Master of Fine Arts, Visual Arts Degree

PROGRAM DESCRIPTION AND GUIDELINES

Boise State University
Department of Art

May, 2017
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PROGRAM DESCRIPTION AND GUIDELINES

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Department of Art

GENERAL INFORMATION

The Department of Art offers a full time, three-year Master of Fine Arts degree in Visual Arts. The degree requires 60 total credits distributed as follows: 6 credits in art history; 30 credits in studio; 6 credits in general electives; 6 credits in Graduate Concourse; 6 credits in Graduate Seminar; and 6 credits in thesis.

Students admitted to the program will be provided with private studio space. Graduate faculty members hold regular studio visits and consultations.

The MFA, Visual Arts degree program fosters students’ creative, intellectual, and professional development as artists who produce excellent work, are able to discuss and contextualize their work cogently, and who are prepared to enter various career paths available to artists. Course work emphasizes applied study, art history, theory, and criticism. A Visiting Artist Program that brings a wide range of artists and scholars to campus on a regular basis enhances the MFA experience by providing lectures, workshops, and critiques. The program culminates in an exhibition of a body of work, a written analysis, and an oral defense of both.

DEGREE REQUIREMENTS

Students must complete at least 60 graduate credits distributed as shown in the degree requirements table below. At least 48 of the 60 credits used to meet the degree requirements must be earned at Boise State University following admission to the program.

<table>
<thead>
<tr>
<th>Master of Fine Arts, Visual Arts</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number and Title</td>
<td></td>
</tr>
<tr>
<td>ART 575 Graduate Seminar</td>
<td>6</td>
</tr>
<tr>
<td>ART 576 Studio Practices (3-6 credits per semester)</td>
<td>18</td>
</tr>
<tr>
<td>ART 577 Graduate Concourse</td>
<td>6</td>
</tr>
<tr>
<td>ART 580 Selected Topics and/or ART 596 Graduate Independent Study</td>
<td>12</td>
</tr>
<tr>
<td>ART 589 Selected Topics Art History</td>
<td>6</td>
</tr>
<tr>
<td>ART 593 Thesis</td>
<td>6</td>
</tr>
<tr>
<td>Electives at the graduate level</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>
PROGRAM OBJECTIVES

The MFA, Visual Arts degree program is designed to engage the student in both the theory and practice of their elected discipline. Objectives of the program include the following:

- To prepare students to become professional studio artists/college level art instructors.
- To assist students to realize their intellectual and creative potential as it applies to their chosen fine art discipline.
- To assist students to gain awareness of, and situate their work in relation to contemporary art theory and practice.
- To direct students in an investigation of a broad range of historical and contemporary issues relevant to their work.
- To engage students in course work, research, and experimentation that supports their studio practice.
- To encourage students to explore other disciplines and to place their work in the context of the world at large.
- To provide feedback and guidance to students in rigorous individual and group critiques.

ADMISSION WITH REGULAR OR PROVISIONAL STATUS

Students may be admitted to the program with either regular or provisional status. Students admitted to the program with provisional status are required to complete additional coursework to meet minimum proficiencies. The student will be informed in writing of proficiencies not met, and advised regarding specific coursework required. This coursework may include undergraduate credits that will not be counted toward the completion of the M.F.A., Visual Arts degree. Coursework taken at the graduate level during provisional status may (upon review) be counted toward the M.F.A., Visual Arts degree. Completion of provisional coursework does not guarantee regular status in the program.

A student admitted to the program with provisional status can apply for regular status after completing at least 12 credit hours with a GPA of 3.00, including the provisional coursework. To initiate a graduate faculty review for this purpose, the student will submit a Request for Regular Status form to the Graduate Program Director. The graduate faculty will consider the request. If regular status is approved, the recommendation is sent to the Dean of the Graduate College.

FACILITIES

The MFA, Visual Arts degree program facilities include private studios with networked Mac computers, The Neri Gallery, and a common area for classes, critiques, and additional working space. The facility includes a wood shop, as well as a kiln and a printmaking press. Access to other departmental facilities includes complete labs dedicated to photography and graphic design, ceramic studios, drawing and painting studios, and printmaking, metal, and sculpture labs.

