graduate Studies prior to the end of the semester in which the committee is formed.

Helpful guides on how to appoint a Major Professor, create your Graduate Committee, etc. are found here:

<http://www.uidaho.edu/cogs/currentstudents/guides/howto>

STUDIO FACILITIES

Every effort is made to ensure that each graduate student is assigned an adequate and safe studio space. The Director of Graduate Studies assigns studio areas each year. Priorities for assigning studio space are determined by the class seniority and practical studio needs of the individual students—as determined by the Director of Graduate Studies, in consultation with the Art + Design graduate faculty.

It is the student’s responsibility to ensure that personal tools, supplies, materials, and appliances are used, stored, and maintained in such a manner to meet UI Safety Policies and Procedures. Graduate students will adhere to all UI regulations governing conduct in graduate studios and class facilities.

- UI policy specifically forbids alcoholic beverages and illegal drugs in all university buildings.
- UI policy specifically forbids smoking in university buildings.
- Spray paint, fixatives or any other toxic fume emitting materials are not allowed in any UI unventilated studio space. Odorless solvents are permitted in small amounts.

Program provided State and Federal safety requirements must be posted on each studio door. All students are expected to adhere to these safety policies.

Additionally, all graduate students are expected to follow a few common sense and professional courtesies and to help establish and maintain a healthy and creative work environment.

- Be respectful of studio privacy and work time. By custom, closed studio doors mean the occupant is working and does not wish to be disturbed. Please observe this code. An open studio door indicates you are welcome to drop in and chat.
- Overstuffed furniture is not permitted in the graduate studios.
- In the G.A.S. House Attic storage space under the eaves and accessed through several second-floor studios is University Facilities Management space. Non-UI items will be removed and discarded.
- Loud music or audio is disruptive and inconsiderate toward other studio occupants. If sound can be heard outside your studio in a clear manner, it is too loud. If you need loud music, wear earphones.

Students not utilizing and maintaining their studio space, or disturbing the workspace of others, will forfeit that space. Studio space is a privilege, not a right.

All students assigned studio space in UI facilities must have a signed copy of the Art + Design Studio Safety Policies on file in the program office.

STUDY PLANS

INITIAL MFA STUDY PLAN

The MFA Initial Study Plan is a document developed by a graduate student in consultation with the Director of Graduate Studies (DGS) beginning with initial orientation advising. The "DGS" will act as your advisor, until you choose your Major Professor (following a successful first year review in the graduate program). This study plan will serve as a guide for the MFA student during the first two semesters of study and is the basis for preparation of the (3-year) MFA Study Plan.

The MFA Initial Study Plan incorporates...

- Regular coursework selected by the student in consultation with their MFA Advisor.
- Deficiencies and/or required courses specified by the Art + Design graduate faculty at the Admission and/or Initial Review are listed on the Initial Study Plan.
- Transfer, non-matriculated, unclassified, and correspondence credits accepted toward the degree program are listed on the Initial Study Plan.

The Initial MFA Study Plan will be set up and approved through Vandal Web.

MFA STUDY PLAN

The Study Plan is a required document that lists ALL coursework that the student needs to take to complete the MFA degree. The Study Plan is developed and updated from the Initial Study Plan created in the student's first year of study by the Major Professor in consultation with the student.

The Initial MFA Study Plan will be updated and approved through Vandal Web by the Major Professor. If students change their plan for courses to be taken, they will need to resubmit these changes for approval (by MP/advisor) through Vandal Web.

It is the Major Professor's responsibility to ensure that the student is making progress towards degree completion by meeting Study Plan requirements.

COURSE CLASSIFICATION:

Coursework listed on The Study Plan, and the MFA Initial Study Plan, falls into the following categories:

- **Regular:** Courses taken to fulfill general and Study Plan requirements.

Courses in this category are normally chosen by the student in consultation with the MFA Advisor or Major Professor.

- **Required:** Courses required by the Art + Design graduate faculty or graduate committee to be part of the Study plan. Courses determined to be important to the student's development.
- **Deficiency:** Courses needed to provide background for Art + Design graduate programs.

