

MA

Master of Arts
Program Guide for Students

Indiana State University
Department of Art and Design

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PREFACE

This booklet is designed to serve as a guide to help you fulfill the requirements necessary to complete your Master of Arts Degree Program. It is your responsibility, as a Graduate Student, to read and follow all the M.A. procedures described in the following material. To a great extent, to be an effective graduate student means that you must assume a proactive and self-directive stance to your education. Any questions or concerns you may have about any aspect of the program should be directed to your Area Advisor and/or to the Graduate Coordinator. They, as well as other members of the Graduate Faculty, are interested in your welfare and success.

THE PLAYERS

THE STUDENT: As a graduate student in the Master of Arts program in the Department of Art and Design, you are responsible for the successful completion of all the requirements of the graduate program and, therefore, must carefully follow them as set forth in this booklet. You should consult regularly with your Area Advisor and arrange to meet frequently with the Graduate Coordinator. One of the first things you will need to do is to establish your M.A. Advisory Committee, which should be formed in consultation with your Area Advisor and the Graduate Coordinator. Remember that what you are able to gain from your graduate education at ISU is directly dependent upon the responsibility you assume for yourself and your work.

THE AREA ADVISOR: Your Area Advisor will be the primary faculty member with whom you will work throughout your graduate studies at ISU. He or she will assist you in planning and maintaining your program of studies and will advise you on the direction of your creative work. Your Area Advisor will also serve as the Chair of your M.A. Advisory Committee. In consultation with your Area Advisor, you will continually update your "Contract of Study". Any questions that you may have about any aspect of the M.A. Degree Program should be directed first to your Area Advisor. You should consult with your Area Advisor concerning registration, tentative degree program forms, arranging time for studio reviews, and procedures that M.A. curriculum and exhibition requirements.

THE GRADUATE COORDINATOR: The Graduate Coordinator works closely with your Area Advisor and maintains complete files on your progress towards the completion of degree requirements. The Graduate Coordinator will keep track of your ongoing progress and advise you of what you need to do to successfully complete the M.A. degree requirements.

THE GRADUATE ADVISORY COMMITTEE: The Advisory Committee, which is a major part of the evaluation process, is composed of a minimum of two persons, with the option for a third member if so desired. This Committee is involved in all reviews concerning your studio production and Final Visual Exhibition. You will meet with the Advisory Committee at least three times throughout your course of study, however, you or the committee may initiate additional meetings. For a full description of the duties and responsibilities of the Graduate Advisory Committee, see the separate section devoted to it in this booklet.

THE GRADUATE COMMITTEE: The Graduate Committee is composed of three members of the Department of Art and Design who have Graduate Faculty status. In consultation with the Graduate Coordinator and all departmental members with Graduate Faculty Status, the Graduate Committee decides on all issues concerning policies and procedures relating to the graduate program.

THE CHAIRPERSON OF THE DEPARTMENT OF ART AND DESIGN: The Chairperson of the Department of Art and Design is also an integral part of your degree program and is equally concerned with your success. The Chairperson works in close conjunction with the Graduate Coordinator and the Graduate Committee to assist and advise graduate students in all matters pertaining to the M.A. program as well as to the University as a whole. Any problems you might

have with your Area Advisor or the Graduate Coordinator should be brought to the attention of the Chairperson.

GRADUATE ASSISTANTSHIPS

Graduate teaching assistants are selected on the assumption that they possess special qualities of leadership as well as artistic originality. Teaching Assistants are expected to set an example and to adhere to the guidelines for faculty comportment as set forth in the University Handbook. Because graduate teaching assistants usually teach the youngest and most impressionable members of the student body, they need to be very responsible about their instructional duties

I. The guidelines for appointment for an academic year assistantship are:

- A. An overall undergraduate grade point average of 3.0 or higher on a 4.00 scale from a nationally accredited institution; or a graduate grade point average of 3.60 or higher on a 4.0 scale after completion of at least 12 hours of graduate work from a regionally accredited institution.
- B. A graduate grade point average of 3.00 or higher on a 4.00 scale must be maintained. A minimum of nine hours of graduate course work must be taken each semester or three hours each summer term of appointment.
- C. The schedule of advisory committee meetings must have been completed as outlined in section IV (pg 8) with appropriate, signed forms on file in the Department of Art and Design office.

II. The maximum amount of time a graduate student customarily will be awarded an assistantship in the Department of Art and Design is two semesters for M.A. students. However, unusual circumstances may prompt consideration for an additional semester.

III. For additional information on Graduate Assistantship Appointments and Graduate School Assistantship guidelines, consult the *Graduate Catalogue* section on Financial Information "Graduate Assistant/Fellow Appointments".

IV. Each Graduate Assistant shall be assigned a Faculty Mentor who will be charged with supervising his or her respective Graduate Assistant's performance. The Faculty Mentor shall:

- A. Meet with the Graduate Assistant on a regular basis to discuss their responsibilities and how the Graduate Assistant has chosen to fulfill them.
- B. Evaluate the Graduate Assistant's performance throughout the semester on an ongoing basis, with in-class observations occurring no less than once a month.
- C. Submit to the Chairperson of the Department of Art and Design a mid-semester written evaluation of the Graduate Assistant's performance.
- D. Forward to the Graduate Committee a recommendation on the Graduate Assistant's ability for continued assignment.

