



Graduate Handbook **2016-17**

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Welcome (welcome back) to the University of Florida School of Art and Art History (SA+AH).

The faculty and staff of the College of The Arts (COTA) are here to encourage your artistic, academic, and personal growth through classroom courses, individual study, and related activities.

The ***SA+AH Graduate Student Handbook*** contains information specific to the School of Art + Art History. Information contained herein supplements information in the UF Graduate Catalog, which may be found at <http://gradcatalog.ufl.edu/>. Please refer to these documents for requirements and procedural information.

The ***UF Graduate Catalog*** governs your study. It is your responsibility to become informed and to observe all regulations and procedures required by the program you are pursuing. You must be familiar with those sections of the UF Graduate Catalog that outline general regulations and requirements, specific degree program requirements, and the offerings and requirements of the SA+AH. Ignorance of a rule does not constitute a basis for waiving that rule. The Dean of the Graduate School must approve any exceptions to the policies stated in the Graduate Catalog.

You must also be familiar with and abide by deadlines and policies in the ***UF Graduate Student Handbook***, published by the Graduate School. Additional SA+AH Supplementary handbooks include:

- [Health & Safety Handbook](#)
- [Studio GTA Handbook](#)

UF SA+AH Graduate Office

The SA+H office is here to assist you navigate your graduate studies. As everyone in the advising office also holds research, teaching and service appointments, please respect the time they have set aside to work with you and make every effort to communicate effectively with them. This includes following up on critical e-mails, announcements and procedures in a timely fashion. The office will not be responsible for lack of responsibility by any student. For more information about the SA+AH Graduate office see [Appendix A](#).

UF Resources

Critical websites

Please take time to discover UF critical information and support programs through:

www.ufl.edu
www.arts.ufl.edu
www.arts.ufl.edu/art
<http://graduateschool.ufl.edu/>

GatorLink / GatorMail

GatorLink is a computer account that allows access to a variety of campus computing services. Every student, faculty and staff member is expected to have a GatorLink account. Some free services are available to students, faculty and staff.

- UF faculty, staff and students receive the following services at no charge.
 - Internet mailbox - free email used through an Internet connection on [Webmail](#) or with an IMAP or POP mail software. This service gives you up to 50Mb of mail storage. Employees and students may elect to have GatorLink email (username@ufl.edu) forwarded to another email system.
 - Wireless internet services are available throughout campus. Simply log on with your

- GatorLink account from any laptop to access the service.
- Computer lab access - access to computers (Macs and PCs) in the CIRCA computer labs. This includes an Internet connection, access to your email, popular word processing, printing, spreadsheets and graphic programs. This service is offered on a space-available basis. (<https://labs.at.ufl.edu/>)
- Internet web space - free hosting of web pages accessed through FTP software.

When you first applied to UF, you were given a [UFID](#), which will always remain your student identification. When you were admitted to the university, you were asked to create a GatorLink account. GatorLink is your computer identity (username and password) at the university. It allows you to access all computers on campus. It creates your username@ufl.edu email address. This is where official university communications are sent.

To open your GatorLink account, access www.gatorlink.ufl.edu/. You must use your GatorLink account to establish your campus email through the webmail system used by the University of Florida, GatorMail.

MyUFL Portal

(go to www.ufl.edu and click on myUFL at the bottom of the website—requires scrolling)

The myUFL Portal is the access site for news, course listings, job listings, your personal information and all other aspects of your life at UF. Sign on using your GatorLink ID and password. Please log on and familiarize yourselves with this very valuable site.

STUDENT SELF SERVICE

<https://student.ufl.edu/>

With your GatorLink username and password, you can logon to STUDENT SELF SERVICE, the Student Information System. STUDENT SELF SERVICE is the university's secure web site and your gateway to

- | | |
|----------------------------------|---|
| • Course registration | • GIMS (Graduate Information Management System) |
| • Schedule adjustment (drop/add) | • Degree shopping |
| • Fee payments | • Degree applications |
| • Financial aid | • Your class schedule |
| • Grades | • Transcripts |
| • Holds | • Your directory information |
| • Address changes | • Federal loan interviews |
| • Degree audits | • Course descriptions |
| | • Textbook information |

STUDENT SELF SERVICE is available from 7:00 a.m. through 3:00 a.m., Monday through Saturday, and 10:00 a.m. to 3:00 a.m. Sunday (Eastern Time). Some services, such as registration and financial services are not always available. Transcript order system is closed daily from 3:30 p.m. through 4:30 p.m. EST. It often takes 24 hours after a working day for posts to update.

E-Learning System

www.lss.at.ufl.edu/

E-learning is the on-line course management system used by the University of Florida. All instructors and GTAs can set up an account with Academic Technology and put their course assignments, readings, and grades online. After the course is registered online, students access the site with their GatorLink account.

Gator1 UFID Card

www.gator1.ufl.edu/

You will need a student ID, known as a [Gator 1](#) card. Gator 1 includes your picture, your status (student, faculty and or staff) and your UFID number. The Gator 1 Card makes campus life easier. Students use the Gator1 Card daily for access to the RTS bus service, access buildings, UF Library services and to access Prepaid Vending, Gator Dining and Bookstore accounts.

The ID Card Services main office is the official home of Gator 1 Central. ID Card Services is located on the ground floor of the UF Bookstore & Welcome Center. ID Card Services offers passport photos, notary services and copying services in addition to producing Gator 1 Cards. To obtain your Gator 1 Card, bring an official Photo ID (Passport or Driver's License) and \$15.00 (cash, check, Visa or MasterCard, or debit card).

Student Recreation

The Division of Recreational Sports at the University of Florida provides an opportunity for every student to participate in an athletic or recreational activity on a voluntary basis.

www.recsports.ufl.edu

Student Health

The University of Florida infirmary and pharmacy can be accessed through the above link. Each student is assigned an infirmary team that they see for health issues. Please refer to the website for information about the health care center and how to find your health team. shcc.ufl.edu

Eligible graduate students also receive health insurance provided by GatorGrad Care. Graduate students with assistantships and fellowships receive free health insurance. Other students may purchase the health care plan. Please refer to the following website for information about the application and services.

hr.ufl.edu/benefits/gatorgradcare

Security Services provided by the University Police Department

The University of Florida Police Department, located at the intersection of Museum Road and Newell Drive, provides service 24 hours a day. (352)392-1111

Student Nighttime Auxiliary Patrol (SNAP)

SNAP provides on request nightly campus escorts to the University community.

SNAP Point- to-Point Service& Walking Escorts: (352)392-SNAP (7627)

UPD Patrol Officers will be available to provide escorts after SNAP closes.

Please call (352)392-1111.

Students with Disabilities

www.dso.ufl.edu/drp/

The Dean of Students, Disability Resources, provides assistance for students with disabilities. Services vary depending on individual needs and include, but are not limited to, individual campus orientation, academic accommodations, help in securing auxiliary learning aids, and assistance in general University activities. Students with disabilities are encouraged to contact this office located in 202 Peabody Hall 392-1261 or 392-3008 (TDD). For students with hearing or speech impairments use the Florida Relay Service at (800) 955-8771(TDD).

Handi-Van for permanent or temporary disabilities can call the Dean of Students Office at (352) 392-1261 and ask for the disability resource center. This service is also free.

Regional Transit System

With your Gator 1 Card you ride any RTS bus for free. Visit <http://ufl.transloc.com/> to take advantage of the Gator Locator Real Time Bus System.

Find bus routes, schedules, and other important information at the Regional Transportation System: www.go-rtts.com

School of Art + Art History Office

SA+AH Office Hours

8:00 AM – 5:00 PM Weekdays

Closed Noon – 1:00 PM

Office Administrative and Support Staff

See [Appendix C](#) for a description of each position below

Director

Assistant Director/ Graduate Coordinator

Director of Operations

Graduate Program Assistant

Office Assistant

Undergraduate Advisor

Undergraduate Advising Assistant

Work Study and GA's

SA+AH Faculty and Staff Contact Information

See [Appendix S](#)

Graduate Student Mailboxes

Each graduate student is assigned a mailbox. Internal, as well as external, correspondence and packages, will be placed in your mailbox. Oversized mail can be found directly under mailboxes. Check it regularly. Please keep noise to a minimum due to the proximity of mailboxes to staff offices.

Office Equipment and Inventory

Classrooms are generally equipped with a variety of technology for presentation of digital files. Areas may have equipment on carts for mobile use as well. When preparing for presentations and classroom use, please consult with area faculty on anticipating special equipment needs.

You may check out a dolly or ladder from the SA+AH Director of Operations.

Copy Machines

The copier for faculty and graduate assistant use is located outside of FAC 101. Each eligible user will be assigned an access code by the SA+AH Office. The GTAs eligible to use the copier are students that are currently teaching a course and who need copies for SA+AH teaching materials only. GAs using the copier for their supervisor must use their supervisor's code.

In order to preserve the copy machines, please use great care when operating them. In case of malfunction, do not attempt to repair the machine yourself. Please ask one of the office staff for assistance. There is a daily limit on copy machines.

Large Copying Jobs

If eligible graduate students have a large copying job, they may need to consult with area faculty and the Director about printing the job off-site. When possible, digital pdf files may be appropriate in lieu of handouts. ***SA+AH copy machines are for professional, not personal use. Do not copy personal notes or papers, theses, dissertations or any non-classroom related materials.***

SA+AH Facilities and Equipment

If graduate students see a need to have repairs or maintenance work (beyond the daily cleaning) performed on equipment or the facilities in their areas shall make a request to the SA+AH Director of Operations via email or memo outlining the specific work that needs to be accomplished. ***Students must not call or submit work requests directly to the Physical Plant Division (PPD).***

University and SA+AH equipment, classrooms, laboratories, and any other University property are for use by employees and current students. Friends and former students are not permitted to borrow or otherwise use University property. Students are not allowed to take home any University and SA+AH property.

Faculty, staff and graduate students should be aware of equipment in the areas in which they work. Lost or stolen UF property or equipment must be reported to the Director of Operations and the University Police non-emergency number: 352-392-5447.

SA+AH Guidelines for Students Using University Facilities and Grounds/ Rules Governing Creation and Exhibition of Artwork for Academic Credit

See SA+AH Safety Program website: www.arts.ufl.edu/art/healthandsafety

All Studio and Art Education graduate students must attend the annual fall Health and Safety Training. Failure to attend will result in delayed studio assignments.

Key Policy

Graduate assistants and teaching assistants may request keys to their classrooms and other assigned offices and studio spaces from the School of Art and Art History Office Director of Operations. You must provide authorization (e-mail or in writing from your supervisor) to the SA+AH Director of Operations.

All university keys must be returned to the SA+AH Office when students change assignments or graduate. If a student does not turn in a key that was checked out to him/her, a hold may be placed on his/her record until the key is returned or charged for lost key duplication.

Do not accept or give keys to other students. Students are responsible for all keys checked out to them. If students attempt to turn in a key that was not checked out to them, it will not be accepted.

Key Pads

Access codes for rooms with keypad entry will be distributed by the faculty coordinator for that room. The key code will be given out to all applicable students at the beginning of each semester or you can inquire at the SA+AH office. FAC has a limited access keycard system located at the southwest ground floor entrance. If you are locked out, notify the Director of Operations the next business day. You may call UFPD for access by providing your UFID card.

Facilities

Please make every effort to maintain the facilities and grounds of the SA+AH, the College of The Arts, and The University of Florida. Specifically, we ask that you follow these guidelines:

- Do not mark, paint on, or deface any interior or exterior of the SA+AH or College facilities.
- Always take care to use protective drop cloths or masking material when working with paint media or similar materials to protect the floors in public spaces, such as hallways, stairwells and classrooms. This applies also to sidewalks and grounds.
- Permission from the appropriate University official must be requested in advance of installing art projects on the UF campus. If a special project requires temporary modification to a wall surface or the grounds, you must obtain specific permission from the instructor and appropriate campus official prior to undertaking the project. The site must be returned to its original condition immediately following the project unless prior written permission has been obtained.
- No art project may interfere with or impede access to classrooms, hallways or other public spaces.
- All site-specific art projects must be installed and engineered with the safety of the general public in mind.
- Grades will not be issued for the project or course until the project has been completely removed, and the site has been restored to its original condition.

Failure to comply with these rules will result in disciplinary action, withholding grades, the possible lowering of a grade or failure of the course.

General Classroom Maintenance

When using classrooms and studios, make certain that the facility is restored to a suitable condition for the next class (Clean up after each class!). Dispose of trash and put away projects and props so the class following can easily and efficiently make use of the classroom.

The SA+AH faculty will make every effort to see that your materials are secure in your classrooms. However, the SA+AH and the faculty assume NO LIABILITY for materials, supplies, projects or personal items within the facilities.

The SA+AH or its faculty assumes NO responsibility for any material left in the classroom after a course has officially ended. It is each student's responsibility to remove all materials from the classrooms after the semester has concluded. If the student wishes to make individual arrangements with the instructor to keep any material after the class has ended, it is the student's responsibility to make these arrangements, with the instructor's approval. Any artwork, supplies or other material left in the classroom after the semester has concluded, without prior specific arrangements, will be disposed of.

Guidelines for Studios

Studios are only available for a three-year period to full-time students.

See [Appendix E](#) and [Appendix F](#): Graduate Studio Contract

Guidelines for FAC 114/Art History and Museum Studies Graduate Study Carrels

GENERAL ETIQUETTE

The study carrel space is a quiet workspace. Office hours may NOT be held in the carrel room. Office hours must be held in designated GA/GTA office spaces during hours scheduled for Art History. Please be considerate of others.

- Turn off ring tones on cell phones when entering the room.
- If you do need to speak on the phone, please leave the room.
- Keep personal conversations at a whisper and to a minimum.
- Use headphones when listening to audio programs or music.
- DO NOT give your keypad code to anyone, including friends, partners, and other students.

GENERAL MAINTENANCE

- Use only Post-It notes when posting notices at your carrel.
- Do not store food in your study area.
- You are responsible for removing personal property from your carrel no later than June 1 for May graduates, and no later than August 1 for summer graduates.
- Property remaining after such time will be removed, destroyed or recycled without further notice to the owner.
- The SA+AH accepts no liability for material left on the premises.

KEYS

- After selecting your carrel, you may pick up your desk key from the Director of Operations, FAC 101.
- All keys must be returned to the SA+AH office when you graduate. If you do not turn in a key that was checked out to you, a hold will be placed on your record until the key is returned.
- Do not accept or give keys to other students. You are responsible for all keys checked out to you.

Institutional Research Board (IRB)

If you decide to conduct or supervise research that will involve human subjects or animals, and if you use any facility, funding or advice from UF, you will be required to send a research proposal to the University of Florida IRB board for approval before beginning your research. For more information about how this applies to individual research please review their website: <http://irb.ufl.edu/index.htm>

Special Considerations for Projects

Making and exhibiting art works involves many issues in addition to those of aesthetics. Sometimes the creation of art works may involve issues regarding the use of human subjects and animals, health and safety concerns, environmental impact, inappropriate or illegal use of property (including copyright violations) and other ethical or legal issues. It is always the artist's responsibility to consider carefully the ways in which making, performing, or exhibiting art involves such matters.

In making art for academic credit the student is responsible for identifying any such issues that pertain to his/her art-making process. It is the student's responsibility to do the necessary research to clearly understand factors of health and safety considerations and ethical and legal questions such as those listed above. It is also the student's responsibility to identify and consider areas of conflict as an integral and natural part of conceptualizing and planning any project. The course instructor will help identify sources for information about any of these issues. For example, the SA+AH has specific rules that guide students in the use of live animals in art projects. The SA+AH also provides workshops for the safe operation of power tools and large equipment, such as kilns.

Permission must be obtained through the SA+AH Director's office and must be requested in advance of installing art projects on the UF campus.

SA+AH Procedures/Programs/Policies for Graduate Study

Deadlines

It is the student's responsibility to comply with all deadlines, procedures, and requirements of the Graduate School, the College of The Arts and the SA+AH. Remember that SA+AH deadlines are usually several weeks earlier than those of the Graduate School.

Students must be familiar with those sections of the *Graduate Catalog* that outline general regulations and requirements of the SA+AH and should keep track of the degree credit requirements in general, as well as specific requirements within their areas of concentration.

Ignorance of a rule is not a basis for waiving the rule. School deadlines are determined early each semester and distributed to all graduate students via your UF email account.

Mentoring Program

See [Appendix H](#) and [Appendix I](#)

Degree Program Requirements

MA in Art History: p. 18

PhD in Art History: p. 22

MA in Art Education: p. 27

MA in Museum Studies: p. 33

MFA in Studio Arts: pg. 37

Graduate Advising and Registration

Each area of concentration has a Director of Graduate Study (DGS). See [Appendix A](#) to identify the DGS who is also your academic advisor. However, once you have established a Supervisory Committee, you should confer with the Supervisory Committee Chair before meeting with your DGS. You must meet with your DGS academic advisor to assist you with your course tracking and guidance. Your advisor does not register you. The SA+AH Graduate Program Assistant is the person who registers you. Therefore you must provide the Assistant with complete information. Any lack of information will cause a delay in registration.

