

# MFA HANDBOOK



TEXAS TECH UNIVERSITY  
J.T. & Margaret Talkington College of Visual & Performing Arts  
*School of Art*<sup>™</sup>

**2024**

# TABLE OF CONTENTS

## Section A. Introduction

1. Preface
2. Entrance Qualifications & Degree Requirements
3. MFA Art History Leveling Requirements
4. Levels of Enrollment
5. Non-Degree Enrollment
6. Graduate Certificate
7. Academic Standards
8. Student Code of Conduct
9. Academic Dispute Procedure

## Section B. Registration/Advisement

1. General Information: Registration and Advisement & Enrollment Policies
2. General Information: MFA Coordinator & Degree-in-Progress Changes
3. MFA Sample Degree Outline
4. Guidelines for Summer Studio Credits in the MFA Degree Plan
5. MFA Advisory Committee Information
6. MFA Advisory Committee Request Guidelines
7. End-of-Semester (EOS) Reviews
8. Admission to Candidacy Review Policies and Process
9. Schedule Approval Form
10. MFA Advisory Committee Request Form
11. Addendum: Proposal for Graduate Study Form (*for use with independent studies & 6301A/B*)

## Section C. Facilities

1. Studio Assignments, General Information, Key Policy, Access/Hours Policy
2. Studio Use Policy

## Section D. Assistantships, Scholarships and Fellowships

1. Definition of Assistantship Titles
2. School of Art Assistantships & Scholarships
3. Graduate Assistantship Guidelines

4. Addendum: Assistantships and Competitive Scholarships Application Form

Section E. Degree Plan/Candidacy Admission

1. General Information
2. Graduate School Filing and Admission Guidelines

Section F. 6301 Courses

1. General Information and Procedures
2. 6301A Checklist
3. 6301A: MFA Report: Guidelines and Procedures
4. 6301A: MFA Report: Contents
5. 6301A: MFA Report Title Page
6. 6301A: MFA Lecture, Orals: Guidelines and Procedures
7. 6301B: MFA Exhibition: Guidelines and Procedures

Section G. Final Requirements

1. Checklist
2. School of Art Exit Form
3. Exit Survey

## **A. INTRODUCTION**

1. Preface
2. Entrance Qualifications/Degree Requirements
3. Levels of Enrollment
4. Non-Degree Enrollment
5. Graduate Certificate
6. Academic Standards
7. Student Code of Conduct
8. Academic Dispute Procedure

# **MASTER OF FINE ARTS STUDENT HANDBOOK**

## **SCHOOL OF ART, TEXAS TECH UNIVERSITY**

**Revision Date:**

July 31, 2024

**Purpose:**

This handbook was prepared in order to establish a reference source for matters concerning the MFA Program at the Texas Tech University School of Art. The instructions and procedures found in the graduate catalog are not repeated in this handbook. It is the responsibility of each graduate student enrolled in the MFA Program to become familiar with all pertinent information disclosed in the Texas Tech graduate catalog.

**Review:**

This handbook will be reviewed regularly by the MFA Faculty and recommended revisions will be made by the MFA Coordinator.

**TEXAS TECH UNIVERSITY SCHOOL OF ART  
MASTERS OF FINE ARTS DEGREE WITH A MAJOR IN STUDIO ART**

## ENTRANCE QUALIFICATIONS

The Master of Fine Arts degree (MFA) is the recognized terminal degree in the practice of art. It is offered with a major in art and requires a minimum of 60 semester hours of graduate work.

This program offers primary concentrations in ceramics, jewelry design and metalsmithing, painting, photography, printmaking, and sculpture. Additional courses can be taken in Transmedia as electives or as approved substitutes for required classes. Admission to the Master of Fine Arts program normally presumes that students hold a Bachelor of Fine Arts degree in Studio Art. Graduate faculty members in the School of Art will examine a portfolio of the student's work and hold a personal interview, if feasible, with each student who meets the minimum entrance requirements of the Graduate School. On the basis of these examinations, recommendations will be made concerning acceptance to the MFA program. The graduate faculty will determine and prescribe any leveling work to be completed before or after acceptance.

## DEGREE PROGRAM REQUIREMENTS – 60 Semester Hours Minimum

ART CORE (6 semester hours)	<b>REQUIRED COURSES:</b> ARTH 5309, Theories of Contemporary Art ART 5202, Art Seminar (Professional Development and General Topics) ART 5102, Teaching Studio Art in Higher Education
STUDIO ART (33 semester hours minimum)	<b>PRIMARY Concentration:</b> consists of a minimum of 21 semester in one Studio Art concentration. <b>SECONDARY Concentration or ADDITIONAL STUDIO COURSES:</b> consists of a minimum of 12 semester hours in either one Studio Art concentration outside the concentration, or 12 hours of various studio-based courses that support the student's research, respectively.
ART HISTORY (6 semester hours)	6 credit hours of graduate coursework in art history (in addition to ARTH 5309, which is also required) are required for the MFA degree. Additional art history courses may be taken as electives. The student must enter the program with at least 12 undergraduate or graduate credit hours of art history. If the student enters with fewer than 12 credit hours, these will be made up as leveling courses. Leveling courses will not be counted toward the minimum degree hours. They may be taken at the undergraduate or graduate level. For more information on leveling courses, see MFA Art History Leveling Requirements on the following page.
ELECTIVES (9 semester hours)	A student may select electives either from within or from outside the School of Art. Elective courses must be selected in consultation with the graduate faculty in the primary concentration.
MFA REPORT/LECTURE (3 semester hours)	ART 6301A. The student will be responsible for a written report demonstrating their creative research and pertinent content. The student is also responsible for preparing and delivering a formal visual/verbal lecture on their work. Both will be conducted under the supervision of the student's MFA Advisory Committee. An oral examination immediately follows the lecture, and is considered the "Final" of 6301A.
MFA REPORT/EXHIBITION <i>Prerequisite: Completion of 6301A</i> (3 semester hours)	ART 6301B. The student will be responsible for an MFA Exhibition, specified as a Master of Fine Arts Exhibition. The student will assemble high-quality digital documentation of the show on a USB flash drive, to be submitted with the finalized MFA Report. The student will schedule an oral examination with the MFA Advisory Committee during the exhibition, which constitutes the "Final" of 6301B.

## **MFA ART HISTORY LEVELING REQUIREMENTS**

Criteria for the evaluation of art history courses to be counted toward the MFA:

- 12 credit hours of undergraduate Art History coursework is held as the minimum expectation for graduate study of the history of art.
- Any undergraduate art history course from an accredited institution (whether at a junior or community college, or university) will be counted toward this expectation as long as the student earned a grade C- or higher.
- The MFA Art History faculty affiliate will evaluate undergraduate courses from other academic disciplines (or those not specifically labeled "Art History") in the students' transcripts to determine if they can be considered equivalent to, and thereby be accepted as, art history courses. Students should provide evidence, in the form of a syllabus, course notes, or other documentation, that through the completion of the course, they obtained a thorough understanding of specific periods, genres, and/or topics in the art history of any culture.
- Courses in areas such as Architectural History, Design History, etc., may be counted toward 3 of the 12 credit hours. Student should confer with the Graduate Advisor and MFA Art History faculty affiliate to verify.
- Courses of an interdisciplinary nature (combining art with philosophy, anthropology, history, etc.) may be counted toward 3 of the 12 credits if the student provides evidence that at least 30% of the course was focused on visual arts.
- Whatever the case, at least 6 of the credit hours should survey a broad scope of art history (either a temporal scope or geographic scope beyond a single culture).

## LEVELS OF ENROLLMENT

The incoming student, who has been accepted by the Graduate School and the School of Art, will be informed of one of the following levels of acceptance:

1. Accepted. The student has met all requirements and is permitted to enroll in graduate classes.\*
2. Accepted with Conditional Status. The student is permitted to enroll in graduate classes and is advised that another preview will take place at the end of the first semester. At that time it will be determined if the accumulated graduate credits will apply to the degree plan or will be considered as leveling.\*
3. Accepted with Graduate Leveling Work. The student is permitted to enroll in graduate classes with the accumulated hours not applicable to the degree plan.\*
4. Accepted with Undergraduate Leveling Work. The student will be assigned a certain number of undergraduate hours to complete in preparation for an additional graduate level preview.

*\*In some cases a graduate student, whether in leveling or not, will be assigned to visit an undergraduate class.*



## NON-DEGREE STUDENT ENROLLMENT

### Non-Degree Student

A non-degree student is considered by the Graduate School to be an at-large graduate student, and is therefore not officially a student in the MFA program.

All non-degree students are responsible for information relating to that status as explained in the graduate catalog. All non-degree students should submit a portfolio of work to a preview evaluation before registration. The result of that preview will follow the aforementioned “levels of enrollment” guidelines. Non-degree students who intend to seek candidacy for the MFA degree will be required by the department and the Graduate School to obtain acceptance without delay.

### **Non-Degree Student Admission Procedures**

Applicants seeking non-degree admission in any category must provide the same application requirements as those seeking admission to a degree program. Please see either Domestic/Permanent Resident Admission or International Admission requirements on the grad school website. NOTE: International students may not be eligible to apply for non-degree status depending on their visa type. International applicants considering applying for non-degree status are strongly encouraged to email the Office of Graduate Admissions at [graduate.admissions@ttu.edu](mailto:graduate.admissions@ttu.edu) BEFORE submitting an application for a non-degree status. Admission to a non-degree program is not a guarantee of admission to a graduate degree program at a later date, nor does it guarantee that credits earned in a non-degree program will count toward a graduate degree.