- E. Submit to the Chairperson of the Department of Art and Design an end-of-the semester written evaluation on the Graduate Assistant's work throughout the semester.

PROGRAM REQUIREMENTS

[Studio - 32 Semester hours minimum]

I. Course Requirements

- A. Thirty-two credit hours minimum are required, including:
1. Studio Requirements:
 - a. 18 graduate credit hours of directed electives in art approved by the student's Area Advisor;
 - b. each credit hour for studio classes requires at least 3 hours of studio work per week;
 - c. arranged studio classes:
 - 1) no more than 1/3 of the total hours for the M.A. degree may be taken as arranged classes;
 - 2) such arranged classes must be determined in consultation with the student's major professor.
 2. Research requirements: 3 credit hours of ARTP 609, Research for the Studio Artist, which the student is recommended to have completed or be enrolled in at the time of the 24-hour review.
 3. Other Requirements:
 - a. 5 graduate credit hours of course work approved by the student's Area Advisor.
 - b. 6 graduate credit hours of electives within/outside the Department in an area relating to the student's creative work, in consultation with the student's Area Advisor.
 - c. A minimum of one-half of all credit hours must be taken in courses numbered 600 or higher.
- B. The M.A. Degree candidate must maintain a minimum 3.0 cumulative grade point average throughout the program of study. A candidate who drops below 3.0 will be put on probation, as per graduate school requirements.
- C. A minimum of 23 semester hours of the M.A. degree program must be completed in courses carrying on-campus credit.
- D. Transfer Credits
1. Incoming students wishing to transfer graduate credits for coursework completed at another accredited institution must submit such a request to the Graduate Committee upon matriculation. It is incumbent upon the student to provide proof of completion, a copy of the course syllabus, and a statement explaining the relevance of the course(s) in question to their program of study at ISU.
 2. Students wishing to receive graduate credit for a course to be taken at another accredited institution during their program of studies at ISU must receive approval

first from the Graduate Committee and their Area Advisor in order to insure the credits will transfer.

II. Additional Requirements

- A. Fulfill all Advisory Committee progress review requirements (see Advisory Committee section), including:
 - 1. Initial Committee Meeting;
 - 2. M.A. Mid-Point Review;
 - 3. M.A. Culminating Experience Review.
- B. Successful fulfillment of the Culminating Experience Requirements (see requirements under the section on The Culminating Experience);
- C. Degree is to be completed within seven years of first enrollment date.

III. Conditional Acceptance

Students admitted to the M.A. Graduate Program are presumed to have an undergraduate preparation matching the standards of this institution. Certain deficiencies will necessitate remedial work as stated in the Graduate Catalogue, and any courses for which the deficiency is a prerequisite must be postponed until such work is completed. Remedial work does not carry graduate credit. Students can also be admitted to the M.A. program with conditional status. Any student so classified may enroll in courses at the graduate level, but must earn the grade of B or better in his or her first semester of work in order to qualify for regular status.

A graduate student will be allowed to satisfy deficiencies by auditing the necessary classes. However, in order to be able to determine that the student has gained the necessary knowledge from the course, the student must regularly attend class and have satisfactorily completed the course(s) according to requirements for undergraduate students, which the instructor of record determines the student must meet.

IV. Degree Documentation: Degree Documentation Requirements will vary depending upon the choice of the student for the fulfillment of his or her Culminating Experience.

- A. Degree Documentation for a Final Exhibition or Presentation consists of two parts, a Creative Research Paper and visual documentation of the Final Exhibition or Presentation.
 - 1. The Creative Research Paper:
 - a. will be between five to ten pages in length and should address topics appropriate to the artistic development of the student as realized in the Final Exhibition or Presentation, including but not limited to: general premises and intentions; formal concerns; content; methodologies; media; historical precedent (s); relationships to current art; theoretical concerns; and social, political, and/or psychological concerns.

- b. the cover page must include: title, in partial fulfillment of the M.A. degree requirements, date, major advisor (name), and committee members (names);
 - c. refined draft must be submitted to the student's Advisory Committee at least two weeks prior to the Final Exhibition/Presentation;
 - d. Advisory Committee members are to communicate any recommended revisions to the student prior to the Final Exhibition/Presentation;
 - e. final copy must be approved by finals week of that semester;
 - f. all members of the Advisory Committee must be provided with a copy of the final creative research paper.
 - 2. Visual documentation:
 - a. must be between fifteen and twenty slides, or images on CD/DVD;
 - b. should be a visual record of the art work included in the Final Exhibition/Presentation;
 - c. must be labeled in an appropriately professional manner;
 - d. must be of professional quality;
- B. Degree Documentation for the Research Paper must reflect the criteria set forth in the *Handbook for Theses and Dissertations* prepared by the College of Graduate and Professional Studies.
- C. The Research Paper or the Position Paper and the visual documentation will be filed by the student with the Art & Design Office.
- D. With the completion of the Degree Documentation Requirement, all requirements for the M.A. degree will be completed.
- E. Failure to comply with the Degree Documentation Requirement could prevent the student from receiving his or her degree.