Determined by the Art + Design graduate faculty at the Admission and/or Initial Review.

Determination of deficiencies is normally based on College Art Association guidelines for the MFA degree, an evaluation of the student's transcript(s), and statement of goals and objectives.

For example:

It is suggested that a student have completed 100 credits in studio courses by the end of their MFA degree program. The MFA degree program at Idaho requires a minimum of 36 credits in graduate level studio courses. Thus, a student entering the MFA program with fewer than 64 studio credits may be determined to be deficient in studio credits and be required to include undergraduate studio course(s) on their Study Plan.

Deficiency courses are 1000, 2000, or 3000 level art courses, or 1000, 2000 courses in supporting areas.

Deficiency courses may be listed on the Study Plan. If listed on the Study Plan, they must be completed to meet graduation requirements.

Deficiency courses do not count toward satisfying the 60-credit minimum requirement for the MFA degree.

- **Transfer, Non-matriculated, Unclassified, Correspondence:** No more than a combined total of 12 credits taken under the following classifications may be included in a Study Plan.

Inclusion of credits in the Study Plan must be approved by the Art + Design graduate faculty, the major professor, the committee and the program administrator. *The student must petition the Art + Design graduate faculty through the MFA Advisor or the Major Professor.*

Transfer credits

- Credits earned at another school.
- Credits earned at an institution which does not have a regular graduate program in art cannot be transferred to UI for graduate credit in Art + Design graduate programs.

Non-matriculated

- Credits earned while in non-matriculated status at UI.

Unclassified

- Credits earned in unclassified status at UI.

Correspondence

- Credits earned through UI correspondence study.

COLLEGE ART ASSOCIATION GUIDELINES

Deficiencies: In assessing students' eligibility for admission to the MFA degree program the Art + Design program is guided by the College Art Association's "Standards for the MFA degree (visual arts)" 1977.

"The minimum requirement for the MFA is 60 semester credits of course work at the graduate level (90 quarter credits), including courses in art history and cognate areas of study. These required credits may not include any study that is required as makeup for undergraduate deficiencies."

A combined undergraduate and graduate semester credit total of 24 credits in art history and 100 credits in studio is recommended. While not absolute, this recommendation provides the art and design graduate faculty with guidelines for admission review and the determination of deficiency and/or required course work.

A three-year course of study is preferable, advisable, and recommended. A two-year course of graduate study is an absolute minimum. Students on an approved two-year program are not eligible of graduate assistantships.

GRADUATE ART + DESIGN COURSEWORK

The following courses are open to MFA candidates in the graduate program:

For easy reference, courses are listed numerically (except for electives). This does not reflect the order in which they are taken.

- **Art 5100: Master's Research and Thesis** - Preparation of the written statement that accompanies the MFA Exhibition and verbal thesis defense. ***This course is reserved for the final year of graduate study and students are strongly encouraged to take 2 credits of 5100 in both the fall + spring semester of their final year.***

Taken from the Major Professor and graduate committee. Exceptions must be approved, in writing, by the Major Professor, the student, the graduate committee, and the program administrator prior to registration in this course.

Within Art 5100, at least one semester prior to the student's final semester, a preliminary MFA Thesis Review should be conducted by the Major Professor and the graduate committee. The purpose of this review is to examine and comment on the rough draft of the student's MFA Thesis. This ensures that the MFA thesis preparation is moving toward completion in a timely manner and that all committee members are fully informed of the student's progress toward degree completion.

Art 5100 is normally graded as In-Progress, IP, but may be graded each semester with a letter grade. IP grades imply satisfactory progress towards degree completion and are assumed to be A or B equivalents. Letter grades are assigned for all IP grades, by the Major Professor, after the final Thesis Defense.

4 credits of Art 5100 are required to meet MFA degree requirements.

Prerequisite: admission to the MFA program, and successful completion of 6 credits of Art 5150.