- ***PGRD (Post Graduate)***—The PGRD category is for students who have earned an undergraduate degree and desire to take only undergraduate courses, typically for leveling purposes. In this status, a student may register indefinitely as a non-degree graduate student but cannot be appointed to teaching assistantships or research assistantships, nor are they eligible to receive an undergraduate degree from Texas Tech University while registered as a PGRD student. Students in this category may not register for graduate courses. PGRD students are not eligible for financial aid. Admission decisions for PGRD applications are made by the Office of Graduate Admissions.
- ***GTMP (Graduate Temporary)***—A student in this category is considered a temporary non-degree student and may enroll for no more than twelve (12) hours. All GTMP students should be aware that completion of courses as a GTMP does not ensure that the student will be accepted into a degree program, nor does it ensure that any courses taken while enrolled as a GTMP will be accepted for credit if the student is subsequently accepted into a degree program. GTMP students are not eligible for financial aid. Admission decisions for GTMP applications are made by the Office of Graduate Admissions.
- ***Teacher Certification (CERT)***—A student who desires to earn teacher certification through the College of Education may apply for this type of non-degree status. Graduate courses may be taken, but if the student wishes to pursue a degree at a later time, only 12 graduate hours completed before admission to a degree program can be counted toward a degree. CERT students may be eligible for financial aid if they are concurrently enrolled in a graduate degree-seeking program.
- ***Continuing Professional Education Development (CPED)***—The CPED status is designed to

meet the needs of professionals such as engineers, certified public accountants, architects, social workers, teachers, and others who require continuing professional educational development. CPED students are not eligible for financial aid. Admission decisions for CPED applications are made by the Office of Graduate Admissions.

- ***Graduate Certificate Program (GCRT)***—GCRT is intended to meet the supplemental educational needs of professionals. A graduate certificate program is comprised of a set of courses that provide a coherent knowledge base. These courses may be derived from more than one (1) academic program and may be more practice-oriented than the courses in a graduate academic program. Students applying for a graduate certificate program may not be required to submit GRE or GMAT scores (although some of the GCRT programs do require these scores). GCRT students may be eligible for financial aid if they are concurrently enrolled in a graduate degree- seeking program.

In addition to the Graduate School's guidelines, all non-degree students must comply with those of the School of Art, namely the school's approval prior to enrollment in a graduate class. These regulations apply to students with a BFA from Texas Tech University who wish to enroll as a graduate student in the MFA Program in any capacity. This requires that the student must make formal application, which includes a preview by a MFA Advisory Committee of graduate studio faculty from the primary concentration of studio concentration and the secondary concentration of studio concentration

## **GRADUATE CERTIFICATE IN ART HISTORY, CRITICISM, AND THEORY**

**Students enrolled in the MFA in Studio Art have the opportunity to supplement that degree with a Graduate Certificate in Art History.**

### **What is a Graduate Certificate?**

Texas Tech University offers a variety of Graduate Certificates. For a current listing, see [https://www.depts.ttu.edu/art/Programs/graduate/graduate\\_certificate/index.php](https://www.depts.ttu.edu/art/Programs/graduate/graduate_certificate/index.php)

A graduate certificate program is a set of courses (usually five) that provides in-depth knowledge in a specific subject. The group of courses provides a coherent knowledge base, but is not equivalent to a graduate degree in a subject. The graduate certificate is a means to obtain formalized credit for completion of a body of coursework. In contrast, courses completed for a minor within a degree program are credited on the transcript, but the name of the minor is not recorded. Those who complete a certificate program receive a certificate of completion, and transcripts record the certificate.

### **The Graduate Certificate in Art History, Criticism, and Theory**

The School of Art offers a Graduate Certificate program in Art History, Criticism, and Theory (GCAHCT). This provides a knowledge base in art history and its affiliated concentrations of art criticism and art theory. The certificate program comprises a minimum of 15 semester hours of graduate work that includes 6 semester hours of required courses (ART 5309 and 5316) and 9 semester hours of other courses in art history and criticism chosen in consultation with the GCAHCT advisor. For further information, see [https://www.depts.ttu.edu/art/Programs/graduate/graduate\\_certificate/index.php](https://www.depts.ttu.edu/art/Programs/graduate/graduate_certificate/index.php)

The application and administrative steps required for the Graduate Certificate Students who are currently admitted to the Graduate School at TTU do not have to re-apply to the Graduate School. The following is the process:

1. Apply to the GCAHCT by contacting the Coordinator and completing an application form. This will ask for transcripts of undergraduate and graduate study so that a list of existing art history coursework can be compiled. All graduate art history credit, if passed with a B or better, will be applied to the 15 hours required for the Certificate. This includes graduate courses taken as a part of the MFA degree program or as a minor.
2. The GCAHCT Coordinator will help students complete a form required by the Graduate School called "Request to Change Current Study Objective." This lets the Graduate School know of the students' intention to add a study objective, in this case the Graduate Certificate, to the existing enrollment in the MFA program.
3. In consultation with the student, the GCAHCT Coordinator files a "certificate plan" with the Graduate School. This lists the courses that will be required for completion of the Certificate, including any required "leveling."
4. By the official date for filing the Intent to Graduate (for the MFA), the student also files with the Graduate School an "Intent" to complete the Certificate.

The Graduate School issues the certificate after the three steps above and when all courses have been completed satisfactorily.

## MFA PROGRAM ACADEMIC STANDARDS

Graduate Credits are allowed for courses completed with grades of A, B, and C; **however, only courses completed with grades of A or B in Studio Art and ARTH 5309 Theories of Contemporary Art may be applied towards the completion of MFA Program requirements.** If students earn one or more D's or F's, they must meet with their primary concentration faculty and the MFA Coordinator. This group will recommend appropriate action, which may include probation or suspension by the School of Art. (Note: when a student receives a grade below B in Theories of Contemporary Art, the student must re-take the class.)

### Academic Probation and Suspension Policy from the University Catalog (OP 64.04):

Student's whose **cumulative** GPA falls below 3.0 are placed on academic probation and have two consecutive semesters to raise their cumulative GPA to at least 3.0. If their semester GPA drops below 3.0 during the two-semester period, students are subject to suspension. (Students placed on suspension are required to remain out of the Graduate School for one semester. Summer sessions and/or trimester count as one semester. In accordance with OP 64.07, any student who has been suspended must appeal to the Graduate School if reinstatement is desired. A student who is suspended twice will not be allowed to return to the Graduate School.)

## STUDENT CODE OF CONDUCT

“The student conduct process at the University exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and to help them bring their behavior into accord with our community expectations and values. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.”

– *Student Code of Conduct, Student Handbook*

## LINKS

Student Handbook

<https://www.depts.ttu.edu/dos/handbook/>

Student Conduct Mission & Policies

[https://www.depts.ttu.edu/dos/docs/2020\\_2021handbook/20211A.pdf](https://www.depts.ttu.edu/dos/docs/2020_2021handbook/20211A.pdf)

Misconduct

[https://www.depts.ttu.edu/dos/docs/2020\\_2021handbook/20211B.pdf](https://www.depts.ttu.edu/dos/docs/2020_2021handbook/20211B.pdf)

Conduct Procedures for Students

[https://www.depts.ttu.edu/dos/docs/2020\\_2021handbook/20211C.pdf](https://www.depts.ttu.edu/dos/docs/2020_2021handbook/20211C.pdf)

Title IX Procedures for Students

[https://www.depts.ttu.edu/dos/docs/2020\\_2021handbook/20211D.pdf](https://www.depts.ttu.edu/dos/docs/2020_2021handbook/20211D.pdf)

Conduct Procedures for Student Organizations

[https://www.depts.ttu.edu/dos/docs/2020\\_2021handbook/20211E.pdf](https://www.depts.ttu.edu/dos/docs/2020_2021handbook/20211E.pdf)

## **ACADEMIC DISPUTE PROCEDURE**

Graduate students wishing to pursue a complaint related to substantive academic issues must observe the following procedural chain of notification. The student discusses the complaint with the unit's Graduate Advisor or degree program Coordinator (the student can proceed directly to the Associate Director if the Graduate Advisor / program Coordinator is a party named in the complaint). If the matter is not resolved at this stage, the student discusses the complaint with the appropriate Associate Director in charge of Student Concerns, who issues a summary judgment or makes a recommendation. (If the Associate Director is involved in the complaint, the student contacts another Associate Director of the unit.) Should the student be dissatisfied with the outcome, they notify the Director or Associate and requests a hearing by the GAC. The unit administrator then confers with the Dean of the TCVPA or Associate Dean charged with graduate and faculty issues to ascertain whether the dispute meets criteria for a hearing by the GAC.

The Associate Dean charged with this responsibility ordinarily requests GAC service from (in order of preference) appropriate faculty members from the home unit identified in consultation with the Chair or Director, members of the TCVPA Graduate MFA Advisory Committee, TCVPA Awards & Research MFA Advisory Committee members, and/or other qualified faculty members in the TCVPA. In consultation with the Director, the dean's representative invites a graduate student to participate as a fully functioning GAC member. The GAC issues the final decision in this process of complaint through departmental channels of communication. Students deviating from the departmental process shall receive written reprimand at the first infraction; the second may result in disciplinary action, up to and including suspension from the program. For additional information, visit:

<https://www.depts.ttu.edu/cvpa/students/AcademicDisputesAppeals.php>

Students remaining dissatisfied have the option of filing a formal Appeal or Grievance using the procedures discussed in OP64.07, Graduate Student Appeals.