Before enrolling each semester, students must meet with the appropriate advisor to discuss their curriculum registration requirements, assist you with registration request forms and Independent study contracts (see [Appendix J/Appendix K](#) for these forms). Your DGS will track your record with a tracking sheet during these meetings. The tracking sheet remains in your file. Due to the nature of the SA+AH graduate curriculum, you will find that pre-advising and advising will assist you. Your DGS will notify you of special office hours during heavy advising periods. It is advisable to meet your DGS in person a minimum of once a semester minimum to look-ahead and to stay on track. DO NOT WAIT UNTIL THE LAST MINUTE TO decide to register.

Once you have filled out your registration form and any Independent study contracts, staple these together and turn these forms into the Graduate Program Assistant – FAC 106 who registers you.

Registration Requirements

The University of Florida operates on a semester system consisting of two 16-week periods and two 6-week summer terms. The following chart has both full and part time registration requirements for each semester that you are registered.

REQUIRED Full-time Registration					
Status	Fall & Spring	Summer A	Summer B	OR	Summer C
Full time/not on assignment	9-12	4	4		8
Graduate Assts.	9	3	3		3
Fellows not on assignment	12	4	4		8
Fellows on assignment	9	3	3		6
MINIMUM Registration					
Students not on assignment	3	2	2	OR	2
MINIMUM Registration for Financial Aid					
		4	4	And/Or	4

Holds

To clear holds, go to [STUDENT SELF SERVICE](#), sign in, go to the left hand menu, click on registration prep, look for holds, accept the registration terms, update your emergency contact/verify. You must do this frequently during advanced registration and registration. The SA+AH graduate office cannot identify or clear your holds.

Aid Packages and Registration

ALWAYS CHECK WITH FINANCIAL AID TO VERIFY YOUR AID.

If you have an assistantship or fellowship: SA+AH assistantships carry a tuition waiver for 9 credit hours; therefore, students must be registered for 9 hours to be eligible for the waiver. Please note that tuition waivers do NOT cover fees.

Failure to register for an appropriate number of credits may affect continuation of assistantships, fellowships or other student aid.

Individual Study/Cognate/Instructor Consent Form

The specificity or requirements of your graduate research may call for courses that are considered independent study or thesis course. Students must complete a "Request for Individual Study" form ([Appendix K](#)) to do so. The consent from faculty applies to courses ranging from true independent study, to cognate courses and linked courses. Your DGS will guide you through these considerations requiring instructor consent.

Your DGS will fill out the correct course number (based on the course content and your tracking sheet) BEFORE you meet with the cooperating instructor. Then, bring the form to the instructor and fill out the three required sections (objectives/requirements, means of evaluation, meeting schedule

and sign the contract with your instructor. Attachments may be used in the event of an instructor absence, however the e-mail or print out must address the three areas outlined in the forms. If you are providing an attachment, please staple the attachment to the Individual Study contract. If you are signing up for a GRADUATE COGNATE COURSE, the instructor may write in the form- see cognate course # syllabus. If you are signing up for an UNDERGRADUATE COGNATE COURSE- the instructor MUST fill out the graduate level requirements for this course.

This statement is a “contract” between the student and the instructor and will be used as a guideline for calculating the student’s grade.

Grades

Students on assistantships and fellowships must keep a GPA of 3.0 and above to maintain their appointments. Grades are only one part of the overall system of evaluation that leads to graduation. Grades do not in and of themselves guarantee continuance in a program if the student does not meet standards in any of the other evaluative processes. More information on the grading system can be found in the Graduate Catalog.

<http://gradcatalog.ufl.edu/index.php>

The SA+AH follows all the policies on courses, transfer of credit, grades, satisfactory/unsatisfactory grades and deferred grade that are outlined in the Graduate Catalog

Incomplete Grades

An Incomplete Grade Contract is designed to assist faculty and students by ensuring that the Incomplete Grade option is used only under extenuating circumstances. Merely not finishing work does NOT validate an incomplete grade. The Director will review all requests for an incomplete grade. If a form is approved, both students and faculty must take responsibility for incomplete grades by finishing and grading coursework in timely fashion. A grade of “I” cannot be assigned without the accompanying contract specifying what must be done to complete the course and the deadlines for acceptance of work.

The contract helps faculty avoid last minute pressure from students who may ask for an “I” because their academic work appears to be unsatisfactory as finals and the end of a term near. It also helps alleviate the problem of students coming back to complete an “I” several semesters (or even years) after the fact, when the original faculty member or teaching assistant is no longer at UF and is not available to reconstruct the work necessary to complete the class.

After all required parties sign the agreement, a copy should be placed in the student’s file.

If a student receives an “I” for thesis credits, the student will not graduate and will have to continue courses the following semester and reapply for graduation. Assistantships will not carry over.

Incomplete grades must be changed as soon as possible. Grades of “I” carry no quality points and lower the student’s overall grade point average after one term. Students with less than a 3.0 GPA may not hold an assistantship or fellowship; therefore, unresolved “I” grades may put employment or fellowships in jeopardy. Under the Collective Bargaining Agreement, the Graduate School cannot approve beyond one probationary semester students to continue assistantships and receive tuition waivers unless they have an overall 3.0 or better GPA.

All grades of H and “I” must be removed prior to the award of a graduate degree.

Incomplete Grade Contracts are available from your DGS or the SA+AH Graduate Program Assistant.

Unsatisfactory Scholarship

Any graduate student may be denied further registration in the University or in a graduate program should progress toward completion of the program become unsatisfactory to the SA+AH, the College of The Arts or the Graduate School. Failure to maintain a 3.0 average on all work attempted is, by definition, unsatisfactory progress. In addition to courses, MFA studio students have a required 1st year and 2nd year Review. MA students have a 1st year review. Each student must successfully pass both the 1st and 2nd year reviews to continue registering in their program.

Supervisory Committees: PhD

See PhD Degree Requirements, p. 22

Supervisory Committees: MA, MFA

Form: [Appendix L](#)

The student's supervisory committee should be appointed as soon as possible after the student has been admitted to graduate school but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline date to appoint a supervisory committee is the end of the term in which he/she has accumulated 12 or more credits or at the end of the second semester.

Supervisory committees are initiated by the student, nominated by the SA+AH director, approved by the COTA dean, and appointed by the Dean of the Graduate School. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee. In addition, the chair must be a graduate faculty member from the student's area of concentration. Your committee must contain at least two members. Additional members may be from SA+AH or from another UF college, provided they are Graduate Faculty and their expertise relates to the student's research. At least two committee members must be from the SA+AH. If a minor is designated, the committee must include one Graduate Faculty member from the minor department.

When a student has selected his/her committee members, he/she should submit the form ([Appendix M](#)) to the SA+AH Graduate Program Assistant, FAC 106 for final approval.

Students can verify that their Supervisory Committee has been entered into their Graduate file by logging into [STUDENT SELF SERVICE](#), locating the "My Resources" section list item "Grad Student Info" and selecting the link titled "Graduate Information Management System (GIMS)". A direct link is to this information is: <http://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>

Abstract

The student must write a one or two page abstract about his/her project in lieu of thesis/thesis. See [Appendix O](#) for the appropriate format.

The Chair of the Supervisory Committee and all the members must approve the abstract. Once the Committee has approved the abstract, students will submit copies as follows:

By the designated date, submit copies of the abstract

- One copy to the SA+AH (for the students file)
- One copy to the Dean's office

Announcement of Defenses and Exams

From the UF Graduate Handbook:

“Notice of the time and place of the final examination must be submitted to the departmental graduate coordinator 10 business days (2 calendar weeks) before the examination. The final examination may not be scheduled earlier than the term preceding the semester in which the degree is to be conferred.” *Submit the announcement to the SA+AH Graduate Coordinator.*

Graduate School Fellows, Assistants and Teaching Assistants

SA+AH assistants assigned at .25 FTE, or 1/4 time, will be expected to work 10 hours per week to fulfill his or her assistantship requirements. Assistants assigned at .33 FTE, or 1/3 time, will be expected to work 13 hours per week. Letters of appointment come from the College of the Arts Admissions office (Laura Robertson) and will list your supervisor.

Maintaining Assistantships/Fellowships

Each GA /GTA is required to keep a GPA of 3.0 or higher to maintain their assignment. Students on assistantships or fellowships must maintain a GPA of 3.0 or higher to keep their assignment and must pass all evaluative reviews.

GA / GTA Assistant Responsibilities

GA/GTA responsibilities typically include, but are not necessarily limited to, the following:

- clerical duties, shop duties, research assignments, teaching, etc.

All assistants should adhere to accepted standards of professional behavior including:

- utilizing organizational skills to communicate expectations/ideas clearly
- following supervisor's instructions
- arriving prepared for work
- dressing appropriately
- notifying supervisor in a timely fashion and main office if unable to attend work for any reason
- communicating with supervisor when challenges arise

Faculty Supervisor's Responsibilities for Assistants (GA) and Teaching Assistants (GTA)

- uploading student syllabus to the college website
- identifying and outlining the GA's responsibilities prior the beginning of the semester
- providing the GA with a performance evaluation by completing the SA+AH Graduate Assistant Evaluation Form in a timely fashion and turned into the Graduate Coordinator;
- working with the GA to overcome any deficiencies in fulfilling the responsibilities listed above;
- notifying the Graduate Coordinator if the GA is having difficulty fulfilling his/her assigned duties.
- For GTA's
 - Introductory Meeting
 - Review content of course (syllabus, assignments, presentations how assignments should be graded/ grading sheets)
 - Facilitate student access to area equipment, crit rooms, room usage, H&S, classroom use, etc....
 - Set date for class visit
 - Class visitation Meeting
 - Exit review Meeting
- Communicate with Area Purchaser to plan for fee needs in a timely fashion (lab/equip)
- Complete GA evaluation and turn in to Graduate Coordinator

GA/GTA Evaluation Process

GA/GTA shall be evaluated in writing for each contract offered. The evaluation is to cover the assigned duties and responsibilities appropriate to the assignment. Supervisors should make sure that graduate assistants are fully aware of the performance standards and expectations that apply to the assignment at the beginning of each semester.

In general, all performance standards should be observable, measurable, achievable, reasonable, and related to the assignment. More importantly, performance standards should be consistent for similar assignments so that all graduate assistants are evaluated fairly. The Collective Bargaining Agreement provides specific guidelines for observation and visitations, as well as evaluating the nature of the assignment.

To ensure a fair and successful evaluation, your supervisor should address performance issues as they occur in a timely, personal, and verbal manner. In addition, the student should:

- know what is expected of him/her
- be properly trained and have the support to successfully complete the assignment
- be immediately made aware of any unsatisfactory performance and be provided with the means to improve on said performance
- have exemplary performance noticed and noted

The effort put forth in a well-planned and thoughtful evaluation can accomplish many goals. In addition to documenting the student's work product it will:

- provide valuable insights into work done so that the student may improve and grow;
- reinforce good performance by recognizing positive contributions;
- enhance two-way communication, which is important in all careers; and
- clarify goals of the School and College.

The Faculty Supervisors must notify the Graduate Coordinator if the assistant is not fulfilling his/her assigned duties.

Additional information for MFA Graduate Teaching Assistants (Studio)

All MFA students who receive assistantships or fellowships and students interested in teaching studio art will be required to successfully complete ARE 6386: Teaching Art in Higher Education during their first semester or prior to being assigned a course to teach. Normally, first semester graduate assistants will not be assigned classes of their own unless they have had prior teaching experience. Instead, their assignments may include leading discussion sections, overseeing studio sections, providing technical assistance in studios, assisting faculty, or working in the College, the SA+AH or in other units.

All Studio students with teaching responsibilities will be jointly supervised by the Foundations Coordinator and the assigned area faculty member. Both supervisors will observe the student's teaching and complete a final evaluation.

In addition, the Foundation Coordinator will require the GTA to:

- Develop a course syllabus, a draft of which must be submitted to the Foundations Supervisor for approval in a timely manner.
- Schedule one office hour per week.
- Attend Friday GTA meetings
- Periodically display student classroom work in Fine Arts buildings.

The GTA SA+AH Handbook can be found online at the following address:

http://legacy.arts.ufl.edu/ART/Resources/gta_handbook.pdf

Additional SA+AH Resources

College of The Arts Visual Resource Center (VRC)

Location Fine Arts Building C, Room 118

See door for hours

About the Collections

ANALOG and DIGITAL COLLECTIONS may vary between faculty and areas. More and more resources are added to Smathers Libraries subscribed services and the Architecture Fine Arts (AFA) Library each year.

Workshop for Art Research and Practice (WARP)

Workshop for Art, Research and Practice (WARP) is the experimental foundations course that is offered at the University of Florida. The WARPhaus, located off campus, serves as a classroom and studio space for the course. It also contains a gallery. Graduate assistants are monitors for the open studio hours of the building and also serve as coordinators for the gallery.

Architecture and Fine Arts Library

www.uflib.ufl.edu/afa

The Architecture and Fine Arts Library (located on the second floor of FAA) houses more than 90,000 books, tapes and drawings, and more than 650 periodicals relating to fine art, architecture, and design.

University Galleries

www.arts.ufl.edu/galleries

The University Gallery is dedicated to an exhibition program with an emphasis on contemporary art, for the primary purpose of serving the department's teaching and research needs. The gallery originates important exhibitions of regional, national and international art, hosts traveling exhibitions and mounts exhibitions of SAAH generated works. Included in these are the Annual Art Faculty Exhibition, the MFA Thesis Exhibitions, the Annual Juried Student Art Exhibition, and other periodic group and one-person faculty exhibitions.

The Grinter Galleries are located in Grinter Hall. The exhibitions presented here are related to academic programming with an emphasis on international arts.

The Focus Gallery is a space adjacent to the office area of the School of Art and Art History. Under the supervision of the University Gallery, this area displays student and faculty art as well as small, invitational one-person exhibitions, on a monthly basis.

Digital Fabrication Lab

www.arts.ufl.edu/aafablab

The Art and Architecture Fabrication Laboratory (A² Fab Lab) is a collaboration between the [School of Architecture](#) and the [School of Art + Art History](#), funded through the Director of Research. The laboratory currently houses three primary technologies - laser cutters, 3D plotting, and 3D scanning. Each of these technologies provides different ways of bridging the physical and digital realms, and as such open new opportunities for students and faculty alike to explore new ways of thinking and making.

Student Organizations

See [Appendix P](#)

SA+AH Syllabus Requirements & Suggestions

See [Appendix U](#)

SA+AH List Serves

See [Appendix D](#)

General SA+AH and UF Policies/Support

UF Policy on Alcohol and Drugs

The University of Florida is committed to providing on and off-campus environments free of the abuse of alcohol and illegal use of alcohol and other drugs. The following summary of the University's policies concerning the use of alcohol and other drugs is provided to you in response to the Drug-Free Schools and Communities Act and Amendments of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol is prohibited in and on property owned or controlled by the University of Florida or any other UF facility. No employee or student is to report to work, class, or any University activities (on or off-campus) while under the influence of illegal drugs or alcohol.

The use of alcoholic beverages by members of the University of Florida community is at all times subject to the alcoholic beverage laws of the state of Florida, City of Gainesville, County of Alachua, or other applicable local regulations and the University Alcohol Policy, Rule 6C1-2.019, Florida Administrative Code.

The possession and use of controlled drugs by members of the University of Florida community must at all times be in accordance with the provisions of Florida law, the rules of the Board of Governors, and the rules of the University of Florida. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and "designer drugs"), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances are prohibited unless authorized by law.

Under Statute 562.11, selling, giving, or serving alcoholic beverages to persons under age 21 or to permit a person under 21 years of age to consume said beverages is unlawful. It is also unlawful to misrepresent or misstate his or her age or any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person less than 21 years of age.

Violation of the policies and laws described above is grounds for disciplinary action up to and including termination or expulsion in accordance with applicable University of Florida and Board of Governors rules. Disciplinary action against a student or employee by the University does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the University of Florida.

See http://www.ufsa.ufl.edu/faculty_staff/committees/alcohol_drug_education/uf_alcohol_policy/ and <http://www.dso.ufl.edu/sccr>

UF Grade Posting Policy

Student academic information is, by law, confidential; an academic record that is individualized with a student's name, UFID, or social security number must be protected. A student's right to privacy is protected by Florida Statutes and the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, commonly referred to as the Buckley Amendment. Even if names are obscured, numeric student numbers are considered personally identifiable information.

In accordance with the guideline above, student papers or projects with the grade showing cannot be left in a public place such as the SA+AH Office, in the hallway outside faculty offices, or in envelopes taped to doors where students can see any other student's grade.