- **Art 5040: Special Topics** - Special Topics may be announced as needed. Credit arranged. 1-16 Cr. For now, the Pedagogy Seminar is listed as 5040 but will be assigned a different permanent number in the future.
- **Art 5070: Art Seminar** - Seminar in professional art concerns. **6 credits are required for the MFA degree.**
- **Art 5080: Readings in Art** - Readings + discussions about Art + Design Topics. Subject area will be announced by the instructor. **3 credits of Art 5080 are required for the MFA degree.**
- **Art 5130: Pedagogy Seminar** - This seminar is designed for graduate students teaching and/or interested in teaching in higher-ed creative classrooms. Assignments and discussions designed to further critical awareness and build adaptive strategies that foster engagement in a contemporary, creative classroom. Typically Offered: Fall. (3 credits, max 6)

Prerequisite: Instructor permission

- **Art 5150: Art + Design Faculty Studio** - With the MFA Advisor's approval, students may register for Art 5150 without prior arrangement with individual faculty members. Final grades will be assigned by the MFA Advisor or the Major Professor, in consultation with the Art + Design faculty.

No more than 12 credits of Art 5150 may be counted toward art and design graduate degree requirements

- **Art 5160*: MFA Art Studio** - Open only to MFA majors. Studio research taken from 2 Art + Design faculty members. The student must receive approval from involved faculty members *prior* to registration. **A contract, written by the student, in conjunction with participating faculty member must outline your responsibilities, be signed by you and the instructor, and kept on file with the Director of Graduate Studies.** It is the student's responsibility to coordinate all meetings. The schedule must include at least three meetings per semester with all selected faculty members. At least one faculty group critique/meeting is suggested to help the graduate student become acquainted with the graduate committee structure. The faculty-group responsible for the specific course will collectively award the final grade.

Only one course, not to exceed 3 credits, may be taken each semester under this category. No more than 9 credits of Art 5160 may be counted toward Art + Design graduate degree requirements.

Prerequisite: Successful completion of 6 credits of Art 5150.

- **Art 5200: Studio Workshops** - Individual Art + Design faculty, faculty-groups, or guest artists may offer specialized studio experience. Content may be in technical areas, traditional media specific workshops with guest artists (lithography, for example), or in non-media specific concept articulation activities (installation, for example).

No more than 6 credits of Art 5200 may be counted toward Art + Design graduate degree requirements.

Prerequisite: admission to the MFA program and instructor permission.

- **Art 5210*: MFA Individual Critique** - Open only to MFA Art + Design majors. Studio research taken from individual Art + Design faculty members. Students must receive approval from the faculty member *prior* to registration. **A contract, written by the student, in conjunction with participating faculty member must outline your goals and objectives, be signed by you and the instructor, and kept on file with the Director of Graduate Studies.** The faculty member will direct the student's efforts in the course and will award the final course grade.

Only one course, not to exceed 3 credits, may be taken each semester under this category. No more than 6 credits of Art 5210 may be counted toward Art + Design graduate degree requirements.

Prerequisite: good graduate standing and instructor permission.

- **Art 5900: MFA Exhibition** - Studio research devoted to the preparation of the MFA Exhibition. ***This course is reserved for the final year of graduate study (no exceptions) and students are strongly encouraged to take at least 8 credits of 5900 in both the fall + spring semester of their final year.***

Taken from the Major Professor and full graduate committee (a member of Art + Design (AD) faculty and a University of Idaho faculty member outside of AD). Exceptions must be approved, in writing, by the Major Professor, the student, the graduate committee, and the program administrator prior to registration in this course.

Art 5900 is graded each semester with a letter grade by the Major Professor, in consultation with the committee. Students may not register for more than a total of 8 credits per semester in Art 5900.

A minimum of 16 credits is required. Not more than 20 credits may be counted toward the MFA degree.

Prerequisite: admission to the MFA program, and successful completion of 6 credits of Art 5150.