## **B. REGISTRATION AND ADVISEMENT**

1. General Information: Registration and Advisement & Enrollment Policies
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5. MFA Advisory Committee Information
6. MFA Advisory Committee Request Guidelines
7. End-of-Semester (EOS) Reviews
8. Admission to Candidacy Review Policies and Process
9. Schedule Approval Form
10. MFA Advisory Committee Request Form
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## REGISTRATION AND ADVISEMENT

Registration and Advising. All students are responsible for information regarding fee payments, add and drop regulations, and general registration procedures as explained in the graduate catalog.

Entering Students. Students new to the program will confer with the Graduate Advisor and MFA Coordinator during registration week prior to the beginning of the semester. They will then be directed to their primary concentration faculty who will advise and approve the first semester's requested schedule.

Subsequent Advising. Before establishing their MFA Advisory Committee, the student will be advised by the Graduate Advisor and MFA Coordinator. The student's primary concentration faculty, and later their MFA Advisory Committee, will also provide guidance on coursework.

## ENROLLMENT POLICIES

1. MFA students will be required to enroll in a course of their primary concentration each semester.
2. Students must be enrolled/trained by faculty for studio courses with specialized technology, equipment, and processes. A student who needs access to a particular facility in order to complete their work may enroll in ART 5100, a one-hour course, with permission of that concentration instructor. Consult with the MFA Coordinator for more information.
3. The school's policy for enrolling in scheduled classes and/or independent study classes specifies that the scheduled classes are to have first priority.
4. In the primary concentration, a minimum of 15 hours must be taken in scheduled classes within the discipline. For the secondary concentration, a minimum of 6 hours must be taken in scheduled classes within the discipline. If not, that six hours are added to the electives.

## **ADVISING WITH MFA COORDINATOR AND GRADUATE ADVISOR**

The MFA Coordinator and Graduate Advisor will distribute relevant materials to all MFA students prior to their designated advising session. The Coordinator and Advisor are responsible for additional advising as needed. They will utilize two forms to track and record the student's progress: the working degree plan and the "tentative semester-by-semester schedule", which lists the student's completed or anticipated course load each semester.

## **DEGREE-IN-PROGRESS CHANGES**

A student is expected to enroll and complete coursework in his or her designated primary studio concentration for at least the first two semesters at Texas Tech. Only then will consideration be given to a possible change of concentration.

All degree-in-progress changes in the student's primary concentration must have the approval of the MFA Advisory Committee and/or members of the faculty from the involved studio concentration. Specifically, any MFA candidates who wants to change their primary concentration within the MFA program must make a formal application for admission to the new primary concentration, which includes a preview by a MFA Advisory Committee of graduate studio faculty in the respective concentrations.

In the case of an MFA student who chooses not to declare a secondary concentration, or who wishes to change their secondary concentration, the student must obtain the approval of the MFA Coordinator.

In any studio class the student chooses to take, if the student is not sufficiently conversant in that discipline, they may be required to complete leveling work.

Although they are not required to, if the student is selecting a secondary concentration, they must declare the secondary concentration prior to the end of the third long semester in the MFA program.

## **TTU SCHOOL OF ART: MASTER OF FINE ARTS SAMPLE DEGREE OUTLINE**

Note: this is a sample degree outline only. Student's actual degree plans vary depending on the number of undergraduate Art History hours taken, specific undergraduate degree completed, and interests. Actual degree plans are to be developed in close consultation with faculty in the student's primary studio area, the MFA Graduate Coordinator, and the Academic Advisor. The MFA in Studio Art is a 60-hour minimum degree.

### **SEMESTER 1 (FALL)**

- 3 credits: Primary (completing 3 of 21 required Primary credits)
  - 1 credit: ART5102 Teaching Art in Higher Ed (completing 1 of 6 Core credits)
  - 3 credits: A Secondary (completing 3 of 12 Secondary requirements)
  - 3 credits: An Art History (completing 3 of 6 required Art History credits)
- (10 credit course-load) (10 total credits toward degree)

### **SEMESTER 2 (SPRING)**

- 3 credits: Primary (completing 6 of 21 required Primary credits)
  - 2 credits: ART5202 Professional Topics Seminar (completing 3 of 6 Core credits)
  - 3 credits: Theories of Contemporary Art (completing Core requirements)
  - 3 credits: Elective (completing 3 of 9 Elective credits)
- (11 credit course-load) (21 total credits toward degree) (Core requirements fulfilled)

### **SEMESTER 3 (FALL)**

- 3 credits: Primary (completing 9 of 21 required Primary credits)
  - 3 credits: A Secondary (completing 6 of 12 required Secondary credits)
  - 3 credits: An Art History (completing 6 of 6 required Art History credits)
- (9 credit course-load) (30 total credits toward degree) (Art History requirements fulfilled)

### **SEMESTER 4 (SPRING)**

- 3 credits: Primary (completing 12 of 21 required Primary credits)
  - 3 credits: Primary Independent (completing 15 of 21 required Primary credits)
  - 3 credits: A Secondary (completing 9 of 12 required Secondary credits)
  - 3 credits: Elective (completing 6 of 9 Elective credits)
- (12 credit course-load) (42 total credits toward degree)

### **SEMESTER 5 (FALL)**

- 3 credits: Primary (18 of 21 Primary credits)
  - 3 credits: 6301A (3 of 6 MFA Lecture/Exhibition)
  - 3 credits: A Secondary (12 of 12)
- (9 credit course-load) (51 total credits toward degree) (Secondary requirements fulfilled)

### **SEMESTER 6 (SPRING)**

- 3 credits: Primary (21 of 21 Primary credits)
  - 3 credits: 6301B (6 of 6 MFA Lecture/Exhibition)
  - 3 credits: Elective (9 of 9)
- (9 credit course-load) (60 total credits toward degree) (Primary, Electives & Report fulfilled)

## **GUIDELINES FOR SUMMER STUDIO CREDITS IN THE MFA DEGREE PLAN**

Graduate credit hours taken in the summer may count toward the primary concentration, a secondary concentration, as electives, or as leveling.

If the studio discipline concentration is not clear from the course title, faculty teaching the course should inform the student, the student's primary concentration faculty, and the MFA Coordinator of the concentration in which the credits should be counted.

If the instructor teaching a course is not permanent full-time TTU SoA faculty assigned to the studio concentration in which they are teaching, the MFA faculty shall determine, in a meeting that takes place before the schedule is written, whether or not the course credits will count toward that concentration requirement.

MFA students may take graduate courses taught by adjunct instructors who have temporary graduate faculty status, as advised by the MFA faculty. After completing the course, a review by the primary concentration faculty will be held in the following semester to determine precisely where the graduate credits will count within the student's degree plan (whether toward primary or secondary requirements). The MFA Coordinator then reflects the primary faculty's recommendation into the student's degree plan.

Leveling courses taken in the summer will be attributed to the appropriate concentration in the same way as mentioned above, but do not count toward the 60 hours minimum for the degree.

## **MFA ADVISORY COMMITTEE INFORMATION**

The student's MFA Advisory Committee is composed of members of the SoA MFA faculty and is responsible for approving the student's schedule of courses on a semester basis. The MFA Advisory Committee will also be responsible for the student's performance in the 6301 (MFA Report and MFA Exhibition) courses. In the case of a tie vote, the MFA Advisory Committee Chair breaks the tie.

### **MFA Advisory Committee Composition**

The MFA Advisory Committee consists of a minimum of three MFA faculty members.

It is required that the MFA Advisory Committee include one MFA faculty member from the student's primary concentration, who will serve as chairperson (or a chairperson will be chosen at the discretion of the primary area). The MFA Advisory Committee may also include additional faculty members from the primary area.

If the student has elected a secondary concentration, the MFA Advisory Committee must include one MFA faculty member from that area. If the student has not elected a secondary concentration, they will, in consultation with the primary area faculty, choose MFA faculty members whose expertise supports their research direction.

Once asked, faculty reserve the right to decline to serve on an MFA Advisory Committee.

If one faculty member is asked too many times to serve as committee chair/committee member, they may consult with the members of their area to distribute their workload. With the approval of the MFA Advisory Committee, students may choose an optional fourth voting member (no fifth member). This member can be any SoA graduate faculty member with whom the student has taken at least three credit hours of instruction.

The MFA Advisory Committee Chair has the responsibility of working with the student throughout the master's experience. It is also the responsibility of the MFA Advisory Committee Chair to provide communication to the student, to the MFA Coordinator, and to the other members of the MFA Advisory Committee, describing any difficulties, should they arise.

The "MFA Advisory Committee Request" form will be distributed at the beginning of the student's THIRD semester of enrollment. The student will have the form signed by the proposed MFA Advisory Committee members and return it to the MFA Coordinator by the end of the THIRD semester of enrollment.

# **MFA ADVISORY COMMITTEE REQUEST GUIDELINES**

*(Revised October 2020)*

1. MFA students should form their MFA Advisory Committee by:
  - a. Consulting with the MFA Coordinator in October or March of their THIRD semester in the MFA program
  - b. Asking the appropriate faculty to serve on their MFA Advisory Committee, including the MFA Advisory Committee chairperson
2. See previous page for the composition of the MFA Advisory Committee.
3. Changes in the MFA Advisory Committee membership.