It is also a violation of the FERPA to discuss a student's grade with his/her parents without the consent of the student. In order to comply with FERPA, student information should not be transmitted to any third party outside the university without the student's written consent. This confidentiality has been established as UF policy including through Rule 6C1-4.007, FAC, which is on the web at <http://www.registrar.ufl.edu/ferpa.html>. Requests for student information can take many forms, including requests from potential employers. Should written permission be obtained from students to release confidential information, the original authorization should be retained in the student's file as support for any future release of information.

Grades submitted on time are available to students the Monday evening following commencement. Students may access their grades through the "My Self Service" link in the myUFL portal. Grades not submitted in a timely manner, or grades requiring a change (such as from an "Incomplete" to a letter grade), must be submitted in writing on the appropriate Grade Change Form, signed by the instructor, and approved department director.

Absences for Religious Holidays or Observances

Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. If a faculty member is informed of or is aware that a significant number of students are likely to be absent from his/her class because of a religious observance, a major exam or other academic event should not be scheduled at that time. Further, a student who is to be excused from class for a religious holy day is not required to provide a second party certification of the reasons for the absence. Finally, a student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

UF Honor Code and Guidelines

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

University of Florida students voted in the fall of 1995 to enact a student Honor Code including:

Preamble:

In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the Honor Code.

UF Honor Code:

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

Pledge:

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Dean of Students Office and UF Policy Regarding Behavior in Instructional Spaces

Mission: The University of Florida Dean of Students Office creates a culture of care for students, their families, faculty and staff by providing exemplary programs and services designed to enhance students' academic and personal success.

<http://www.dso.ufl.edu/>

Disruptive Behavior

Faculty, students, administrative, and professional staff members, and other employees (hereinafter referred to as "member(s)" of the University), who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Governors and the University and state law governing such actions. A detailed list of disruptive conduct may be found at in the Student Code of Conduct. Be advised that a student can and will be dismissed from class if he/she engages in disruptive behavior.

Crisis Response Team

http://www.ufsa.ufl.edu/faculty_staff/crisis_information/emergencies/crisis_response_team/

The Crisis Response Team is a multidisciplinary team of professionals from the University of Florida, Santa Fe College and Alachua County committed to providing services to students and members of the university community in times of crisis or Emergency. The TRT meets on a monthly basis and responds to both individual and community crises and traumatic events that impact individuals and our community. The Crisis Response Team is available for consultation with individuals on issues involving tragedies or loss of life.

Counseling Services

Resources are available on campus for students having personal problems or lacking clear career and academic goals, which interfere with their academic performance:

Sexual Assault Counseling:

University of Florida Student Health Care Center

(352) 392-1161

<https://www.dso.ufl.edu/sccr/resources/victims/victim-services>

University of Florida Counseling and Wellness Center

3190 Radio Road

(352) 392-1575

DEGREE REQUIREMENTS: Master of Arts in Art History

UF offers a terminal M.A. degree. We also offer this degree as a step to the Ph.D. Students with a B.A. who wish to pursue the Ph.D. must first complete the M.A. before they can matriculate in the Ph.D. program. M.A. students who wish to pursue the Ph.D. should make an informal application to the doctoral program by January 10th. See Ph.D. Program below.

Degree Requirements

The SA+AH offers an M.A. in Art History in the following areas:

- Ancient
- Renaissance/Baroque
- Modern and Contemporary
- Non-Western (including African, Asian, Pre-Columbian and Latin American)

The M.A. in Art History requires 36 credit hours including:

- 3 credits of research methods
- 27 credits of graduate courses (15 credits in art history, 12 elective credits, of which 9 credits may be in a supporting discipline)
- 6 credits of thesis research

Methods of Research and Bibliography (ARH 5816) is required prior to thesis work. Students will register for Thesis (ARH 6971) for two semesters.

Graduate courses

Students must take a graduate seminar in each of the following areas: Ancient, Renaissance/Baroque, Modern/Contemporary and Non-West. At least three of these seminars should be taken in the first year. In addition to the four required graduate seminars, they must take a fifth distribution requirement, which may be a seminar or a cognate course in any field. Of the twelve required elective credits, up to nine elective credits may be taken in related areas with the approval of the Director of Graduate Studies for Art History and in consultation with the Chair of the student's Supervisory Committee. Outside courses should relate to the program. For example, those interested in African art may want to take advantage of courses offered through the Center for African Studies. The Registration Form is [Appendix J](#) of this document.

Supervisory Committees

The student's Supervisory Committee should be appointed as soon as possible after the student has been admitted to graduate school but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline date to appoint a Supervisory Committee is the end of the term in which he/she has accumulated 12 or more credits or at the end of the second semester.

Supervisory Committees are initiated by the student, and should consist of at least two members: a Supervisory Committee Chair, who will also act as the student's primary academic advisor, and a second member from the Art History faculty. An outside member from another UF college is also highly recommended.

Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a Supervisory Committee. In addition, the chair must be a Graduate Faculty member from the student's area of concentration. Additional members may be from SA+AH or from another UF college, provided they are Graduate Faculty and their expertise relates to the student's research. If a minor is designated, the committee must include one Graduate Faculty

member from the minor department.

Committees are nominated by the SA+AH director, approved by the COTA dean, and appointed by the Dean of the Graduate School. When a student has selected his/her committee members, he/she should submit the names to the Graduate Program Assistant for approval.

A student may amend his/her committee for good reason before the start of the final semester.

Annual Review

The Annual Art History review ([Appendix W](#)) is a fact-finding review and part of an overall system of evaluation in the graduate program at UF. Although a student must maintain a B average, she/he must also pass the annual review in order to continue in his/her program of study. The student should be aware that the criteria and determination made at the review is not reflective of his/her grades or GPA at the time of the review. The annual review is a crucial component of the Masters, as all graduate students are expected to demonstrate the ability to critically reflect on their assimilated knowledge in the field, as well as outline their research interests before proceeding with the graduate degree.

The annual review of the Art History student's progress takes place at the end of the first-year of graduate study (or at the end of the semester in which the student gains 18 UF credits) to determine the student's fitness for continuation in the program.

Foreign Language Proficiency

Reading proficiency in a foreign language appropriate for the major area of study must be demonstrated before thesis research is begun (i.e. normally in the first year of study).

This may be demonstrated by passing a departmental language exam administered at the beginning of each fall and spring semester. Exam dates are announced and administered by the DGS. (Students may take any courses (UF or non-UF) they feel would support their studies for the exams; however, these courses will not count towards degree credits.) This may be demonstrated in one of two methods:

The DGS will inform the student of the results of the exam via the language course form ([Appendix T](#)), and will forward the form to the SAAH graduate office to be officially recorded with the College Graduate office. The form will be file in the student's degree folder.

Last Semester (2nd year):

M.A. Requirements for Graduation

It is essential that all candidates check with Laura Robertson, the Graduate Director of The College of The Arts, to be sure that all requirements for graduation have been met or will be met in the final semester. Petitions of degree requirements and transfer of credit will be entertained by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree.

Deadlines

The Graduate School issues Deadline Dates for each term. The dates and instructions therein supersede those listed in the Graduate Catalog calendar. Copies of Deadline Dates and related forms and materials are available in the Editorial Office, 109 Grinter Hall. These deadlines are firm. Additional deadline dates are issued by the College of The Arts and the School of Art and Art History.

Registration

M.A. students must enroll in ARH 6971 (Research for Master's Thesis) during the term the final

examination (oral defense) is given and the degree is conferred.

Degree Application

All degree candidates must complete the online degree application. Care must be taken to cite the correct degree, year and term. Apply online through [STUDENT SELF SERVICE](#).

Thesis Proposal

Before embarking on thesis research, students are required to present a thesis proposal to their Supervisory Committee. (The length and parameters of the proposal will be determined by Supervisory Committee members.) The proposal shall include:

- a discussion of his/her development thus far at the University;
- an outline of the proposed research and procedures and
- a statement of the significance of the project.

Thesis

Each student is responsible for conforming to regulations governing format, final term procedures and dates for submitting his/her thesis to his/her Supervisory Committee. Students MUST follow the procedures outlined online.

<http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>

Responsibilities of the Supervisory Committee and Chair

It is the responsibility of the Chair of the Supervisory Committee to review the initial rough drafts of the report/thesis with the student and make suggestions for improvement before the report is distributed to the Supervisory Committee.

The student presents the final copy of the thesis to the other member(s) of the Supervisory Committee for final review before the Oral Defense. It should require no more than two meetings to make additional suggestions to the student and to approve the report.

The Thesis must be defended and in final form prior to submission.

Preparation for Final Examination/Defense

Upon submission of the final copy of the thesis, the student will schedule an oral defense date with his/her Supervisory Committee Chair.

Oral Defense

The oral defense will be a formal presentation of the Thesis work. All members of the Committee must be present. The Supervisory Committee Chair will invite other members of the graduate faculty to attend, and the oral defense is open to the public.

The student will give a formal presentation that addresses the progress of his/her work. It is expected that he/she will demonstrate how the research problem has been defined, researched, and resolved.

After the presentation, members of the Committee will ask the student questions pertaining to his/her work, and then confer in private to accept the thesis, to require further changes, or to reject it.

Upon successful completion of the Oral Defense, a Final Examination Form will be signed by the Supervisory Committee and forwarded to the SA+AH office for the Director's signature.

Electronic Theses and Dissertations (ETD)

<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

Information on Getting Started: The ETD Lab, The Thesis/Dissertation Process, Electronic Final Submission and Editorial Staff can all be found on the ETD website listed above.

UF Graduate School Editorial Office

PO Box 118461 (224B The Hub)

Gainesville FL 32611-8461

USA

352 392 1282 (Telephone)

352 846 1855 (Fax)

Information on Electronic Thesis and Dissertation Technical Support, Informational Seminars & Workshops, Thesis and Dissertation Consulting Services, and Thesis and Dissertation Formatting Templates can all be found at the following website.

<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

DEGREE REQUIREMENTS: Doctoral Program in Art History

UF offers a terminal M.A. degree. We also offer this degree as a step to the Ph.D. Students with a B.A. who wish to pursue the Ph.D. must first complete the M.A. before they can matriculate in the Ph.D. program. M.A. students who wish to pursue the Ph.D. should make an informal application to the doctoral program by January 10th. See below.

An M.A. degree in Art History (or closely related field) is required before any student can matriculate in the Ph.D. program. Students who have taken the M.A. at the University of Florida, who wish to pursue the doctoral degree at UF must submit a letter of application to the Ph.D. program by January 10. Writing samples and letters of recommendation for this application are not required. All other prospective Ph.D. students must submit a formal application through the Graduate School.

Ph.D. in Art History Degree Requirements

The Ph.D. in Art History requires 60 credits beyond 30 credits of an M.A. for a total of 90 credits, including:

- 15 credits (5 courses) in primary area (maximum of 12 credits in any one seminar/course number)
- 9 credits (3 courses) in a secondary area of art history.
- 9 credits (3 courses) in related electives or outside minor field (Director of Graduate Studies for Art History must approve electives taken outside of the school. These, along with all other course work, should be decided in consultation with student's Doctoral Supervisor)
 - NOTE: Only 6 credits (2 courses) of related electives are required if student has not yet taken ARH 5815. Also, see Graduate Catalog for definition of "Minor Field"
- 27 credits of dissertation research and writing (including 3 credits of ARH 7979 to prepare for Qualifying Exams)
- Additional language courses – two languages needed

On successful completion of the qualifying examination, the approval by the Supervisory Committee of the dissertation prospectus, and having fulfilled all other course and language requirements, the student makes formal application for a change of status to Ph.D. candidacy. Normally, a student will be expected to present the completed dissertation and defend it at an oral defense conducted by the supervisory committee by the end of the sixth year in the program.

Deadlines

The Graduate School issues Deadline Dates for each term. The dates and instructions therein supersede those listed in the Graduate catalog calendar. Copies of Deadline Dates and related forms and materials are available in the Editorial Office, 109 Grinter Hall. These deadlines are firm. Additional deadline dates are issued by the College of The Arts and the School of Art and Art History.

Supervisory Committees

Supervisory Committees are nominated by the SA+AH chair, approved by the COTA dean, and appointed by the Dean of the Graduate School. The committee should be appointed after the student has begun doctoral work and, in general, no later than the end of the second semester of equivalent full-time study. When a student has selected his/her committee members, he/she should submit the names to the Graduate Program Assistant for final approval. (Forms: Appendix J)

A student may amend his/her committee for good reason before the start of the final semester.

Membership

Supervisory Committees are initiated by the student. The Supervisory Committee shall consist of no fewer than four members selected from the Graduate Faculty. At least two members, including the chair, (who will also act as the student's primary academic advisor), will be from the SA+AH, and at least one member will be drawn from a different educational discipline with no ties to the SA+AH to serve as an external member. One regular member may be from the SA+AH or another department.

Duties of the Supervisory Committee follow

- To inform the student of all regulations governing the degree sought. It should be noted, however, that this does not absolve the student from the responsibility of becoming knowledgeable concerning these regulations.
- To meet immediately after appointment to review the qualifications of the student and to discuss and approve a program of study.
- To meet and discuss and approve the proposed dissertation project and the plans for carrying it out.
- To give the student a yearly letter of evaluation in addition to the S/U grades awarded for the ARH 7979 and ART 7980. The chair should write this letter after consultation with the Supervisory Committee.
- To conduct the qualifying examination. The entire committee must be present with the student for the oral portion of the examination. This examination must be given on campus.
- To meet when the work on the dissertation is at least one-half completed to review procedure, progress and expected results and to make suggestions for completion.
- To meet on campus when the dissertation is completed and conduct the final oral examination to assure that the dissertation is a piece of original research and a contribution to knowledge. No fewer than four faculty members, including all members of the Supervisory Committee, shall be present with the candidate for this examination.

Foreign Language Proficiency

Reading knowledge of two research languages other than English must be demonstrated by the end of the second year of course work, or by the end of the first semester in the case of transfer students.

Reading proficiency may be demonstrated by passing a departmental language exam administered at the beginning of each fall and spring semester. Exam dates are announced and administered by the DGS. (Students may take any courses (UF or non-UF) they feel would support their studies for the exams; however, these courses will not count towards degree credits.)

The DGS will inform the student of the results of the exam via the language course form ([Appendix T](#)), and will forward the form to the SAAH graduate office to be officially recorded with the College Graduate office. The form will be file in the student's degree folder.

Annual Review

The Annual Art History review ([Appendix W](#)) is a fact-finding review and part of an overall system of evaluation in the graduate program at UF. Although a student must maintain a B average, she/he must also pass the annual review in order to continue in his/her program of study. The student should be aware that the criteria and determination made at the review is not reflective of his/her grades or GPA at the time of the review. The annual review is a crucial component of the Masters, as all graduate students are expected to demonstrate the ability to critically reflect on their assimilated knowledge in the field, as well as outline their research interests before proceeding with the graduate degree.

The annual review of the Art History student's progress takes place at the end of the first-year of graduate study (or at the end of the semester in which the student gains 18 UF credits) to determine the student's fitness for continuation in the program.

Qualifying Examination

The qualifying examination is prepared and evaluated by the full Supervisory Committee. It is both written and oral. Normally students take the exam in the spring term of their third year or at the beginning of the fall term of their fourth year. All members of the Supervisory Committee must be present with the student at the oral portion. The Supervisory Committee has the responsibility at this time of deciding whether the student is qualified to continue work toward the Ph.D. degree.

If a student fails the qualifying examination, the Graduate School must be notified. A re-examination may be requested, but it must be recommended by the Supervisory Committee and approved by the Graduate School. At least one semester of additional preparation is considered essential for re-examination. See the Director of Graduate Studies for Art History for further information on the qualifying exams.

Purpose of Qualifying Examination

Normally a student will enroll in a semester of ARH 7979 to prepare for the Qualifying Exams. The qualifying examination forms a bridge between coursework and the dissertation. Students must demonstrate both comprehensive knowledge of the works and issues of their primary field as well as more in-depth mastery of the problems, methods, and literature of a special focus within the primary field. Students will also be examined on either a secondary field within art history, a minor field outside art history, or a second special focus. If a student is to be examined in a minor field outside art history, then one member of the Supervisory Committee must be a faculty member in the department that represents that discipline at the University of Florida.

The Supervisory Committee Chair (or Dissertation Chair/Advisor) is in charge of the Supervisory Committee. In consultation with the student, the members of the Supervisory Committee schedule the dates of the exam, decide on the format of the oral examination, and determine the precise boundaries of the fields and special focus(es) to be covered. This must be done no later than four months prior to examination.