- **Art 5970**: Practicum** - Classroom assistance in teaching or hands-on experience in gallery practices and management. Conducted under faculty or gallery director supervision. Open to CAA majors only with approval of Director of Graduate Studies. **A contract, written by the student, in conjunction with participating faculty member must outline your responsibilities, be signed by you and the instructor, and kept on file with the Director of Graduate Studies.**

Individual faculty members are responsible for practicum training and supervision. Practicum students are not given grading responsibility for courses but may be asked to teach portion of the course with faculty direction and support.

Practicum credit may be received in addition to assistantship responsibilities. No more than 6 credits of Art 5970 may be counted toward Art + Design graduate degree requirements.

- **Art 5980: Internship** - Credit for work with professional artists. Open to Art + Design majors only. Must be approved by the Major Professor and the program administrator prior to registration.

No more than 6 credits of Art 5980 may be counted toward Art + Design graduate degree requirements.

- **ELECTIVES/ 3000 + 4000 level courses** – The MFA degree **requires 6 credits of advisor-approved electives**. Only 3 of these elective course credits needed for graduation can be an Art + Design course. All others must be taken outside of the Art + Design program. A maximum of 7 credits of advisor approved 3000, 4000, or 5000 level courses in *supporting areas* may be counted on the MFA degree Study Plan. 3000 and 4000 level art courses may be listed as deficiencies or required course work on the MFA Study Plan, but do not count towards the MFA degree.
- **Participation in UI recognized Study Abroad programs**
Must be approved by the Major Professor, and the program administrator prior to registration. No more than 6 credits may be counted toward Art + Design graduate degree requirements

* Due to the more flexible nature of these courses (5160,5210), students will meet with chosen faculty in advance to discuss their course objectives, academic goals, and meeting schedule. Students will write out a contract outlining what all participants have agreed upon. Faculty involved in this course must sign this contract and it should be turned in, by the student, to the Director of Graduate Studies within the first week of the semester enrolled. A sample of a contract is found later in this handbook.

** Students taking Art 5970 must meet with faculty or the gallery director in advance to discuss their goals for working within the framework of the course or galleries. Since the structure/schedule of the classroom and gallery will be set, students will have to work within this framework but should discuss ways in which they can learn + assist in support of their professional goals. Students will write out a contract outlining what has been agreed upon for the term. Faculty involved in this course must sign this contract + it should be turned into the Director of Graduate Studies within the first week of the semester enrolled. A sample of a contract is found later in this handbook.

*****Also note:** The Art + Design program is in the process of revising the Graduate Curriculum to best conform to NASAD recommendations and guidelines. Student success is our priority, and any changes to the structure, course offerings, and study plans presently in place will be made in such a way that disruption is minimized.

SECOND MASTER'S DEGREE

An applicant who has a Master's degree may request inclusion of up to 6 credits from the previous degree in their Study Plan for the Art + Design MFA. Inclusion of credits in this category must be approved by the Art + Design graduate faculty, the major professor, the committee and the program administrator.

MEETINGS + REVIEWS for MFA

DIRECTOR OF GRADUATE STUDIES MEETING

Prior to the first semester of registration in the graduate program you will meet with the Director of Graduate Studies to:

- Be advised + generate your initial study plan
- Receive GAS House Studio space assignment + university keys
- Make sure all HR and UI Graduate School paperwork and information is taken care of

Questions concerning any course assignment or salary should be directed to the program administrator.

INITIAL PORTFOLIO PRESENTATION

Each new student presents their studio work and academic background to the faculty and fellow graduate students. The presentation allows you to share your unique creative pursuits and will help Art + Design faculty support possible specific course work that may be incorporated into the student's Study Plan.

This review is scheduled early in the first semester and organized by the Director of Graduate Studies.

5150 CRITIQUES

Art + Design students and faculty meet periodically throughout the semester to critique student research and creative activity. A combination of finished and in-progress work will be shown.