If a student wants to change, add to, or recompose an MFA Advisory Committee, on the rare occasion that it becomes necessary, the student must do the following:

  - a. Meet with the MFA Coordinator and discuss the reasons for the adjustment of the MFA Advisory Committee membership.
  - b. The MFA Coordinator informs and meets with the faculty involved in the proposed adjustment (both faculty who would leave and those join the MFA Advisory Committee), if appropriate, and the MFA Advisory Committee chair, to discuss the viability of a change. All agree on an action that is in the best interest of the student. Once the faculty involved and MFA Coordinator come to an agreement regarding an adjustment of the MFA Advisory Committee, or the decision not to allow an adjustment, the principles (MFA Coordinator and involved faculty) should meet with the student and inform them as to the decision. If a change is required, it must be implemented at that time.
  - c. Changes in the MFA Advisory Committee structure can occur after the completion of the fourth semester of the MFA program only when initiated by a faculty member on the MFA Advisory Committee and only in exceptional cases.

## **END-OF-SEMESTER (EOS) REVIEWS**

All full-time MFA students will undergo End-of-Semester (EOS) Reviews at the completion of each semester until the semester they are enrolled in 6301A. Exceptions to this will require written approval of the student's MFA Advisory Committee.

The first three reviews are intended to allow the faculty to become familiar with the development of all MFA students and, in turn, allow each student to benefit from a diversity of opinions from the faculty body. The reviews are generally of one-half hour length each and are conducted by the respective faculties and guided by the MFA Coordinator. It is suggested that the students prepare a short-written statement about their semester's investigations/accomplishments in the studio and present it to the assembled faculty. Format of EoS Reviews is subject to slight changes from semester to semester. Student policies and requirements will be made know to the students by the MFA Coordinator prior to reviews each semester.

The final review in the student's fourth regular semester is an Admission to Candidacy Review (ACR) (Policy begins Spring 2025. If a student was enrolled prior to Spring 2023, the fourth review is the same as the first three). This review is conducted by the student's MFA Advisory Committee, formed by the student in the third regular semester. The review will determine the student's eligibility to proceed to the 6301A and 6301B coursework, based on evidence of productivity; the technical, formal, and conceptual strength of their work; and a record of academic success in their classes and other learning experiences. See Admission to Candidacy Process and Polies on the next page.

Based on the MFA calendar, MFA students may be invited to attend other students' first three EOS reviews as observers. The MFA students observing may look, listen, and take notes, but they may not contribute to the discussion in any manner. A student may choose to have a closed review that restricts other students from attending. In such a case, the student will notify their MFA Advisory Committee chair or primary concentration faculty and the MFA Coordinator to assert their choice. Any member of the School of Art's faculty outside of scheduled MFA faculty (staff, invited guests, PhD students, faculty outside of SOA) may be allowed to attend the reviews, with the approval of the primary area faculty and MFA Coordinator.

The typical EOS procedure is as follows:

Brief introductory remarks by the student; oral reading of written statement and/or distribution of printed copies.

Questions and comments by members of the MFA faculty and other invited faculty.

## ADMISSION TO CANDIDACY REVIEW POLICIES AND PROCESS

To be implemented Spring 2025. Admission to Candidacy Review does not apply to students admitted to the MFA Program prior to Spring 2023.

Near to the conclusion of their fourth regular semester (nearing the completion of approximately 70% of the credit hours that comprise the degree plan), the student will undergo an Admission to Candidacy Review (ACR). The review is conducted by the student's MFA Advisory Committee, formed by the student in the third regular semester. The review will determine the student's eligibility to proceed to the 6301A and 6301B coursework, based on evidence of productivity; the technical, formal, and conceptual strength of their work; and a record of academic success in their classes and other learning experiences.

- PRODUCTIVITY
  - Evidence of sufficient work, both during the fourth semester, and cumulatively
- CONCEPTUAL & FORMAL STRENGTH
  - A thorough commitment to sustained and individuated visual thinking
  - An ability to define one or more ideationally relevant contexts within which their work functions/exists
  - A forward-looking stance (sense of direction[s])
- RECORD AND INDICATORS OF SUCCESS
  - Good standing overall
  - Courses taken in expected/appropriate succession
  - Decisions on other requirements have been made in a timely fashion (e.g., secondary track, taking all core classes, etc.)
  - No course re-takes (or well-justified and planned if needed)

The Candidacy Review is the MFA Advisory Committee's first formal action and will be scheduled in consultation with the MFA Coordinator. The student will be assigned an exhibition or critique space in the School of Art or 3D Annex, in which to present a polished body of work. The display of the work should demonstrate professionalism and curatorial decision-making.

In advance of the review (no later than 5 days before), the student must provide a packet to all members of the committee, containing a written statement, annotated bibliography, and unofficial transcripts from the previous 3 semesters.

- STATEMENT

The statement should not exceed 2 pages in length. It should contextualize the work on view, relating it to an art historical trajectory, critical theory, and the contemporary field, as well as other relevant frameworks. The statement should also, in part, serve to answer these questions:

*Examples: What **is the** content of your work? What **ideas and/or** questions does your work **grapple with**? How do each of the following contribute to your work's **content and/or its conceptual project**: the **technical processes you use**; the materials you work with; your **formal decision-making**; the subject matter you choose, etc.?*

- ANNOTATED BIBLIOGRAPHY

The statement should be followed by a bibliography, citing at least 5 readings that have borne some significance in the student's studio practice. The student must include a short passage with each citation (3 – 5 sentences), substantiating the relevance of the reading to their work.

- TRANSCRIPTS



ACRs will typically take place in April (for fall-semester enrollees) and in early-mid November (for spring-semester enrollees). Upon successful completion of the review, the MFA Advisory Committee chair will notify the MFA Coordinator and the Graduate School that the student has been admitted to candidacy, and the student will be authorized to enroll in 6301A.

The committee can vote to give the student “Pass Without Reservation,” “Pass with Conditions” (example: The statement is insufficient, and the students need to re-write and share a better version with the committee), “Admission to Candidacy Review Retake,” or a “Review Failure.” A “Review Failure” will result in dismissal from the program irrespective of performance in other aspects of MFA in Studio Art study.

If the student receives a “Admission to Candidacy Review Retake” they will be permitted to repeat it after a period of three months has elapsed. The MFA Advisory Committee may or may not recommend that the student take an extra semester of MFA coursework (for which they may or may not receive financial support). There will be no third opportunity to pass the review.

## SCHEDULE APPROVAL FORM

TO: MFA Students

FR: MFA Coordinator

RE: Schedule Approval

Use this form to apprise your area faculty (or your MFA Advisory Committee Chair, if selected) of your course selections for next semester. The faculty member must sign the form to indicate their approval of your proposed schedule. Send the faculty-signed form to the MFA Coordinator, who will sign it and retain it in their records.

STUDENT NAME:	
R#:	
DATE:	
PRIMARY CONCENTRATION:	
SEMESTER/YEAR (e.g., "Fall 2022"):	

List all **studio** courses, intended to fulfill Primary, Secondary, and/or Elective credit requirements:

<i>COURSE NUMBER</i>	<i>COURSE TITLE*</i>

*\*If an Independent Study, include instructor's name & area under Course Title.*

List all **Art Core and Art History** (incl. leveling) courses:

<i>COURSE NUMBER</i>	<i>COURSE TITLE</i>

List all **non-studio-based Elective** courses:

<i>COURSE NUMBER</i>	<i>COURSE TITLE</i>

List all **6301 Master's Report (A/B)** courses:

<i>COURSE NUMBER</i>	<i>COURSE TITLE</i>

\_\_\_\_\_  
SIGNATURE, PRIMARY AREA FACULTY OR MFA ADVISORY COMMITTEE CHAIR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE, MFA COORDINATOR

\_\_\_\_\_  
DATE

MFA ADVISORY COMMITTEE REQUEST FORM

TO: MFA Graduate Students  
FROM: MFA Coordinator  
RE: MFA Advisory Committees

By the end of October or March of your third regular semester you should form your MFA Advisory Committee, the purpose of which is to advise you relative to course loads, et al. The MFA Advisory Committee approves your schedule for each semester and notifies the MFA Coordinator of that approval via the Course Approval Form (*See B.7*).

Additionally, the MFA Advisory Committee Chair is the advisor for your 6301A and 6301B courses. The paper and lecture are primarily a scholarly investigation of your MFA studio work. Therefore, the MFA Advisory Committee will be composed of people who are familiar with your work and who are members of the graduate faculty.

The MFA Advisory Committee consists of a minimum of three MFA faculty members. It is required that the MFA Advisory Committee include one MFA faculty member from your primary concentration, who will serve as chairperson (or, a chairperson will be chosen at the discretion of the primary area). The MFA Advisory Committee may also include additional faculty members from your primary area. If you have elected a secondary concentration, the MFA Advisory Committee must include one MFA faculty member from that area. If you have not elected a secondary concentration, you will, in consultation with the primary area faculty, choose MFA faculty members whose expertise supports your research direction. With the approval of the MFA Advisory Committee, students may choose an optional fourth voting member (no fifth member). This member can be any SoA graduate faculty member with whom the student has taken at least three credit hours of instruction.

Please select your MFA Advisory Committee and your chair as soon as possible. If they agree to be on your MFA Advisory Committee, have them sign where indicated (below) and return the form to me.

Thank you,  
MFA Coordinator

-----

Student Name \_\_\_\_\_

Primary Concentration \_\_\_\_\_

Secondary Concentration (if selected) \_\_\_\_\_

MFA ADVISORY COMMITTEE	PRINTED NAME	MEMBER SIGNATURE
PRIMARY (CHAIR)		
SECONDARY (IF APPLICABLE)		
OTHER(S)		

Please return as soon as possible.

## **ADDENDUM**

Proposal for Graduate Study Form *(for use with independent studies & 6301A/B)*



TEXAS TECH UNIVERSITY  
School of Art

## PROPOSAL FOR GRADUATE STUDY COURSE

(Must be completed and signed prior to registration of the course)

STUDENT NAME: \_\_\_\_\_

R#: \_\_\_\_\_

DEGREE PROGRAM: ☐ MA ☐ MAE ☐ MFA ☐ Ph.D.

