

MA + MFA

HANDBOOK

2015 - 2016

DEPARTMENT OF VISUAL
ARTS

**CALIFORNIA STATE
UNIVERSITY, FULLERTON**

Contacts:

Art Department Office—Room VA 102, Monday–Friday 8am–5pm, 657.278.3471,
<http://www.fullerton.edu/arts/art/index.htm>

Art Department Chair—Jade Jewett, Room VA 103A, 657.278.2081, jjewett@fullerton.edu

Graduate Program Advisor—Christina Y. Smith, Room VA 144A, 657.278.7633,
artgradcoordinator@fullerton.edu / chrsmith@fullerton.edu

Graduate Administrative Assistant—Laura Garcia, Room VA 103, 657.278.7753,
lagarcia@fullerton.edu

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Introduction

The Art Department at California State University Fullerton (CSUF) offers two masters degrees: a Master of Arts in Art (MA) and a Master of Fine Arts in Art (MFA). With these degrees there are ten area/discipline concentrations: art history (MA only), ceramics, crafts (wood, jewelry/metalsmithing), creative photography, drawing and painting, exhibition design, graphic design, glass, illustration, and sculpture. This diverse-range of disciplines provides students with specialty options and opportunities for multi-media and cross-disciplinary explorations.

The curriculum provides students with the discipline, training, intellectual inquiry, and artistic understanding required for a variety of arts vocations. Students, faculty, and staff are united in the goal to inspire creativity, foster critical inquiry, and develop competencies necessary for effective leadership roles in the arts and related fields.

Critiques are core components of the open dialog between students and faculty. Dedicated and passionate faculty serve as mentors, academic advisers, and graduate committee members, and regularly bring-in professionals to provide additional perspectives. Assessment is designed to chronicle each student's capability for creative thinking, critical analysis, and an expanded global awareness of traditional, historical, cross-cultural, and emerging arts practices.

Graduate students learn to verbally articulate and contextualize their work and will produce a written research thesis and artist's statement. For the culminating project of the MA or MFA degree, graduates create and present a cohesive body of work for public exhibition or as a special project. Through these experiences, graduates are ready to present their art to external sources, such as galleries, foundations, museums, residencies, competitions, journals, and design and entertainment studios.

As a result of their master's studies, graduates will be competent and reflective arts practitioners—ready for vibrant lives as professional artists, exhibition designers, art historians, and arts educators.

Areas of Concentration

Master of Arts in Art

Art History
Ceramics
Crafts (Paper, Fiber, Wood, Jewelry/Metals)
Creative Photography
Drawing and Painting
Exhibition Design
Glass
Graphic Design
Illustration
Sculpture

Master of Fine Arts in Art

Ceramics
Crafts (Paper, Fiber, Wood, Jewelry/Metals)
Creative Photography
Drawing and Painting
Exhibition Design
Glass
Graphic Design
Illustration
Sculpture

Department of Visual Arts Faculty/Concentration

Art Education

Elizabeth Holster, Professor
Kay Devine, Full-time Lecturer

Art History

Elisa Mandell, Associate Professor
Joanna Roche, Professor
Christopher Slogar, Associate Professor

Ceramics

Nobuhito Nishigawara, Professor

Crafts

Christina Y. Smith, Professor

Creative Photography

Linda Kroff, Professor
Julie Orser, Assistant Professor

Drawing and Painting

Rebecca Campbell, Assistant Professor
Kyung Sun Cho, Professor
Joe Forkan, Professor
Jade Jewett, Professor and Chair

Entertainment Art/ Animation

Carol Ashley, Assistant Professor
Mike Dietz, Assistant Professor
Andy Fedak, Assistant Professor
Charles Grieb, Professor
Wendy Grieb, Assistant Professor
Dana Lamb, Emeritus Professor

Exhibition Design and Museum Studies

Mike McGee, Professor

Foundations

Joseph Biel, Professor
Bryan Cantley, Professor
Andrew Dickson, Associate Professor
Lawrence Yun, Professor

Glass

John Leighton, Professor

Hiroshi Takizawa, Assistant Professor

Graphic Design

John T. Drew, Professor

Yoon Han, Assistant Professor

Arnold Holland, Professor and Associate Dean of the College of the Arts

Sergio Lizarraga, Associate Professor

Theron Moore, Professor

Chen Wang, Professor

Illustration

Cliff Cramp, Professor

Christian Hill, Associate Professor

Larry Johnson, Emeritus Professor

Sculpture

Jim Jenkins, Professor

Admission

Admission to the MA or MFA program is a 2-step process:

1. University-level Application: A prospective graduate student must first [apply for admission](#) to the university. See [CSUF Office of Graduate Studies](#) for forms, deadlines, and frequently asked questions such as [TOEFL](#) requirements.

2. Department-level Application: If a prospective student meets the university's admission requirements, then the student must apply directly to the Art Department for admission into an arts program.

- a. The prospective student is required to submit a "portfolio" for review that contains the student's creative work, statement of purpose, letters of recommendation, etc.
- b. This portfolio review is called a Comprehensive Portfolio Review and is conducted by a committee of faculty in the chosen area of study. The prospective student submits this portfolio at least one-semester prior to the requested admission date. Faculty members review this portfolio and may sometimes meet in-person with applicants.
- c. Contact **Laura Garcia**, the Graduate Administrative Coordinator, for procedures, dates, and possible appointment times. The Comprehensive Portfolio Review is held each semester (twice a year).
- d. It is also suggested that the prospective graduate student obtain advisement from a full-time Art Department faculty member.