MFA candidates may use on-campus studios for a maximum of three academic years. Within 2 weeks after the end of the three-year period the studio must be cleaned and vacated regardless of whether the degree is completed or not. Students completing the degree must clean and vacate the studio within 2 weeks after the end of the semester in which the thesis defense occurs. All university owned tools, furniture and computers are to remain in the Fine Arts Building. All personally owned objects, tools, furniture and artwork must be removed from the premises.
In the event that a studio is unoccupied the space will be allocated to resident MFA students as a common (shared by all) workspace. If the area is not needed for this purpose, other uses may be considered on a semester-by-semester basis, to be determined by the Graduate Program Director in consultation with the Graduate Faculty.

GRADUATE ASSISTANTSHIPS

Graduate assistantships are awarded competitively. Assistantships include a tuition waiver, health insurance and a stipend. Full and half assistants must meet the requirements as set forth by the Graduate College. Students must submit the Application for Graduate Assistantship form to be considered for an assistantship. The form is available at the Graduate College web site and must be received by the Graduate Program Director by January 15.

ANNUAL STUDENT TRAVEL

As part of ART577 Graduate Concourse, a budget has been allocated to support a group trip to a significant art destination. All students enrolled in 577 and the course instructor are expected to participate. Attempts will be made to cover as much of the transportation and lodging as possible with available funds but students may be asked to pay for a portion of the trip depending on expenses. If a student is enrolled in 577 beyond the second time, they may need to pay for all or a portion of travel expenses depending on available funding.

PROGRAM DESCRIPTION

The MFA, Visual Arts degree is structured so that students move through two distinct levels or stages of academic preparation in order to complete the program. Students enter the program at the Advisory Stage, which includes four semesters of Studio Practices and at least thirty-nine credit hours of graduate coursework. The second part of the degree program is the Thesis Stage, which consists of the remaining credit hours, including 6 thesis credits, a culminating exhibition, a written analysis, and an oral defense of both.

The MFA degree must be started and completed within a single continuous interval of no more than seven years (see Boise State University Graduate Catalog).

The Advisory Stage

The first four semesters and thirty-nine credits of study during the Advisory Stage of the M.F.A. Visual Arts program are considered a minimum number of credits for preparation and advancement to the Thesis Stage. The Advisory Stage is a period of exploration, reflection, and growth. The student will be enrolled in Studio Practices for the entire duration of the Advisory Stage.

The student is required to participate in mid-term critiques and to present their work to the full graduate faculty for scheduled, formal critiques.
A. Forms Required During the Advisory Stage

Regular status students are required to submit the following during the Advisory Stage:

1) Program Development Form

On or before the beginning of the second semester, regular status students in the Advisory Stage must, in consultation with the Graduate Program Director, develop a plan or program of study that outlines specific courses they intend to take, and that includes a timeline for completion of the degree.

As soon as a program of study is determined, the student must complete the Program Development Form and submit it to the Graduate Program Director.

2) Request for Advisory Review Form

Upon completion of four semesters of Studio Practices and at least 39 credit hours of graduate study with a GPA of at least 3.00, regular status students may request the Advisory Review in order to move from the Advisory Stage to the Thesis Stage of the degree program. The student must complete and submit the Request for Advisory Review Form to the Graduate Program Director prior to the Advisory Review.

Provisional status students are also required to submit the following forms during the Advisory Stage:

1) Program Development Form: Provisional Status and Request for Regular Status

At the beginning of the first semester provisional status students must, submit the Program Development Form: Provisional Status to the Graduate Program Director. The courses listed on this form will be determined by the Graduate Program Director, and must be successfully completed during the first semester, if possible, with the student earning a GPA of at least 3.00.

After all minimum admission proficiencies are met and at least 12 credits have been completed, graduate faculty will consider the request to change the student from provisional to regular status at the next regularly scheduled graduate faculty meeting.

