



HANDBOOK FOR THE STUDIO ART MFA

Director of MFA Graduate Studies

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Department Office

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Salt Lake City UT 84112-0380
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801-585-6171 (FAX)
www.art.utah.edu
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The MFA Program in Studio Art welcomes applicants with an outstanding record of creative activity. We expect that you will have a BFA degree in Art or a cognate discipline such as architecture or design and a sincere commitment to the demands of graduate study. In our program, you can specialize in Community-Based Art Education, Ceramics, Graphic Design, Painting/Drawing, Photography/Digital Imaging, Printmaking, Sculpture Intermedia.

The two-year residential MFA program in studio art is intended for those individuals who are fully committed to their lives as artists through superior creative work, discipline, and self-motivation. You will be expected to demonstrate mature and intelligent conceptualization of your work and a general understanding of the different perspectives in contemporary art. In the program, you will have the opportunity to master techniques and technologies needed to realize your career goals.

The department has a broad range of excellent facilities with specialized equipment. The Art and Sculpture Buildings include a wood shop and tool room, a print shop, spray booths, thermoforming and plastic fabrication, digital imaging and audio computer labs, darkrooms, plaster room, metal fabrication and foundry rooms, photography lighting studio, ceramic wheel and glaze rooms, and a variety of kilns, including a car kiln. The bookmaking and letterpress studio is located in the adjacent Marriott Library. In the Art Building are located the Alvin Gittins Gallery, a departmental exhibition venue, and the D. Ray Owen Reading Room with its collection of books, magazines on contemporary art, videos, and CD/DVD's. The Katherine W. Dumke Fine Arts and Architecture division at the Marriott Library is a large art resource, including an extensive collection of artists' books and a large-format scanner. The campus Utah Museum of Fine Arts is home to art from around the globe with concentrations in Asian, American, and 20th c./Contemporary Art.

Our graduate students benefit enormously from meeting and working with artists invited to our department as part of the Carmen M. Christensen Visiting Artist/Scholar Lecture Series. Faculty selects a slate of individuals annually for their contribution to the visual arts disciplines.

» FACULTY «

REGULAR STUDIO FACULTY

Edward Bateman	Photo/Digital Imaging	capteddy@xmission.com
Alison Denyer	Painting/Drawing	a.denyer@utah.edu
Justin Diggle	Printmaking	justindiggle@hotmail.com
Beth Krensky	Art Education	beth.krensky@utah.edu
Joe Marotta	Photo/Digital Imaging	joe.marotta@art.utah.edu
Kim Martinez	Painting/Drawing	kim.martinez@art.utah.edu
Ray Morales	Graphic Design	moralesraymond@comcast.net
John O'Connell Director of Graduate Studies	Painting/Drawing	j.oconnell@utah.edu
David Pendell	Ceramics	david.pendell@art.utah.edu
Kaiti Slater	Sculpture Intermedia	k.slater@utah.edu
Carol Sogard	Graphic Design	c.sogard@art.utah.edu
Brian Snapp	Ceramics	fireart@xmission.com
Paul Stout	Sculpture Intermedia	pls2@utah.edu
Sam Wilson	Painting/Drawing	none

REGULAR ART HISTORY FACULTY

Lela Graybill, PhD	18th-19th c. Western Art	lela.graybill@utah.edu
Sheila Muller, PhD	Renaissance/Baroque	sheila.muller@art.utah.edu
Monty Paret, PhD	20th c./Contemporary	paul.paret@utah.edu
Elizabeth Peterson, PhD Department Chair	Antiquity/Medieval	elizabeth.peterson@art.utah.edu
Elena Shtromberg, PhD	Latin America	e.shtromberg@utah.edu

FULL-TIME AUXILIARY STUDIO FACULTY

Laurel Caryn	Photo/Digital Imaging	laurel.caryn@mac.com
Dave Eddy	Sculpture Intermedia	dl_eddy@yahoo.com
John Erickson	Painting/Drawing	john.erickson@utah.edu
Maureen O'Hara Ure	Painting/Drawing	maureen.oharaure@utah.edu

» MFA PROGRAM IN STUDIO ART «

APPLICATION PROCEDURE » The application to the MFA Program in Studio Art is divided into two parts with separate deadlines: materials are sent to Graduate Admissions and to the Department of Art and Art History.