After successfully completing the Comprehensive Portfolio Review, the prospective graduate student is formally notified by the Office of Graduate Studies of their admission status within 6-weeks of the reviews.

Completing the MA or MFA degree

This online Graduate Handbook contains information to help the admitted graduate student understand the requirements for completing the MA or MFA degree:

- Forming the student's graduate committee
- Obtaining approval of the student's study plan
- Maintaining the student's program and all documentation of the degree process
- Presenting/installing the student's graduate exhibition/project/thesis
- Compiling the student's Permanent Record: Binder or Projects

In this professional program, it is the student's responsibility to follow through with the 5-action items above. It is vital that the student keeps copies of all documents pertaining to the student's degree process. If the student has any questions or concerns first consult this Graduate Handbook and the CSUF University Catalog, and then consult the faculty chair of the student's graduate committee. For further information the Graduate Program Advisor, **Christina Y. Smith**, and/or the Graduate Administrative Coordinator, **Laura Garcia**, are available for help with the MA or MFA process. Everyone works in tandem to the successful completion of the student's graduate degree.

For detailed graduate information, refer to the Graduate Regulations section of the current CSUF University Catalog at <http://catalog.fullerton.edu/>

Becoming a Classified Graduate

1. Graduate Committee

After successful admission, the graduate student forms their graduate committee. The student selects prospective committee members from the full-time faculty and secures each faculty member's agreement to serve. Graduate students meet regularly with their two or three-person graduate committee.* Several disciplines also conduct mandatory "committee-as-a-whole" graduate reviews, sometimes occurring each semester over multiple days or evenings. In addition to the student's graduate committee, the Graduate Program Advisor is an ex-officio member of all graduate committees.

*In the graphic design concentration the entire full-time graphic design faculty serve as the committee for the student's first year.

2. Study Plan

A Study Plan of all coursework leading to the MA or MFA degree shall be developed by the student and approved by their graduate committee. The student will confer with their graduate committee to prepare the Graduate Study Plan Worksheet. This Graduate Study Plan Worksheet must bear the name and signatures, signifying approval, of the graduate committee. It is the student's responsibility to ensure that their study plan is complete, accurate and approved by their graduate committee.**

When completed, the student will submit this worksheet to the Graduate Program Advisor and the Graduate Administrative Coordinator, who will process and submit the study plan to the university's Office of Graduate Studies for final "Classification" approval. This shall be done before the student earns 13-units of graduate study. (Failure of the graduate student to complete these steps in a timely manner may result in loss of graduate units applicable to the degree.)

The approved Study Plan is valid only as long as the student maintains continuous enrollment in both the fall and spring semesters until all degree requirements are completed. Otherwise it may be necessary to reapply to the university and meet any additional requirements approved in the interim. If the student has completed all coursework on the study plan but has not successfully completed their exhibition/project/thesis, then the student shall register and pay fees for the course GRADUATE STUDIES 700, which carries no credit and does not require attendance. *See the CSUF University Catalog Graduate Student Checklist.*

** A change in the student's graduate committee membership constitutes a study plan change and requires submission of a change in study plan form.

General Requirements

- **Units and Repetition Policies**
 - Master of Arts in Art is a total of 30 units. Master of Fine Arts in Art is a total of 60 units.
 - One-half of the total units (at least) must be graduate (500-level) courses.
 - A minimum of 21 units in Residence for MA and a minimum of 30 units for the MFA. Transfer and extension units are not considered to be Residence Units.
 - No more than 6 units of Independent Research (ART 499 or ART 599). This limit applies to combination MA and MFA degrees or individual MA or MFA degrees. This will include any ART 499 post-baccalaureate course work applied to the study plan.
 - No more than 6 units may be used for the culminating studio project or thesis (ART 597).

- **Required Courses**
 - Seminar/Theory/Criticism courses as follows: MA in Art History ART 511 and ART 512; MA in ART 500A and ART 500B; MFA in ART 500A and ART 500B with a grade of C or better is needed to fulfill this requirement; or for a MFA Graphic Design ART 500C and ART 500D with a grade of C or better is needed to fulfill this requirement. All are certified to satisfy the university Graduate Writing Requirement.
 - A master's student may petition for a maximum of nine units of post-baccalaureate credit. Please consult the CSUF University Catalog for the criteria of using these units towards the degree.
 - **A final evaluation for the MA or MFA is in the form of a one-person art exhibition or for an MA in Art History, a thesis.**
 - All transfer work must be equivalent to CSUF graduate work and acceptable by the institution where taken for credit toward a comparable degree.
 - No correspondence, credit by examination or similar courses may be used for the master's degree.
 - No courses taken to satisfy prerequisite requirements may be used on the study plan.

- **Grades and Grade Point Averages**
 - All courses in the concentration must be completed with a B grade or better.
 - A grade point average of at least 3.0 (B) is required for graduation. This grade point average applies to all 400 and 500 level units attempted subsequent to admission to a degree program; and all units required on the graduate study plan including transfer courses. Each course on the master's study plan must be completed with a grade of (C) 2.0 or better.
 - No courses with non-traditional grades (e.g., CR, S, P, etc.) will count

towards the degree.