Critiques strengthen and support students' ability to discuss the conception and progression of their work. Through the informal and formal critiques, graduate students are introduced to the expertise, character and sensibilities of the faculty. Students engage with faculty to learn about what best supports their creative growth in anticipation of convening a graduate committee as they progress towards their graduate coursework and thesis preparation. Students also gain valuable feedback from peers and faculty in support of their work during critiques.

Typically, first- and second-year graduate students present in both formats as they progress through the UI program. Work critiqued in this setting is used in assigning faculty grades for Art 515: Art + Design Faculty Studio.

MFA FIRST YEAR REVIEW

The First Year Review is conducted by the entire Art + Design faculty. A successful probationary review allows the student to continue in the MFA program. All MFA first year students are required to participate in a first-year faculty review of their progress during the semester in which the 18-24 credit probationary period is being completed. At the end of the first year, they will formally present the work produced during the first graduate year as a projected digital presentation followed by faculty questions and review. Upon a positive consensus from the Art + Design graduate faculty, the MFA candidate is allowed to go forward and select their Major Professor and Committee.

The First Year Review will evaluate student's 1st year development by rating the following:

- Evidence of Conceptual/Process Development
- Evidence of Extensive Creative Exploration/ Work Ethic
- Gaining Understanding of Intention and Focus
- Clarity of Discussion

If a negative consensus occurs, the candidate will receive either:

- *Program Probation:* The student must spend another semester with the faculty at large and will not be allowed to form their committee. At the end of this term, they will present their work for review again. If they do not receive a positive vote after this second probationary review, they will be asked to leave the program. If a positive consensus is not reached after a second review presentation loss of assistantship and withdrawal from the graduate program will be required.
- *Program Withdraw:* Loss of assistantship and withdrawal from the graduate program will be required.

PETITIONS

The right of petition exists to waive or modify any UI regulation. Favorable action can be expected only when circumstances and the presentation clearly justify an exception.

Students wishing to petition the Art + Design program's policies or procedures should do so through the Director of Graduate Studies, via their Major Professor or MFA Advisor, to the Art + Design graduate faculty. The Art + Design graduate faculty will vote on all petitions. The results of the vote will be communicated to the student in writing by the student's adviser.

Student's wishing to petition UI Policies and Procedures should do so through their MFA Advisor or Major Professor to the appropriate UI Committee.

PROBATION + REINSTATEMENT

A student is placed on probation after any semester or summer session in which a GPA of less than 3.0 is earned, regardless of the student's cumulative GPA. The student will be disqualified if a GPA of less than 3.0 is earned during the second consecutive semester or summer session in which regular grades of A, B, C, D, or F are received." To be eligible for reinstatement the student must follow University of Idaho Graduate School Policies.

MFA COMPLETION PROCEDURES

*All needed graduate forms can be found here: <http://www.uidaho.edu/cogs/forms>

APPLICATION FOR DEGREE

The application for advanced degree must be completed and filed during the **first** two weeks of the semester, or summer session, in which all Study Plan requirements are to be completed. The form "**Application for Advanced Degree**" is completed and filed with the UI College of Graduate Studies.

MFA Exhibition + Final Defense

The MFA Exhibition and Final Defense occurs during the semester, or summer session, in which all Study Plan requirements are to be completed. The MFA Exhibition is coordinated by the Gallery Director. The Final Defense is coordinated by the Major Professor with the student, the committee, and the University Gallery.

- The MFA Final Defense is public. Candidates should make arrangements so all committee members are in attendance and the public is notified in advance.
- The Final Defense is usually oral, but may be written, in whole or in part, as required by the committee.
- An MFA Exhibition and Final Defense are required for all MFA degrees.
- After the Final Defense the form "Final Examination Report" is filed with the UI College of Graduate Studies.
- The Major Professor changes all "IP" grades to a letter grade after passing of final defense at the UI Registrar's Office.

SUBMISSION OF MFA THESIS

A Thesis/ Dissertation Handbook is available through the UI College of Graduate Studies Website.

Authorization for Final Draft of MFA Thesis The Major Professor and graduate committee review the final draft of the M.F.A. Thesis during the last semester of graduate study. They make final recommendations for inclusion in the thesis and authorize scheduling of the final defense.