THE ADVISORY COMMITTEE

I. Formation, Purpose, and Responsibilities of the Committee

- A. Selection of the Advisory Committee
- 1. The Advisory Committee is selected immediately after the completion of 9 credit hours, and before completion of 12 credit hours of ISU course work applicable to the degree.
 - 2.. Using the M.A. Advisory Committee Membership Form, the student:
 - a. meets with an Area Advisor to discuss the structure of the Advisory Committee;
 - b. requests the participation of the remaining members following the required membership structure outlined below;
 - c. obtains the required signatures on the form;
 - d. obtains the Department Chairperson's signature;
 - e. in the event the Chairperson is unable to sign the M.A. Advisory Committee Membership Form, the Graduate Committee is empowered to authorize the final committee structure;
 - f. gives copies of the final membership form to all members of the Committee and to the Department Secretary to place in the student's file.

3. The committee should be formed by the student in consultation with his/her Area Advisor before the completion of 12 ISU credit hours applicable to the degree.
- B. The committee will meet with the student a minimum of 3 times during the progress of their degree to advise and make recommendations on the student's development:
1. to review the student's progress and level of research at the Initial Committee meeting to be held within four weeks of the formation of the Committee;
 2. to evaluate the student's progress at the M.A. Mid-Point Review to be taken after the completion of 20 credit hours and no later than the completion of 24 credit hours applicable to the degree, and to complete the evaluation forms for this purpose;
 3. to evaluate the student's M.A. Culminating Experience progress;
 4. to individually meet and discuss progress with the student at additional times, if needed;
 5. to determine final approval for the M.A. Culmination Experience
 6. to address the fundamental aspects of the student's intellectual and creative development as a mature and productive artist in all evaluations, including but not limited to:
 - a. premises
 - b. content
 - c. methodologies
 - d. media
 - e. formal concerns
 - f. historical precedent(s)
 - g. relationships to current art
 - h. theoretical concerns
 - i. social, political and/or psychological concerns
 - j. other issues deemed appropriate by the Advisory Committee
 7. To establish additional requirements if the Committee deems it necessary for the student's intellectual and/or creative growth and development.

II. Structure: Two or three voting members, all of whom must have graduate faculty status (temporary graduate status is acceptable as long as it is maintained) or be approved by the Department of Art and Design, including:

- A. Area Advisor;
- B. One professional consultant in a field related to the student's line of creative research or any other faculty member of the Department of Art and Design with Graduate Faculty status;
- C. One additional faculty member from within or outside the department may be included if the student and the Area Advisor, in consultation, deem this appropriate (if the additional faculty member is from outside the department, he/she is a non-voting member; but if the additional graduate faculty member is from within the department, he/she is a full voting member).

III. Change in Membership or Purpose

- A. Continuity in developing critical dialogue should be maintained throughout the student's program of study. However:
 - 1. any change to a student's Advisory Committee must be made in consultation with a student's Area Advisor;
 - 2. the Graduate Committee must be notified of any and all changes to a student's Advisory Committee; and
 - 3. all persons (i.e., the person being replaced and the new member of the committee) involved must be notified of the change.
- B. To allow for appropriate input from faculty members who are new or whom the student did not know when initiating the Committee, or to account for a change in the student's direction:
 - 1. with the exception of the Area Advisor, any one member of the Committee can be changed by the student prior to the mid-point review;
 - 2. to make any changes after the mid-point review, students must petition the Graduate Committee for approval;
 - 3. any changes to the constitution of the Advisory Committee are accomplished by reprocessing the M.A. Advisory Committee Membership Form;
 - 4. additional changes or temporary substitutions pertaining to membership are possible for reasons beyond the student's control, such as:
 - a. unexpected retirement, sabbatical leave, resignation, loss of graduate faculty status, extended illness, or other causes resulting in vacancies on the Committee;
 - b. in such an event, the student is to either temporarily substitute a member or reconstitute the Committee (see section II above).

IV. Frequency of Meetings

- A. The following meetings between the student and the Committee are required to occur:
 - 1. within four weeks following the formation of the Committee; after the completion of 9 hours but before the completion of 12 hours;
 - 2. for the M.A. Mid-Point Review;
 - 3. for the Culminating Experience Review in connection with the Culminating Experience (Exhibition/Presentation/Research Paper) at the end of the program;
 - 4. additional meetings may be requested by the candidate or by the Advisory Committee.
- B. In addition to the above Advisory Committee meetings, the student may meet with the individual members of the Committee as needed.
- C. Failure on the part of the student to comply with this schedule of meetings within the time constraints set forth above could result in the student being placed on probationary status or in the summary dismissal of the student from the M.A. graduate program.