For the University of Utah Graduate School Admissions Office, 201 S. 1460 E. Rm. 250S (250 SSB), Salt Lake City UT 84112-9057 (801-581-7642): *Deadline January 2*

1. application form (www.sa.utah.edu/admiss/) + applicable fee
2. official transcripts from each college or university attended (min. GPA 3.0)
3. official TOEFL score (international students; min. score computer-based exam 173 and new IBT exam 61)

For the MFA Graduate Committee, Department of Art and Art History, 375 S. 1530 E. Rm. 161 (161 Art Building), Salt Lake City UT 84112-0380 (801-581-8677): *Deadline February 1*

1. Letter of application stating your background, direction in your work and your preferred area of study. Please be aware that the committee most often recommends for admissions those individuals with a studio art background, which normally includes 41 semester credits and a minimum of 12 credits in art history [quarter equivalents apply].
2. Résumé that includes your full contact information, your educational background, any honors or awards and/or teaching experience as well as the names of your references and the coursework you did with them.
3. CD/DVD with 20 images in jpeg/jpg format (recommend 144 ppi - 1440 pixels for the longest dimension). An image list with label information in a Microsoft Word document must be included. The CD/DVD should open in a Mac OS X platform. The portfolio should reflect a strong, self-directed involvement in your intended emphasis and supporting fields.
4. [sent separately by your evaluators] Three (3) letters of recommendation that speak to your creative talent and to your ability to succeed in a rigorous academic program (academic references from former or current professors are preferable to those from employers).

You may check the status of the graduate admissions portion of your application through www.sa.utah.edu/admiss/ under "Track Your Admissions."

RESIDENCY STATUS » The Graduate School urges students classified as out of state to apply for residency upon completion of 40 hours. Residency status does not affect a graduate student's eligibility for TA or GA stipend; a TA award will convert an out-of-state student's tuition to in-state rates. For the complete Code on Utah residency, revised 2002, see www.sa.utah.edu/admiss/appdownload/Resident.pdf.

FINANCIAL AID » The Department of Art and Art History offers some scholarship assistance to incoming students. There are also opportunities for students to serve as graduate assistants or teaching assistants during the two-year program. Graduate students in good standing are eligible to apply for a graduate research fellowship (\$12,000 plus tuition) for their second year. You may consult the Graduate School website (www.gradschool.utah.edu/tbp/finassist.php) for further information on this and other financial aid resources. Please also see www.sa.utah.edu/finance.

The Graduate School Research Supplemental Travel Award is available to graduate students who will present their creative research at a professional conference. Application is made through the Graduate School; up to \$500 may be granted, to be matched by department funding. The online form is available through the Graduate School web site.

EARLY FACULTY MENTORING » For the first semester of your program, the Director of Graduate Studies will form your initial mentoring committee of three department studio art faculty members, chaired by one of the faculty in your area of specialization. You are required to formalize a permanent Supervisory Committee at the end of the first semester. You may invite the members of your mentoring committee to become your Supervisory Committee with their signatures on our **Request to Form/Change Supervisory Committee** form (available from the department graduate secretary). The same form is used to request changes to the membership of the committee. More information on the role of the Supervisory Committee follows below.

We strongly recommend that you convene a meeting of your initial mentoring committee within the first few weeks of the semester. At the first meeting, you and the committee should discuss your background and artistic direction and decide on any

remedial coursework. We invite you to take full advantage of the mentoring we offer as you begin your first semester of graduate study.

INDIVIDUAL STUDIO SPACE » The Department attempts to provide to all MFA graduate students an individual studio space in the Art Building. Space is currently at a premium, and you may be required to share or to relinquish your studio if it is insufficiently used. The Director of Graduate Studies reviews studio assignments each August. Students in good standing may retain their studio for the length of the 2-year MFA program.