The form "Request to Proceed with Final Defense of Thesis/Dissertation" is completed by the student, Major Professor and committee members and submitted to the UI College of Graduate Studies. Permission to schedule final defense in no way implies final acceptance of the MFA Thesis. The Major Professor and committee approve the final MFA Thesis when they deem it acceptable.

It is the student's responsibility to ensure that all UI College of Graduate Studies guidelines are met. Visit the College of Graduate Studies Website periodically to make sure you are aware of deadlines and forms necessary for your Oral Thesis Defense and Written Thesis submission.

The final MFA thesis is submitted to the UI College of Graduate Studies before the end of the semester, or summer session, in which all Study Plan requirements are to be completed.

A note to those interested in entering the higher education job market

The job market in higher education in Fine Art and Design is highly competitive. Only exceptional candidates will likely find employment in academic fields. Once hired, the track toward tenure is also becoming increasingly competitive. While working in higher education is extremely rewarding, is also a demanding career requiring focus, endurance, dedication, and an intensive time commitment.

Listed below are some important qualifications that are possessed by an excellent candidate. They should:

- Develop a body of work that is cohesive and technically and conceptually strong.
- Demonstrate excellent writing, research and critical thinking skills as reflected in their thesis work.
- Demonstrate excellent teaching skills through quality student work and student/faculty evaluations.
- Actively exhibit regionally and nationally - including juried and invited exhibitions.
- Develop a reputation for excellence and collegiality among faculty mentors and graduate student peers that will ensure strong letters of recommendation.
- Engage in university or community service that demonstrates important skills needed for the academic profession and college community.
- Have a strong resume that reflects dedication to creative practice, academics, and community.
- Be an active and innovative member of the Art + Design program: attend guest lectures, participate in program and college activities, attend openings, serve on committees, and volunteer to help when needed to accomplish the greater goals of a strong Art + Design program.

Some examples of university, community service, and curricular activities that will demonstrate your ability to work in a college or university environment include:

- Assisting in various classes in the program
- Acting as instructor of record as a graduate student
- Contributing to the Art + Design guest speakers committee
- Acting as graduate student director of the Reflections Gallery (or assistant with a gallery)
- Becoming the University Graduate Student Association Representative
- Assisting the High School Art Exhibition
- Serving as graduate representative for CAA Design Week
- Becoming GAS House grad representative
- Serving as Prichard Art Gallery Advisory Board member
- Organizing or curating art exhibition or community events
- Giving lectures about your work and creative practice

GAS HOUSE SAFETY POLICIES

Studio space in the GAS House is a privilege and not a right. Each user of the GAS House is responsible for maintaining her or his space in the manner specified below.

- Smoking is prohibited in all university buildings and within 25 feet of any exterior doorway.
- Alcohol consumption is prohibited in all academic buildings including the GAS House, A&A, AAE, AAN and AAS.
- Electrical rewiring, remodeling or installation of any kind is prohibited unless approved by the director of Facilities Management. This includes the installation of switches and outlets. Homemade equipment or furniture that contains electrical wiring must be similarly approved before it may be used in university faculties.
- Extension cords are approved for temporary use only and cannot be used in place of permanent wiring. Only approved fused, 3-wire, minimum 16-gauge extension cords may be used on a temporary basis. Extension cords cannot be routed through walls, under rugs or doors, secured with nails, staples or similar fasteners or located so as to present a tripping hazard. Grounded power strips may be used, but do not overload the strip or wall outlet and do not "daisy-chain" any cords.
- Open-element heating appliances such as hotplates, heating coils used for heating water, and similar appliances are prohibited. Space heaters may be permitted, provided they are equipped with a functioning tip-over safety switch ("Tip-Over-Protection" or TOP), grounded plug and are positioned well away from combustibles. Do not store anything upon or build shelves above radiators; these can become very hot.
- Coffee pots, soldering irons, and other approved appliances should only be used on non-combustible surfaces away from flammable or combustible materials.
- Do not store items within 36" of electrical panels or in front of emergency equipment such as fire extinguishers or alarm pull stations. Do not disconnect any switches.
- Rags that have been contaminated by solvents, paints, or similar flammable materials must be kept in closed, metal containers until removed from the building for disposal in the RED fire can in the hallway. These materials must be disposed of in an outside dumpster or other approved container daily (EHS staff). Procedures for removal are under review.
- Combustible storage should be kept to a minimum by ensuring waste is promptly removed from the building. Storage is not permitted in mechanical spaces, hallways and/or exit ways within or under stairways and landings or in unprotected areas such as attics and eaves. Storage of any combustible materials (paper, cardboard, paint) within 24" of the studio ceiling is not permitted unless in closed plastic totes or boxes.
- Compressed gas cylinders must be secured at all times.