V. Scheduling Meetings and Examinations and Completion of Forms

- A. The student and Area Advisor shall, in consultation and with the consent of the members of the Advisory Committee, jointly determine dates, times, and locations for the Advisory Committee meetings and examinations.

- B. It is the responsibility of the student to bring the required forms for each review to the review. These forms are included in the back of the M.A. Program Guide for Students.
- C. The student will complete the top portion of the forms, and deliver the appropriate ones to each Advisory Committee member at every review:
 - 1. one copy of the M.A. Initial Review Form is needed for the Initial Review;
 - 2. one copy of the M.A. Mid-Point Review Vote Form is needed for the M.A Mid-Point Review;
 - 3. one copy of the M.A. Culminating Experience Review Form is needed for the M.A. Culminating Experience Review

IN PROGRESS REVIEWS

I. Contents of In-Progress Reviews, Preliminary and Final Reviews, and Requirements for Student Response

- A. The issues to be addressed in the meetings and examinations are broadly based in order to encompass all possible concerns in the student's individual art form(s).
- B. The specific significance and characteristics of each area of evaluation will vary from student to student in accordance with individual variations in creative goals.
- C. The areas to be addressed both by the student and the Advisory Committee are outlined in the following sections on the Mid-Point Review and Culminating Experience.
- D. The same broad areas of content are to be addressed at other Advisory Committee meetings as well, and are considered on-going aspects of the critical thinking and developing work of each student.
- E. The student is required to read, reflect upon, and pursue recommendations and any additional requirements made by Advisory Committee members for the evaluations.
- F. The student should maintain a current file of his/her progress, including copies of all signed forms and correspondence.

II. THE INITIAL REVIEW

- A. The Initial Review takes place within four weeks of the formation of the Advisory Committee after the completion of 9 hours but before the completion of 12 hours.
- B. The Initial Review is conceived as an informal event in which the student and the Advisory Committee familiarize themselves with the student's interests, creative work and direction.
- C. The review shall:

1. Be evaluated by the student's Area Advisor and Advisory committee;
2. Be oral in form;
3. Occur in a context in which representative works by the student are presented;
4. Occur at a time determined by the Student and Area Advisor in consultation with the Advisory Committee when all members of the Advisory Committee can be present;
5. Address the student's basic creative development and adjustment to Graduate Studies.

III. THE MID-POINT REVIEW

- A. The M.A. Mid-Point Review will take place
 1. After the completion of 20 credit hours and no later than the completion of 24 credit hours;
 2. It is recommended that the student has completed or is enrolled in the Research Methods course (ARTP 609) at the time of the review;
 3. It is suggested that by this time the candidate will have completed three of the six credit hours in directed electives.
- B. The Review shall:
 1. Be evaluated by the student's Area Advisor and Advisory Committee;
 2. Be in oral form;
 3. Occur in a context in which representative works by the student are presented;
 4. Occur at a time determined by the Student and Area Advisor in consultation with the Advisory Committee when all members of the Advisory Committee can be present;
 5. Begin with an artist's statement made by the student which addresses appropriate concerns including, but not limited to, the following:
 - a. general premises
 - b. content
 - c. methodologies
 - d. media
 - e. formal concerns
 - f. historical precedent(s)
 - g. relationships to current art
 - h. theoretical concerns
 - i. social, political, and/or psychological concerns
 - j. other issues deemed appropriate by the Advisory Committee.
 6. Involve responses to questions from the Advisory Committee concerning the above and other issues as they occur.
 7. Address the student's option for completing his/her M.A. Culminating Experience [See section on the M.A. Culminating Experience, p. 13]
- C. The Advisory Committee's review recommendation shall
 1. Be formulated at the conclusion of the M.A. Review, but not in the presence of the student.
 2. Be conveyed orally to the student following the deliberation of the committee.
 3. Be formally notated on the M.A. Mid-Point Review Vote Form, including:
 - a. an indication of *pass*, *pass conditional*, or *no pass* status based upon a majority vote;
 - b. signatures of all the committee members;
 - c. any additional requirements recommended by the committee.

4. A copy of the Advisory Committee's written comments may be given to the student by the Area Advisor.
- D. *"Pass" and/or "Pass Conditional"*
1. The Area Advisor shall:
 - a. complete the M.A. Mid-Point Review Vote Form after the Committee's vote at the conclusion of the Mid-Point Review;
 - b. meet with the student and discuss the results of the review, and give all copies of the evaluation form to the student including:
 - 1) recommended readings;
 - 2) other requirements:
 - a) all additional requirements are to be completed no later than the end of the following semester unless stipulated otherwise by Advisory Committee;
 - b) should the student not satisfactorily complete the additional requirements within the stipulated length of time, the student fails the M.A. Mid-Point Review.
 - c. be responsible for the distribution of all forms as described below:
 - 1) the Area Advisor retains one set;
 - 2) the Area Advisor submits one set to the Art Office;
- E. *"No Pass"*: Should the candidate not pass the M.A. Mid-Point Review, the student will
1. Have his/her status in the M.A. Program re-evaluated by the Advisory Committee;
 2. The Advisory Committee will determine if the candidate: should be allowed to continue in the M.A. program;
 3. If the candidate is permitted to continue in the M.A. Program, a second review will be scheduled before the end of the semester following the one in which the student has not passed;
 4. The candidate may not have more than two opportunities to pass the M.A. Mid-Point Review and may not have a Final Review or receive the M.A. degree until all M.A. Mid-Point Review requirements are satisfied.