B. Advisory Critiques

1) Formal/Graded Critiques

The full graduate faculty holds critiques of the student’s work during the Advisory Stage. The Graduate Program Director, in consultation with the graduate faculty, will schedule critiques. A minimum of one such full graduate faculty critique will be held each semester. Students are required to present their work in a professional manner and to submit a one-page artist statement accompanying the work presented in each critique. The student will distribute the artist statement to each member of the graduate faculty at least one week (7 days) prior to each critique. The following is to be included in the written statement:

   a) Full name of the student.
   b) Description/explanation of the intentions/goals of the studio work.
c) Description/explanation of any significant themes, concerns, or concepts dealt within the studio work.
d) Description of the technical and formal issues that inform the structure and meaning of the work.
e) List of the most significant resources for the studio work (artists, bodies of work, scholars, books, historical periods, cultures etc.).
f) Description/explanation of the relationship of the studio work to historical or contemporary practices and concerns.

The following criteria will be used to evaluate the student’s work during a formal critique:

- The level and degree of a development of technical and formal issues that inform the structure and meaning of the work.
- The level and degree of awareness of a historical and contemporary context for the studio work.
- The nature, suitability, and integrity of technical and formal processes utilized in the work.
- The extent to which the candidate is able to think, speak, and write clearly and critically about the essential ideas, processes and intentions in the studio work.
- How the work evolves as a response to critiques.
- The degree and nature of personal interpretation, experimentation, innovation, creative thinking and problem solving evident in the studio work.

Formal critiques are graded as part of Studio Practices. The faculty may also make recommendations to the student and provide other comments. The faculty member overseeing Studio Practices will communicate the supporting comments to the student either verbally or in writing.

C. The Advisory Review

After a student has completed four semesters of Studio Practices and at least thirty-nine credit hours with a GPA of at least 3.00, they must pass a graduate faculty review in order to move from the Advisory Stage to the Thesis Stage of the degree program. The Advisory Review may be attempted no more than twice. If a student does not pass the review after two attempts they will be asked to leave the program.

Prior to applying for the Advisory Review, the student must have completed at least:
- 6 credits: ART 575 Graduate Seminar
- 6 credits: ART 577 Graduate Concourse
- 6 credits: ART 589/596 Selected Topics Art History
- 18 credits: ART 576 Studio Practices

The student must have an overall GPA of at least 3.00 at the time of the request for the Advisory Review, and must earn at least a 3.00 during the semester in which the review is held.
Upon meeting the requirements the student must complete the Request for Advisory Review form and submit it to the graduate program director no later than 3 weeks prior to the next scheduled Final Critique.

In lieu of an artist statement and no later than 2 weeks prior to the Thirty-Credit Review the student will submit a 3-5 page essay to all members of the Graduate Faculty. The essay will be composed of: an introduction that addresses the student’s past work and what led to the current research; the content of the current research; influences and references that apply to this content; and a conclusion that describes anticipated research plans while in the thesis stage. This essay will provide faculty members with a more thorough indication of the student’s readiness to enter the Thesis Stage.

The Advisory Review will be held at the time of the Final Critique. During this critique the student must be able to demonstrate to the graduate faculty that they are ready to develop and complete a focused body of studio work and a supporting written analysis. The results of the review will be communicated to the student by the Graduate Program Director either verbally or in writing.

Evidence to support advancement to the Thesis Stage will include:

- The existence of a regular and ongoing production of studio work since admission to the program.
- A discernable improvement in the quality of studio work done since admission to the program.
- The presence of clearly articulated written statements that underscore and explain the technical and conceptual aspects of the studio work done since admission to the program.
- An articulate and coherent verbal discussion of the studio work accomplished since admission to the program.
- A discernable commitment to the program, the required coursework, the studio work, and the supporting written research required for the completion of the degree.
- An overall GPA of 3.00.

Students may be required to take additional credits before approval is given to them to move to the Thesis Stage of their graduate study. Students who do not pass the initial Advisory Review but have completed their Studio Practices requirements will continue to enroll in Studio Practices until they apply a second time for the Advisory Review.

Immediately upon passing the Advisory Review, the student must select a Thesis Committee and submit the signed MFA Thesis Committee Signatures Form to the Graduate Program Director.
The Thesis Stage

In order to begin the Thesis Stage the student must:

1) Have regular status and maintain a 3.00 GPA.
2) Pass the Advisory Review.
3) Select and obtain signatures of a Thesis Committee (and designated Chair) comprised of three members of the graduate faculty.
4) Submit the MFA Thesis Committee Signatures form to the Graduate Program Director.
5) File an Application for Admission to Candidacy form and Appointment of Supervisory Committee form with the Graduate College.