BUILDING ACCESS AND SHARED FACILITIES » The Art and Sculpture Buildings are wired for security and controlled access. Department staff members code students into the Ccure system (pronounced “secure”) on presentation of a student ID card (available from the University Student Union Bldg). Graduate students are granted access to exterior doors and several shared shops/labs in the Art and Sculpture Buildings, including a computer lab (169 ART), darkroom (264 ART), printshop (252 ART), drymount/copystand room (138G ART), woodshop and tool room (184-185 SCULP), plaster room (181 SCULP), kilns (195 SCULP), foundry (182 SCULP), sandblasting booth (180 ART), three spray booths (Painting, woodshop, Ceramics). Woodshop and sandblasting access is granted after learning safety and equipment operation procedures in a Fall Semester orientation led by the Facilities Supervisor. The Dumke Documentation Studio (053 ART) is installed with cameras, lights, backdrops to document portable work, and digital images can be downloaded to the computer in the room.

The Facilities Supervisor is charged with maintaining specialized machines and equipment (excepting Dumke and computer labs) and should be informed immediately of theft or damage. Custodial staff does not clean these spaces, so all graduate students are expected to clean up after themselves and store their materials away from public areas.

Graduate students have access to the Owen Reading Room (365 ART), a supplement to the Katherine W. Dumke Fine Arts and Architecture Division in the University’s Marriott Library. The Reading Room has a collection of books and

videos/CDs/DVDs along with subscriptions to current issues of some art and art history periodicals. Back issues of all periodicals in the Reading Room are housed at Marriott Library. Check-out of materials in the Reading Room for short periods is restricted to faculty and TAs as instructor of record for a class.

REQUIRED COURSEWORK » The Master of Fine Arts degree in Studio Art is composed of **60 semester credit hours** of coursework. This includes **26 hours** in the primary area of studio art specialization, **12 hours** of ART 6810 *Graduate Seminar*, **10 hours** of classes in allied fields, and **6 hours** of art history coursework. A minimum of **6 hours** of ART 6975 *Final Project*, is required as preparation for the Final Project Paper and the MFA Exhibition. No grade below B- will count for the MFA degree. Further explanations of the credit requirements follow; see also the “Forms” section for semester-by-semester chronology of activity.

Students normally enroll in 12 - 15 credit hours each Fall and Spring Semester; some graduate students also take courses during the Summer Term to complete the program in two years. Students who have been awarded a graduate assistantship or a teaching assistantship are required to register for a minimum of 9 credit hours. The Graduate School’s tuition benefit program for a teaching assistantship or graduate assistantship applies only to the first 12 hours of a student’s course schedule during the academic year; tuition for the remaining hours, as well as full tuition in the Summer Term, is the obligation of the student; see the TA Handbook.

- **Studio Art Specialization** You will complete 26 hours with the faculty in your primary area of specialization. You will enroll in the 6000-level *Graduate Project* courses as directed studies. Before the semester begins, you must meet with the faculty member you wish to work with and formulate the goals of the class. Your **Graduate Study Contract** (available from the department graduate secretary) should include a description of the objectives, an outline of the frequency and scheduling of critiques, and be signed by you and the faculty member before returning it to the department graduate secretary. When you pay the course fee to the department, the graduate secretary will issue you the class number/permission number to enroll in the course. All graduate coursework, except for a few classes such as ART 6810 *Graduate Seminar* (3

credits), have variable credit, generally from 2 - 6. You and the faculty member will decide on how many credits for the 6000-level *Graduate Project* in that semester.

- **ART 6810 Graduate Seminar** You must take ART 6810 each Fall and Spring Semester of the two-year MFA program for a total of 12 hours. The course rotates among full-time faculty who bring a different perspective each time they teach the class. The class is taught in a seminar format, and the topics of readings and discussions can range from theoretical and conceptual issues to practical matters of preparing a teaching portfolio.

- **Allied Studio Credits** Allied fields are defined as work outside your particular studio specialization, perhaps in another discipline. With the approval of your Supervisory Committee, you may take a graduate course in another department (5000-level or above). Coursework from elsewhere in the University should enrich your studio work or increase your awareness of the arts and humanities.

- **Art History Credits** The Art History Program has established ARTH 6000-6005 for the required 6 hours of art history coursework. The art history faculty member uses one of the numbers in conjunction with one of their 4000-level lecture courses. You should consult the online class schedule to find the 4000-level course in which you are interested and request the class number / permission number for the appropriate ARTH 6000-level number from the art history faculty member.