- **Continuous Enrollment/Five-Year Limit**

- All study plan course shall be completed or satisfactorily validated within five years, starting with the earliest course on the study plan. For MFA candidates entering with an MA, the five-year limit commences with the semester of the earliest MFA study plan course.
- A student must maintain continuous enrollment throughout the course of study (except intercession and summer). Failure to maintain continuous enrollment may result in the need to be readmitted to the university and additional course requirements to maintain currency.
- If a majority of all graduate coursework is completed, but there is a deficit of study plan units, the student must enroll in Graduate Studies 700.
- If a student has completed all coursework on the study plan but has not successfully completed their exhibition/project/thesis the student must register and pay fees for the Graduate Studies 700 course.

- **Leaves**

- Under certain circumstances, a one-semester Leave of Absence may be granted.
- If a student has completed 6 units of credit and is in good academic standing, a one semester leave of absence may be granted in the following circumstances: illness or disability (permanent or temporary); activities that enhance a student's professional career objectives; active duty in the armed forces of the United States; severe financial hardship, or other reasons at the discretion of the Associate Vice President for Academic Programs. (See University Policy Statement UPS 330.124)

NOTE: Pages 12 through 15 have been extracted and made into downloadable worksheets. Please see the website for links.

Maintaining Classification

Required of All Students

- Updates to student information: Students shall inform the Art Department Graduate Administrative Coordinator of any changes of name(s), address(es), and/or phone number(s). Students must also change this contact information in the student portal and the Office of Admissions and Records.
- Student graduate folder: Student will generate their own folder with copies of all documentation throughout the degree process. This file is the backup to the Graduate Administrative Coordinator's files in case contents are lost or misplaced. Students shall also keep a file of grade reports, transcripts, fee receipts, correspondence and any other papers pertaining to their graduate studies.
- Graduate Committee Meetings: Students shall schedule and convene the required number of graduate committee meetings per semester.
- Study Plan changes: If there is a need for any change/s to the official study plan, do so by way of a [Change of Study Plan Form](#) prior to the desired substitution.
- Enrolled status: Maintain continuous enrollment.
- Advancement to Candidacy: MFA candidates must submit to Advancement to Candidacy review midway through the study plan (after 45 and before completing 51 units), unless having matriculated with an MA degree.
 - If advancement to candidacy is denied, the graduate committee will inform the student of further requirements and/or stipulations needed to attain advancement to candidacy status. The student may be required to stop taking courses applicable to the study plan until the student is advanced.
 - Students who matriculate with an MA degree are exempt from this step.

Graduate Committee Meetings

The concentrations of Art History, Ceramics, Crafts, Creative Photography, Exhibition Design, Glass, Graphic Design, and Sculpture observe the following procedures with respect to required graduate meetings. Drawing & Painting and Illustration follow these same procedures plus have additional “committee-as-a-whole” meetings each semester. For all students, any additional meetings are arranged through the respective committee chairs.

Master of Arts in Art: For the MA, a minimum of six meetings with the student's graduate committee must be held. At least one meeting per semester shall be held during all semesters of graduate study, and no less than two meetings shall be held during the final semester of study. For example, during a typical three-semester MA program, the student and their committee shall meet, at least, as follows: Once during

the first semester, twice during the second semester, and three times during the third/final semester or any semester ART 597 is taken.

Master of Fine Arts in Art: For the MFA, and during the period of classified status, a minimum of two meetings per semester with the student's graduate committee is required. Once ART 597 is taken no fewer than three meetings will be held each semester until the final semester of study.

Scheduling and Documenting Meetings

The student is responsible for arranging all meetings with their graduate committee. At the beginning of each semester, take a moment to plan/schedule the requisite number of meetings for the semester. Do this by checking with the faculty members to ascertain the days/times that are mutually convenient. When selecting dates, it is recommended that meetings not be scheduled during the first and last weeks of classes.

Approximately a week before the scheduled meeting send a meeting reminder email to each member. On the day of the meeting, pick up the department folder from the Graduate Administrative Coordinator to bring to the meeting. Each committee meeting is to be documented by the student with a Summary of Meeting Form ([hyperlink](#)) indicating what was discussed, suggestions/recommendations, objectives to be addressed in subsequent meetings, etc. After the meeting it is the student's responsibility to present a final copy of this summary to the chair of the student's committee, have it signed, and submit it to the Graduate Administrative Coordinator to be included in the university file. All meetings should be documented in this way. Students should also retain a copy of this document for their personal file.

Changes In The Study Plan

The study plan constitutes a written contract between the student and the university. Any change must be approved and entered by submitting a Change of Study Plan Form ([hyperlink](#)) so that the study plan is accurate and up-to-date when the student is ready for a Grad Check. A Change of Study Plan Form must be submitted prior to the desired substitution. Reminder: keep copies of all documents toward the student's degree completion in a personal file.

Failure to submit a formal change in the study plan may jeopardize the student's graduation.

- 1. Change of Courses:** Occasionally it is necessary for the student to make changes in their study plan because of course cancellations, schedule conflicts, work commitments, etc. In such cases, fill out a Request for Change in Study Plan Form ([hyperlink](#)), available from the Graduate Administrative Coordinator, to validate the change. The student, the student's committee and the Graduate Program Advisor

must sign the form BEFORE any change takes place. Once a grade has been assigned to a course already on the study plan, that course cannot be deleted from the study plan.

2. **Change In Committee Membership:** A change in members or chair of the student's committee also constitutes a Study Plan change.
3. **Change of Name(s), Address(es), and/or Phone Number(s):** As a courtesy, inform the Graduate Administrative Coordinator of your changes. You must make the changes in your portal and the Office of Admissions and Records of any name, address and/or phone number changes.
4. **Reminder: Personal File:** The Department of Visual Arts maintains a file on each student; however, file contents could be lost or misplaced. Students are advised to keep a file of grade reports, transcripts, fee receipts, correspondence and any other papers pertaining to their graduate studies. This is a professional program and the student is ultimately responsible that all documents are in their graduate file. A personal home file is readily accessible and the documents therein could resolve problems, should any arise, in a more timely manner.