A. The Thesis Committee

Immediately upon passing the Advisory Review, the candidate will select a Thesis Committee comprised of at least three members of the graduate faculty who agree to serve. One faculty member must agree to serve as Chair of the committee. The student must submit the signed MFA Thesis Committee Signatures Form to the Graduate Program Director.

The Thesis Committee will guide the candidate during the entire Thesis Stage of the program. A candidate may request to substitute a member of the Thesis Committee with any other graduate faculty at any time during the Thesis Stage. Any member of the Thesis Committee may request to be removed (and replaced) at any time during the Thesis Stage. The individual making such request will submit a Request to Change Thesis Committee form to the Graduate Program Director. The request will be approved or denied by the Graduate Program Director.

Members of the candidate’s Thesis Committee examine and provide critical input on the development of the studio work and the accompanying written component of the thesis. It is the responsibility of the candidate to schedule regular studio visits and meetings with the Thesis Committee. Studio visits should be scheduled so that all members of the Thesis Committee can be present, although individual meetings with committee members are also encouraged. It is important to have an appropriate frequency of candidate-faculty interaction to facilitate progress throughout the Thesis Stage.

B. MFA Proposal for Thesis Form

At the beginning of the first semester in the Thesis Stage, the candidate must meet with the Thesis Committee and obtain approval of the thesis proposal. Prior to beginning the studio work and written component that comprise the thesis, the candidate must submit the MFA Proposal for Thesis Form, signed by the candidate and all members of the Thesis Committee, to the Graduate Program Director.

C. Culminating Activity of the Thesis Stage

The Thesis Committee will work with the candidate up until the completion of the culminating activity of the Thesis Stage. There are three components to the culminating activity: a) the MFA thesis exhibition, b) the written analysis, and c) the oral defense of the exhibition and the written analysis.
a) MFA Thesis Exhibition

The thesis exhibition must be installed by the candidate in The Neri Gallery following the schedule approved by the Thesis Committee and Graduate Program Director. The candidate is responsible for any additional materials and equipment needed for the exhibition. The candidate is also responsible for designing, producing, and disseminating appropriate promotional materials.

b) Written Analysis

The written analysis is a document that coherently discusses the content of the thesis project while framing the studio practice within theoretical, historical and contemporary contexts, including a concise analysis and understanding of the studio work.

Without exception, the following parameters will be followed:

- 8-12 page analysis
- 1” margins
- 12 point font
- double space
- end notes
- images are to be included after the body of text, and are not to be counted in the 8-12 page limit
- bibliography

1) Eight weeks prior to the oral defense

At least eight weeks before the oral defense the student must submit a full-length draft of the written analysis to all members of the Thesis Committee. While further revision may be required, this full-length draft should be polished and coherent.

All drafts of the written analysis must be thoroughly proofread before their submission to the Thesis Committee. It is the student’s responsibility to assure that all spelling, grammar, punctuation, etc. is correct. The analysis must be thoroughly—and correctly—proofread prior to its submission to the members of the Thesis Committee.

2) Two weeks prior to the oral defense

No later than two weeks prior to the oral defense the student must provide a copy of the final draft of the written thesis to each member of the graduate faculty.

c) The Oral Defense

The defense occurs at the site of the exhibition with full graduate faculty members in attendance. Both the thesis exhibition and the accompanying written analysis are the focus of this comprehensive review. The candidate must meet with the Thesis Committee for guidance and recommendations prior to the oral defense.
D. Evaluation of the Thesis

The following criteria are used to evaluate the thesis:

- The level and degree to which an awareness/understanding of various contexts relevant to the thesis, including an awareness of historical precedents and or contemporary parallels of thought is evident in the studio component, the written component, and in the candidate’s oral defense.

- The nature, suitability, and integrity of technical and formal processes utilized in the work.

- The degree and nature of personal interpretation, experimentation, innovation, and creative thinking evident in the work.

- The extent to which the candidate is able to think, speak, and write clearly and critically about the essential ideas, processes and intentions in the work.

- The level and degree of discernable commitment, deliberation, and focus given to the studio and written component by the candidate.