- **ART 6975 Final Project: MFA** The course gives credit for studio work and Final Project Paper research and writing that leads to the MFA Exhibition. It has variable credit of 1 - 6 hours, and you have the option of taking the course once or multiple times for a total of 6 hours. The department chair serves as the instructor of record and will issue a "T" grade (signifying continuing work) until the final requirements are completed (MFA Exhibition, Final Oral Examination, Final Project paper, and MFA Exhibition Documentation).

- **MFA Exhibition** Your course of study will lead to a final exhibition. Normally, you will install the exhibit in the department's Alvin Gittins Gallery. On occasion, a group show of all MFA graduating students is held in the campus Utah Museum of

Fine Arts in close proximity to the Art Building. You may also petition your Supervisory Committee to set up the exhibit in another public venue. Our graduate students have held their shows off campus in local art galleries. You are expected to provide a one-page abstract for the exhibition that introduces the viewer to the themes explored in the exhibition. You are also required to document the exhibit for the Final Project paper and for the department visual resources archives. It is the responsibility of the student to produce announcement cards for the exhibition, to insert the department logo (electronic file available from the department graduate secretary) and to include the full name and address of the gallery on your announcement card. Please remember to provide a card for the Dean of the College of Fine Arts (250 ART Bldg).

- ***Final Oral Examination*** The examination occurs at the time of the MFA Exhibition and is held in the space where the show is installed. You will be asked to discuss your conceptual insight and technical proficiency concerning your own studio work as well as a general professional awareness of contemporary art. You must be registered for a minimum of 3 hours of ART 6975 *MFA Final Project* during the semester of the MFA Exhibition and Final Oral Examination.

- ***Final Project Paper*** In consultation with your Supervisory Committee, you will write a comprehensive essay, approximately 10-20 pages in length, that reveals the state of your creative research. The paper is designed to represent formally the culmination of two years of graduate work. A revised draft should be submitted to your Supervisory Committee before the Final Oral Examination as the written counterpart to the MFA Exhibition. An official bound copy will be catalogued in the department Owen Reading Room, and you may purchase additional copies of the bound paper for your own collection. See the Appendix for a fuller description of the contents of the final project paper and the “Final Responsibilities” section in this handbook for the procedure on submission of the final version to the University.

- ***MFA Exhibition Documentation*** You must document your complete MFA Exhibition either in 35mm slide format or digital format burned to CD/DVD. Twenty or more images become the property of the department and will be housed in its Visual Resources Collection.

ROLE OF THE SUPERVISORY COMMITTEE » Your committee is crucial to your graduate program. It is responsible for helping you shape an effective course of study, guiding the installation of the MFA exhibition, administering the Final Oral Examination, reading and approving the Final Project paper. The committee serves as your chief advocate to the department, the College of Fine Arts, and to the Graduate School. All first-year students must request a permanent three-member committee at the end of the first semester and no later than the beginning of the second semester. In consultation with the Director of MFA Graduate Studies, you should approach full-time regular faculty to discover their willingness and availability to serve. The chair of the committee must be in your area of specialization, and at least one member must be from an area outside your specific discipline. You may consider a faculty member from the Art History Program or from another department as the third committee member, invited because of special expertise in your area of specialization. You will complete a **Request to Form/Change Supervisory Committee** form (available from the department graduate secretary) for the signatures of your Supervisory Committee and the Director of MFA Graduate Studies. The graduate secretary will deliver to you a copy of the final approved form.

Upon appointment of the Supervisory Committee, the chair of the committee will convene a planning meeting with you and the members of your committee. At this time, the committee will review your academic performance and progress, advise on the remainder of the coursework, and discuss your artistic direction. You may also at this time petition the Supervisory Committee to recommend acceptance of a maximum of nine semester credit hours of non-matriculated graduate coursework, subject to Graduate School conditions. Once your coursework is approved, any changes must receive an unanimous vote by your committee. It is your responsibility to inform your Supervisory Committee chair regularly of your progress through the program.