APPROVAL FOR: ☐ INDEPENDENT STUDY. ☐ THESIS ☐ RESEARCH ☐ DISSERTATION ☐ TIME CONFLICT

COURSE TITLE: \_\_\_\_\_ NUMBER OF CREDIT HOURS: \_\_\_\_\_

COURSE PREFIX: \_\_\_\_\_ COURSE NUMBER: \_\_\_\_\_ SECTION: \_\_\_\_\_ CRN: \_\_\_\_\_  
(Ex. ART/ARTH)

SEMESTER/TERM: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II YEAR: \_\_\_\_\_

CRITERIA: **[To be completed by the IRO]**

- 1.) Student has at least 1-year experience in the program? ☐ YES ☐ NO  
2.) Other available courses have been reviewed to ensure enrollment is not needed in those sections. ☐ YES ☐ NO ☐ N/A

RATIONALE FOR COURSE: \_\_\_\_\_

PROJECT OUTLINE: \_\_\_\_\_

FORM OF FINAL PRODUCT (paper, artwork, film, interdisciplinary project, etc.): \_\_\_\_\_

*Order of Signature:*

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SoA DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*Syllabus must be uploaded to Digital Measures by the IOR\*\***

## **C. FACILITIES**

- 12. Studio Assignments & General Information, Key Policy, Access/Hours Policy
- 13. Studio Use Policy

## **MFA STUDIO ASSIGNMENTS & GENERAL INFORMATION**

The available MFA studio concentrations are assigned to full-time MFA students and are intended to be used solely as a studio facility for activities pertinent to the degree plan. MFA students should know that the space may be: temporary, shared, reassigned at any time.

The School of Art will provide studio space for the individual student's primary concentration. Area Coordinators of a student's primary concentration assign the studio spaces for the MFA students at the beginning of each fall term. Studios are allotted according to space availability, media compatibility, student enrollment status, and continued use. All graduate studios must comply with School of Art Health and Safety guidelines. Be sure you are familiar with them.

MFA faculty teaching graduate courses may make additional studio requests if the student's work requires additional space.

To retain access to an MFA studio space the student must be enrolled full-time, must continue enrollment in appropriate studio classes, and must use the facility for its intended function. Failure to comply with these guidelines will result in revoking studio privileges.

Copies of the MFA Studio Use Policy will be distributed to all students who have been assigned studios. The studio application form constitutes an agreement on the part of the student to abide by the policy. The student is to return the signed form to MFA Coordinator.

## **ART DEPARTMENT KEY POLICY**

Keys will be issued to graduate students with the approval by primary concentration faculty, MFA Coordinator and in consultation of the and School of Art Project Manager. The student will make a key request with the School of Art Project Manager and MFA Coordinator via email.

## **BUILDING HOURS AND STUDENT ACCESS**

During the academic year, any graduate student wishing to work in the Architecture Building past 10:00 PM must obtain approval from the Architecture Office. Students should contact the MFA Coordinator and School of Art Project Manager to facilitate this request.

## MEMORANDUM

TO: MFA Coordinator

FR: \_\_\_\_\_  
Graduate Student

RE: STUDIO SPACE APPLICATION

I understand that this space will be entered and inspected periodically throughout the year by University personnel without notice to me. All studios must comply with SOA Health and Safety regulations at all times. The undersigned has read, understands, and agrees to the MFA Studio Use Policy and will abide by it.

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Date



# **GRADUATE MFA STUDIO USE POLICY**

## *Privileges & Responsibilities*

### **PRIVILEGES**

After a student is accepted as a candidate to the MFA program in Studio Art, the student becomes eligible to receive a graduate studio space when available. The available MFA studio concentrations are assigned to full-time MFA students who are currently enrolled in graduate art classes. Studios are provided for the production of artwork related to studio courses in which the student is currently enrolled. The space is intended to enhance the student's course of study while enrolled in the program. The student must use the studio space in a responsible manner being mindful of the studio's intended purpose. In the case of group studio usage, consideration for others assigned to the space is imperative. The student assigned studio space must be aware of issues regarding health and safety, the volume of music played, visitors, noise levels of equipment, and any other concerns that require mutual understanding or consideration by studio mates, which will affect the quality of the working environment.

### **APPLICATION PROCESS: NEW STUDENTS**

A new student to the program may obtain access to the graduate studio space by requesting a studio space to the respective primary concentration faculty at the beginning of the term for assignment of a studio space. The graduate studios are assigned/allotted by the primary concentration faculty and the MFA Coordinator at the beginning of each term, according to space availability, media compatibility, student enrollment status, and continued use. The School of Art will provide space for the individual student's primary concentration and may provide additional studio space as needed and if available.

### **APPLICATION PROCESS: RETURNING STUDENTS**

A returning student who may wish to change studio locations must submit a request for a studio change to the primary concentration faculty and MFA Coordinator. All requests for a studio change will be considered, in consultation with the primary concentration faculty and the MFA Coordinator.

## RESPONSIBILITIES

Graduate studio space is provided for MFA candidates as an integral factor in the course of study for the student. When granted studio space, each student assumes certain inherent responsibilities. The following list of responsibilities will help ensure a productive, safe, and healthy professional work environment for the student. To retain access to MFA studio space, the student will comply with the following:

1. The individual must be a graduate student pursuing the MFA degree on a full-time basis. A part-time graduate student may be assigned space when and if available.
2. The student must continue enrollment in the appropriate studio classes and will use the studio facility for its intended function, i.e. making art. University policy prohibits the use of studios as live-in accommodations.
3. The student may not smoke, vape, or use tobacco products in the graduate studios.
4. The student is responsible for acquainting themselves with ALL TOXIC AND HAZARDOUS MATERIALS relevant to their disciplines within the School of Art. Materials are listed in the SDS manuals located in each studio within the School of Art. Materials or substances used that are not included in the SDS manuals will be cleared (if deemed necessary and capable of responsible use) by the instructor and the Safety Coordinator PRIOR to storage and/or usage in the studio.
5. Safe, appropriate use and storage of all materials used in graduate studios is the responsibility of the graduate student assigned to the studio space. Solvents are to be stored in flammable storage cabinets. Unlabeled materials used in the studio space are to be immediately labeled with contents and hazards. See the Safety Coordinator for appropriate containers and labels.
6. The Safety Coordinator will schedule safety lectures at the beginning of each fall semester.
7. Each studio will be provided a Fire Extinguisher. See Safety Coordinator.
8. Exit routes to be kept clear at all times.
9. No unsupervised children within the School of Art.
10. Pets are not allowed except for guide animals.
11. The level of music or equipment, which reaches the point of interfering with the use and occupancy of other students, faculty, or staff, is not permitted.
12. School of Art keys must not be duplicated.

13. All items included on the MFA student Exit Form which apply to the student's individual studio space must be cleared with the MFA Coordinator and the School of Art Director when a student leaves or graduates from the program.

## **REVIEW AND REVOCATION PROCESS OF STUDIO ASSIGNMENT**

The purpose of individual studio and/or group studio space provided the MFA student is to enhance the student's program of study while at Texas Tech University. Failure to comply with the guidelines of the graduate studio space or abuse of the privileges provided therein will result in a review and potential revocation of the student's continued usage of individual studio space.

Procedures for handling specific problems involving the abuse of graduate studio privileges and responsibilities follow:

1. Should these infractions or abuse of privileges be a violation of University policy, the matter may be turned over to the Dean of Students Office for further review and disciplinary action.
2. In most situations, the MFA Coordinator will attempt to resolve the problem directly with the graduate student involved.
3. Should the infractions or abuse of privileges continue, the graduate student will not be permitted to retain access to the MFA studio space. The graduate student will be notified of this action, in writing, by the MFA Coordinator. The written notice will state the reasons for the revocation of the studio space.
4. The student may, in writing, request a reconsideration of the action where they are dissatisfied with the decision. The request for reconsideration should be made within five (5) University working days, from the date the decision was received by the student, to the MFA Coordinator.
5. The MFA Coordinator will review the written request and notify the student of the resulting determination, in writing, within five (5) University working days from the date the request for reconsideration was received by the MFA Coordinator.
6. The student may, in writing, request a reconsideration of the action taken by the MFA Coordinator by submitting the request to the School Director within five (5) University working days of the date the student received the resulting determination from the MFA Coordinator.
7. The Director will review the written request and notify the student and MFA Coordinator, in writing, within five (5) University working days of the decision.
8. Final determination rests with the School of Art Director unless the matter has been referred to the Dean of Students Office.

## **D. GRADUATE ASSISTANTSHIPS**

1. Definition of Assistantship Titles
2. School of Art Assistantships & Scholarships
3. Graduate Assistantship Guidelines
4. Addendum
  - a. Assistantships and Competitive Scholarships Application Form

# GRADUATE ASSISTANTSHIPS

*Revised May 2013*

## DEFINITION OF TERMS

Graduate advisors in individual academic departments should be contacted for information regarding assistantship positions. Assistantships are not coordinated through the Graduate School.

- **Research Assistantship**

A graduate student in an institution of higher education employed in support of the research mission of the unit, its director or faculty, in laboratory, field, or computer work, or such other activities as may assist the unit's research effort.

- **Teaching Assistantship**

A graduate student in an institution of higher education employed in support of the teaching mission of the unit who is responsible for a quiz, drill, or laboratory section.