DECLARATION OF CULMINATING EXPERIENCE FORM

- I. The Declaration of Culminating Experience Form signifies the student's expectation to complete all degree requirements during the semester that the culminating experience is planned to occur.**
- A. A student expecting to graduate in the Spring semester should complete the form no later than the preceding October fifteenth;
 - B. A student expecting to graduate in the Summer should complete the form no later than the preceding December fifteenth;
 - C. A student expecting to graduate in the Fall semester should complete the form no later than the preceding April fifteenth.

- II. The Declaration of Culminating Experience Form should not be filed until the student has successfully completed his or her M.A. Mid-Point Review.**
- III. The student, in consultation with his or her Area Advisor, must complete the form to begin the process of scheduling the exhibition/presentation/thesis defense.**
- IV. The form must be signed by all members of the student's Advisory Committee who thereby indicate their endorsement of the student's probable readiness for the exhibition/presentation/research paper defense.**
- V. If all Advisory Committee members will not agree to sign the form, the student must immediately schedule a meeting with his/her Committee.**
- VI. The completed form must be filed in the Art & Design Office, with a copy submitted to:**
 - A. The Student's Area Advisor, the art and design office, and,**
 - B. If the University Art Gallery is to be used, to the Gallery Director.**

FINAL APPROVAL FOR THE M.A. CULMINATING EXPERIENCE

- I. The Final Approval for the M.A. Culminating Experience Form must be completed with the appropriate signatures at least three weeks prior to the final exhibition/presentation/research paper defense**
- II. If all of the members of the student's Advisory Committee will not sign this form, the student must immediately schedule to meet with his or her committee.**
- III. If the Final Approval for the M.A. Culminating Experience Form is not supported by the Advisory Committee, the student cannot exhibit that semester but may reapply the following semester.**
- IV. The completed Final Approval for the M.A. Culminating Experience Form must be filed in the Art & Design Office, with a copy submitted to the student's Advisor, and, if the University Art Gallery is to be used, to the Gallery Director.**

THE M.A. CULMINATING EXPERIENCE

I. The Nature of the Culminating Experience

The nature of the Culminating Experience will vary according to the student's area of study, educational goals, and choice from one of the three options by means of which the student decides to fulfill the requirements for the Culminating Experience, either an exhibition, a presentation, or a research paper. However, regardless of the specific choice:

- A. The Culminating Experience is the crowning integrative experience of the M.A. degree program.
- B. The Culminating Experience constitutes the results of an extensive body of creative research.
- C. The Culminating Experience is to be regarded as reflecting professional-level work and is to be presented in a manner consistent with contemporary aesthetics in the student's area of study.
- D. The Culminating Experience will be open to the University community and the general public.

II. The Final Exhibition Option

- A. The student is responsible for designing the installation and hanging all art work in the exhibition.
- B. Whenever possible, the University Art Gallery will be made available for this exhibition:
 - 1. the University Art Gallery Director is responsible for scheduling all exhibitions in the gallery;
 - 2. after consultation with the student and based on the information in the Intent to Exhibit Form, the Gallery Director will determine a time for the final exhibition;
 - 3. every effort will be made to schedule the exhibition for a period of time not less than one week in duration;
 - 4. depending on the number of students requesting gallery time and the aesthetic compatibility of the work, the Gallery Director will determine if each student will be featured in a solo or group exhibition;
 - 5. if a group exhibition is planned, the Gallery Director will meet with all parties before the exhibition is installed to determine how the space and the gallery furniture will be shared;

6. the student may consult with the Gallery Director and his/her Area Advisor for guidance with the installation;
 7. the student must consult with the Gallery Director regarding any unusual installation requirements;
 8. the Gallery Director has the authority to prohibit any unsafe or illegal use of the gallery;
 9. the gallery staff may be available to assist with the installation.
- C. An alternative professional exhibition space can be considered after consultation with and approval by the student's Advisory Committee, if:
1. the nature of the exhibition does not lend itself to the University Art Gallery;
 2. the University Art Gallery schedule precluded proper presentation;
 3. the University Art Gallery is not desirable.
- D. The Selection of Works
1. the student is to select all work included in the exhibition in consultation with his or her Advisor.
 2. the exhibited work must represent an extensive and cohesive body of creative research.
 3. the art work exhibited must be original works created by the student while enrolled in the M.A. graduate program.
 4. recent art work should be stressed.
 5. the student is responsible for completing the Insurance/Loan Agreement Form for each work in the exhibition, whenever relevant;
 - a. this form must be completed two weeks prior to the beginning of the exhibition;
 - b. this form must be submitted to the Art & Design Office.
 6. the student is responsible for providing suitable labels for the art work.
- E. The Exhibition Statement
1. a one page Exhibition Statement must be included as an integral part of the exhibition.
 2. the Statement must be easily located in the gallery to serve as an introduction to the exhibition for the general public.
 3. the Statement must clearly explain the essential issues embodied in the exhibition.
 4. the Statement should convey an understanding of the artist and the art work presented.
- F. The Exhibition Announcement
1. the student is responsible for preparing an exhibition announcement consistent with a professional exhibition.
 2. the announcement must be made available to the University Community and to the general public.
 3. the Department will reimburse the student up to fifty dollars (\$50.00) for the cost of producing the exhibition announcement.
 4. the announcement must contain:
 - a. the student's name;
 - b. M.A. Final Exhibition;
 - c. Indiana State University;
 - d. The Department of Art;
 - e. the dates and time of the exhibition and the opening;
 - f. the location of the exhibition;