Qualifying Examination Format

The examination consists of four parts: three take-home written essays and an oral examination. At least one part of the exam, written or oral, should ask the student to demonstrate their knowledge of and facility in analyzing specific works of art or architecture, in particular through questions based around images of specific works. The parameters of the exam questions are as follows:

Essay #1:

This question tests the student's comprehensive knowledge of the works and issues of the primary field. The primary field will correspond to one of the customary geographically and chronologically bounded fields of art history. Typically, the student's dissertation will be a scholarly contribution to this primary field.

Essay #2:

This question tests the student's in-depth mastery of the problems, methods, bibliography, and historiography of a special focus within the primary field. The essay may focus on a specific medium, theme, or critical category or concept, or it may narrow the geographic area and/or chronological range of the primary field. Typically, the special focus will

explore issues and bibliography relevant to the proposed dissertation topic.

Essay #3:

This question tests either a secondary field within art history, a minor field outside art history, or a second special focus within the primary field. A secondary field will correspond to one of the customary geographically and chronologically bounded fields of art history, like the primary field, and students will demonstrate the same level of comprehensive knowledge. The boundaries of the minor field will be determined in consultation with the member of the Supervisory Committee from that discipline. If this part of the exam explores a second special focus within the primary field, then it must be wholly distinct from the special focus in Essay #2 and it must demonstrate the same level of in-depth mastery of problems, methods, bibliography, and historiography.

Oral Examination, Part #4:

This part of the exam is an opportunity to discuss issues addressed or insufficiently addressed in the student's written responses. It may also be used to discuss new questions about the primary, secondary, or minor field or the special focus(es). It may ask questions about images to test a student's knowledge and facility in analyzing specific works of art and architecture in those fields. This is also an occasion for exploring the ways in which the student's study for the qualifying examination has shaped or modified his/her understanding of the proposed dissertation project.

The student will have 72 hours to complete the written parts of the exam, so that each essay should correspond to one day of writing. The questions for all the written parts of the exam will be provided to the student on the morning of Day One of the examination (normally a Friday), and the student will transmit his/her responses to the Supervisory Committee on the morning of Day Four (normally the following Monday). The oral examination must be taken within a week of the completion of the written examination; it can be held no later than Day Eleven of the examination period. The Supervisory Committee will review the written examination before the oral examination, but no response will be given to the student before the end of the entire qualifying examination.

The entire Supervisory Committee must be present at the Oral Examination. Members of the committee may plan to be present virtually through web conferencing or other technology, but the Chair of the Supervisory Committee may plan to be present virtually only if a Co-Chair from our department is present in person to serve in the Chair's stead. These guidelines for Supervisory Committee attendance are based on the 2007-2008 Graduate School Handbook and communications with the Graduate School in Spring 2008. Any changes to Graduate School policy supersede these guidelines.

Registration in Research Courses

ARH 7979 is open to doctoral students who have not yet been admitted to candidacy. Students enrolled in ARH 7979 during the term they qualify for candidacy will stay in this course unless the SA+AH elects to change their enrollment to Research for Doctoral Dissertation (ARH 7980). - ARH 7980 is reserved for doctoral students who have been admitted to candidacy.

Admission to Candidacy

A graduate student does not become a candidate for the Ph.D. until granted formal admission to candidacy. Such admission requires the approval of the student's Supervisory Committee, the director of the SA+AH, the dean of the college and the dean of the graduate school. The approval must be based on:

- The academic record of the student
- The opinion of the Supervisory Committee concerning overall fitness for candidacy
- An approved dissertation topic
- A qualifying examination as described above

Degree Application

All degree candidates must complete the online degree application. Care must be taken to cite the correct degree, year and term. Apply online through [STUDENT SELF SERVICE](#).

Electronic Theses and Dissertations (ETD)

Please visit the following websites.

<http://helpdesk.ufl.edu/application-support-center/graduate-editorial-office/>

<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

DEGREE REQUIREMENTS: Master of Arts in Art Education

The following **two** tracks are available to residents in the Master of Arts in Art Education:

Track 1:

The MA in Art Education requires 36 credit hours:

- 3 credits of Methods of Research
- 9 credits of art education foundations, curriculum theory, and contemporary issues
- 9 credits of advanced studio
- 3 credits of art history, criticism
- 6 credits of approved art or education electives
- 3 credits of approved art education electives
- 3 credits of thesis/project research

Methods of Research in Art Education (ARE 6746)

This course deals with the methods of research in art education and related fields.

History of Teaching Art (ARE 6049)

This course looks at the evolution of art education in the United States and abroad.

Curriculum in Teaching Art (ARE 6148)

This course deals with contemporary theories for development of art teaching curricula.

Issues in Art Education (ARE 6641)

This course explores contemporary issues in art, general education and society that affect teaching of art in public schools.

Track 2:

The MA with EPI (Educator Preparation Institute) in Art Education requires 39 credit hours:

- 3 credits of Methods of Research
- 9 credits of art education foundations, curriculum theory, and contemporary issues
- 9 credits of advanced studio
- 3 credits of art history, criticism
- 6 credits teaching methodology (ARE 6246c and ARE 6247c)
- 3 credits Internship in Teaching (ARE 6944)
- 3 credits Teaching Reading in Secondary Schools (RED 5355)
- 3 credits of thesis/project research

Principles of Teaching Art (ARE 6246c)

This course explores the study of social and theoretical foundations of contemporary art education practice.

Teaching Art: The Study of Practice (ARE 6247c)

This course explores the study of art teaching practices in the public schools.

Internship in Teaching Art (ARE 6944)

This internship focuses on developing students' pedagogical knowledge and skills in a school classroom, under the guidance of a K-12 art teacher.

Teaching Reading in Secondary Schools (RED 5355)

This course explores the patterns of reading instruction in the secondary school; methods of teaching reading for teachers of all subject areas; preparing, selecting, and using instructional materials; selected field or micro-teaching experiences.

The DGS must approve all courses for Art Education. To be admitted to candidacy, students must pass a First Year Review. The program culminates with a Thesis or Project in Lieu of Thesis.

First Year Review

The first-year Art Education review is a fact-finding review and part of an overall system of evaluation in the graduate program at UF. Although a student must maintain a B average, she/he must also pass the first-year review in order to continue in his/her program of study. The student should be aware that the criteria and determination made at the review is not reflective of his/her grades or GPA at the time of the review. The first-year review is a crucial component of the Masters, as all graduate students are expected to demonstrate the ability to critically reflect on their assimilated knowledge in the field, as well as outline their research interests before proceeding with the graduate degree.

In the Art Education area of the SA+AH, the first-year review committee is made up of two members of the Art Education faculty, with the Director of Graduate Studies designated as the committee organizer. The organizer works with the student to inform, facilitate and lead the review meeting.

The first-year review of the Art Education student's progress takes place at the end of the first-year of graduate study (or at the end of the semester in which the student gains 18 UF credits) to determine the student's fitness for continuation in the program.

Submitting Questions:

To prepare for the first-year review, the student will generate four possible questions reflective of his/her first-year's art education studies at UF. These questions should be submitted, via the SAKAI first-year review site, to the first-year review committee four weeks prior to the review. The committee will select two of these and edit them for the student to respond to in writing. The student will then have a twenty-four hour (24) period to respond in writing to the two edited questions. (See below for the requirements for formatting these documents.) The student will then submit the two Microsoft Word documents to Sakai Assignment drop box, responses will automatically go through Turnitin and a report will be generated.

Sakai Assignment drop box for your 4 original Questions
Sakai Assignment drop box for response to Q#1
Sakai Assignment drop box for response to Q#2

Format:

Full Name

UF ID

Q#1 place question here

Response: 12pt type, double space, 1-inch margins.

During the following week the first-year review committee will schedule a one-hour meeting with the student to discuss his/her written responses and performance during the first-year. In addition to providing written responses to the two final questions, the student will also submit a one-page written statement to the committee summarizing his/her first year of graduate study to assist in the review process. This statement should highlight what the student considers to be her/his most significant art educational learning experiences from their classes during the first year, and how s/he has been able to apply knowledge or skills acquired in the program to other art teaching and learning situations like the classroom or community. During the review meeting, the committee will question the student about his/her graduate work and written responses. Following this discussion, the committee will meet without the student present to discuss the student's responses and progress in the program. The committee will then recommend one of the following options to the School of Art and Art History Director:

Outcomes: *The three possible outcomes (based on majority vote) of this discussion are as follows:*

OPTION 1: PASS

The student's performance meets the standards expected during the first-year of graduate study.

OPTION 2: RE-REVIEW

The student's performance does not meet the standards expected in the graduate program to pass on to the second year at this time.

Note: The re-review must take place prior to the beginning of the following semester (fall/spring).

OPTION 3: DISMISS

To dismiss the student from the program based on unsatisfactory completion of the first-year review (no re-review).

Caucus

The committee will caucus to discuss the review without the student present, complete a ballot, and turn the ballot into the coordinator. Following the vote, the committee will meet with the student to discuss their recommendations and give the student critical feedback about his/her work.

Notification

Students will receive unofficial notification of the results of the review following the review. All students will receive official continuance notification from the School Director and Graduate Coordinator prior to the end of the spring semester.

The first-year Review Committee organizer will report the results to Graduate Coordinator by letter in a timely fashion, preferably within two (2) weeks of the review, but no later than the end of the semester. The student will receive continuance notification from the School Director and the Graduate Coordinator prior to the end of the semester. Those students who will be continuing on to their second year of study must name a Supervisory Committee and file the Supervisory Committee Form with the Director of Graduate Studies by the end of the semester. The Supervisory Committee Form will be placed in the student's academic folder. (Note: The student may make changes in her/his Supervisory Committee before the start of the final semester).

The Re-Review Process

If the student is asked to re-review by their First-Year Review Committee, the re-review will be scheduled prior to the start of the following (fall/spring) semester (prior to the start of the semester's classes).

The Re-review process will be similar to the previous review process. The student will be given one question to respond to in writing. This response as well as a written statement by the student addressing the earlier concerns expressed by the Review Committee will be used in the re-review process. The committee will then ask any questions to the student about his/her work and progress since the last meeting. The committee will then meet without the student present to discuss their following two options:

- to allow the student to proceed with his/her studies and research work according to schedule.
- to dismiss the student from the program based on academic performance and presentation to the committee.

After deliberation, the committee will present their results informally to the student with formal notification by the Graduate Coordinator and Director. If the student passes, then he/she will continue with the program and a letter stating that the student has met required adjustments will be placed in his/her academic folder. If the student does not pass the review, s/he will be denied further registration as a graduate student.

Supervisory Committees

The student's supervisory committee should be appointed as soon as possible after the student has been admitted to graduate school but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline date to appoint a supervisory committee is the end of the term in which he/she has accumulated 12 or more credits or at the end of the second semester.

Supervisory committees are initiated by the student, nominated by the SA+AH director, approved by the COTA dean, and appointed by the Dean of the Graduate School. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee. In addition, the chair must be a graduate faculty member from the student's area of concentration. Your committee must contain at least two members. Additional members may be from SA+AH or from another UF college, provided they are Graduate Faculty and their expertise relates to the student's research. At least two committee members must be from the SA+AH.

If a minor is designated, the committee must include one Graduate Faculty member from the minor department.

When a student has selected his/her committee members, he/she should submit the form to the SA+AH Graduate Program Assistant for final approval by the school.

A student may amend his/her committee for good reason before the start of the final semester.

Last Semester (2nd year)

MA Requirements for Graduation

It is essential that all candidates check with the Graduate Director in the College of The Arts to be sure that all requirements for graduation have been met or will be met in the final semester. Petitions of degree requirements and transfer of credit will be entertained by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree.

Registration

MA students must enroll in ARE 6973 (Project In Lieu of Thesis) or ARE 6971 (Research for Masters Thesis) during the term the final examination (oral defense) is given and the degree is conferred.

Degree Application

All degree candidates must complete the online degree application. Care must be taken to cite the correct degree, year and term. Apply online through [STUDENT SELF SERVICE](#).

Project/Thesis Proposal

Students are required to present a draft of their Project in Lieu of Thesis/Thesis proposal to their supervisory committee. The proposal shall include:

- a discussion of his/her development thus far at the University;
- an outline of the proposed research and procedures;
- a statement of the significance of the project.

After reviewing the work presented and questioning the student about his/her work, the committee will vote for one of the following options by secret ballot:

- to pass the student on to thesis work;
- to require adjustments to the student's program;
- to dismiss the student from the program based on academic performance and presentation to the committee.

Project/Thesis Report

Each student is responsible for conforming to regulations governing format, final term procedures and dates for submitting their project report to his/her Supervisory Committee.

Students who are doing a Thesis MUST follow the ETD submission procedures.

Responsibilities of the Supervisory Committee and Chair

It is the responsibility of the Chair of the Supervisory Committee to review the initial rough drafts of the report/thesis with the student, confirm Supervisory Committee members have been filed with the SA+AH Graduate Office, are recorded in GIMS and to make suggestions for improvement before the report is distributed to the Supervisory Committee.

The student presents the final copy of the report/thesis to the other member(s) of the Supervisory Committee for final review before the Oral Defense. It should require no more than two meetings to make additional suggestions to the student and to approve the report.

The Project Report/Thesis must be defended and in final form prior to submission.

Deadlines

The Graduate School issues Deadline Dates. These deadlines are firm. Additional deadline dates are issued by the College of The Arts and the School of Art and Art History.

Preparation for Oral Defense

Students, in consultation with their Committee Chairs, should schedule their oral defense to allow time to make all corrections and meet final submission deadlines.

Abstract

The student must write a one or two page abstract about his/her project in lieu of thesis/thesis. See [Appendix O](#) for the appropriate format.

The Chair of the Supervisory Committee and all the members must approve the abstract.

Oral Defense

Upon submission of the final copy of the project report, the student will schedule an oral defense date with his/her Supervisory Committee Chair. The oral defense will be a formal presentation of the Project in Lieu of Thesis work. All members of the Committee *must* be present. The Supervisory Committee Chair will invite other members of the graduate faculty to attend, and the oral defense is open to the public.

The oral defense should be scheduled at least one week before the final project report is due in the SA+AH office to allow time for the student to make any corrections that were suggested at his/her defense and to meet final submission deadlines.

The student will give a 15 to 20 minute formal presentation that addresses the progress of his/her work. It is expected that he/she will demonstrate how the creative project relates to his/her past work and how the research problem has been defined, researched, and resolved in the works presented.

After the presentation, members of the Committee will ask the student questions pertaining to his/her work, and then confer in private to accept the project, to require further changes, or to reject it.

Upon successful completion of the Oral Defense, a Final Examination Form will be signed by the Supervisory Committee and forwarded to the SA+AH for the Director's signature.

Final Submission of Project in Lieu of Thesis Report

After final approval of changes by the supervisory committee, and no later than the date specified, candidates must submit the following materials to the COTA Graduate Office:

- Supervisory Committee Approved Electronic File (PDF)
- Fully signed Final Examination Report Form and signature page

These documents are then forwarded to the Dean's Office and the copies will be kept in the Architecture and Fine Arts Library. More copies may be required if individual Committee members request them. Please see additional submissions options in [Appendix V](#).

Electronic Theses and Dissertations (ETD)

<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

Information on Getting Started: The ETD Lab, The Thesis/Dissertation Process, Electronic Final Submission and Editorial Staff can all be found on the ETD website listed above.

UF Graduate School Editorial Office

PO Box 118461 (224B The Hub)

Gainesville FL 32611-8461

USA

352 392 1282 (Telephone)

352 846 1855 (Fax)

Information on Electronic Thesis and Dissertation Technical Support, Informational Seminars & Workshops, Thesis and Dissertation Consulting Services, and Thesis and Dissertation Formatting Templates can all be found at the following website.

<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

DEGREE REQUIREMENTS: Master of Arts in Museum Studies

The MA in Museum Studies consists of both academic preparation and practical experience. The curriculum allows students the opportunity to do graduate work in a disciplinary emphasis (art, art history, anthropology, history, the natural sciences, education, among others) and at the same time to complete a concentrated study in professional museum practices.

Degree requirements

The MA in Museum Studies requires 48 credit hours including:

15 credits in museum studies courses:

- Introduction to Museology (3)
- Registration (3)
- Education (3)
- Exhibitions (3)
- Electives (3)

15 graduate credits in disciplinary focus

6 credits of Internship

6 credits of Electives

6 credits of Thesis or Project in Lieu of Thesis

Several on and off campus sites provide the program with laboratories for training students in museum work, including the The Harn Museum of Art, The Florida Museum of Natural History, University Galleries, and "the gallery" at the Reitz Union.

Internship

Each student must complete a 6-credit internship of 320 to 400 hours at an approved institution. In this experience the student must be assigned to specific projects in which he/she will gain first-hand experience in museum work. The Harn Museum of Art or the Florida Museum of Natural History may be able to oversee a few of these interns, but most students research opportunities to apply for internships at museums throughout the United States or abroad.

Supervisory Committees

The student's supervisory committee should be appointed as soon as possible after the student has been admitted to graduate school but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline date to appoint a supervisory committee is the end of the term in which he/she has accumulated 12 or more credits or at the end of the second semester.