Continuous Enrollment/Five-Year Limit

The student must maintain continuous enrollment throughout the course of study (except intercession and summer). If a majority of all graduate coursework is completed, but there is a deficit of study plan units, the student must enroll in GRADUATE STUDIES 700. Under certain circumstances, a one-semester Leave of Absence may be granted. Leave of Absence request forms may be obtained from the Office of Graduate Studies, MH-112. These forms are available at the [Graduate Studies](#) website. If the student needs to initiate one of these options, see the Graduate Administrative Coordinator for more details.

The student must complete all the requirements for the master's degree within a five-year period. This time limit commences with the semester of the earliest course used on the student's study plan.

MFA Advancement To Candidacy

- 1) After completing 30 units and not more than 51 units of the MFA study plan the student must pass Advancement to Candidacy for the MFA in Art ([hyperlink](#)) review by the student's graduate committee. This review is primarily an evaluation of the creative work and progress in the program.
- 2) At the completion of 30 units on the study plan, confer with the graduate committee about applying for Advancement to Candidacy.
- 3) If Advancement to Candidacy is denied, the graduate committee will inform the student of further requirements and/or stipulations needed to attain Advancement to Candidacy status. The student's committee may stop the student from taking courses applicable to the study plan until such time that the student is advanced. Students who matriculate with an MA degree are exempt from this step.

Graduate Facilities

On-Campus Graduate Studio Spaces

There are a number of graduate studio spaces available on campus. They are shared with one other grad student for the time that the student is an enrolled and is a classified graduate student. These spaces must be used as working studios and are assigned as they become available on a seniority basis. There is a contract between the graduate student and the department that stipulates usage and rules of graduate spaces that needs to be signed before and after occupation.

GRAND CENTRAL ART CENTER and The Student

Live-in and studio spaces are available for College of the Arts graduate students. After receiving an official acceptance letter from the Department of Visual Arts contact the Assistant Director at [Grand Central Art Center](#) to apply to live at Grand Central.

General Information

The California State Fullerton Grand Central Art Center is the result of a unique partnership between the university and the city of Santa Ana. Located ten miles south of the main campus in the heart of downtown Santa Ana, the art center is a mixed residential, commercial and educational complex. The art center is a 45,000 square-foot, half-city block deep and full city-block long, three-level structure which includes live/studio spaces for graduate students, the Grand Central Art Gallery, the Project Room, the Grand Central Theater, the Gypsy Den Café, an education gallery, classrooms, and studio-living space dedicated to the center's international artist-in-residence program.

Twenty-seven apartments are available for rent to students accepted into the university's MA or MFA Visual and Performing Arts programs. Graduate students live and work at Grand Central Art Center. Apartment residents may also be assigned a studio and parking at the 24-hour guarded parking structure on 3rd Street.

Directory/Contact Information

California State University Fullerton Grand Central Art Center
125 N. Broadway
Santa Ana, California 92701

John D. Spiak
Grand Central Art Center Director/Chief Curator
714.567.7233

Tracey Gayer
Associate Director
714.567.7238

Culminating Graduate Exhibition and Gallery Information

Graduate Galleries: The West Gallery and Duff Gallery

The West and Duff Galleries are available for graduate exhibitions. The MA and MFA one-person graduate exhibition shall be installed in one of these two graduate designated spaces. Many different exhibitions are mounted in the graduate galleries during the course of a school year. Students who use the galleries are collectively responsible for maintaining them. The following policies and procedures have been developed to give individual exhibitors some latitude, ensure equitable scheduling, minimize maintenance costs, and ensure fair restoration timetables for all participants.

Mounting the Exhibition—Checklist

When the graduate committee gives authorization/advancement to candidacy, the student may apply for a graduate gallery:

- Consult with graduate committee members about the content, announcement, wall statement, and other details of the thesis exhibition.
- Select and schedule exhibition dates with the Art Department Graduate Administrative Coordinator.
- Have the wall statement signed by the committee and the Graduate Program Advisor prior to the opening, and then post it in the gallery's entrance.
- Prepare the gallery for exhibition. Mount the exhibition. See below for materials and equipment required.
- Restore the gallery for next graduate show.

The student will have the gallery from 12:00pm Friday to the time of the reception to hang the show. Clean-up and restoration should begin on the last day of the show (Thursday, 4:00pm). The gallery must be restored by 12:00pm Friday for the next exhibitor.

1. Gallery Reservation: After the student receives approval from their graduate committee, the student will submit their name for the lottery-type drawing of dates available for graduate exhibitions for the following semester. The drawing will take place in late November for the following spring and late April for the following fall. There will be a drawing for each of the two galleries available: the West Gallery (larger of the two) and the Duff Gallery. Exhibition Design students will have priority dates for the first four weeks of the semester, and then the remaining available dates will be assigned as per the drawing. Students may put their name in the drawing for the larger or smaller gallery, according to their needs. To achieve equity, the dates the galleries are available will start from the first week of the semester and end the last week of the semester.

What this means is a student must be ready for their graduate exhibition any date during the semester they enter their name in the drawing. There will be some latitude and this process is somewhat fluid. It is the department's intention that all graduates will have an equal opportunity, with the random drawing of names, to have their exhibition coincide with the College of the Arts' Begovich Gallery openings. Since there are only two such openings a semester and many more graduate students, this method helps improve equity in the process for gallery reservations.