g. other information the student deems relevant and necessary.

G. The Opening and Reception

1. the exhibition must have an opening consistent with a professional exhibition
2. an opening reception with refreshments is optional but, if the student chooses:
 - a. he or she is responsible for providing whatever refreshments he/she wishes to offer;
 - b. he or she is responsible for setting-up and cleaning up after the reception

III. The Research Paper Option

- A. Represents original scholarship on a topic selected by the student in consultation with his or her Advisory committee
- B. Under the direction of his or her Advisory Committee, the student prepares and submits a research paper proposal for approval by the committee.
- C. The Research Paper will be approximately thirty to fifty pages and include footnotes, bibliography, and appropriate illustrations, if relevant to the subject under consideration.
- D. The final form of the Research Paper must meet the criteria set forth in the *Handbook for Theses and Dissertations* prepared by the College of Graduate and Professional Studies and available for purchase at the University Bookstore.
- E. The student orally defends the Research Paper at a meeting with his or her Advisory Committee.
- F. Copies of the Research Paper must be submitted to:
 1. the Area Advisor
 2. all members of the Advisory Committee
 3. the Art & Design Office

IV. The Presentation Option

- A. Description of the Nature of the Final Presentation
 1. the student, in consultation with his or her Area Advisor, is to determine the theme of the presentation and the medium in which it will be accomplished.
 2. the presentation constitutes the results of a body of theme-based creative work.
 3. the presentation will be a one-time-only formal presentation.
 4. the presentation will be made to an invited audience of the University community and the general public.
 5. the student is responsible for the date, time, and location of the presentation.
- B. The content of the Presentation
 1. the student is to determine the theme of the presentation and the medium in which it will be accomplished in consultation with his or her Area Advisor.
 2. the presentation will be centered around that theme.

3. the presentation must be a thorough and cohesive work exhibition creative inquiry and problem-solving.
4. the presentation must represent an original line of inquiry and work by the student while enrolled in the M.A. graduate program.

C. The Method of Presentation

1. presentation of the final work will be in a non-exhibition format.
2. the M.A. candidate will show his or her project to an invited audience, giving a lecture on the process and theme, and showing or demonstrating the final project.
3. the lecture should not exceed 15-20 minutes.
4. time will be given for questions and, if appropriate, opportunity to try out or otherwise experience the demonstrated project.
5. the entire presentation should be limited to an hour and a half whenever possible.

D. The Presentation Announcement

1. the student is responsible for preparing a presentation announcement consistent with a professional presentation.
2. the announcement must be made available to the University Community and to the general public.
3. the Department will reimburse the student up to fifty dollars (\$50.00) for the cost of producing the exhibition announcement.
4. the announcement must contain:
 - a. the student's name;
 - b. M.A. Final Exhibition;
 - c. Indiana State University;
 - d. The Department of Art;
 - e. the dates and time of the exhibition and the opening;
 - f. the location of the exhibition;
 - g. other information the student deems relevant and necessary.

E. The Reception

1. an opening reception with refreshments is optional.
2. if the student chooses to have an opening reception:
 - a. he or she is responsible for providing whatever refreshments he/she wishes to offer;
 - b. he or she is responsible for setting-up and cleaning up after the reception.