Supervisory committees are initiated by the student, nominated by the SA+AH chair, approved by the COTA dean, and appointed by the Dean of the Graduate School. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee. In addition, a graduate faculty member from the Museum Studies Program must serve on the committee. One committee member must be from the student's disciplinary focus. Additional members may be from SA+AH or from another UF college, provided they are Graduate Faculty and their expertise relates to the student's research.

When a student has selected his/her committee members, he/she should submit the form to the SA+AH Graduate Program Assistant. A student may amend his/her committee with the approval of the Director of Graduate Studies before the start of the final semester.

Last Semester MA Requirements for Graduation

It is essential that all candidates check with The Graduate Director of the College of The Arts to be sure that all requirements for graduation have been met or will be met in the final semester. Petitions of degree requirements and transfer of credit will be entertained by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree.

Deadlines

The Graduate School issues Deadline Dates. These deadlines are firm. Additional deadline dates are issued by the College of The Arts and the School of Art and Art History.

Registration

MA students must enroll in ARE 6973 (Project In Lieu of Thesis) or ARH 6971 (Research for Masters Thesis) during the term the final examination (oral defense) is given and the degree is conferred.

Degree Application

All degree candidates must complete the online degree application. Care must be taken to cite the correct degree, year and term. Apply online through [STUDENT SELF SERVICE](#).

Project/Thesis Proposal

Students are required to present a draft of their Project in Lieu of Thesis/Thesis proposal to their supervisory committee. The proposal shall include:

- a discussion of his/her development thus far at the University;
- an outline of the proposed research and procedures;
- a statement of the significance of the project.

After reviewing the work presented and questioning the student about his/her work, the committee will decide on one of the following options:

- to pass the student on to thesis work;
- to require adjustments to the student's program;
- to dismiss the student from the program based on academic performance and presentation to the committee.

Responsibilities of the Supervisory Committee and Chair

It is the responsibility of the Chair of the Supervisory Committee to review the initial rough drafts of the report/thesis with the student and make suggestions for improvement before the report is distributed to the Supervisory Committee.

The student presents the final draft of the report/thesis to the other member(s) of the Supervisory Committee for final review before the Oral Defense. It should require no more than two meetings to make additional suggestions to the student and to approve the report.

The Project Report/Thesis must be defended and in final form prior to submission.

Abstract

The student must write a one or two page abstract about his/her project in lieu of thesis/thesis approved by the Supervisory Committee Chair. See Appendix K for the appropriate format. Abstracts of more than one page should not be stapled.

Preparation for Oral Defense

Students, in consultation with their Committee Chair, should schedule their oral defense to allow time to make all corrections and meet final submission deadlines.

Oral Defense

Upon submission of the final draft of the project report or thesis, the student will schedule an oral defense date with his/her Supervisory Committee Chair. The oral defense will be a formal presentation of the Project in Lieu of Thesis or Thesis work. All members of the Committee **must** be present. The Supervisory Committee Chair will invite other members of the graduate faculty to attend, and the oral defense is open to the public.

The oral defense should be scheduled at least one week before the final project report is due in the SA+AH office to allow time for the student to make any corrections that were suggested at his/her defense and to meet final submission deadlines.

The student will give a 15 to 20 minute formal presentation that addresses the progress of his/her work. It is expected that he/she will demonstrate how the project or thesis relates to his/her past work and how the research problem has been defined, researched, and resolved in the work presented.

After the presentation, members of the Committee will ask the student questions pertaining to his/her work, and then confer in private to accept the project, to require further changes, or to reject it.

Upon successful completion of the Oral Defense, a Final Examination Form will be signed by the Supervisory Committee and forwarded to the SA+AH for the Director's signature.

Project/Thesis Report

Each student is responsible for conforming to regulations governing format, final term procedures and dates for submitting their project report to his/her Supervisory Committee. Students who are doing a Project will await instructions from the COTA Graduate Office for submission. Students who are doing a Thesis **MUST** follow the ETD submission procedures.

Final Submission of Project in Lieu of Thesis Report

After final approval of changes by the supervisory committee, and no later than the date specified, candidates must submit the following materials to the COTA Graduate Office:

- Supervisory Committee Approved Electronic File (PDF)
- Fully signed Final Examination Report Form and signature page

These documents are then forwarded to the Dean's Office and the copies will be kept in the Architecture and Fine Arts Library. More copies may be required if individual Committee members request them. Please see additional submissions options in [Appendix V](#).

Electronic Theses and Dissertations (ETD)

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Information on Getting Started: The ETD Lab, The Thesis/Dissertation Process, Electronic Final Submission and Editorial Staff can all be found on the ETD website listed above.

UF Graduate School Editorial Office

PO Box 118461 (224B The Hub)

Gainesville FL 32611-8461

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352 392 1282 (Telephone)

352 846 1855 (Fax)

Information on Electronic Thesis and Dissertation Technical Support, Informational Seminars & Workshops, Thesis and Dissertation Consulting Services, and Thesis and Dissertation Formatting Templates can all be found at the following website.

<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

DEGREE REQUIREMENTS: Master of Fine Arts

The School of Art and Art History offers the Master of Fine Arts degree with concentrations in:

- Art + Technology
- Ceramics
- Creative Photography
- Drawing
- Graphic Design
- Painting
- Printmaking
- Sculpture

The MFA requires a minimum of 60 credit hours distributed as follows:

- 3 hours of Teaching Art in Higher Education (ARE 6386)
This is a required course for all MFA majors who have assistantships or fellowships.
- 3 hours of Methods of Research (ARE6746)
- 3 hours of Professional Practices or approved alternative (ART6897)
 - *may be required by area concentrations*
- 18 hours in an area of specialization for studio majors (ART6933)
- 18 hours in outside studio concentrations and studio electives
 - 6 hours in outside studio concentration (ART6933)
 - 12 hours of studio electives
 - *6 of the 18 credit hours must be with Supervisory Committee members*
 - *graphic design graduate students may substitute approved studio electives*
- 6 hours of art history electives or approved academic substitutions in visual media courses (See [Appendix L](#))
- 3 hours of outside SAAH electives (Research/Discipline Appropriate)
- 3 hours for Thesis Research
- 3 hours for Thesis/Individual Project

A minimum three years' residency is normally required for completion of the requirements for this degree, which culminates with an MFA exhibition. This exhibition is a requirement of the required Project in Lieu of Thesis. The school reserves the right to retain student work from this exhibit for the purposes of record, exhibition, or instruction.

MFA students produce a creative Project in Lieu of Thesis. Most of the actual work of the Project in Lieu of Thesis will be accomplished during the first semester of the third year. During the semester of graduation, the final written portion of the project and the oral defense will be completed. Students who do not complete their work according to the schedule will delay their graduation.

First Year Review

First year reviews are one part of an overall system of evaluation. Although a student must maintain a B average, she/he must also pass the first year review in order to continue in their program of study.

The SA+AH will assign the First Year Review Committees at the end of the student's first semester in residence, or no later than six (4) weeks into the second semester. At least one member of the review committee will be from the student's area of specialization with three

faculty members. Committees are determined by the Director of Graduate Studies in Studio.

The First Year Review of the student's progress will take place at the end of the first year of graduate study (or at the end of the first two semesters) to determine the student's fitness for continuation. At this time, the student will provide to the committee a one page written statement concerning his/her work, a resume, a formal presentation of work created since arrival (it is advisable to speak with the member of the committee from your area to determine the format of the work) followed by a 20 minute presentation of his/her first-year work. The committee will then question the student about this graduate work for approximately 20 minutes. Then the committee will meet privately for approximately 20 minutes to discuss the work and progress to ultimately vote one of the following options:

1. to allow the student to proceed with his/her research work according to schedule
2. to require adjustments to the student's program and a re-review process
3. to dismiss the student from the program based on unsatisfactory completion of the first year review (no re-review).

The committee will meet with the student for approximately 20 minutes to discuss the committee's decision and give the student critical feedback about his/her work. Please see [Appendix W](#) for additional information.

Notification

Students will receive unofficial notification of the results of the review following the review. All students will receive official continuance notification from the School Director and Graduate Coordinator prior to the end of the spring semester.

The first-year Review Committee organizer will report the results to Graduate Coordinator by letter in a timely fashion, preferably within two (2) weeks of the review, but no later than the end of the semester. The student will receive continuance notification from the School Director and the Graduate Coordinator prior to the end of the semester. Those students who will be continuing on to their second year of study must name a Supervisory Committee and file the Supervisory Committee Form with the Director of Graduate Studies by the end of the semester. The Supervisory Committee Form will be placed in the student's academic folder. (Note: The student may make changes in her/his Supervisory Committee before the start of the final semester).

The students should be aware that the criteria and determination made at the review is not reflective of the students' grades or GPA at the time of the review.

Those students who will be continuing on to their second year of study are advised to select a thesis committee and file the thesis committee form with the SA+AH Program Assistant by the end of the semester.

Second Year Review

Second year reviews are one part of an overall system of evaluation. Although a student must maintain a B average, she/he must also pass the second year review in order to continue in their program of study.

A second year review is held at the end of the student's second year (or at the completion of 4 semesters). It is based on second-year work the student presents in a formal meeting with the student's Supervisory Committee. The second year review follows the same process as the first

year review. The student presents his/her committee with an artist statement and the student has approximately 20 minutes to present his/her work. Then the committee has approximately 20 minutes to question the student.

Students are required to present a draft of their Project-in-Lieu-of-Thesis proposal to the committee at this meeting. The proposal shall include:

- a discussion of his/her development thus far at the University;
- an outline of the proposed research and procedures
- a statement of the significance of the project

After reviewing the work presented and questioning the student about his/her work, the committee will meet privately for approximately 20 minutes and vote for one of the following options:

1. to pass the student on to thesis work
2. to require adjustments to the student's program and a re-review process
3. to dismiss the student from the program based on unsatisfactory completion of the second year review (no re-review)

The committee will then meet with the student for approximately 20 minutes to discuss the committee's decision and give the student critical feedback on their work.

In addition to the verbal discussion, the chair of the supervisory committee will report the results to the student and to the Graduate Coordinator by letter in a timely fashion, preferably within two weeks of the review, but no later than the end of the semester.

Re-Review for 1st or 2nd year MFA students

If a re-review is necessary, the re-review must take place prior to the beginning of the following semester (fall/spring). The time and date must be stated in the first year review letter submitted to the SA+AH graduate office. The format of the re-review will be the same as the first review. A letter will be sent by the chair of the First Year Re-Review Committee or Supervisory Committee Chair reporting the results to the student, the DGS, and to the Graduate Coordinator in a timely fashion, preferably within one week of the review.

If a faculty who is either a member or chair of the first review is unable to attend for any reason, an alternate must be placed in consultation with the Graduate Coordinator and the student must be notified within one week of the review.

In consultation with the student, the director will decide:

1. to allow the student to continue,
2. to dismiss the student from the program, based on his/her packet and/or academic performance.

Supervisory Committees

The student's supervisory committee should be appointed as soon as possible after the student has been admitted to graduate school but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline date to appoint a supervisory committee is the end of the term in which he/she has accumulated 12 or more credits or at the end of the second semester.

Supervisory committees are initiated by the student, nominated by the SA+AH director,

approved by the COTA dean, and appointed by the Dean of the Graduate School. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee. In addition, the chair must be a graduate faculty member from the student's area of concentration. Your committee must contain at least two members. Additional members may be from SA+AH or from another UF college, provided they are Graduate Faculty and their expertise relates to the student's research. At least two committee members must be from the SA+AH. *If a minor is designated, the committee must include one Graduate Faculty member from the minor department.*

When a student has selected his/her committee members, he/she should submit the form to the SA+AH Graduate Program Assistant for final processing. A form for submitting committee member names is available in Appendix J.

A student may amend his/her committee for good reason before the start of the final semester.

Last Semester (3rd year)

MFA Requirements for Graduation

It is essential that all candidates check with the Graduate Director of the College of The Arts to be sure that all requirements for graduation have been met or will be met in the final semester. Petitions of degree requirements and transfer of credit will be entertained by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree.

Deadlines

The Graduate School issues Deadline Dates for each term. These deadlines are firm. Additional deadline dates are issued by the College of The Arts and the School of Art and Art History.

Registration

MFA students must enroll in ART 6973 (Project In Lieu of Thesis) for two semesters, one of which must be during the term the final examination (oral defense) is given and the degree is conferred.

Degree Application

All MFA degree candidates must apply on line through [STUDENT SELF SERVICE](#). Care must be taken to cite the correct degree, year and term.

MFA Project in Lieu of Thesis

The MFA Project in Lieu of Thesis is a two-semester project that culminates in a final exhibition of the student's work and an expository report on the exhibition. This is required of all studio graduate students. It is expected that all work done for the Project in Lieu of Thesis exhibition will be of high quality and executed during the period of the student's thesis credits at the University of Florida. *The project will be a special effort or activity specifically associated with the work done during the semesters of Project In Lieu of Thesis Credit, not merely a selection of works from classes completed at the University.*

The Chair of the student's Supervisory Committee, in consultation with the appropriate Gallery Director, must approve works included in the show before they are installed. Installation must be arranged with the Gallery Director and professionalism is expected during install and de-install. Students must work within allotted installation times.

The student's Supervisory Committee will meet at least three times during the terms the student is working on his/her thesis project. At the first meeting, the committee will make suggestions and approve the project proposal. The second and third meetings will be held to discuss the

rough draft of the Project in Lieu of Thesis report.

Project Report

Each student is responsible for conforming to regulations governing format, final term procedures and dates for submitting their project report to his/her Supervisory Committee. The form of the report must be agreed upon by the Supervisory Committee Chair and must include visual description of the project.

Responsibilities of the Supervisory Committee and Chair

It is the responsibility of the Chair of the Supervisory Committee to review the initial rough drafts of the report with the student and make suggestions for improvement before the report is distributed to the Supervisory Committee.

The student presents the final copy of the report to the other member(s) of the Supervisory Committee for final review before the Oral Defense. It should require no more than two meetings to make additional suggestions to the student and to approve the report.

The Project Report must be defended and in final form prior to submission.

Preparation for Oral Defense

Students, in consultation with their Committee Chairs, should schedule their oral defense to allow time to make all corrections and meet final submission deadlines.

Abstract

The student must write a one or two page abstract about his/her project in lieu of thesis. See Appendix K for the appropriate format.

The Chair of the Supervisory Committee and all the members must approve the abstract. Once the Committee has approved the abstract, students will submit copies as follows:

Oral Defense

Upon submission of the final copy of the project report, the student will schedule an oral defense date with his/her Supervisory Committee Chair. The oral defense will be a formal presentation of the Project in Lieu of Thesis work. *All members of the Committee on file with Graduate school MUST be present.* The Supervisory Committee Chair will invite other members of the graduate faculty to attend, and the oral defense is open to the public.

The oral defense should be scheduled at least one week before the final project report is due in the SA+AH office to allow time for the student to make any corrections that were suggested at his/her defense and to meet final submission deadlines.

The student will give a formal presentation that addresses the progress of his/her work. It is expected that he/she will demonstrate how the creative project relates to his/her past work and how the research problem has been defined, researched, and resolved in the works presented.

After the presentation, members of the Committee will ask the student questions pertaining to his/her work, and then confer in private to accept the project, to require further changes, or to reject it.

Upon successful completion of the Oral Defense, a Final Examination Form will be signed by the Supervisory Committee and forwarded to the SA+AH for the Director's signature.

Final Submission of Project in Lieu of Thesis Report

After final approval of changes by the supervisory committee, and no later than the date specified, candidates must submit the following materials to the COTA Graduate Office:

- Supervisory Committee Approved Electronic File (PDF)
- Fully signed Final Examination Report Form and signature page

These documents are then forwarded to the Dean's Office and the copies will be kept in the Architecture and Fine Arts Library. More copies may be required if individual Committee members request them. Please see additional submissions options in [Appendix V](#).

Electronic Theses and Dissertations (ETD)

<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

Information on Getting Started: The ETD Lab, The Thesis/Dissertation Process, Electronic Final Submission and Editorial Staff can all be found on the ETD website listed above.