Refer to the West Gallery and Duff Gallery plans for the dimensions of the galleries. (hyperlink) Measurements are approximate. If size limitations or special needs exist, the student shall double-check the measurements and/or measure the gallery.**2. Design & Installation:** The student is responsible, in consultation with their committee, for designing and installing the academically required graduate exhibition. Consult with the Art Department Graduate Administrative Coordinator about borrowing equipment: its availability and the procedures for obtaining gallery keys, basic tools, lighting fixtures, ladder(s), and a table for the opening reception. It is important to return all borrowed items immediately after use because the next graduate needs the same items to install their show. *A hold will be placed on your degree if all borrowed items are not returned.*

Students may take Mike McGee's ART 453A/B gallery classes to help prepare for the exhibition. Students may also volunteer in the Begovich Gallery as a learning opportunity for professional installation experience.

The student must provide all paint, pedestals, display cases, special lighting, signage and other supplies. Students must also supply special media such as digital projectors. Please do not paint over light plugs, fuse boxes, thermostat covers, etc. Report anything in disrepair or broken to the Art Department Graduate Administrative Coordinator.

3. Consultation: Contact the Graduate Administrative Coordinator when a student needs to confer with the preceding or succeeding exhibitor or another concurrent exhibitor to coordinate receptions, select paint colors, special set-ups, etc.

4. Gallery Keys: Keys to the graduate galleries may be picked up after 12:00pm on the Friday before the scheduled exhibition date and must be returned the following Friday by 12:00pm.

5. Gallery Hours: Graduate gallery hours are Monday through Thursday, 11:00am to 4:00pm (or longer). The exhibiting student is responsible for a thorough cleanup immediately after the opening reception. Use the dumpsters behind the art building instead of the individual trash receptacles in the courtyard area.

It is the student's responsibility to open, close, and maintain the graduate gallery for the duration of the exhibition, which must be open during the 11am-4pm hours specified above. The student or the student's designee may hold more open hours, if they wish. Please be conscientious about maintaining the posted hours. Remember, the graduate student not only represents themselves, but the Art Department as well.

Gallery Insurance: Insurance is not provided for art on exhibit.

6. Clean-up and Restoration: After the exhibition, the student shall spackle holes, paint walls (not just the spackled areas) the designated "standard white," clean the floor, and do anything required to restore the gallery to a neutral condition. Restoring the gallery is very important for the next person showing.

It is the Gallery Policy that the student setting up their exhibition shall have a clean and neutral gallery with standard white walls. If a student decides to change the color, it is the student's responsibility to restore the gallery to its original state immediately after their show.

Standard White Paint: A standard white paint is specified in both graduate galleries. As noted, if the student chooses to change the color of the gallery walls for their show, the student must repaint the gallery standard white immediately after the show is over. The standard white paint is:

Dunn-Edwards Velvet Flat Wall Finish W401-836 "Swiss Coffee" Suprema

This paint is available from any Dunn-Edwards store. The store nearest CSUF is located at 1575 N. Placentia Avenue, near Yorba Linda Blvd., Placentia. Be sure to ask for the CSUF JP discount.

For one-coat paint coverage, the rule of thumb is one-gallon covers about 400 square feet. Painting over dark colors, of course, requires KILZ or other primer products before applying the standard white paint color.

Exhibition Display Boards: There is a large display area in the foyer of the Begovich gallery. The Duff, West and Exit galleries are each allotted a 19 ½ " x 26" board for exhibition announcements. Check with Graduate Administrative Coordinator for display procedures.

7. Exhibition Sales: The one-person MA or MFA graduate exhibition/project is an academic requirement to fulfill the graduate degree. Selling work during the exhibition is acceptable but removing any part of the project during the exhibition will interrupt achievement of this academic requirement. Persons interested in purchasing the artwork can take the student's business card or tell them which piece they would like and the student can arrange sales with the individual to be picked up after the exhibition is de-installed.

8. Alcoholic Beverages: At this time, the Art Department policy on alcohol at student events does not allow for any alcohol to be served at graduate or undergraduate openings. This is stated on the graduate gallery contracts. The liability issue is huge in that the department, college and university would be liable if anything happened to an individual/s on campus or off campus as a result of having been served/sold alcohol at a student event. For this reason and for more than a decade, the Art Department policy has been that students cannot serve wine or any alcoholic beverages at events.

If this policy changes, then university's guidelines will be followed. Serving wine/any

alcohol on campus requires that all alcoholic beverages be purchased with state funds and that a Presidential Directive 11 Form (D-11) must be submitted for signature to the Graduate Program Advisor, the Chair of the Art Department, the Dean of COTA and then the CSUF Dean of Students and the Provost in compliance with [University Policy Statement \(UPS 330.232\)](#). This time-intensive process should be completed well in advance of any event.

9. Wall Statement: The student must install a Statement of Intention or Philosophy, including the printed names and signatures of the chairperson, committee, and the Graduate Program Advisor, on the gallery wall prior to the opening of the exhibition. The signatures constitute final approval for the student's show. Complete a rough draft in time to revise/edit in consultation with graduate committee chairperson (i.e., at least a month before the show).

The wall statement shall be one-page, double-spaced, and digitally printed. The following information must be included: the student's name; title of show (if any); and the printed names of the graduate committee chairperson, committee members, and the Graduate Program Advisor with blank lines following their names for signatures and signing dates.