The full graduate faculty will meet immediately after the oral defense to evaluate the thesis. Through soliciting input from the full graduate faculty, the committee will decide upon one of the following options:

a) Accept the studio component, the written component, and the oral defense of the thesis as presented during the final review and recommend the candidate for graduation.

b) Accept one or two components of the culminating activity as presented during the final review and recommend the candidate for graduation pending the successful completion of specific revisions/additions to other component(s) of the thesis.

c) Accept neither the studio component, the written component, nor the oral defense as presented during the final review and recommend the candidate for graduation pending the successful completion of specific revisions/additions to each of the components.

d) Accept neither the studio component, nor the written component, nor the oral defense and not recommend the candidate for graduation.

The Chair of the Thesis Committee will communicate the decision to the candidate. If option (b) or (c) is selected, the candidate’s Thesis Committee will determine when and if the candidate complies with the specific revisions/additions recommended.

After the candidate has completed and defended the studio and written components of the thesis and has successfully passed, the candidate must obtain signatures from all Thesis Committee members on the Defense Committee Approval form available on the Graduate College website. This form must be dated with the same day as the oral defense and submitted to the Graduate College.
E. Completion of Graduate Degree

The Graduation Application form is to be filed electronically at the beginning of the semester in which the student graduates. This form is only available on the student’s myBoiseState page and will not appear there until the Application for Admission to Candidacy form has been approved. A fee must be paid at the time this application is submitted. There is an additional penalty fee if the deadline for this form is missed. Exact dates of submission are listed in the current Boise State University Academic Calendar.

F. Changes to the Admission to Candidacy Form

Any changes—either required or elective—in the course work as outlined on the Program Development Form or the Application for Admission to Candidacy form must be submitted to the Graduate Office on an Academic Adjustment form (available on the Graduate College web site).

G. Request for Leave of Absence from the Program

Students must notify the Graduate Program Director to request a leave of absence from the program. A leave of absence may be granted for a period of one semester for reasons of illness or other extenuating circumstances. Students must submit a separate request for each semester they will be absent. In order to be granted a leave of absence the student must complete and sign the Request for Leave of Absence form (available on the MFA web site) to the Graduate Program Director at least 30 days prior to the beginning of the requested leave period, if possible.

In the case of a leave of absence, the assigned studio will be held for one semester only. In the case of an absence longer than one semester the studio may be reassigned to another student.

If a student must take a leave of absence for a period longer than two consecutive semesters the student must re-apply for admission in order to continue their studies in the MFA, Visual Arts degree Program.

H. Request for Extension of Time

The MFA degree must be completed within seven years following entrance to the program. If unusual circumstances necessitate additional time, the candidate must submit the Request For Extension of Time form (available on the Graduate College web site) for approval by the Graduate Program Director and the Graduate Dean.

I. Thesis Documentation

The student must provide images of their thesis exhibition to the Graduate Program Director. Images will remain in an archive and may be used for recruitment or promotion of the Art Department or the MFA, Visual Arts Program.
APPENDIX A

RESPONSIBILITIES OF THE GRADUATE STUDENT

A. Graduate College Catalog

The Boise State University Graduate Catalog is available online at the Registrar’s web site. The catalog contains general information on university Graduate College policies and requirements; outlines the various graduate degree programs offered by the university; includes a description of all graduate courses offered; includes an academic calendar; and lists deadlines for the submission of forms required by the Graduate College. Each graduate student is expected to have and to refer to this catalog on a regular basis. At the graduate level, there is an increased expectation that the student is responsible for knowing and abiding by university policies, procedures, and deadlines independent of faculty advisement.

B. Program Description and Guidelines

In addition to student advising by the Graduate Program Director, the guidelines are the student’s most important resource for information about policies, procedures, criteria, and forms required by the degree program. Students are expected to become familiar with the document and to refer to it on a regular basis throughout the program. The student is responsible for knowing and abiding by program policies, procedures, and deadlines independent of faculty advisement. The program guidelines are updated frequently and students are responsible for accessing the latest version online.

C. Forms

All Department of Art and Graduate College forms are available online. Students should download each form when needed in order to have the most recent version. It is the responsibility of the student to initiate and submit all required forms in a timely fashion, according to the degree program guidelines and the deadlines published in the academic calendar in the Graduate College Catalog. Questions regarding forms should be directed to the Graduate Program Director.