MINIMUM REGISTRATION » By University policy, you must maintain minimum registration (Fall and Spring) of three semester hours per semester until you complete all requirements for the MFA degree, including the semester in which you schedule your MFA Exhibition and Final Oral Examination. Summer terms are not included in

this requirement. You are not obligated to register for any course after you have defended your final project, but will not graduate until all Department, College, and Graduate School requirements described in this handbook are satisfied. If you do not maintain minimum registration or submit an official *Graduate Student Request for Leave of Absence* (www.gradschool.utah.edu/students/forms/leave.pdf) for College of Fine Arts approval, your Supervisory Committee will be terminated and you will be put on inactive status by the Graduate School. You would need to reapply to the Graduate School Admissions Office to reactivate your file. According to University policy, four consecutive calendar years are the maximum length for completion of MFA degree requirements. Your permanent record is maintained in the College of Fine Arts.

F O R M S

Your progress through the MFA program is marked by completing a series of one- or two-page forms for the College of Fine Arts. Explanations and recommended deadlines of the forms are presented here, along with a checklist to keep you on track. They are put in chronological order in which they should be completed. All forms, save one (*Leave of Absence*) are available from the department graduate secretary, and copies of the forms are added to your permanent file. Sample unofficial copies of the forms are provided to first-year students upon arrival on campus; official copies are generated by the department graduate secretary.

Fine Arts Form 1, *Application for Permission to Plan Study* » You should complete the form as soon as you arrive on campus. It verifies your mailing address, your educational background, and your anticipated graduation date. Within the first week of the first semester of residency, you will receive a copy of the **Mentoring Committee form** with a list of the faculty members who can advise you on graduate study and prepare you to form a Supervisory Committee.

Graduate Study Contract » You will complete one of the forms for each studio class you take. You must obtain the permission of the regular faculty member by planning the objectives of study and the arrangements for periodic review of the studio work. The completed, signed form and the appropriate course fee must be submitted to the department graduate secretary before you receive a class number / permission number to enroll in the course.

Request to Form/Change Supervisory Committee » You will complete the form at the end of your first semester to formalize the committee who will guide you through the MFA program. You may invite the members of your first-semester mentoring committee to serve as the Supervisory Committee, or you may invite other regular faculty members to serve.

Fine Arts Form 2, *Notice From the College of Fine Arts Graduate Program* » The letter from the department notifies the faculty member you requested to chair your

Supervisory Committee of the committee assignment. It is issued as soon as your **Request to Form/Change Supervisory Committee** is approved.

Fine Arts Form 3, Work Sheet for Application for Admission to Candidacy for a Master of Fine Arts Degree » You complete this preliminary plan for your 60-credit hour course of study at the first meeting of your permanent Supervisory Committee at the end of the Fall Semester or the beginning of the Spring Semester in your first year. The full committee must agree to the sequence of courses and sign the form before returning it to the department graduate secretary.

Review of Progress at the End of the Probationary Period » The Supervisory Committee will review with you your studio and academic work in the Spring Semester towards the end of your first year of residency. The results of the review will be presented to you in a written Memorandum that declares whether you have permission to apply for candidacy, continue in the second year with recommendations, or must have a second review. If the committee decides a second probationary review is needed, it is generally scheduled at the end of the Summer Term to give you sufficient time to produce the work required to lift probation. While you may register for Summer Term classes, you will not be allowed to enroll for the second year until your status is restored. Because of class schedule deadlines, the action of the second review makes you ineligible for a graduate or teaching assistantship until one full semester after probationary status is lifted.

Fine Arts Form 4, Application for Admission to Candidacy for a Master of Fine Arts Degree » You will convene a meeting of your Supervisory Committee at the beginning of your third semester in residency to critique your studio work and discuss the scope, direction, and format of the proposed MFA Exhibition and the Final Project paper. At that meeting, you will complete this formal version of **Fine Arts Form 3**. It should record, in chronological order, all your courses taken to complete degree requirements and the grades earned. No grade below B- will count towards the MFA degree, and all incompletes must be satisfied before the official application with signatures is forwarded to the College of Fine Arts. The form must be completed one full semester before your anticipated date of graduation. At the same time, you will work with the

chair of your Supervisory Committee and the department graduate secretary to schedule the dates of your MFA Exhibition. If you elect to delay your graduation beyond the fourth semester, you bear the responsibility of notifying the Graduation Office of the change to your academic plan.