THE M.A. CULMINATING EXPERIENCE REVIEW

I. Nature and structure of the M.A. Culminating Experience Review

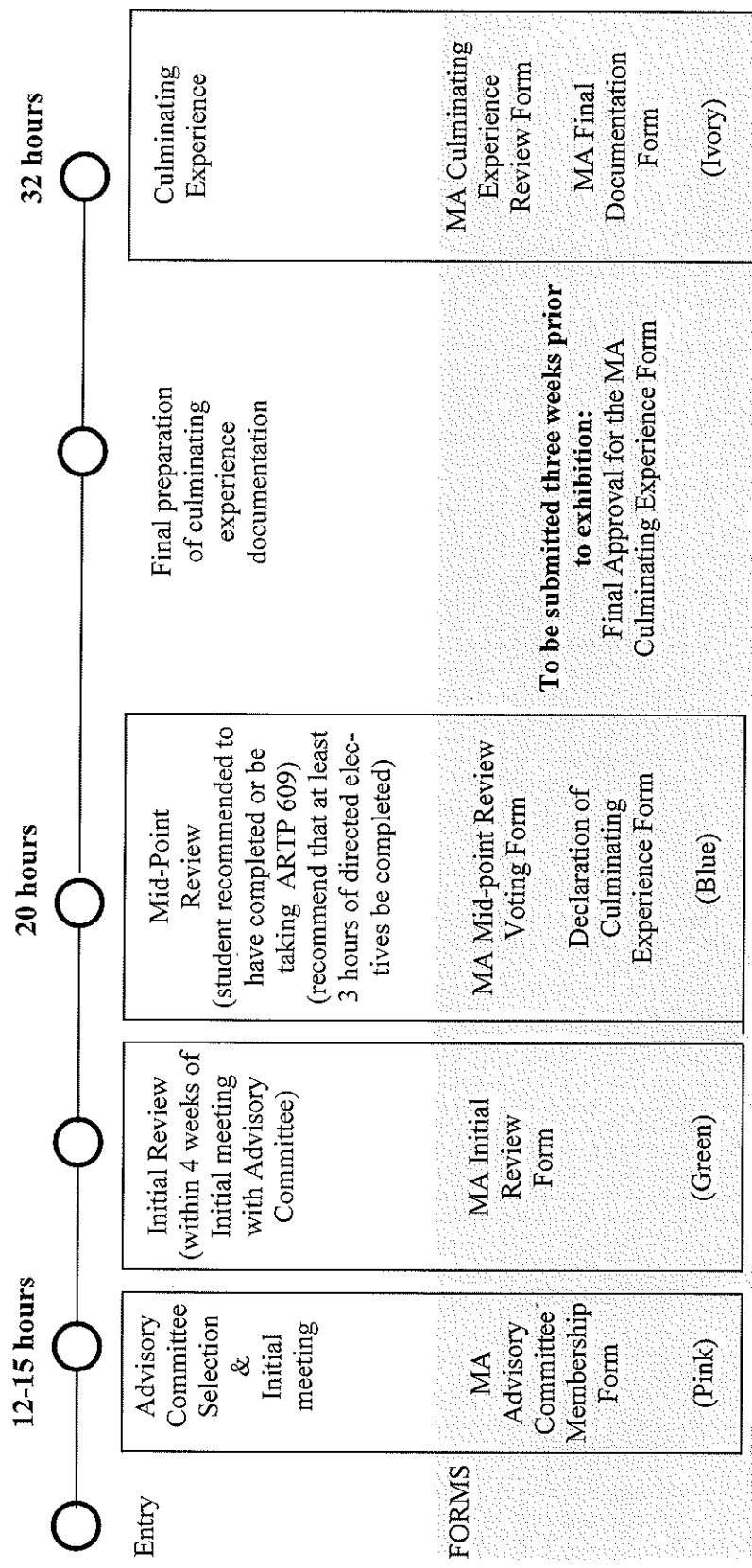
- A. The student shall schedule an oral defense of his or her creative research, regardless of whether the student has chosen to mount an exhibition, give a presentation or write a research paper.
- B. The student must consult with the members of his or her Advisory Committee to find a date and time that is appropriate and convenient for all members of the committee.
- C. The oral defense must occur during the scheduled time period during which the exhibition is on display, immediately after the presentation, or a mutually agreed upon time by members of the Advisory Committee if the student has chosen to write a research paper.
- D. The M.A. Culminating Experience Review Form must be signed by all members of the Advisory Committee and submitted to the Art Office at least three weeks prior to the Final Visual Exhibition/Presentation or Research Paper Defense.
- E. During the actual M.A. Culminating Experience Review, the student must satisfactorily respond to questions regarding the following:
 - 1. general premises and intentions
 - 2. content
 - 3. methodologies
 - 4. media
 - 5. formal concerns
 - 6. historical precedent(s)
 - 7. relationships to current art
 - 8. theoretical concerns
 - 9. social, political and/or psychological concerns
 - 10. other issues that may be appropriate.

II. Approval of the Advisory Committee

- A. As a prerequisite to graduation and the awarding of the M.A. degree, the student satisfactorily completes all three components of the final culminating educational experience:
 - 1. The M.A. Culminating Experience [Exhibition/Presentation/Research Paper]
 - 2. The M.A. Culminating Experience Review
 - 3. The Degree Documentation [see section IV, under Program Requirements (page 4)].
- B. The student will have satisfied these requirements if he or she receives a pass from both members, or two of three members, of the Advisory Committee.
- C. If the candidate does not pass, he or she will have to fulfill requirements to be established by the Advisory Committee before he or she will be recommended by the Department of Art and Design to receive the Master of Arts Degree.