UF Graduate School Editorial Office

PO Box 118461 (224B The Hub)

Gainesville FL 32611-8461

USA

352 392 1282 (Telephone)

352 846 1855 (Fax)

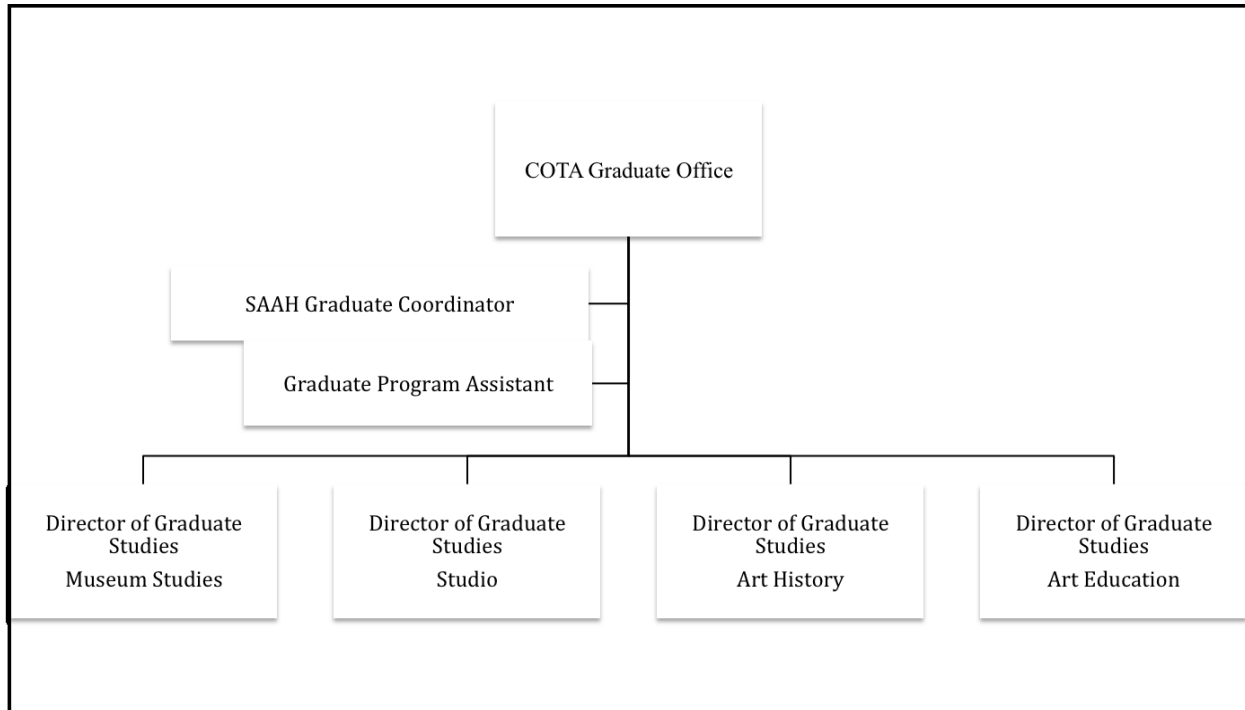
Information on Electronic Thesis and Dissertation Technical Support, Informational Seminars & Workshops, Thesis and Dissertation Consulting Services, and Thesis and Dissertation Formatting Templates can all be found at the following website.

<http://helpdesk.ufl.edu/application-support-center/etd-technical-support/>

APPENDICES SA+AH GRADUATE HANDBOOK

APPENDIX A: SA+AH Graduate Office Flow Chart

SA+AH GRADUATE FLOW CHART



Note: Our administrative work functions on behalf of faculty and students while adhering to University provisions mandated by the State of Florida

COTA GRADUATE OFFICE

Sr. Associate in Graduate Studies and Administration

Laura Robertson, 207 University Auditorium, (352) 846-3425, lrobertson@arts.ufl.edu

- Assists with web content and any publications to ensure consistency of policies and procedures related to admissions and graduate student funding.
- Communicates with applicants from point of admission to acceptance and matriculation
- Extends official admission and funding offers on behalf of the schools.
- Prepares and sends welcome packets to admitted students
- Provides an overview of general UF policies at orientation.
- Extends annual employment contracts to continuing graduate assistants
- Completes doctoral “admission to candidacy” review and prepares forms for qualifying exam
- Ensures final degree completion: organizes graduation meetings with graduate coordinator, creates documents with timelines and policies, evaluates academic records, contacts student and supervisory committee chairs with any problems, collects final project reports, and certifies degrees
- Works directly with graduate coordinator on administrative matters

SAAH GRADUATE OFFICE

Graduate Coordinator - Patrick Grigsby, FAC 106, (352) 273-3071, saahgradoffice@arts.ufl.edu

- Works with the SA+AH Director & Assistant Director and COTA Sr. Associate in Graduate Studies
- Academic advising, oversees course choices, assures students are staying on track for graduation, course listings
- Coordinates and assists Department Graduate Supervisors (DGS)
- Coordinates graduate admission with DGS
- Registers students (with Executive Admin. Assist.)
- Organizes mentor program (tabled for 2014-2015)
- Monitors grad list serv
- Coordinates First and Second Year Program Reviews
- Coordinates graduate student meetings and orientations
- Communicates information to all SA+AH graduate students or to Area DGS
- Coordinates internal calendar
- Modifies Graduate Handbook as needed
- Collects Incomplete Grade requests for graduate students
- Change of Grades for Graduate Students
- Works with the DGS in each area to meet the needs of graduate students
- Works to maintain the operational functions of the SAAH Graduate office
- Answers prospective student inquiries; may refer to DGS or faculty as appropriate
- Manages general graduate student inquiries/support
- Creates graduate student support letters (for grants, scholarships, proof of enrollment, etc.)
- Coordinates duties with Graduate Studies Office in preparation for admission
- Log faculty graduate course registration and sends to faculty (mid semester and prior to final grades)

Directors of Graduate Study (DGS)

Art Education: Dr. Craig Roland, FAC 104, (352) 273-3032, croland@arts.ufl.edu

Art History: Dr. Melissa Hyde, FAC 113, (352) 273-3057, mhyde@arts.ufl.edu

Museum Studies: Dr. Briley Rasmussen, FAC 116, (352) 273-3062, brasmussen@arts.ufl.edu

Studio: Julia Morrisroe, FAD 237, (352) 273-3031, julia01@ufl.edu

- Works with the Director and Graduate Coordinator in area to meet the needs of the graduate students
- Academic Advising for students in area: discuss course choices, review & authorizes Registration/Independent Study forms, adds section #s, ensures tracking forms for student files are in order, answers specific degree questions,
- Extends extra office hours during heavy traffic (pre-registration, registration, drop-add, new student orientation)
- Tracks progress of students (tracking sheets)
- Responds to or re-directs prospective student inquiries
- Participates in graduate meetings and orientations
- Communicates information, sources opportunities, critical dates, updates and general information
- Identifies students for targeted fellowships and scholarships to Graduate Coordinator
- Coordinates graduate admission for areas
- Assists in sending directed e-mails with critical dates and announcements to appropriate list serves
- Assists with the organization of course scheduling
- Attends regular DGS meetings
- Updates area information as requested
- Is familiar with respective graduate program procedure policies and requirements

SA+AH ADMINISTRATIVE OFFICE INFORMATION

(08/16/15)

Duties include, but are not limited to, the following.

Interim Director

Maria Rogal, FAC 101B, mrogal@ufl.edu, 352.392-0201

- Directs the School
- Budget
- Personnel – Faculty and Staff
- Evaluations
- Oversees curriculum and scheduling
- Facilitates future plans
- School and faculty advocate to the Dean

Assistant Director

Craig Roland, FAC 104, rolandc@ufl.edu, 352.273.3032

- Directs on-line MA Program in Art Ed.
- Assist Director with school operations and projects
- Stand in for the Director in his absence
- Course schedules
- Assists with Assessments (NASAD, SACS, etc.)
- Orients new faculty (adjuncts and visiting)
- Coordinates special programming, recruitment, and improvement initiatives

Administrative Support

Seprina Justice, FAC 101, sjustice@arts.ufl.edu, 352-273-3047

- General office duties
- Assist the Interim Director & Assistant Director of SA+AH
- Coordinates weekly emails
- Coordinates SA+AH calendar
- Process OPS (including models) and Student Assistant new hire paper work (IPIFs)
- Maintain records/files/directories and admin office list-servs
- Order SA+AH office supplies
- Supervises review of syllabi for compliance
- Processes Purchase Requisitions for Director signature
- Receives notification of instructor unscheduled absence (copy D. Myers and M. Rogal)

SA+AH Office Graduate Assistant and Work Study

- Manage FAC hallway bulletin board postings
- Clerical support to SAAH main office (no student records)
- Assist Director, Assistant Director, Director of Operations and Executive Administrative Assistant as needed
- Mail distribution
- Special events/Special Projects
- Plasma screen, Display case, Facebook, SAAH G-mail account
- Stocks copy machines, staplers, front desk brochures
- Answers phones, redirects to appropriate party
- Archives

Administrative Services Specialist

Oicenth Josephs, FAC 101, ojosephs@arts.ufl.edu 352-273-3048

- Reports Directly to the Director of SA+AH
- Facilities Management: Orders and Oversees general maintenance, renovations, and space allocation for all buildings/rooms/grounds occupied by SA+AH
- Asset Management: Acquires, removes, and manages SA+AH valuable property inventories
- Manages and Maintains distribution of keys, keypad codes, and card swipe access
- Assists with Planning and Managing SA+AH events and meetings
- Collects and processes Faculty Assignment Reports each semester
- Inputs Instructor Workload Data each semester
- Updates and Maintains Space Inventory and Allocation Data each year
- Assists with Tenure & Promotion activities, including FPAC
- Records minutes for Faculty and Staff meetings and updates agendas
- Hires and Supervises graduate personnel for various projects
- Responds to Health and Safety issues/violations
- Coordinates and attends Health and Safety meetings

Undergraduate Advising Office

Dana Myers, Undergraduate Advisor, FAC 108, dmyers@arts.ufl.edu 352-273-3056

- General go-to person for any undergraduate student concerns (student petitions, withdrawals, crisis situations, etc.)
- Undergraduate recruiting
- Undergraduate admissions (freshmen and transfer)
- Undergraduate schedule coordination
- Undergraduate enrollment management
- Undergraduate Curriculum Committee standing member (available for consultation)
- Liaison with Dean's Office and other University offices regarding all undergraduate student matters
- Authorized approver for all undergraduate academic forms requiring "dean's" signature
- Undergraduate listserv postings
- Recruiting

Undergraduate Advising Program Assistant

Erin Connelly, FAC 108, econnelly@arts.ufl.edu, 352-273-3055

- Instructor evaluation forms
- Undergraduate advising general guidance
- Course schedule input
- Room reservations for specialized events and meetings
- Display case reservations
- Grade change forms
- Coordinate textbook adoptions
- Key check out for FAD 111/113

UNDERGRADUATE OFFICE GRADUATE ASSISTANT

- Manage FAC hallway bulletin board postings
- Coordinate Friday afternoon information sessions and tours for prospective undergrad students
- Clerical support to Undergrad Advising office
- Schedules for doors

SA+AH LISTSERVs Academic 2015-2016

THE SA+AH OFFICE WILL MAKE EVERY ATTEMPT TO LIST YOUR EVENT ASAP. HOWEVER, TO ENSURE TIMELY COMMUNICATION & TO REDUCE DUPLICATE E-MAILS, PLEASE FOLLOW THE SUBMISSION GUIDELINES.

ADDRESS	PURPOSE	SUBSCRIBERS	MONITORED BY	HOW TO SUBMIT
SAAH-L@LISTS.UFL.EDU	Official SAAH & University Business (Critical dates, announcements, action items)	-Faculty -Adjuncts -Visiting Faculty -Teaching Lab Specialists -SAAH office & admin. staff -Dean Lavelli & Schaefer -Kim Sheffield (CFA Business Manager) -CFA Publicity & Alumni office	Maria Rogal	Submit at least three working days in advance. The posting should be written in such a way as to be directly forwarded. Submit to Maria Rogal at: mrogal@ufl.edu
SHARE_SAAH-L@LISTS.UFL.EDU	Exhibition Announcements Events Special Announcements	-Faculty -Adjuncts -Visiting Faculty -Teaching Lab Specialists -SAAH office & admin. staff -Dean Lavelli & Schaefer - CFA Publicity & Alumni office -Retired Faculty -Harn Admin. staff -Local Art Community	SA+AH Faculty and Staff may post to SAAH-SHARE-L directly and will approve their own posts.	SA+AH Faculty and Staff (see Monitored by column to left). All others, submit to Seprina Justice: sjustice@arts.ufl.edu
ARTGRADS-L@LISTS.UFL.EDU (Graduate Students)	Official SAAH & University Business (Critical dates, announcements, action items)	-Graduate Students -Director -Graduate Coordinator -SAAH office & admin staff -DGS -Laura Robertson -Dana Myers -CFA Publicity & Alumni office -DGS	Patrick Grigsby	Submit at least three working days in advance. The posting should be written in such a way as to be directly forwarded. Submit to: saahgraduateoffice@arts.ufl.edu
ARTGRADS-SHARE-L@LISTS.UFL.EDU (Graduate Students)	Exhibition Announcements Events Special Announcements Job/Internship/etc... opportunities	-Graduate Students -Director -Graduate Coordinator -DGS -Laura Robertson -Dana Myers -CFA Publicity & Alumni office	Patrick Grigsby SA+AH Faculty and Staff may post to ARTGRADS-SHARE-L directly and will approve their own posts.	SA+AH Faculty and Staff (see Monitored by column to left) All others submit to: saahgraduateoffice@arts.ufl.edu Submit at least three working days in advance. The posting should be written in such a way as to be directly forwarded.
SCHOOL-OF-ART-AND-ART-HISTORY@LISTS.UFL.EDU (Undergraduate Students)	Official SAAH & UF Business Exhibition announcements Events Special Announcements Job/Internship possibilities	-Actively enrolled SA+AH undergraduate students; generated automatically by Office of Registrar every night	Dana Myers	Submit at least three working days in advance. The posting should be written in such a way as to be directly forwarded. Submit to Dana Myers: dmyers@arts.ufl.edu

FAC, FAD Graduate Studio Contract

UF College of Fine Arts
School of Art and Art History
UNIVERSITY of FLORIDA

YOU ARE RESPONSIBLE FOR THE TERMS OF THIS CONTRACT

Please review the studio usage policy, sign and return to Oicent Josephs < ojosephs@arts.ufl.edu > in the SA+AH office.

Assignment Criteria

1. Graduate studio space is provided for the express purpose of the production of art objects and scholarly work in pursuit of your MFA degree. It is expected that the student will use the space for this purpose only. The studio is a professional working area, and every effort must be made to preserve the rights of others working in the area.
2. Studios will be assigned through a faculty member in your area at the beginning of each Fall semester. Studio Assignments will be managed by the SA+AH Director of Operations. Summer moves may be considered.
3. Studio occupants must actively use their studio spaces or they may be reassigned a space at the beginning of the following semester.

Occupying Procedures

Once assigned a studio, contact the SA+AH Director of Operations to receive keys, door codes, or card swipe access.

"...University of Florida must be returned to the SA+AH Office when students change assignments or graduate. MFA students who wish to switch studios must come to the SA+AH Office to exchange keys. Neither keys nor studios may be switched without office approval...Students are responsible for keys checked out to them. If a student attempts to turn in a key that was not checked out to them, it will not be accepted. If a student does not turn in a key that was checked out to him/her, the key will be placed on his/her record until the key is returned."

~ School of Graduate Studies

1. You must follow the University Health & Safety Handbook with particular attention to the appropriate appendix.
2. You must provide MSDS sheets for all materials in your studio. MSDS sheets must be updated regularly and kept under your name in the common MSDS book found at the Satellite Warehouse.
3. You may not store anything in common spaces.
4. Professional and respectable behavior is required at all times.
5. Respect the future users of the space by covering floors, walls, etc. whenever possible.
6. No power tools are to be stored in common spaces.
7. Do not prop doors.
8. Studio space is assigned to a specific person and is not to be used or shared by any other person.
9. Do not borrow chairs from common space. For critique there must be 16 chairs in the studio.
10. Secure your belongings. UF and the SA+AH are not responsible for items in your studio. You are responsible for any damage to your studio.
11. Immediately notify the faculty member in charge of graduate studios and the area coordinator for graduate studios of any problems.
12. Repair (patch and paint) any damage to common walls following critiques.
13. Do not use the bathroom sinks for studio purposes.
14. You are responsible for disposal of any trash that does not fit into the trash can in an appropriate manner (see UF Health & Safety Handbook for guidelines).
15. Report any problems with the facility immediately to your Teaching Lab Specialist and/or the SA+AH Director of Operations. We will help you solve the problem as possible. Know your studio number, etc. This will help us help you.
16. Do not alter or remove permanent fixtures to any building, including shelving, lights, air ducts, electrical systems, etc.
17. IN AN EMERGENCY CALL 392-1111, and tell them your location.

Renewal Procedures

1. Submit a written request to the person in charge of graduate studios before the end of spring semester if you would like to request a change in your studio.

Vacating Procedures

1. You will have one week from the end of the semester in which you present your project to vacate your studio space. Fellows may request to keep their studio through the summer term in which they are enrolled.