Fourth Semester Plan » No form. In the first month of the fourth semester, you will convene a meeting of your Supervisory Committee to finalize the specific content of the MFA Exhibition and to review a first draft of the Final Project paper. In consultation with the committee, you should set the date of the Final Oral Examination and provide at least two to three weeks notice to the department graduate secretary who schedules the Dean's representative (faculty member from another academic unit in the College of Fine Arts).

Oral Examination Preparation » No form. You will distribute a draft of the Final Project paper to each committee member and the Dean's representative at least one week before the date of the Final Oral Examination. The graduate secretary will print out for the chair of the supervisory committee the required copies of the Supervisory Committee Approval and Final Reading Approval forms for signatures at the Final Oral Examination.

Fine Arts Form 5, Report on Final Oral and Written Comprehensive Examinations » The form should be obtained from the graduate secretary before your Final Oral Examination. It is completed and signed by the Supervisory Committee and the Dean's representative at the conclusion of your orals and returned to the department graduate secretary. If your committee recommends changes to the Final Project paper, you must complete these soon after the Oral Examination for final approval by the committee members.

MFA Exhibition Documentation » You will prepare a portfolio of your exhibition including an image of the full space along with images of each piece. The completed documentation form must be submitted at the same time as the sheet of 20 slides or a CD/DVD of high-resolution raw, TIFF, or jpg files. The department retains copyright to the images.

FINAL RESPONSIBILITIES

- If your draft was not approved as is, submit your final version of your Final Project paper to the chair of your Supervisory Committee for approval.
- Print two copies of the approved Final Project paper on acid-free white paper for binding by the University. One bound volume will be catalogued in the Owen Reading Room, and the other volume is yours to keep.
- Attach to each copy the completed and signed Supervisory Committee Approval and Final Reading Approval forms available from the department graduate secretary.
- Deliver both copies with the forms and a binding fee of \$45 apiece (\$90 total) to the University Campus Store. You must order a red cover with white lettering for the copy required by the department. Since pickup and delivery occurs every other Tuesday morning, it is helpful to bring your manuscripts to the Store on Monday afternoon. You may obtain the bound copies two weeks from the Tuesday delivery date.
- Deliver one bound copy to the department graduate secretary, who will submit change of grade forms for ART 6975, along with copies of **Fine Arts Forms 4 and 5** to the College of Fine Arts office for the Dean's signature.
- Submit to the graduate secretary the image documentation of your MFA Exhibition as described above in the Forms section of the handbook.
- Make arrangements to vacate your studio and return keys to the department office.

The entire process from Final Oral Examination to graduation approval by the Graduate School generally lasts six to eight weeks. Please plan accordingly to provide sufficient time before your graduation date (May, August, December).

A P P E N D I X

The Final Project Paper must adhere to the guidelines in the Graduate School's *Handbook for Theses and Dissertations* (www.gradschool.utah.edu/thesis/handbook.pdf), using the templates when possible. You are welcome to review previous theses and final project papers already catalogued in the Owen Reading Room. The paper should communicate genuine, searching introspection; it should be insightful and cohesive. The images included should support the main points of your paper. All images must be in color and may be color photocopies, inkjet prints (both printed on acid-free white paper), or color photographs (latter are always dry mounted on acid-free white paper). Please arrange no more than two images per page and make allowances on the left side for the binding.

Accepted order:

- Title page (change 'Thesis' to 'Final Project Paper')
- Copyright notice (not listed in Table of contents)
- Supervisory Committee Approval and Final Reading Approval forms (not listed in Table of contents)
- Abstract
- Table of contents
- List of images
- Acknowledgments or Dedication (optional)
- Title of Exhibition/ Document (use half-title page, all caps)
- Introduction
- Chapters
 - normally, several written pages of thoughtful expression explaining artistic directions and unique problems or ideas encountered:
 - _ goals, objectives both past and present and relationship to work
 - _ history of conceptual development
 - _ sources of imagery
 - _ process and methodology
 - _ historical and/or contemporary context for your work
 - _ poetic or literary counterpoint to your visual work, if applicable
 - _ technical information about your work, if applicable
 - _ self-critique
- Conclusion
- Bibliography (list of works researching the project)
- Images (sufficient to illustrate the points made in the paper; images may be included in the body of the text)