- **Graduate Part-Time Instructor**

A graduate student in an institution of higher education employed in support of the teaching mission of the unit who is responsible for, or in charge of, a class or class section, or a quiz, drill, or laboratory section. Graduate student must have at least 18 graduate hours in the teaching filed.

*See also university policy at <http://www.depts.ttu.edu/opmanual/OP64.03.pdf> for more information.*

## SCHOOL OF ART ASSISTANTSHIPS & SCHOLARSHIPS

The awarding of assistantships and scholarships is under jurisdiction of the School of Art Director with the advice of the MFA Coordinator and MFA Scholarship MFA Advisory Committee. Additionally, the Director will consult with graduate faculty representatives from each studio concentration.

Assistantships and scholarships will be awarded to full-time graduate students who are seeking MFA candidacy and who have passed all graduate school requirements. In the event of an incoming student not meeting graduate school requirements and, therefore, having the classification of “non-degree” with the graduate school, it is incumbent upon the student to gain Graduate School acceptance during the first semester of enrollment.

### Application Process for Assistantships & Scholarships

1. The School of Art Graduate Assistantships and Scholarships are decided annually according to the school's available resources and the student's performance in academics and assistantships. All students must apply or reapply to the School Director by **January 15** for the subsequent academic year.
2. To be considered for an assistantship, the College Work Study application form and all supporting materials must also accompany the assistantship application. All graduate students are requested to submit work-study applications in order to be considered for assistantship assignments. Work-study applications cannot be considered in the Financial Aid Office unless the entire financial aid packet is completed.
3. Students applying for financial aid must complete and mail the entire packet prior to March 1.

## **GRADUATE ASSISTANTSHIP GUIDELINES: TA & GPTI**

### Policy

1. The teaching assistantship is the University's way of assisting the graduate student in the pursuit of advanced education and in meaningful entry into the professional world. While the teaching assistant is both student and employee, these roles should not be seen as competing or contradictory. Accordingly, the first priority of all teaching assistants should be the satisfactory progress in their academic program. At the same time, the acceptance of a teaching assistantship involves responsibilities for satisfactory performance of the duties incident to that appointment.
2. Administrative responsibility for teaching assistants rests within the School of Art.
3. Students should note that assistantships are not guaranteed to continue, but are renewed each semester based on performance. In the case of poor job performance or other instances of unprofessional behavior, a student could lose their assistantship for the next semester or for the remainder of their graduate career.

### Qualifications

1. All teaching assistants must hold a bachelor's degree or the equivalent and be admitted as a student in the Graduate School and in the School of Art. All Teaching Assistants must maintain a GPA of 3.0 or above.
2. Further, according to Southern Association of Colleges and Schools (SACS) regulations, Graduate Part-Time Instructors must have at least 18 hours of graduate work in the field of their teaching responsibilities.

### Appointment

1. Teaching assistants are normally appointed for one-quarter (10 hours/week) to one-half time service (20 hours/week).
2. Appointments are ordinarily for nine months, but may in some instances be for only one semester or for one or more summer sessions. Appointments are awarded on a yearly basis and subject to review by the graduate faculty. It is necessary for all graduate assistants holding an appointment to reapply each year.
3. Students must be admitted unconditionally to the graduate program and be in good academic standing (GPA 3.0 or above) at the time of appointment. If a graduate student is having trouble maintaining their grades, assistantship awards may be cut back or removed so that the student will be able to keep up with their studies.
4. Teaching assistants are required to enroll for a minimum of 9 semester hours each full semester to be eligible to keep their assistantship award. A minimum of 3 of these hours should be in their primary studio concentration.
5. Continuation of the assistantship is based upon satisfactory performance, both as a teaching assistant and as a student, throughout the term of appointment.
6. Loss of an assistantship will result in if the graduate student accumulates 6 hours of simultaneous "Incompletes" or "CRs".
7. Students who have outside employment in addition to their assistantship appointment should be cautioned that in the case of said employment interfering with teaching and/or academic responsibilities, the termination of the assistantship could result. This is once again to remind all MFA students that the completion of their degree program cannot be compromised.

### Orientation and Training

1. All new teaching assistants will undergo a period of orientation prior to beginning work. The orientation session includes an overview of procedures, facilities, duties, and University policies.



2. In addition, the School of Art provides systematic, on-going training. Such training takes the initial form of a teaching assistant seminar which the teaching assistant takes during the first semester of work. The TA seminar is graded Pass/Fail. Additional mentoring is provided by supervising faculty during the first two semesters of work.
3. Teaching assistants are encouraged to initiate discussion, seek advice and share information with any member of the art faculty.
4. Graduate Assistants and Research Assistants receive initial orientation from the assigned supervisor followed by work experiences which constitute training.

#### Graduate Assistantship Assignments

Assistantships assignments are based on many factors including the availability of assignments, the performance of the graduate student and class scheduling needs. Graduate students are reminded to be professional in all their dealings with faculty, undergraduate students and their colleagues.

1. Graduate Students are recommended by their primary concentrations for an assistantship based on their strengths and the needs of their concentration of study. Concentrations decide who will teach (GPTI-Graduate Part Time Instructor) and who is preparing for teaching (TA-Teaching Assistant). Concentrations list who is available for outside assignments and who has requested specific outside concentrations of experience.
2. Many concentrations have long term plans on how to move their graduate students through assistantship experience in their primary concentrations and in outside concentrations in order to maximize the graduate assistantship experience. Sometimes even the best plans are interrupted by the shifting nature of scheduling and enrollment.
3. Assistantship assignments outside primary concentrations: The School of Art awards graduate students assistantships as part of student learning. Funding from some of these concentrations are one reason we have assistantship money to support our graduate programs.

**Global Art and Visual Culture**, Teaching Assistant duties: grading/roll taking for our large (190 student) sections. Graduates present a lecture to the class to gain experience in working with large class sections. (Many academic positions are looking for people that can teach in multiple concentrations or have an understanding of these service concentrations.)

**Computer Lab**, Teaching Assistant duties: help in monitoring the labs. Graduates do not teach software or fix computers. They teach and assist classes/students in how to use the lab. (This position can provide experience in maintaining, organizing and planning for a service concentration related to the operation of an art facility.)

**Studio Foundations**, GPTIs take full responsibility for a course and TAs are being prepared to teach. Studio Foundation courses include Drawing I, Design I, Drawing II, Design II, Life Drawing and Technology in the Arts. The primary concentration faculty make student recommendations for teaching in foundations. The Foundation Coordinator and the Associate Director work together to plan the placements based on class schedules, graduate preparation and supervisor evaluations. (Many academic positions are looking for people with experience teaching in foundations as well as their concentration of specialty.)

**Landmark Arts**, Teaching Assistant: Various Positions. Coordinators/Asst. Coordinators of the SOA Satellite Gallery at LHUCA and SRO Photo Gallery serve meaningful roles in educational arts outreach into the community and teaching photography concentration students about the various contemporary artistic practices, respectively. Those graduate students who work as preparators for exhibitions in the Landmark Gallery and Studio Gallery provide valuable teaching of art handling and installation practices to undergraduate students and their peers. Those graduate students who coordinate the social media outreach outlets for Landmark Arts (via, Facebook, Twitter, and the blogs), provide valuable educational outreach into the world wide web of connections by facilitating comprehension of contemporary art through these media. Those graduate students who achieve the opportunity to curate their own exhibition provide an excellent educational experience for

those who attend the exhibition, as a curated exhibition provides a uniquely articulated and entirely new way of organizing knowledge about contemporary artistic praxis. (Many artistic positions require the ability to oversee or understand the workings of a gallery – academic, commercial or non-profit.)

**Visual Resource Center,** Teaching Assistant duties: work with students to teach them how to use the resource center effectively. In addition, duties can include scanning and adjusting images and creating PDFs, cataloging images in database, assisting with projection equipment, collecting payment for student prints, reserving and maintaining books and DVDs, shelving magazines and journals, assisting students and faculty with use of resources. These positions generally go to MA/MAE/PHD students. (Many academic positions require the ability to oversee or understand the workings of a resource center/library.)

**Wood Shop,** Teaching Assistant duties: monitor the wood shop and teaching students how to use the wood shop safely. Helping to maintain the wood shop as the graduate's knowledge allows. (Many arts related jobs require the ability to oversee or understand the workings of a wood shop.)

It is essential for graduate students to send their class schedules to the Associate Director and their Primary Concentration Advisor so that their assistantship assignments can be finalized. If a student wishes to be considered for a position outside of the primary concentration of study, this assistantship assignment must be agreed upon in consultation with the primary concentration faculty and the concentration Coordinator.

#### Supervision and Evaluation

1. Teaching assistants will be evaluated by the immediate faculty supervisor, the art foundations Coordinator and/or the graduate faculty MFA Advisory Committee each semester.
2. The results of these evaluations will be made available to the assistant and placed in the assistant's personnel file.
3. Appropriate follow-up by the faculty supervisor will occur to ensure that the teaching assistant receives full benefit of the evaluation.
4. In cases where remedial measures are indicated to improve the assistant's performance, the assistant will be informed in writing of the recommended changes to resolve the problems.
5. Situations leading to the dismissal for cause will be described in writing to the assistant, with a copy to the Director of the School of Art.
6. Graduate Assistants and Research Assistants are evaluated each semester by the assigned supervisor(s). The evaluation, review with the assistant, and follow-up of any corrective measures to remedy deficiencies is initiated by the supervisor(s).