2. Studio clean-up list:

- ✓ Patch and paint studio white. All walls must be painted with a fresh coat of paint (materials are not provided by the SA+AH).
UF Pussy willow grey available at Sherwin Williams on NE 23rd Avenue.
- ✓ Studio must be free of trash - no "free" piles.

Excess furniture should be removed (please keep chair, tables, desks, cabinets or bookshelves in studios).

- ✓ Floor must be scrubbed clean, tabletops and all horizontal surfaces must be scrubbed clean.
- ✓ Remove any materials stored in the flammables container.
- ✓ If you were given a key upon check-in, return your key to the SA+AH Director of Operations.
- ✓ **Schedule a check out of your studio with your Teaching Lab Specialist.**

3. Removal of Personal Property or Artwork.

"Each student is responsible for removing personal property or artwork from his/her studio. Property remaining after such time will be removed, destroyed, or recycled without further notice to the owner. Each student is responsible for cleaning his/her studio and removing all trash. The SA+AH accepts no liability for damage to premises after such time as stated above. Failure to clean out studio space may result in holds being placed on grades and transcripts."

SA+AH Graduate Student Handbook.

**Any violation of this agreement will result in the studio privilege being
revoked and/or a hold on your diploma and/or all UF records**

I agree to abide by all terms of this agreement

FAC, FAD Studio # _____

Name: _____ Area: _____
(please print clearly)

Email: _____

Cell Telephone #: _____

Signature: _____ Date: _____

GRADhaus Studio Contract

SA+AH Graduate Research in Art Development Studios

YOU ARE RESPONSIBLE FOR ALL THE TERMS OF THIS CONTRACT



Please review the studio usage policy, sign and return to Oicenths Josephs < ojosephs@arts.ufl.edu > in the SA+AH office.

TO BE COMPLETED AND TURNED IN AT THE FALL GRADUATE ORIENTATION MEETING

Assignment Criteria

1. Graduate studio space is provided for the express purpose of the production of art objects and scholarly work in pursuit of your MFA degree. It is expected that the student will use the space for this purpose only. The studio is a professional working area, and every effort must be made to preserve the rights of others working in the area.
2. Studios will be assigned through a faculty member in your area at the beginning of each Fall semester. Studio Assignments will be managed by the SA+AH Director of Operations. Summer moves may be considered.
3. Studio occupants must actively use their studio spaces or they may be reassigned a space at the beginning of the following semester.

Occupying Procedures

Once you have been assigned a studio, contact the SA+AH Director of Operations to receive keys, door codes, or card swipe access.

"....All university keys must be returned to the SA+AH Office when students change assignments or graduate. MFA students who wish to switch studios must come to the SA+AH office to exchange keys. Neither keys nor studios may be switched without office approval...Students are responsible for keys checked out to them. If a student attempts to turn in a key that was not checked out to them, it will not be accepted. If a student does not turn in a key that was checked out to him/her, it will be noted on his/her record until the key is returned." ~ SA+AH Graduate Student Handbook.

General Studio Use

1. You must follow the SA+AH Health and Safety Handbook at all times with particular attention to the appropriate appendix.
2. You must provide MSDS forms for all materials in your studio. This should be updated regularly and kept under your name in the common MSDS book found at the Satellite Waste Management Areas.
3. Professionalism is required of all occupants.
4. Access is to be gained through the proper channels.
5. No tools, supplies or materials are to be removed from any space without prior permission.
6. No personal items are to be stored in the studio.
7. No food or drink is permitted in the studio.
8. Keep all studio doorways clear of clutter.
9. Studio space is assigned to you and is not to be used by any other person.
10. Always secure your belongings. The SA+AH cannot be held responsible for theft or damage. Do not leave valuable personal or UF property in the studio without supervision. A lockbox is available for use if you plan to leave valuables in your studio at GRADhaus.
11. Please keep the bathrooms clean. Never use the bathroom sink for any studio cleanup.
12. You are responsible for disposal of any trash that does not fit in the trash can in an appropriate manner (see UF Health and Safety Guidelines).
13. Report any problems with the facility immediately to your area Teaching Assistant or the SA+AH Director of Operations. Details are detailed about the problem as possible. Know your studio number, etc. This will help us help you.
14. Do not alter or remove walls or fixtures, including lights, air ducts, electrical systems, etc.
15. Respect the future users of the space by covering floors, walls, etc. whenever possible.
16. Immediately notify the faculty member in charge of graduate studios and the area coordinator for graduate studios if you have any problem.
17. **IN AN EMERGENCY CALL 911, report the incident and tell them your location.**
 - 810 NW 1st Place (behind Taco Bell off University Avenue just east of Taco Bell)
18. **NO ALCOHOL — NO SMOKING — EVER!** Any violation of this policy will result in the loss of your studio privileges.

GRADhaus Solvent and Paint Use

1. You must follow the SA+AH Health and Safety Handbook at all times with particular attention to the appropriate appendix.
2. You must provide MSDS forms for all materials in your studio. This should be updated regularly and kept under your name in the common MSDS book found at the Satellite Waste Management Areas.
3. **For artists oil paints - only "Sansodor" or "Gamsol" solvents may be used**
 - a. Store all "Sansodor" or "Gamsol" in fire safe cabinets.
 - b. Never leave open containers with Sansodor" or "Gamsol" out when you are not using them. Make sure containers are covered when not in use. Do not leave brushes soaking in open solvent containers.
 - c. Label containers with MSDS labels "Sansodor" or "Gamsol."
 - d. Clean up brushes at Satellite Waste Management Area.
 - e. Dispose of rags and towels in fire safe disposal containers.
 - f. Dispose used solvents in proper disposal containers.
 - g. **NEVER** pour any solvents or paints of any kind down the sink or down any drains in the facility
4. **NO OTHER SOLVENTS MAY BE USED IN GRADhaus including:** Turpentine, Low Odor Turpentine, Turpinoid, Mineral Spirits, Citrosol, Paint Thinner, Lacquer Thinner, Acetone, or others solvents of any kind may be used in the space.
5. **OTHER THAN ARTISTS OIL PAINT, NO OTHER SOLVENT BASED PAINTS MAY BE USED** such as enamel, polyurethane, lacquer as spray paints (Use spray fixative out of doors only).
6. You must follow the SA+AH Health and Safety Handbook at all times with particular attention to the appropriate appendix.
7. You must provide MSDS forms for all materials in your studio. This should be updated regularly and kept under your name in the common MSDS book found at the Satellite Waste Management Areas.

GRADhaus Common Space Use

1. Common Space is designated as a common work and display space.
2. You may not store anything in common spaces or hallways.
3. Clean up common area immediately following each use.
4. Use drop cloths or coverings to protect floors from excess paint.
5. A common use commercial "Shop Vac" is provided. Return vacuum immediately after use.
6. Use common space utility sink for studio clean up purposes. Clean sink after each use.
7. The walls and hallways adjacent to your space of the common area may be used to display artwork for short periods of time.
8. Repair (patch and paint) any damage to common walls following each use.

GRADhaus Critique Space Use

1. Respect the crit. space use during prearranged area seminar times
 - a. Install your work the day of to the crit session
 - b. Remove you work immediately following the critique session.
2. Sign up for individual use of the critique space as far in advance as possible.
3. Remove any nails or hangers and repair (patch and paint) any damage to crit space walls following each use and critiques.
4. Do not borrow chairs from critique space.

Renewal Procedures

Studio space is renewed each academic year. Submit a written request to the person in charge of graduate studios before the end of spring semester if you wish to renew your space or request a change in your studio assignment.

Vacate Procedures

1. Vacate your studio one week from the end of the semester in which you present your project to vacate your studio space. Grad Fellows may request to keep their studio through the summer term in which they are enrolled.

Studio must consist:

- ✓ Paint: Paint studio walls. Walls must be painted with a fresh coat of paint using Lowes "BEST" VALSPAR one coat semi gloss.



- ✓ Studio must be free of trash - no "free stuff" piles to be left.
- ✓ Excess furniture should be removed.
- ✓ Floor must be scrubbed clean, tabletops and all horizontal surfaces must be cleaned.
- ✓ Remove any materials stored in the flammables container.
- ✓ If you were given a key upon check-in, return your key to the SA+AH Director of Operations.
- ✓ **Schedule a check out of your studio with your Teaching Lab Specialist.**

3. Removal of Personal Property or Artwork.

"Each student is responsible for removing personal property or artwork from his/her studio. Property remaining after such time as stated, destroyed, or recycled without further notice to the owner. Each student is responsible for cleaning his/her studio and removing all trash. The SA+AH accepts no liability for material left on the premises after such time as stated above. Failure to clean out studio space may result in holds being placed on grades and transcripts."

~ SA+AH Graduate Student Handbook.

***Any violation of this agreement will result in the studio privilege being
revoked and/or a hold on your diploma and/or all UF records
I agree to follow all terms of this agreement.***

GRADhaus Studio# _____

Name: _____ **Area:** _____
(please print clearly)

Email: _____ **Cell #:** _____

Signature: _____ **Date:** _____

Creative Photography

Photography Area Graduate Studio Visit Criteria

UF College of Fine Arts
School of Art and Art History
UNIVERSITY of FLORIDA

Graduate Program: Creative Photography

Preparing for Mid-Term Studio Visit/ End of Semester Studio Visit (2011-2012) DESCRIPTION

The studio visit is an opportunity for each student on the graduate program in Photography to present their work as 'exhibition-ready' to faculty members from both the photography area and the student's committee. This is an important opportunity to gain feedback on studio production from invited faculty, curators, graduate student colleagues, and the area faculty. It is an open process, and anyone is welcome to attend and participate.

This is a formal studio visit, where your work presented is installed as it would be exhibited. While this work would be 'in-progress,' this is an important event in which the visual, material, and conceptual choices you are making for your work can be examined and reviewed as a comprehensive, exhibition-ready presentation. This studio visit is also a rehearsal for both your end of semester review (conducted by your thesis committee members) and your year-end review (or thesis defense). During these studio visits you will receive questions and comments from your faculty and colleagues. You should prepare to take notes or keep a record of these comments and questions for your own review and to help inform the changes and additions you will make with your work. It will be likely that these questions and comments will be addressed in your subsequent committee reviews, and that your faculty members will expect you to have considered the input you have received and acted upon these comments with new research, material choices, and altered visual strategies.

PREPARATION Below is a checklist to help you prepare for your studio visit:

1. Prepare a statement that you can hand out to faculty members and use yourself as a script or reminder of the key points (research, practice, objectives) of your project. This statement should include the following:

A: What research are you conducting to help inform the concept and practice of your work? Select 1-2 visual resources and 1-2 theoretical resources that you have actively been researching in the construction of your work/ideas/ installation/ photographs/ media. How are the visual resources connected or influencing your own work? How have the theoretical resources/ research helped (are helping) you to designate a vocabulary and context for presenting your work. You might consider bringing some examples of your research to share with faculty, however the key example of your research is in your presentation and in your work.

B: What technical, material, and process choices have you made in the construction of this work. For example, if you are appropriating imagery, what are the sources from which you are appropriating the material and why is this important to your project. If you are experimenting with the paper, projection, or digital display of your work what kind of experiments/ tests have you conducted and how have you made choices based on these tests to lead you into the work you are now exhibiting. How does the technology, materials, and processes employed in your work help you achieve a set of formal and conceptual objectives for your work?

2. Make enough time for yourself to create an 'exhibition' situation for the presentation of your work. Your work should resemble how you would wish it to function and appear in an exhibition venue. There is no requirement that this venue must be a gallery or museum, however the venue you use to present your work should be carefully considered/ researched/ selected and should be considered as part of the meaning/ formal criteria in your work.

3. If you are using A/V or other forms of equipment that need to operate or 'run' in order to be exhibition-ready, you should be sure to test your equipment and installation (files, computers, DVDs, lights, power, etc) before your review and to have this equipment turned on and running several minutes before your review to insure that it functions properly.

4. The manner through which you conduct yourself in the review can have a significant impact on the response to your work. You should allow yourself enough time to prepare yourself and your work for review. You should allow yourself time to draft, edit, and rewrite the statement outlined above. You should treat the review as if you were meeting with a curator, editor, critic, or collector to whom you wish to clearly impress with your work.

5. Inform your committee members well in advance of your critique, so that you can schedule your critique at a time when they can attend.

Graduate Mentor Program

UF College of Fine Arts
School of Art and Art History
UNIVERSITY of FLORIDA

WELCOME TO THE SA+AH GRADUATE MENTORING PROGRAM: *MENTOR*

Thank you for agreeing to be a Graduate Mentor to assist your new graduate peers. Due to privacy issues, your mentee has been given your name and contact information and has been asked to initiate communication.

Your mentee's name is _____.

The mentoring program is intended to be a useful way of helping first year graduate students adjust to their new environment. Assistance from a well-respected mentor can be an invaluable supplement during the first year in a new program. The program's success will depend on the new graduate students, their mentors and the Graduate coordinator all taking an active role in the acclimation process. An outline of the responsibilities of each is outlined below.

The Responsibility of the Graduate Coordinator/DGS

The Graduate coordinator works with each area's Director of Graduate Studies in the summer to match student mentors and mentees but selected from a pool of second and third year graduate students in the respective areas. Student matches are delivered to their graduate mailboxes prior to the start of fall semester. We encourage contact to be made by the end of August and that mentors seek out their mentee during the week of August 1st to make initial contact.

The Responsibility of the Mentor

One task is to help the new student become acclimated to the University and the department. Though the role of mentor is an informal one, it is an opportunity to reach out to the new student and help them become part of the community. A good relationship with a supportive, active mentor has been shown to contribute significantly to a student's career development and satisfaction.

Once you have initial contact, make a plan to meet. Meetings may be in person or via video, phone, etc. Perhaps a lunch, coffee, studio tour, or walk to favorite campus spots. The mentor may provide informal advice regarding research, favorite dining spots, bike paths, markets, navigating the campus, and other helpful information. As the mentor you may also be asked to provide informal academic advice. New students should be directed their advisors for formal advising.

Often the greatest assistance a mentor can provide is simply the introduction to colleagues, staff and faculty. Funding opportunities both within and outside of the campus are also worth noting. The mentor should treat all interactions and discussions in confidence and with mutual respect for privacy. There is no evaluation or assessment of the new student in part of the mentor, nor will any mentor be assessed. The program has been established to provide supportive guidance.

The Responsibility of the New Student

The new student should feel free to contact his/her mentor during the first few weeks of school to schedule a meeting time. The new student should respect the privacy of the mentor. The mentor program does not take the place of formal academic advising from the Director of Graduate Studies in your area.

Again, thank you for your participation.

SA+AH Graduate Coordinator

Graduate Mentor Program

UF College of Fine Arts
School of Art and Art History
UNIVERSITY of FLORIDA

WELCOME TO THE SA+AH GRADUATE MENTORING PROGRAM: *MENTEE*

This is the third year of this program and we hope that you find it valuable to your acclimation. Due to privacy issues, your mentor has been given your name but not your contact information. I suggest that you contact your mentor as soon as possible to initiate communication. They are waiting and ready to assist you.

The mentoring program is intended to be a useful way of helping first year graduate students adjust to their new environment. Assistance from a well-respected mentor can be an invaluable supplement during the first year in a new program. The program's success will depend on the new graduate students, their mentors and the graduate coordinator all taking an active role in the acclimation process. An outline of the responsibilities of each is below.

The Responsibility of the Graduate Coordinator/DGS

The graduate coordinator works with each area's Director of Graduate Studies in the summer to match students. Students are not assigned but selected from a pool of second and third year graduate students in their respective areas. Student names are delivered to their graduate mailboxes prior to the start of fall contracts. We ask that you contact the coordinator as soon as possible and that mentors seek out their mentee during the week of August 16th to make initial contact.

The Responsibility of the Mentor

One task is to help the new student become acclimated to the University and the Department. Although the role of the mentor is an advisory one, it is an important one in the strength of the departmental community. A good relationship with a supervisor, advisor, or mentor has often shown to contribute significantly to a student's career development and satisfaction.

Once you have initial contact, make a plan to meet. Meetings may be in person (in person, phone, or email). Perhaps a lunch, coffee, studio tour, or walk to favorite campus spots. The mentor may provide informal advice regarding research, favorite dining spots, bike routes, maps, navigation. Gaining other useful information. As the mentor you may also be asked to provide information on the department, its history, and its future. Directed their advisors for formal advising.

Often the greatest assistance a mentor can provide is simply the introduction to colleagues and resources. Funding opportunities both within and outside of the campus are also worth noting. The mentor should facilitate all interactions and discussions in confidence and with mutual respect for privacy. There is no evaluation or assessment of the new student in part of the mentor, nor will any mentor be assessed. The program has been established to provide supportive guidance.

The Responsibility of the New Student

The new student should feel free to contact his/her mentor during the first few weeks of school to schedule a meeting time. The new student should respect the privacy of the mentor. The mentor program does not take the place of formal academic advising from the Director of Graduate Studies in your area.