10. Exhibition Announcement: The design and printing of the graduate exhibition announcement (postcard) is the student's responsibility. The school does not provide this service.

However, the department will mail 50 postcard announcements at no cost to the student. The announcements must be addressed and bear the return address of the Art Department:

Department of Visual Arts
California State University Fullerton
800 N. State College Blvd
Fullerton, CA 92834-6850

The return address may be pre-printed, or the student may use an address stamp available from the Graduate Administrative Coordinator. It is recommended that the student mail the announcements at least two weeks before the opening reception. Check with the United States Postal Service for current regulations on sizes. At this time, the regulations state that announcements cannot be less than 3 1/2" high, 5" long.

At minimum, the announcement should contain the following:

- The student's name
- MA or MFA
- Exhibition show title (if any)
- Dates of exhibition, including year
- Concentration
- Gallery (West, Duff or Exit)

- Gallery hours
- Date and time of reception
- Map
- Address of school

A map of the campus in relation to freeways and showing the location of the gallery and parking is also helpful.

Adequate lead-time cannot be over-stressed in the designing and printing of the announcements. The student will be dependent on many people and a variety of graphic services. Unforeseen problems or mistakes can compound and delay a timely mailing.

For reference, sample announcements of other exhibitions can be viewed in the Graduate Administrative Coordinator's office.

The following books, located in the CSUF [Pollock Library](#) or on Amazon.com, may be of assistance in the design and implementation of the announcement and wall statement:

- *Notes on Graphic Design and Visual Communication*, Gregg Berryman
- *Designing with Type or Phototypesetting*, James Craig
- *Lettering for Reproduction*, David Gates
- *Production for the Graphic Designer*, James Craig
- *Advertising Agency and Studio Skills*, Tom Cardamone
- *"Communications Arts" magazine and annuals*

Final Exhibition/Project for the MA or MFA Degree

Final Exhibition/Project for the Masters of Arts in Art (MA)

Checklist:

1. Graduation Check: File an Application for Graduation “[Grad Check](#)” online through your portal. There is a short video to watch for step-by-step instruction. Check the semester class schedule for the exact deadline. A graduation and diploma fee is required when filing the application. This procedure places the student’s name on the candidates list for graduation. The student’s name must appear on the candidates list to graduate.

2. Permanent Record for the Masters in Art in Art—Graduate Notebook: The student shall submit a formal record of the project to the Art Department Office by the last week of classes, not finals week, of the semester in which they plan to graduate. If the permanent record is not completed and submitted on time, then the student will not graduate. Check the semester class schedule for the exact date of the last week of classes.

3. Contents of the Graduate Notebook: The permanent record shall be assembled in a black binder for the MA and must include the following in this order:

- **Title Page:** The student must obtain the signatures of their graduate committee on the title page before submitting the permanent record to the Graduate Program Advisor. Upon submission, the Graduate Program Advisor will sign the title page—provided everything is included and in proper form—as a confirmation of its submission and not as an evaluation of the permanent record. Signatures of all graduate committee members and the Graduate Program Advisor are required before the degree will be awarded.

- **ART 500A Thesis:** A research paper related to the student’s scholarly and creative interests.

- **ART 500B Statement:** An essay on the student’s philosophy, intention, purpose, goals and concepts.

- **Printed Announcement:** A copy of the exhibition announcement, neatly mounted.

- **Wall Statement:** The original signed wall statement from the exhibition.

- **Images for the Permanent Record:** A minimum of 15-20 images of individual artworks are required for the student’s permanent record. Please print a sheet that includes thumbnails properly labeled (criteria below) to accompany a *new* USB Flash Drive for inclusion in the student’s permanent record.

All images must be of 300 DPI TIFF formatted and adequately represent the student's work. Images must be of each work submitted for the project, not just the work in the exhibition. Images of work do not have to be taken in the gallery. Details are encouraged where appropriate. All images must be individually labeled listing:

- 1) artist
- 2) title
- 3) date
- 4) medium
- 5) size in inches (height always precedes width)
- 6) detail of (title), if applicable

• **Images for Art Department Image Collection:** In addition to the minimum the 15-20 images for the permanent record, the student shall also submit 15-20 300 DPI TIFF formatted images of their work for the department's image collection. Select 10-15 images on a *new* USB Flash Drive that best represent artwork created while a graduate student. Label (as above) and submit the *new* USB Flash Drive to the Art Department Graduate Administrative Coordinator.

All of the above (7) items shall be contained and submitted in a hard cover, three-ring black binder that is just thick enough to hold all of the material; a 1/2" thick binder will suffice in most cases. Please see the Graduate Administrative Coordinator for examples of past permanent records. All of the student's office records will be destroyed after seven years. The permanent record will be the only remaining documentation of the graduate student's time as a graduate student at CSUF.

Final Exhibition/Project for the Masters of Arts in Art with a concentration in Art History

Checklist:

1. Graduation Check: File an Application for Graduation "[Grad Check](#)" online through your portal. There is a short video to watch for step-by-step instruction. Check the semester class schedule for the exact deadline. A graduation and diploma fee is required when filing the application. This procedure places the student's name on the candidates list for graduation. The student's name must appear on the candidates list to graduate.

2. Permanent Record for the Masters in Art with a concentration in Art History—Graduate Notebook: The student shall submit a copy of their thesis to the Art Department Office by the last week of classes (prior to finals week) of the semester in which they plan to graduate. If the permanent record is not completed and submitted on time, then the student will not graduate. Check the semester class schedule for the exact date of the last week of classes.