Revised 2011

Structure of the MA Program



At each of the stages and in required coursed cited in the above diagram, the graduate student is asked to respond in depth to issues related to the final visual project. These issues will also be addressed on a regular basis in informative meetings between the graduate student and members of the MA Committee. Among, although not limited to, the various issues to be considered are the following:

1. general premises
2. content
3. methodologies
4. media
5. formal concerns
6. historical precedents

7. contemporary art theories & developments
 - a. social/political/environmental
 - b. psychological
 - c. philosophical
 - d. spiritual
 - e. the avant-garde
 - f. art and popular culture
 - g. art in a post-capitalist mass consumer society
 - h. art and the sign
 - i. the issue of the Other

Revised August 2011

**INDIANA STATE UNIVERSITY
DEPARTMENT OF ART AND DESIGN**

MA Advisory Committee Membership Form

Candidate's Name _____

Address _____

Phone # _____

- I. Proposed MA Advisory Committee
(two to three voting members, all of whom must have graduate faculty status)

A. _____	_____	_____
Name (print)	Faculty Approval Signature	Date

B. _____	_____	_____
Name (optional voting member) (print)	Faculty Approval Signature	Date

C. _____	_____	_____
Name (Advisor) (print)	Faculty Approval Signature	Date

D. Chairperson's Approval _____	_____
	Date

NOTE TO STUDENT:

Obtain Major Advisor's signature next to last and the Department Chairperson's signature last. Return to main departmental office.

**INDIANA STATE UNIVERSITY
DEPARTMENT OF ART AND DESIGN**

MA Initial Review Form
(Advisor completes this form)

Candidate's Name _____

Address _____

Phone # _____

I. Confirmation of completion of Initial Review

A. _____
Approval Signature of Advisory Committee Member Date

B. _____
Approval Signature of Advisory Committee Member (optional voting member) Date

C. _____
Approval Signature of Advisor Date

COMMENTS:

NOTE TO STUDENT:

Return to main departmental office.

**INDIANA STATE UNIVERSITY
DEPARTMENT OF ART AND DESIGN**

MA Mid-Point Review Vote Form
(Advisor completes this form)

Candidate's Name _____

Address _____

Phone # _____

NOTE TO ADVISOR: A vote is to be taken immediately following the mid-point examination and the results recorded below, along with signatures of all committee members. Attach additional written comments to this form if needed.

Advisory Committee Vote: Pass _____, Pass Conditional* _____, No Pass _____

A. _____
Signature of Advisory Committee Member Date

B. _____
Signature of Advisory Committee Member(optional voting member) Date

D. _____
Signature of Advisor Date

*Requirements if Pass Conditional:

**INDIANA STATE UNIVERSITY
DEPARTMENT OF ART AND DESIGN**

Final Approval Form for the MA Culminating Experience

Candidate's Name _____

Dates of Exhibition _____

Location of Proposed Exhibition _____

_____ Signature of Advisory Committee Member	_____ Date	Approve () Disapprove ()
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_____ Signature of Advisory Committee Member	_____ Date	Approve () Disapprove ()
---	---------------	-------------------------------

_____ Signature of Advisor	_____ Date	Approve () Disapprove ()
-------------------------------	---------------	-------------------------------

NOTE TO STUDENT:

Give a copy of this form to the University Curator and original to the Art and Design Department. Keep a copy for your records.

**INDIANA STATE UNIVERSITY
DEPARTMENT OF ART AND DESIGN**

MA Final Documentation Form
(Advisor completes this form)

Candidate's Name _____

Address _____

Phone # _____

The MA Advisory Committee confirms that the candidate has successfully completed and submitted all required degree documentation.

_____ Signature of Advisory Committee Member	_____ Date
_____ Signature of Advisory Committee Member	_____ Date
_____ Signature of Advisor	_____ Date

Indicate upon completion:

- ☐ visual documentation
- ☐ final exhibition
- ☐ creative research paper
- ☐ final visual examination
- ☐ completion of any conditions
set by the Advisory
Committee at the final visual
examination

This form must accompany the Culminating Experience Review form. Both will be sent to the College of Graduate and Professional Studies when the candidate has submitted to the advisor, or Graduate Coordinator, the required degree documentation.

**INDIANA STATE UNIVERSITY
DEPARTMENT OF ART AND DESIGN**

MA Culminating Experience Review Form
(Advisor completes this form)

Candidate's Name _____

Address _____

Phone # _____

I. MA Advisory Committee:

_____ Signature of Advisory Committee Member	_____ Date	Pass () No Pass ()
---	---------------	----------------------

_____ Signature of Advisory Committee Member	_____ Date	Pass () No Pass ()
---	---------------	----------------------

_____ Signature of Advisor	_____ Date	Pass () No Pass ()
-------------------------------	---------------	----------------------

II. Pass upon fulfillment of the following conditions:

III. Pass () No Pass () (If three members on committee, two must vote "pass", if two members both must vote "pass".)

IV. Pass with Distinction () (Unanimous vote of committee)

_____ initial	_____ initial	_____ initial
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ADVISOR: Please remind candidate that the signed Final Review form will not be sent to the College of Graduate and Professional Studies until he/she has submitted to the Art and Design Department office the required degree documentation.