D. Studio Visits/Committee Meetings

Students are encouraged to solicit studio visits from any member of the graduate faculty during their enrollment in the MFA Visual Arts Program. Students are responsible for contacting the members of the Thesis Committee to schedule studio visits and informal critiques. The candidate will arrange an appropriate frequency of Thesis Committee meetings or studio visits during the Thesis Stage to facilitate progress and communication.

E. Critiques

During the Advisory Stage students will present their studio work for both informal critiques and formal/graded critiques attended by the full graduate faculty. In either case, and at every critique, the student is expected to present work/ideas that are new or that reflect developments in technical and conceptual aspects of their ongoing creative research since the previous critique. In preparation for formal critiques the student is required to submit an artist statement, prepared according to the instruction in the Program Description and Guidelines, to each member of the graduate faculty at least one week prior to the critique. A fellow student should be asked to take notes during formal critiques so that important questions and recommendations from the faculty can be duly noted and addressed in future work.
F. Thesis

It is the responsibility of the candidate to submit drafts of the written analysis to the Thesis Committee at least one week prior to any formal or informal meeting to discuss it. All drafts of the analysis must be proofed and edited prior to their submission to faculty (faculty have the option of returning—unread—any poorly written draft to the candidate for proofing, editing or corrections).

If a candidate must postpone the Culminating Activity/Oral Defense of the thesis, an In Progress grade is recorded for ART 593 Thesis. The first occurrence of an IP grade automatically results in an extension of the Culminating Activity/Oral Defense to the next graduation date. The second occurrence of an IP grade automatically results in the candidate being placed on “Inactive Status.” To avoid being placed on “Inactive Status,” the candidate must notify the Graduate Program Director in writing that they wish to continue as an active candidate. Upon receipt of the notification the Graduate Program Director will contact the Graduate Admissions office to confirm the change in the date of graduation.

G. Graduate Assistantships

Graduate Assistantships are awarded on a competitive basis, for one academic year. Students must submit an application and statement by January 15 to be considered for an assistantship during the following academic year. Applications are available on the Graduate College web site.
APPENDIX B

MFA FACILITIES GUIDELINES

Individual Studios

Individual MFA Studios are the primary working space and storage area for students and you are responsible for using the space in a safe and orderly manner. The University has policies regarding the attachment of shelves, bookcases, or other large storage units to the wall. A building code states that nothing can project over the top of a doorway, or hang from the top of a doorframe, or in any way obstruct passage in or out of doorways or entry areas (this includes your own studio space). Also, do not hang anything from a non weight-bearing structure or element. When nailing into the wall, remember the studs in the walls of your studios are not wood, but metal. You can hang things on the wall, but if the surface of the wall is damaged you are responsible for repairing it (filling, sanding, painting) at the time you vacate the studio.

If you have a bookcase in your studio or any other furniture exceeding 4 feet in height it must be secured to the wall to prevent it from toppling over.

It is your responsibility to repair any other damage you may cause in the studios or in other areas of the MFA facility at the time the damage occurs. Upon graduation you will be given a deadline for vacating, repairing and cleaning your studio. If you fail to do this any personal items left in your studio will be destroyed, including artwork, and you will be billed for the cost of cleaning, repairs and the disposal of any non-university-owned furniture or other items.

NOTE: ART WORK IS TO BE STORED IN INDIVIDUAL STUDIOS ONLY. ART WORK WILL NOT BE STORED IN THE HALLWAY BETWEEN INDIVIDUAL STUDIOS. IF YOU HAVE LARGE OBJECTS TO STORE YOU WILL NEED TO FIND STORAGE OFF CAMPUS OR RE-ARRANGE YOUR STUDIO TO ACCOMMODATE THEM. Permission for the temporary storage of work in Room 114 may be granted on an individual basis.

Keys

You will be assigned three keys. One key opens both the front and back doors of the Fine Arts Building. One key opens the doors to the tool shop, and the third key opens your individual studio. Do not give out or loan your keys to anyone else. When you have completed the program and cleaned out your studio upon graduation, your keys are to be returned to the Graduate Program Director.