– Flammable liquids are required to be stored in closed containers. An approved cabinet, located so that occupants have access, will be used to store all paints, thinners, lacquers, or other flammable liquids in when they are not actually in use.

– ALL containers of solvent, paints, chemicals and similar materials must be clearly labeled and should not be stored above eye level. Do not reuse food/drink containers for hazardous materials.

– All used solvents, paints, or similar materials are required to be disposed of as hazardous waste. Please contact the Graduate Coordinator for waste disposal unit locations and to arrange for pick-up.

– A clear way of exit must be maintained at all times in all work areas. Do not block exit pathways with furniture, waste containers or other items. Fire doors must be kept closed at all times!

– Materials used for partitions or similar purposes must be approved by Environmental Health and Safety. Alteration, modification or remodeling of university facilities is prohibited unless approved by Facilities Design.

– If activities expose the eyes or body to injurious light, air, chemicals, or other substances the use of appropriate personal protective equipment is required. You should be familiar with the location of a first aid kit for your area and procedures that must be followed in the event an exposure occurs.

– At no time will the use of spray paint, fixatives or any other toxic fumes emitting materials be allowed to be used in one's studio. Odorless solvents are permitted in small amounts. The Department is working on finding a space in the GAS House that can be properly vented for such materials.

– Material Safety Data Sheets for all hazardous substances used by occupants in these building must be compiled and stored in a readily available location in each building. Environmental Health and Safety can assist you in this matter if it has not already been addressed.

In addition to the items listed above and the State and Federal safety "dos and don'ts" (lists posted on your studio door), these points will aid in a healthy and creative environment in the GAS House.

- A little common sense is all that's required. Since sound can also be a problem, if you like to play loud music, use headphones. Respect for others and how they work will be enforced, as sound is the most invasive violation of one's space.
- There is to be no "overstuffed" furniture brought into the GAS House due to rodent problems. Also, there is NO storage in the attic space off some of the studios. This space is university/facilities space and is not to be used by grads as storage. (In other words, please don't hack off the padlocks and stick junk in that space)
- If a studio door is closed this means I am busy please do not disturb. If door is open, you are welcome to come in and chat.

These policies are for the safety and benefit for all who occupy the building. The first time your actions are not in compliance, you will receive a written warning, and this will be placed in your file. If a second warning is required -- you will lose your studio.

If you have any questions about materials or methods you want to use, do not hesitate to speak with the Director of Graduate Studies or Department Chair for clarification.

I HAVE READ AND UNDERSTAND THESE RULES AND CONDITIONS OF USE FOR THE STUDIOS IN THE GAS HOUSE AND GENERAL USE OF ALL DEPARTMENT OF ART+ DESIGN FACILITIES.

PRINT NAME _____

DATE _____

SIGNATURE _____

(student copy)

I HAVE READ AND UNDERSTAND THESE RULES AND CONDITIONS OF USE FOR THE STUDIOS IN THE GAS HOUSE AND GENERAL USE OF ALL DEPARTMENT OF ART + DESIGN FACILITIES.

PRINT NAME _____

DATE _____

SIGNATURE _____

(DGS/Program copy)