3. Contents of the Graduate Notebook: The permanent record shall be assembled in a black binder for the MA and must include the following in this order:

- **Title Page:** The student must obtain the signatures of their graduate committee on the title page before submitting the permanent record to the Graduate Program Advisor. Upon submission, the Graduate Program Advisor will sign the title page—provided everything is included and in proper form—as a confirmation of its submission and not as an evaluation of the permanent record. Signatures of all graduate committee members and the Graduate Program Advisor are required before the degree will be awarded.

- **Art History Thesis:** Two official copies are needed— one for the library and one for the Art Department office.

ART 511 – Seminar: The research paper exhibiting the methods of research, analysis and theories of art historical scholarship developed in this seminar.

ART 512 - Seminar Research paper/s showing analysis and evaluation of specific works and their historical significance, including cultural, social and economic circumstances. The student's graduate committee is responsible for the academic content and English usage in theses and for the correct use of forms of documentation and bibliography. The student shall consult with their graduate committee concerning the approved style manual for the Art Department.

The Office of Graduate Studies publishes a "Thesis Manual" to assist the student in preparing a thesis. Included in the manual is general information on all-university policies and procedures, format guidelines, sample pages, checklist, and a thesis approval form. It is the student's responsibility to make certain that all requirements are met. *Theses from the library or departmental offices should NOT be used as examples of correct form.*

Final version of the student's art history thesis must be submitted for committee approval at least six weeks prior to the last day of classes. The deadline for submission to the university thesis reader is two weeks prior to the last day of classes.

After approval, the student must submit an official copy of their thesis to the bookstore for binding and submission to the library. A second copy is submitted to the Art Department within the graduate binder. The student's graduate committee may require additional copies.

All of the above items shall be contained and submitted in a hard cover, three-ring black binder that is just thick enough to hold all of the material; a 1/2" thick binder will suffice in most cases. Please see the Graduate Administrative Coordinator for examples of past Art History permanent records. All of the student's office records will be destroyed after seven years. The permanent record will be the only remaining documentation of the graduate student's time as a graduate student at CSUF.

Final Exhibition/Project for the Masters of Fine Arts in Art (MFA)

Checklist:

1. Graduation Check: File an Application for Graduation “[Grad Check](#)” online through your portal. There is a short video to watch for step-by-step instruction. Check the semester class schedule for the exact deadline. A graduation and diploma fee is required when filing the application. This procedure places the student’s name on the candidates list for graduation. The student’s name must appear on the candidates list to graduate.

2. Permanent Record for the Masters in Art in Art—Graduate Notebook: The student shall submit a formal record of the project to the Art Department Office by the last week of classes (not finals week) of the semester in which they plan to graduate. If the permanent record is not completed and submitted on time, then the student will not graduate. Check the semester class schedule for the exact date of the last week of classes.

3. Contents of the Graduate Notebook: The permanent record shall be assembled in a Blue binder for the MFA and must include the following in this order:

- **Title Page:** The student shall obtain the signatures of their graduate committee on the title page before submitting the permanent record to the Graduate Program Advisor. Upon submission, the Graduate Program Advisor will sign the title page—provided everything is included and in proper form—as a confirmation of its submission and not as an evaluation of the permanent record. Signatures of all graduate committee members and the Graduate Program Advisor are required before the degree will be awarded.

- **ART 500A Thesis or ART 500C Research** (*Art 500C is only for Graphic Design students*):

ART 500A Thesis: A research paper related to the student’s scholarly and creative interests. In the event the student received transfer credit for the ART 500A paper or its equivalent, a summary of the paper or a copy of the entire paper is required. Consult with the student’s graduate committee.

ART 500C Research (*for Graphic Design students only*): The written and visual research for the thesis developed while in consultation with the chair or member of the student’s committee.

- **ART 500B Statement or 500D Thesis** (*ART 500D is only for Graphic Design students*):

ART 500B Statement: An essay on the student’s philosophy, intention, purpose, goals and concepts.

ART 500D Thesis (for Graphic Design students only): The completed written and visual thesis that either proves or disproves a hypothesis developed while in consultation with the chair or member of the student's committee in the form of the bound *Graphic Design Thesis Book/Project*.

- **Printed Announcement:** A copy of the exhibition announcement, neatly mounted.
- **Wall Statement:** The original signed wall statement from the exhibition.
- **Images for the Permanent Record:** A minimum of 15-20 images on a *new* USB Flash Drive of individual artworks are required for the student's permanent record. Please print a sheet that includes thumbnails properly labeled (criteria below) to accompany a flash drive for inclusion in the student's permanent record.

All images must be of 300 DPI TIFF formatted and adequately represent the student's work. Images must be of each work submitted for the project, not just the work in the exhibition. Images of work do not have to be taken in the gallery. Details are encouraged where appropriate. All images must be individually labeled listing:

- 7) artist
- 8) title
- 9) date
- 10) medium
- 11) size in inches (height always precedes width)
- 12) detail of (title), if applicable

- **Images for Art Department Image Collection:** In addition to the minimum the 15-20 images for the permanent record, the student shall also submit 15-20 300 DPI TIFF formatted images of their work for the department's image collection. Select 15-20 images on a *new* USB Flash Drive that best represent artwork created while a graduate student. Label (as above) and submit the *new* USB Flash Drive to the Art Department Graduate Administrative Coordinator.