Computers

The computers in your studios are provided by the Art Department and maintained by Dan Kolsky. Please do not store equipment that would hinder access to the computer port, or damage it. Repair or replacement of the port is costly and if damage occurs your internet access will be interrupted for some time. If you have questions about computer use, contact the Graduate Program Director. Your computer must be directly connected to the surge protector provided.
Hallway and Small Storage Room

The hallway between the MFA studios must be kept free of furniture, artwork and debris. This is a safety issue and a violation of university building regulations.

The small storage room at the far end of the studio hallway is shared equally by all MFA graduate students. It is used for the storage of paint or other solvents (please use the fireproof metal cabinet), including empty paint cans. DO NOT put empty paint or solvent containers in the trash! PLEASE use the storage room judiciously and safely. IF YOU USE SOMETHING FROM THIS CLOSET IT MUST BE RETURNED IMMEDIATELY AFTER USE. DO NOT KEEP THESE ITEMS IN YOUR STUDIOS.

Presentation/Critique Room

The Presentation Room is for the following uses:

• The primary function of this area is to provide an attractive and functional space for presentations and critiques (Committee, Mid-Term and Final) of student work.
• It may also serve as a classroom for Graduate Concourse and Graduate Seminar (or other graduate courses that are offered).
• It may be used for temporary “flex” space for students to work outside of their studios when necessary (and only when presentations, classes or critiques are not taking place)
• Graduate Students are responsible for maintaining the Presentation Room as a clean, attractive space. When work is hung for critiques or any other purposes, any holes or other disturbances to the walls will be repaired (filled, sanded, painted) by the individual responsible for the damage. THIS WILL OCCUR IMMEDIATELY FOLLOWING THE REMOVAL OF THE WORK FROM THE WALL (after each critique, etc.).

Tool Shop Rooms 115 and 115A

IMPORTANT: The doors to rooms 115 and 115A are to be closed at all times in order to prevent any particles or toxic substances from contaminating studios or other areas of the building.

Access to 115 is only granted after successful completion of official training, full comprehension of the MFA Safety Manual, and completion of the MFA Student Signature Page.

The tool shop and adjacent room are used for:

• The use of machines and tools provided by the university, and other tools or equipment that disperse particles or substances into the air. SPRAY PAINT CAN ONLY BE USED IN THE SPRAY ROOM 115A. Remember that individual studios share common ceiling space, so be careful not to use any tool or process that disperses particles through the air in your studio.
• It is the responsibility of the graduate student to clean up any mess (sawdust, scraps of material, etc.) IMMEDIATELY AFTER EACH USE, and to keep the tables and benches free of debris. When using tools be sure to activate the dust collection system before using the machines.
• THESE ROOM ARE ABSOLUTELY NOT TO BE USED FOR THE STORAGE OF ART WORK OR OTHER OBJECTS OR MATERIAL THAT YOU ACCUMULATE.
• Safety and caution procedures are to be followed during the use of any tools or other equipment in the shop or in individual studios. PLEASE REFER TO THE MFA FACILITIES SAFETY MANUAL before you use any tools in the shop (use of the shop is contingent upon your signature of the STUDENT CONTRACT).
• If you are using your own hand tools or power tools in the shop, the safety guidelines still apply. Please store your own small tools in your studio or in your assigned tool shop cabinet.
• If any equipment or tool is damaged or broken, tag it “Unsafe! Do Not Use Until Repaired” and notify the Graduate Program Director immediately.
• No object, tool, table, or other items can be placed in front of the electrical panel to the right of the entrance inside of the tool shop. This is a safety issue and violations will be reported.
• Never place anything in the tool shop that would hinder access to the fire extinguisher.

Kilns

Ceramic kilns are located in the gated area outside the rear entrance to FAB. The gate is secured with a padlock and must never be unlocked when unattended.

Restrooms

Restrooms are near the MFA studios and they are for the use of all occupants of the Fine Arts Building.

Hall 122

This is not part of the MFA facility. The walls are covered with display boards for use by the Graphic Design program. Additionally, no art work or other objects belonging to MFA students will be situated in the Graphic Design area nor in the foyer to the building, without permission of ALL Graphic Design faculty members, Dan Kolsky, and the Graduate Program Director.