## **ADDENDUM**

- a. Assistantship & Competitive Scholarship Application

## **E. DEGREE PLAN/CANDIDACY ADMISSION**

1. General Information
2. Graduate School Filing of Degree Plan and Candidacy Admission Guidelines

## **GENERAL INFORMATION**

The “Program for the Master’s Degree and Admission to Candidacy” form is completed by the MFA Graduate Coordinator in session with the student, signed and forwarded to the Graduate School. The Graduate School will return copies of the degree plan to the student and the MFA Coordinator and alert the Coordinator should any discrepancy or credit shortage exist.

The degree plan and candidacy admission application for MFA students should be completed after the student’s first semester.

## FILING AND ADMISSION GUIDELINES

The following “filing” and “admission” guidelines are from the 2017-18 Graduate Catalog.

***Filing the Official Degree Program.*** Immediately following the first semester of enrollment (or the completion of 9 hours), the student should submit to the Graduate School a “Program for the Master’s Degree and Application for Admission to Candidacy” as prepared by an official representative of the proposed major school and of other school as indicated under “Minor” in the preceding section. Forms for the “Program for the Master’s Degree and Application for Admission to Candidacy” are available online at [www.depts.ttu.edu/gradschool](http://www.depts.ttu.edu/gradschool).

When an approved program of study is filed with the Graduate School, students are expected to follow it as the basis of all subsequent enrollments. Substitution of courses can be made only on the written recommendation of the school or departments concerned and approval of the graduate dean.

Approval of a “Program for the Master’s Degree and Application for Admission to Candidacy” does not, however, constitute admission to candidacy for a master’s degree. It merely signifies that the proposed program will be acceptable if the student satisfies all Graduate School regulations and all of the requirements connected with the degree program.

***Admission to Candidacy.*** Every applicant for a master’s degree is required to make formal application for admission to candidacy for the master’s degree as soon as 9 to 12 semester hours of the master’s degree work, excluding leveling courses, have been completed. This application is submitted to the Graduate School on the form entitled “Program for the Master’s Degree and Application for Admission to Candidacy.”

Admission to candidacy will be granted at such time as all of the following requirements have been met:

- All conditions relating to admission to the program have been met.
- At least 9 semester hours of the graduate work required for the master’s degree have been completed (exclusive of transfer and extension courses).
- All required leveling work has been completed with C or better grades.
- An average grade of 3.0 or better has been maintained in all courses comprising the official program exclusive of leveling work.
- Proficiency in a foreign language or tool subject required for the particular degree has been acceptably demonstrated.
- The general field of the thesis has been stated and approved (for thesis student only).
- Work to date is acceptable to school concerned, as attested by their approval of the application for admission to candidacy.
- The entire program conforms with the general requirements of the Graduate School and the requirements of the particular degree.

***Time Limit.*** With the exception of certain specially approved programs, work credited toward a master’s degree must be completed within six years. Students whose graduate study at Texas Tech is interrupted by active duty military service will be granted an extension of time for the period of their active duty.

## **F. MFA 6301 COURSES**

8. General Information and Procedures
9. 6301A Checklist
10. 6301A: MFA Report: Guidelines and Procedures
11. 6301A: MFA Report: Contents
12. 6301A: MFA Report Title Page
13. 6301A: MFA Lecture, Orals: Guidelines and Procedures
14. 6301B: MFA Exhibition: Guidelines and Procedures

## **MFA 6301 COURSES: GENERAL INFORMATION**

The graduate student will enroll in two 6301 courses in consecutive semesters during the Fall or Spring terms, for a total of six hours credit. The first course, 6301 (A), will pertain to the student's MFA report, the student's "lecture" and the student's oral examination. The second 6301 (B), will be devoted to the student's MFA Exhibition, the exhibition orals, and submitting one bound copy of the MFA report.

### **6301A: MFA Report, Lecture, and Orals**

This course is considered academic in nature. The student will enroll during the Fall or Spring semester prior to the last semester of matriculation and will continue to enroll in 6301A until all requirements are met.

### **6301B: MFA Exhibition and Exit Orals**

This is considered a studio course. The student will enroll during the last semester of matriculation.

### **General Requirements**

6301A requirements (report, lecture, and orals) must be completed prior to registering for the 6301B. If the requirements for 6301A are not completed, the student will be required to register for that course again and will not be permitted to sign up for the 6301B until 6301A is completed. This could necessitate an additional semester of enrollment.

Report: See checklist for procedure. It is important to schedule a meeting with the MFA Advisory Committee no later than two weeks into the semester in order to present a brief outline and to discuss general content. Thereafter, all meetings can be with individual MFA Advisory Committee members or via mailbox exchange. It is suggested that the student be adamant in requesting the MFA Advisory Committee's response relative to approval deadlines.

After the outline is approved, it is advised that the student submit a two-page example of writing to the MFA Advisory Committee in order to give a general idea of the paper. This should be done by four weeks into the semester; approval of this constitutes a go-ahead to complete a rough draft.

This rough draft should be approved by mid-semester and the completed MFA report must be approved before the lecture is presented.

Failure to meet these guidelines would automatically cancel the semester's credit.



## **6301A CHECKLIST**

- ☐ Exhibition Space reserved for MFA exhibition
- ☐ Room B-01/Other lecture hall reserved for lecture through Art Office

### **MFA Report**

- ☐ 1. Outline approved in meeting with MFA Advisory Committee (by second week)
- ☐ 2. One/Two page written example to MFA Advisory Committee (by fourth week)
- ☐ 3. Example approved
- ☐ 4. Rough draft to MFA Advisory Committee (by sixth week)
- ☐ 5. Rough draft approved
- ☐ 6. “Final” draft to MFA Advisory Committee (by mid-semester)
- ☐ 7. No. “6” approved by MFA Advisory Committee
- ☐ 8. Submit to proofreader. Permission received from MFA Advisory Committee to proceed with lecture portion of 6301A
- ☐ 9. Presented in finished written state to MFA Advisory Committee
- ☐ 10. No. “9” approved by MFA Advisory Committee

### **Lecture**

- ☐ 1. Outline approved in meeting with MFA Advisory Committee
- ☐ 2. “Rough” with slides presented to MFA Advisory Committee
- ☐ 3. No. “2” approved
- ☐ 4. Finished lecture presented to and approved by MFA Advisory Committee (at least one week before lecture presentation)
- ☐ 5. Announcements distributed

## 6301A: MFA REPORT: GUIDELINES AND PROCEDURES

These are guidelines meant to be flexed and adjusted according to the individual student's needs and to the MFA Advisory Committee's discretion.

It is important to schedule a meeting with the MFA Advisory Committee no later than two weeks into the semester in order to present a brief outline and to discuss general content. After the outline is approved, the MFA Advisory Committee will advise the student how to proceed. Students should be considerate of the faculty members' time by giving them a week to read and respond to paper revisions. The MFA Advisory Committee chair will determine the format of all subsequent meetings.

1. Report: An 8 – 10 page written paper about the student's artwork and artistic practice moreover.
2. MFA Advisory Committee: The MFA Advisory Committee consists of a minimum of three MFA faculty members. It is required that the MFA Advisory Committee include at least one MFA faculty member from the student's primary concentration, who will serve as Chair (or a chairperson will be recommended at the discretion of the primary area). The MFA Advisory Committee may also include additional faculty members from the primary area.

While the student will be consulting with and will be advised by all three members of the MFA Advisory Committee, it should be emphasized that the chair of the MFA Advisory Committee has the ultimate responsibility regarding the student's completion of the Art 6301 courses.

The MFA Advisory Committee will advise the student during the completion of the report. It is the student's responsibility to arrange a conference schedule with the MFA Advisory Committee. After the MFA Advisory Committee's approval, the student is advised to find a professional proofreader or visit the University Writing Center. The student is required to present the report written professionally in English, including checking spelling, grammar, punctuation, etc.

3. Calendar: The content of the report must be approved by mid semester. Final edit should be completed by the last day of the semester (the final bound copy is due for signing at the exit orals held during the student's MFA exhibition).
4. Presentation: The report will be formally presented in either traditional hard binding or an alternative method approved by the MFA Advisory Committee. High quality color images will be incorporated into the report appropriate to the content. One copy is required to be signed and given to the VRC.
5. Images: Visual documentation (JPGs) of the student's MFA artwork will be embedded in the report in the form of individual digital files. Additionally, students must submit 15 – 20 JPGs of individual artworks, each sized to 2000 pixels on the longest side at 300dpi, on a flash drive along with their final, bound report. The files should be labeled "1. StudentLastName\_ArtworkTitle.jpg", "2. StudentLastName\_ArtworkTitle.jpg", and so on. Audio and video works, labeled in the same manner, should be in .mp3 and .mp4 format, respectively. A Word document or PDF must also be included on the flash drive, listing the works in order, and giving the full title, year, medium, and dimensions. Students must also include at least three installation views of their MFA thesis exhibition. These should be labeled, "1. ArtistLastName\_Show Title", "2. ArtistLastName\_ShowTitle", and so on.

## **6301A: MFA WRITTEN REPORT: CONTENTS**

MFA Report guidelines and procedures will be reviewed at the beginning of the 6301A semester by the Advisory Committee Chair, and the following list of topics will be reviewed. The topics may be included as they enhance the content of the student's paper. These topics need not be addressed individually but should be interwoven into the body of the paper in a reflective manner. The structure of your paper should be dictated by your artwork. Please keep in mind that neither the following topics nor the order are mandatory. These are suggestions to help stimulate your writing.

Topics to initiate writing as needed:

1. Introduction
2. Appropriate influences (artistic and other)
3. Relevant historical context into which your work fits
4. Relevant contemporary context into which your work fits
5. Relevance of media or physical qualities of your work
6. Relevance of the content in your work
7. Relevance of your conceptual and technical process
8. Conclusion – where you are and how your work might develop

It is advisable to use the checklist provided (Section F.2) in order to monitor the progress of the report.

