



## Department of Art

### MA/MFA Graduate Program Guidelines *Studio Arts Option / Design Option*

The MA and MFA graduate programs take into account the eclectic and diverse nature of contemporary art and design. With this in mind, the graduate program recognizes and supports the evolution of student interests, as reflected in the ongoing development of the student's course of study.

#### **PRIMARY ADVISOR**

Upon admission to the graduate program, the student is assigned a Primary Advisor from the **full-time faculty** in the Option. The student may request a change of advisor at any time.

It is the **student's** responsibility to meet with the Primary Advisor on a regular basis. It is also expected that the student contact other faculty in the Option to keep them informed about the progress of their work and to solicit comments.

The Primary Advisor's role is to give creative, aesthetic, and technical feedback about the student's work, as well as to provide information and answer questions regarding progress through the graduate program.

*The Primary Advisor is not responsible for motivating or directing the student's work.*

#### **MA OR MFA DEGREE PROGRAM FORM**

During the first quarter of study at CSULA, it is the student's responsibility to meet with the Primary Advisor and complete an official **MA or MFA Degree Program Form**. This form must be signed by the Primary Advisor, submitted to the Department of Art, and approved by the College Graduate Dean no later than the end of the first quarter. Once

the Degree Program is approved, the student is granted Classified graduate status. *Failure to file an approved Program Form during the first quarter may result in the loss of completed coursework.*

After the MA / MFA Degree Program is filed with the College Graduate Dean, changes in the coursework may only be made if there is a compelling reason (such as scheduling problems, change in research, etc.)

A change in coursework must be approved **in advance** by submitting the Permission for Course Substitution Form (GS-5) by the fifth week of the quarter prior to the student's enrollment in the course.

*A course may not be added to or deleted from the Degree Program after it has been completed.*

#### **GRADUATE WRITING ASSESSMENT REQUIREMENT**

All graduate students are required to satisfy the Graduate Writing Assessment Requirement (GWAR) within the first three quarters of their graduate program or prior to the completion of 16 units (whichever occurs later). If the student has questions about this requirement or would like to verify that this requirement has been met, see the University Catalog or the Graduate Advisor.

#### **GRADUATE WALK-THROUGH REVIEW**

Each Spring Quarter all graduate students are required to present their strongest work from the current academic year along with a written Artist Statement or Design Statement. The work will be installed by each

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student in the Fine Arts Gallery to provide an opportunity for dialog with the option faculty and an in-progress evaluation.

#### GRADUATE THESIS SCREENINGS

In addition to the fulfillment of university and department requirements, each student is required to present their work to the Option Faculty Committee through a series of graduate screenings related to the Thesis Project.

*Before participating in a screening, the student must meet with the Primary Advisor for approval and be registered for the quarter in which the student plans to screen.*

*The Graduate Screening Form must be signed by the Primary Advisor and submitted to the Department of Art office by the second Friday of the quarter during which the student plans to screen. In advance of the scheduled screening date, the student will be notified of the appointment time and room location. Late sign-ups will not be accepted.*

*On the day of the screening, the student is expected to arrive early and present their work in a professional manner. The presentation is 20 minutes. Late arrivals will not be screened.*

*If the student cannot attend the screening, please notify the Department of Art Office immediately at (323) 343 -4010.*

*There are no screenings during summer quarter.*

#### SCREENING #1 THESIS PROPOSAL SCREENING

Prior to participating in the Thesis Proposal Screening, the student must meet with the Primary Advisor for approval of the proposal and to sign the Graduate Screening Form. In order to concentrate on the thesis work, it is recommended that most of the required coursework be completed.

Thesis Proposals are to have a specific focus, show a high level of creative individuality and original thought, and require in-depth research and/or experimentation.

At the screening, the student presents a selection of work in a professional manner that clearly indicates the ideas and direction of the proposal, as well as technical competence in its production.

The student is expected to be able to speak clearly and concisely about their ideas for the Thesis Proposal, and be able to answer questions from the Option Faculty Committee.

**A written Thesis Proposal that outlines the creative research and explains the purpose and goals of the Thesis Project is required to be placed in the Option Faculty mailboxes one week prior to the screening date.**

Once the Thesis Proposal Screening has been passed, the student is eligible to apply for Advancement to Candidacy by submitting the **GS-10 Advancement to Candidacy Form** and the **GS-12 Request for Thesis Project Committee Form**.

The maximum time period before the first Progress Screening is one year. If it has been more than one year since the Proposal Screening, the student must re-screen at the Thesis Proposal level.