All of the above (7) items shall be contained and submitted in a hard cover, three-ring blue binder that is just thick enough to hold all of the material; a 1/2" thick binder will suffice in most cases. Please see the Graduate Administrative Coordinator for examples of past permanent records. All of the student's office records will be destroyed after seven years. The permanent record will be the only remaining documentation of the graduate student's time as a graduate student at CSUF.

NOTE: Photographic Record of Work

For the purposes of the student's permanent record, the department's image collection and the student's future career in the arts, it is recommended that the student take good quality, 300 DPI TIFF photographs/digital images [15-20 images on a *new* USB Flash

Drive] of the student's work throughout the student's graduate program. An up-to-date photographic record of the student's artwork is a valuable resource. Photographs/Digital Images are an important factor in assessing quality for competitive applications and achievements, such as grants, scholarships, professional employment, exhibitions, publications, exhibition catalogs, gallery solicitations, image collections and exchanges, visual aids for teaching; etc.

The least expensive way to photographically record artwork is to do it oneself. If the student does not have the knowledge or the requisite equipment to photograph their work, try trading work with a classmate skilled in photography. Professional photographers should be the student's last resort in terms of expense, as they usually charge per hour.

Steps for Degrees

Steps for the Master of Arts in Art (MA):

1. After the department's Graduate Review acceptance, and before 13-units are completed, the graduate student shall choose an advisor/chair for their committee.
2. After the advisor/chair has accepted, establish graduate committee (minimum 2 members).
3. Work up a study plan with primary graduate committee advisor/chairperson and get approval of plan by graduate committee.
4. Submit study plan to the Art Department Graduate Administrative Coordinator before completing 13-units. (*This should be done ASAP to expedite your placement on the waiting list for graduate studios.*)
5. Advance to classified standing after study plan is approved by the university's Office of Graduate Studies.
6. Take classes on approved study plan. If there are changes in the study plan, the student meets with adviser and they make the changes and file with the Graduate Administrative Coordinator.
7. Convene one (or two) meeting(s) per semester with graduate committee; two meetings per semester of exhibition/project completion.
8. Submit approved graduate meeting notes to the Graduate Administrative Coordinator in a timely manner following each meeting.
9. Apply for Grad Check at the university's Office of Graduate Studies
10. Install master's exhibition or present project.
11. Submit exhibition statement to committee for approval and signatures.
12. Compile and submit Permanent Record (black binder)
13. Prepare a minimum of 15-20 images on a *new* USB Flash Drive in high quality format and submit to the department's permanent image collection.
14. Graduate

Steps for the Master of Arts in Art (MA) with a concentration in Art History:

1. After the department's Graduate Review acceptance, and before 13-units are completed, the graduate student shall choose an advisor/chair for their committee.
2. After the advisor/chair has accepted, establish graduate committee (minimum 2 members).
3. Work up a **study plan** with the primary art history adviser and get approval of plan by the graduate committee.
4. Submit study plan to the Graduate Administrative Coordinator before completing 13-units.

5. Advance to classified standing after the [study plan](#) is approved by the university's Office of Graduate Studies.
6. Take classes on approved study plan. If there are changes in the study plan, student meets with advisor and they make the changes and file with the Graduate Administrative Coordinator.
7. Convene one meeting per semester with graduate committee; two meetings per semester of the thesis completion.
8. Submit approved graduate meeting notes to the Graduate Administrative Coordinator in a timely manner following each meeting.
9. Edit thesis with committee.
10. Apply for Grad Check at the university's Office of Graduate Studies.
11. Submit final thesis to committee for approval and signatures.
12. Submit approved thesis to the university Thesis/Dissertation reader in the Office of Graduate Studies for approval.
13. Compile and submit the permanent record including thesis. (Thesis binding is completed for a fee at Titan Shops—and they deliver a copy to the University Library.) Student submits a copy of thesis (bound or unbound) to the Graduate Administrative Coordinator.
14. Graduate

Steps for the Master of Fine Arts in Art (MFA):

1. After the department's Graduate Review acceptance, and before 13-units are completed, the graduate student shall choose an advisor/chair for their committee. **(Graphic Design: Specific to the Graphic Design MFA, please consult with the Graphic Design faculty for the proper formation of the committee and selection of an advisor/chair.)*
2. After the advisor/chair has accepted, establish graduate committee (minimum 2 members).
3. Work up a [study plan](#) with primary graduate committee advisor/chairperson and get approval of the plan by graduate committee.
4. Submit study plan to the department Graduate Administrative Coordinator before completing 13-units. (This should be done ASAP to expedite your placement on the waiting list for graduate studios.)
5. Advance to classified standing after [study plan](#) is approved by the university's Office of Graduate Studies.
6. Take classes on approved study plan. If there are changes in the study plan, the student meets with adviser and they make the changes and file with the Graduate Administrative Coordinator.
7. Convene two meetings per semester with graduate committee; three meetings per semester of the exhibition/project completion. *(For Drawing & Painting and Graphic Design students, convene three meetings per semester all semesters.)*
8. Submit approved graduate meeting notes to the Graduate Administrative Coordinator in a timely manner following each meeting.

9. Apply for Advancement to Candidacy after completing 30-51 units. (*For Graphic Design students, complete ART 500C and 500D before applying.*)
10. Apply for Grad Check at the university's Office of Graduate Studies.
11. Install master's exhibition or present project.
12. Submit exhibition statement to committee for approval and signatures.
13. Compile Permanent Record (blue binder)
14. Prepare a minimum of 15-20 images on a *new* USB Flash Drive in high quality format and submit to the department's permanent image collection.
15. Graduate