TITLE

by  
Your Name

A MASTER'S REPORT STATEMENT  
IN STUDIO ART  
[Primary Concentration Discipline]

Submitted to the School of Art of Texas Tech University in Partial Fulfillment  
of the Requirements for the Degree of

MASTER OF FINE ARTS

Approved

Printed Name

Signature

---

[MFA ADVISORY COMMITTEE CHAIR NAME], [THEIR PROFESSIONAL TITLE]

Printed Name

Signature

---

[MFA ADVISORY COMMITTEE MEMBER NAME], [THEIR PROFESSIONAL TITLE]

Printed Name

Signature

---

[MFA ADVISORY COMMITTEE MEMBER NAME], [THEIR PROFESSIONAL TITLE]

Printed Name

Signature

---

[MFA ADVISORY COMMITTEE MEMBER NAME], [THEIR PROFESSIONAL TITLE]

Accepted Month, Year

## 6301A: MFA LECTURE & ORALS: GUIDELINES AND PROCEDURES

1. Lecture: The student will be responsible for a formal lecture. It will be a carefully researched and written visual and verbal presentation which will be based on the student's MFA artwork.
2. Format: A digital image lecture of twenty to forty minutes in duration, describing all aspects of the student's artwork. Some considerations or requirements are:
  - a. The student's MFA Report (all or parts) can be used in association with the lecture.
  - b. The lecture must show the development of one of the student's artworks in a series of images.
  - c. The lecture must contain verbal and visual references to concentrations other than the student's artwork. Influences such as art history, current art, science & medicine, engineering, philosophy, literature, etc. can be incorporated into the lecture, as long as any reference is supportive of the student's MFA artwork.
3. MFA Advisory Committee:
  - a. The student's MFA Advisory Committee will advise in the same capacity during the development of the lecture. Again, it is the student's responsibility to arrange the schedule with the MFA Advisory Committee. At least three rehearsals should occur with the MFA Advisory Committee - rough outline, some specifics, rough completion - before finalization of the lecture.
4. Calendar: The lecture will be given towards the end of the 6301A semester and must be approved prior to commencing the 6301B semester.
5. Presentation: The lecture will be delivered to an assembly to which all art faculty and all MFA students are invited. **Attendance by MFA students will be a requirement. Immediately after the presentation, the candidate will be expected to respond to audience questions.**
6. Lecture Orals: The oral examination will be responsive to the MFA Lecture and examples of the student's artwork. It will take place immediately following the question and answer period and will be conducted by the chair of the MFA Advisory Committee. Announcements and invitations will be extended to all members of the School of Art Graduate Faculty at least three days in advance. The oral examination must be passed prior to commencing the 6301B course. The exam will address the formal aspects of the presentation of the lecture, then the content of the talk and how it relates to/clarifies the student's work.

## **6301B: MFA EXHIBITION & EXIT ORALS: GUIDELINES AND PROCEDURES**

1. Exhibition: The student will assemble and install a Graduating MFA Exhibition of their MFA artwork. As 6301B is considered a studio course, the semester will be devoted to the exhibition: from reserving the space, to completing artwork, to the installation and opening/reception.
2. Calendar: The exhibition should occur during the fifth semester. The student should arrange for the scheduling of the space as early as possible.
3. Exhibition: An exhibition of the student's primary and secondary or supporting studio artwork. Some requirements are:
  - a. Formal announcements/invitations designed, distributed, and posted.
  - b. A formal opening, typically on a Friday or Saturday evening.
  - c. A digital documentation of the artwork and two or three installation views from this exhibition must accompany the final submission of the MFA Report.
4. Exit Orals: The student will arrange a meeting with the MFA Advisory Committee during the exhibition. It will take place in the exhibition space and is to be considered a "Final Examination" relative to the exhibition. The MFA Advisory Committee will be responsible for approval or non-approval of the MFA Exhibition and Exit Oral. In the case of non-approval, the MFA Advisory Committee may recommend a remedy based on the discussion.

One bound copy of the MFA Report, accompanied by the flash drive of images and image list (see Section F.3, item listed #5: Images), will be submitted to the MFA Advisory Committee at the time of the Exit Orals (unless otherwise recommended by the MFA Advisory Committee Chair). The MFA Advisory Committee Chair is responsible for submitting the MFA Report to VRC. Additional bound copies of the report can be provided to other committee members at the student's discretion.

The Exit Orals serve to satisfy the Graduate School's requirement of a comprehensive evaluation being administered during the student's conclusive semester. The MFA Advisory Committee Chair will send the MFA Coordinator the Comprehensive Evaluation Report form to indicate whether or not the student has passed the oral exams. The Coordinator will notify the Graduate School that the student has passed the final examination upon receipt of the approved 6301B form.

## **G. FINAL PROGRAM REQUIREMENTS**

1. Checklist
2. School of Art Exit Form
3. Exit Survey

## **FINAL PROGRAM REQUIREMENTS: CHECKLIST**

The MFA student must comply with School of Art requirements listed below before graduating or leaving Texas Tech University.

- ☐ 1. Any/all assigned studio space has been cleaned and vacated.
- ☐ 2. Issued keys have been returned to the issuing staff member, and/or directly to the Lock Shop at the Physical Plant building.
- ☐ 3. Materials relative to GPTI teaching assignments have been given to the School Director.
- ☐ 4. The MFA survey has been completed and an interview with the School Associate Director has been held.



## SCHOOL OF ART GRADUATE STUDENT EXIT FORM

Each student in the MFA program must complete the following requests prior to graduating or leaving Texas Tech University. Please obtain the signature of the individuals listed below. The completed form is to be returned to the school director. Thank you for completing these requests.

<hr/> MFA Coordinator	All work, materials, and equipment have been removed and the space cleared and left clean for the new occupant.
<hr/> Lock Shop or School of Art Staff	Issued keys have been returned to the issuing staff member, and/or directly to the Lock Shop at the Physical Plant building.
<hr/> Director, School of Art	Copies of courses grades, course syllabi, and tests for the last GPTI teaching semester have been given to the school director in order for them to be available for possible grade appeals.
<hr/> Associate Director, School of Art	The MFA Exit Survey has been completed and an interview has been held with an SoA associate director.

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Graduate Student

Date

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Permanent Address

City, State, ZIP

---

Country

Email

Phone

## SCHOOL OF ART MFA STUDENT EXIT SURVEY

1. Please list your opinions regarding the following questions.

	Low Quality			High Quality	
Overall quality of the graduate degree program	1	2	3	4	5
Quality of your art courses in the major field of study	1	2	3	4	5
Quality of art history courses	1	2	3	4	5
Quality of academic advising	1	2	3	4	5
Overall quality of Texas Tech University's School of Art	1	2	3	4	5

2. Please list your opinions regarding the quality of instruction in the following concentrations:  
(If you did not have any classes in a specified field, circle, NA for Not Applicable.)

	Low Quality			High Quality		
Primary Concentration	1	2	3	4	5	NA
Secondary or supporting Studio Concentration	1	2	3	4	5	NA
Art History Courses	1	2	3	4	5	NA
Seminar	1	2	3	4	5	NA

3. Please describe any courses you think should be added for graduate courses.

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4. Please list any courses you were required to take that you think should not be required.

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5. Do you feel that the breadth of your studies prepared you adequately for doing your masters exhibition?

\_\_\_\_\_ YES \_\_\_\_\_ NO

6. Were the members of your MFA Advisory Committee helpful in the works-in-progress graduate reviews? *(ANSWER ON NEXT PAGE)*

\_\_\_\_\_ YES \_\_\_\_\_ NO

7. What suggestions would you make to improve the works-in-progress graduate review? (Time-frame, scheduling, expectations, feedback, etc.)

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8. Were your MFA Advisory Committee members helpful during your orals?

\_\_\_\_\_ YES \_\_\_\_\_ NO

9. What suggestions would you make to improve the process? (Format, time-frame, show, scheduling, installation, slide presentation, written report, etc.)

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10. Given your concentration of emphasis, do you feel you had adequate opportunities to work in the following situations? (Circle appropriate response for each item.)

Independent studio work in your primary	Yes	No	N/A
Interdisciplinary collaborative projects	Yes	No	N/A
Teaching	Yes	No	N/A

11. Regarding equipment and facilities, how could the school and university better support graduate studies?

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12. Would you recommend Texas Tech University to someone considering pursuing an MFA in studio art?

\_\_\_\_\_ YES \_\_\_\_\_ NO *Please explain your answer.*

Major Strengths of the Program

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Major Weaknesses of the Program

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13. How important were the following elements in your decision to attend Texas Tech University?

	Very Important			Not Important	
	1	2	3	4	5
Location					
Cost					
Recommendation by: [Name and Affiliation]					
Assistantship					
Quality of education					
Reputation of the university					
Reputation of the school of art					
Presence of a particular faculty member					
Visit to campus and department					
Summer Studio Classes					
Recommendation of an alumnus					
Other					

14. Do you have any comments or suggestions for improving the graduate program?

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15. In order to keep in touch with you as an alumnus/alumna of the MFA program, please provide us with the following:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

MFA Degree Program Primary Concentration: \_\_\_\_\_

Secondary Studio Concentration (if applicable): \_\_\_\_\_

Please list any professional honors, prizes, and awards you have received; please attach a copy of your resume.

\_\_\_\_\_

\_\_\_\_\_

Thank you for taking the time to complete this survey.