#### ADVANCEMENT TO CANDIDACY AND GRADUATE THESIS COMMITTEE

The student is eligible to apply for Advancement to Candidacy (GS-10) when:

*The Proposal Screening has been approved.*

*At least half of the coursework for the degree has been completed with a minimum 3.0 GPA (MA degree = 23 units, MFA degree = 45 units).*

*The Graduate Writing Assessment Requirement is satisfied.*

*There are no courses with Incomplete (I) grades.*

At the same time as the application for Advancement to Candidacy, the student is also required to submit the Request for Graduate Thesis Committee form (GS-12). It is the

student's responsibility to secure the commitment of a **three-person** committee consisting of the Primary Advisor to serve as Thesis Director and two full-time faculty members of the option. An additional member from outside the option may be added if approved by the Option Faculty Committee. It is the Thesis Committee's responsibility to provide guidance and advisement about the Written Thesis.

Students are expected to work on the Written Thesis during the entire process of completing the Thesis Project. If a student needs assistance with writing, please contact the appropriate university resources, such as the University Writing Center.

After the Thesis Committee has been established, the student is required to meet with the Primary Advisor and the other committee members at least once a quarter to review the progress on the Written Thesis, particularly during the quarter the student plans to graduate.

Once Advancement to Candidacy has been approved the student may enroll in ART 599/599M Thesis Project units.

#### SCREENING #2 PROGRESS SCREENING

The purpose of the Progress Screening is for the student to present work that has been produced specifically for the Thesis Project to the Option Faculty Committee. This may be experimental work, work-in-progress, completed work, or a combination of these.

The Option Faculty Committee evaluates the progress made on the Thesis Project, and gives feedback about its direction, its strengths and its weaknesses.

Students must pass at least one Progress Screening. However, additional Progress Screenings may be required by the Option Faculty Committee. The number of Progress Screenings required is directly related to the progress toward the completion of the Thesis Project.

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**An abstract, outline, draft and bibliography for the Written Thesis are required to be placed in the Option Faculty mailboxes one week prior to the screening date.**

Students who do not pass two consecutive Progress Screenings are required to re-screen at the Thesis Proposal level.

#### **SCREENING #3 FINAL SCREENING**

The Final Screening is the presentation of the completed Thesis Project work as it will be exhibited in the Fine Arts Gallery. Only work presented at the Final Screening and approved by the Option Faculty Committee may be included in the Thesis Exhibition. This work must adhere to the Thesis Proposal and must be professionally finished and presented.

**A complete final draft of the Written Thesis is required to be submitted to the Thesis Committee members one week prior to the screening date.**

#### **WRITTEN THESIS**

The Written Thesis includes the Thesis Project's significance, objectives, methodology, and a conclusion. Visual documentation (slides, video, CD, DVD) of the Thesis Project must be included with the Written Thesis.

The Written Thesis must follow the guidelines established by the university found in the "Guide to Preparation of Master's Theses and Project Reports," copies of which are available on the CSULA website, in the Library, or in the campus bookstore for purchase. This guide provides information about the following: procedures, regulations, and responsibilities governing the Thesis; general requirements for thesis preparation and acceptance; and format requirements for the thesis.

In addition, students are required to attend a Thesis Advisement Workshop, offered each quarter by the University Thesis Coordinator to assist students who are in any phase of thesis preparation. The specific dates are available in the University Library and in the Department of Art office.

#### **GRADUATION REQUIREMENTS**

In order to complete the graduation process, the student must:

- 1) File a Graduation Application during the application filing period for the intended quarter of graduation as listed in the Schedule of Classes.
- 2) Register for ART 599/599M or ART 900 in the quarter that the student plans to graduate.
- 3) Submit the Written Thesis for final review to all Thesis Committee members by the 5th week of the quarter in which the student plans to graduate.

4) Three copies of the Title Approval Page (on 100% rag paper) must be signed by all faculty members of the Thesis Committee by the last day of instruction (10th week) of the quarter in which the student plans to graduate.

5) Submit the following items for approval to the Department of Art office **prior to the last day of instruction (10th week) of the quarter in which the student plans to graduate:**

*One copy of the Title Approval Page (on 100% rag paper) must be signed by all faculty members of the Thesis Committee.*

*Statement of Intention (3 copies)*

*Printed Announcement for Exhibition (3 copies)*

*List of Thesis Project Work (3 copies)*

*Visual documentation of the Thesis Project Work (slides, video, CD, DVD, labeled to correspond to the List of Thesis Project Work)*

6) Submit two copies of the Written Thesis, each with a Title Approval Page with original signatures, to the University Thesis Coordinator (Library North 1018) according to the deadline established each quarter. Each copy of the Written Thesis, including the Title Approval Page, must be on 100% rag paper.

**Please Note: The student must plan to graduate during a quarter that the Primary Advisor and the Thesis Committee members are available for consultation and for signing the Title Approval Pages.**

#### **CONTACT**

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