We hope you find this program valuable.

SA+AH Graduate Coordinator

Mentee:	
Mentor's name:	Concentration:
Phone:	E-mail:

School of **ART + ART HISTORY**
UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

Return complete form to Graduate Program Assistant
Staple all Ind. Study Contracts to this form.

Graduate Registration Request

Fill out form completely. Incomplete forms will not be accepted.

[] Fall [] GA [] Fellow

NAME _____

UFID _____

[] MA [] MFA [] PhD AREA: _____

PHONE _____ EMAIL _____

Section B: Complete file _____ during your advising meetings.

Prefix	Course #	Sec	Ind. Study Contract Attached Yes	Course Title (<u>actual course</u> from schedule, not cognate name)	Instructor	Drop or Add?

I confirm that I have reviewed my account for holds and that the above information reflects my requested course schedule.

Student Signature _____ Date _____

DGS Signature _____ Date _____

School of **ART + ART HISTORY**
UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

Individual Study/Cognate/Instructor Consent Form

Return form together with
REGISTRATION REQUEST to
Graduate Program Assistant
FAC 106

Fill out form completely.
Incomplete forms will not be accepted and late fee may be incurred.

[] Fall
[] Spring
[] Summer A
[] Summer B
[] Summer C
YEAR _____

NAME _____
UFID _____
PHONE _____
EMAIL _____ AREA _____

GRADUATE ENROLLED PREFIX & COURSE # _____

ENROLLED COURSE NAME _____ INSTRUCTOR _____

CHOOSE ONE OF THE FOLLOWING 2 OPTIONS:

1. IS THIS A COGNATE COURSE?

[] YES. COGNATE COURSE # _____ (fill out boxes below)

[] NO. COGNATE COURSE # _____ (do not fill out boxes below, student will follow cognate course syllabus) [Studio & Art Ed]

2. [] YES. STUDY OR THESIS WORK? (fill out boxes below completely)

ALL COURSE WORK OF STUDENT CONCENTRATION REQUIRE INSTRUCTOR CONSENT

REQUIREMENTS & OBLIGATIONS

If cognate undergraduate course, outline of undergraduate requirements as necessary.

MEETING SCHEDULE

EVALUATION CRITERIA

I confirm that I have reviewed my account for holds. I agree to complete all course work.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

E-mail correspondence between student & instructor is permitted.

Please attach e-mails to this form as needed.

STUDENT MUST PROVIDE COPY OF THIS COMPLETED FORM AND ATTACHMENTS TO INSTRUCTOR

COLLEGE OF THE ARTS
UNIVERSITY OF FLORIDA

School of **ART + ART HISTORY**
UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

Return form together with
REGISTRATION REQUEST to
Graduate Program Coordinator
FAC 106

MFA Art History Substitution and Area Consent Form

REQUIRES MULTIPLE SIGNATURES FOR APPROVAL. Incomplete forms will not be accepted. Fill out form completely.

☐ Fall
☐ Spring
☐ Summer A
☐ Summer B
☐ Summer C
YEAR _____

NAME _____
UFID _____
PHONE _____
EMAIL _____ AREA _____

OFFICE USE ONLY - DGS + COMM CHAIR

CHOOSE ONE OF THE FOLLOWING 2 OPTIONS:

(Boxes below should be completed by DGS and Supervisory Committee Chair)

1. IS THIS AN UNDERGRADUATE COURSE?

☐ UNDERGRADUATE COURSE # _____
☐ GRADUATE INDIVIDUAL COURSE # _____

2. ☐ GRADUATE COURSE?

GRADUATE ENROLLED PREFIX & COURSE # _____

ENROLLED COURSE NAME _____ INSTRUCTOR _____

Outside SA+AH Courses Will Require Registration Appointment With Outside College Graduate Advisor to register graduate students

NOTE: ALL SA+AH ART HISTORY SUBSTITUTIONS REQUIRE INSTRUCTOR CONSENT; DGS, AREA HEAD OR SUPERVISORY COMMITTEE CHAIR APPROVAL.

REQUIREMENTS & OBJECTIVES Use back of form or attach correspondence documents as necessary.

If art history **substitution**, outline graduate level requirements.

MEETING SCHEDULE

EVALUATION CRITERIA

I confirm that I have reviewed my account for holds. I agree to complete all course work.

Student Signature _____ Date _____ email _____

Area Head or
Sup. Comm. Chair Signature _____ Date _____ email _____

DGS Signature _____ Date _____ email _____

COMPLETED FORM WITH SIGNATURES IS REQUIRED IN GRADUATE OFFICE. ELECTRONIC COPY WILL BE SENT TO THE COLLEGE OF THE ARTS GRADUATE ADMISSIONS DIRECTOR AND TO EACH APPROVER.

COLLEGE OF THE ARTS
UNIVERSITY OF FLORIDA

School of **ART + ART HISTORY**
UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

SUPERVISORY COMMITTEE REQUEST FORM

Please fill out form completely. This is part of your official file.
Incomplete forms will not be accepted. COMMITTEE MUST BE
COMPLETE THE SEMESTER PRIOR TO DEFENSE TERM.

Check one:☐ **New** Committee☐ **Change** to
Existing
Committee

NOTE: CHANGES
ALLOWED UNTIL
SEMESTER **PRIOR**
TO DEFENSE TERM

NAME: _____

UFID: _____ DATE: _____

PHONE: _____ EMAIL: _____

DEGREE: *MA [] MFA [] PhD [] AREA: _____

*Art Education: ☐ project ☐ thesis

*Museum Studies: ☐ project ☐ thesis
Historic Preservation Concentration: ☐ yes ☐ no

COMMITTEE MEMBERS:1. **Chair:** _____ Signature: _____☐ add ☐ remove ☐ no change

UFID									
				-					

2. **Co-Chair (if Applicable):** _____ Signature: _____☐ no change

UFID									
				-					

3. **Member:** _____ Signature: _____☐ add ☐ remove ☐ no change

UFID									
				-					

4. **Member:** _____ Signature: _____☐ add ☐ remove ☐ no change

UFID									
				-					

5. **External from SA+AH member:**

_____ Signature: _____

☐ add ☐ remove ☐ no change

UF faculty	UFID								
<input type="checkbox"/> yes <input type="checkbox"/> **no					-				

****Special Member Department:** _____

Please attach his/her CV and a short statement from Committee Chair why
he/she should be on your committee.

Approved: _____

DGS/Advisor

Date

RETURN THIS FORM TO THE SA+AH GRADUATE PROGRAM ASSISTANT FOR DEPARTMENTAL APPROVAL

O:\Admin Units\SA+AH\GRADUATE COORDINATOR\FORMS\Supervisory Committee Request2011.doc

APPENDIX N: Museum Studies Supervisory Committee Special Appointment

School of **ART + ART HISTORY**
UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

SUPERVISORY COMMITTEE REQUEST FORM SPECIAL APPOINTMENT: Museum Studies

Please fill out form completely. This is part of your official file. Incomplete forms will not be accepted. **COMMITTEE MUST BE COMPLETE THE SEMESTER PRIOR TO DEFENSE TERM.**

Check one:

☐ **New** Committee

☐ **Change** to Existing Committee

NOTE: CHANGES ALLOWED UNTIL SEMESTER PRIOR TO DEFENSE TERM

NAME: _____

UFID: _____ DATE: _____

PHONE: _____ EMAIL: _____

DEGREE: *MA [] MFA [] PhD [] AREA: _____

*Art Education: ☐ project ☐ thesis

*Museum Studies: ☐ project ☐ thesis

Historic Preservation Concentration: ☐ yes ☐ no

COMMITTEE MEMBERS:

1. **Chair Name: _____ Signature: _____

For Museum Studies Dr. Willumson, Chair appointment requires SA+AH faculty vote for graduate faculty status in SA+AH. **THIS MUST BE COMPLETED THE SEMESTER PRIOR TO THE DEFENSE TERM.** Along with this form, please provide a copy of the designated Chair's CV and a letter of recommendation for appointment to the Graduate Coordinator Assistant in FAC106. Upon SA+AH faculty approval, the Chair will be appointed to GIMS.

☐ add ☐ remove ☐ no change

SA+AH faculty	UFID
<input type="checkbox"/> yes <input type="checkbox"/> †no	

2. _____ Appointee Name: _____ Signature: _____

☐ add ☐ remove ☐ no change

SA+AH faculty	UFID
<input type="checkbox"/> yes <input type="checkbox"/> †no	

3. Member: _____ Signature: _____

☐ add ☐ remove ☐ no change

SA+AH faculty	UFID
<input type="checkbox"/> yes <input type="checkbox"/> †no	

4. Member: _____ Signature: _____

☐ add ☐ remove ☐ no change

SA+AH faculty	UFID
<input type="checkbox"/> yes <input type="checkbox"/> †no	

† Special Member Department: _____

Please attach his/her CV and a short statement from DGS why he/she should be on your committee.

Approved: _____

DGS/Advisor

Date

RETURN THIS FORM TO THE SA+AH GRADUATE PROGRAM ASSISTANT FOR DEPARTMENTAL APPROVAL

Performance or Project Option Abstract

Candidates for the Master of Fine Arts in Art; the Master of Arts in Museology and Art Education with a project option should use the following statement and format, using the appropriate degree title in the heading. These abstracts are due on the thesis **first** submission date (available from the COTA graduate office).

(2" margin)

Summary of Performance Option in Lieu of Thesis
Presented to the Graduate School of the University of Florida
in Partial Fulfillment of the Requirements for the
Degree of Master of Fine Arts (or Master of Arts)

TITLE OF THE WORK, CENTERED, SINGLE-SPACED
IN ALL CAPITAL LETTERS

By

Your Name

with an hour of presentation (between the month and year)
NOT on the date the work was performed

Chair: Name of Supervisory Chair (*Do not include title or "Dr."*)

Co chair: Name of Supervisory Co chair (if any) —other department line

Major: Art, Art History, Museology, Art Education

The double-spaced text of the summary begins here. Note that the headings above should be single-spaced as shown in this sample. Single-space the title if it runs more than one line. There should be a blank line between the chair and major department. The left-hand margin is 1-1/2 inches, the top margin is 2 inches, and the remaining margins are 1 inch each. The month listed should be the month of graduation and not the month of the performance. The abstract should be a concise summary of the performance or presentation, no longer than 2 pages. If appropriate, a performance program may be included.

Note: Candidates for the Master of Arts in art education and Master of Music in music education should substitute the word Project for the word Performance in the heading (i.e., Summary of Project Option in Lieu of Thesis . . .).

For a complete list of UF student organizations go to: <https://www.union.ufl.edu/involvement/search/>

The Fine Arts College Council (FACC) is composed of student representatives from each of the college's schools. FACC is concerned with enhancing the artistic and academic environment within the college. The council represents all students, organizations and clubs within the college, and encourages cooperation, understanding and solidarity in matters related to the curriculum, student affairs, faculty and administration. FACC promotes and funds selected projects and scholarships that are of value to students in the College of The Arts.

Alagarto is an organization dedicated to the advancement of printmaking in the State of Florida. Alagarto hosts prominent speakers, sponsor exhibitions, present workshops and to raise funds to help community organizations.

The Art History Association is made up of students who are interested in art history; membership is not restricted to art history majors. The organization presents a film and video series, organizes trips to museums, galleries and lecture events, and brings guest speakers to the department for the benefit of students and faculty.

H.O.T. (Handbuilt Or Thrown) Clay is interested in increasing awareness and understanding of the ceramic arts. To this end, this group sponsors a variety of visiting artists who lecture and conduct workshops. This program is subsidized by proceeds from semiannual pottery sales of student work. Members of the **H.O.T. Clay** travel annually to the National Ceramic Conference sponsored by the National Council of Education in the Ceramic Arts.

The Society of Art History, Art Education and Museum Studies Graduates (AHM) is an organization for art history graduate students and museum studies graduate students interested in art history. AHM offers an arena in which graduate students can voice their concerns and ideas about program curricula and SA+AH events; it also hosts one trip each semester to visit museums in other cities as well as an annual symposium that in its first year has attracted students and scholars at the state and national levels.

University of Florida National Art Education Association is a part of the Art Education area in the School of Art and Art History has a very active student organization that participates in conferences, offers workshops and field trips, invites visiting speakers, and promotes best practices in the teaching of art. Visit their website for information and photographs.

Obscura is the student photography club of the University of Florida formed in the spring of 2009. Visit UF Obscura on Facebook to find out information on club meetings, events and exhibitions.

GRADAA (inactive) is the Graduate Art Association. GRADAA was organized to give the graduate students in different departments a strong community. GRADAA brought in visiting artists, organized interdisciplinary critiques and organized a student trip to ArtBasel Miami Beach. For more information on revitalizing GRADAA, please contact Professor Lauren Garber Lake who serves as the current faculty representative.

voxGRAPHIS provides a voice for graphic design students in the school, on campus and in the community. Some of this group's activities include the Annual Student Design Show, Ligature and the Annual Portfolio Review.

Graduate Assistants United (GAU) at the University of Florida represents all graduate assistants employed by the university. GAU bargains for health benefits, improved working conditions, and salary increases, and GAU represents graduate assistants in workplace disputes and protects their rights as state employees. Additional information may be obtained at www.ufgau.org.

ART HISTORY MA Curriculum Tracking Sheet (36 CREDITS)

(maintained by the DGS, kept in SA+AH student file)

Name: _____ UFID: _____

Email: _____ Phone: _____

Course & Section	Title	Credits	Faculty	Grade	Term/Year
------------------	-------	---------	---------	-------	-----------

Required Courses

ARH 5816	Methods & Bibliography	3			
----------	------------------------	---	--	--	--

Graduate Course Distribution 15 credits (4 must be graduate seminars in each of the following fields: Ancient, Renaissance/Baroque, Modern/Contemporary, Non-West; the 5th can be in any field and can be a cognate course or a seminar)

ARH	Seminar	3			
ARH	Seminar	3			
ARH	Seminar	3			
	Seminar	3			
	Seminar or 3/4000	3			

Electives (4 courses must be in related areas outside of the College)

ARH		3			
		3			
		3			

Thesis Courses 6 credits/2 courses

ARH 6971	Thesis				
ARH 6971	Thesis	3			

Language Proficiency (1 Needed)

	Art History DGS signature:
--	----------------------------

Additional Courses

ART 6973	Thesis Project				
ART 6973	Thesis Project				

FIRST YEAR REVIEW: ☐ PASS ☐ REMEDIATE ☐ FAIL

SUPERVISORY COMMITTEE CHAIR: _____

ART HISTORY PhD Curriculum Tracking Sheet

60 CREDITS BEYOND 30 CREDITS OF MA (TOTAL = 90 CREDITS)

(maintained by the DGS, kept in SA+AH student file)

Name: _____ UFID: _____

Email: _____ Phone: _____

Course & Section	Title	Credits	Faculty	Grade	Term/Year
Core Courses In Primary Area 15 Credits/5 Courses (Max Of 12 Credits In Any One Seminar/Course #)					
ARH		3			
ARH		3			
ARH		3			
ARH		3			
ARH		3			

Secondary Area Of Art History 9 credits/3 Courses (NOT IN AREA OF SPECIALIZATION)					
ARH		3			
ARH		3			
ARH		3			

Research Outside Minor Field 9 Credits; 6 Credits If Student Has Not Yet Taken ARH 5816. DGS must approve electives taken outside of the School					
		3			
		3			

Research And Dissertation 9 credits					
ARH 7979					
ARH					
ARH					
ARH		3			
ARH		3			
ARH		3			
ARH					
ARH					
ARH					

Language Proficiency (2 Needed)					
			Art History DGS signature:	Date:	
			Art History DGS signature:	Date:	

Additional Courses					

QUALIFIERS: _____ Date Passed

SUPERVISORY COMMITTEE CHAIR: _____

School of **ART + ART HISTORY**
UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

MUSEUM STUDIES MA Curriculum Tracking Sheet (48 CREDITS)

(maintained by the DGS, kept in SA+AH student file)

Name: _____ UFID: _____

Email: _____ Phone: _____

Course & Section	Title	Credits	Faculty	Grade	Term/Yr
Graduate Seminar Distribution 15 credits/5 courses					
ARH 6938	Introduction to Museum Studies	3			
ARH 6895	Collections Management Seminar	3			
ARH 6797	Museum Education	3			
ARH 6836	Exhibitions Seminar	3			
ARH 6930	Special Topics in Museology	3			
Disciplinary Focus 6 credits/5 courses (write disciplinary focus here: _____)					
Electives 6 credits/2 courses					
Thesis 6 credits/2 courses (ARE) Thesis <u>OR</u> Project in Lieu of Thesis (ART) taken w/ chair					
ARH 6971 Thesis <u>OR</u> ARE 6973 Project in Lieu of Thesis					
ARH 6971 Thesis <u>OR</u> ARE 6973 Project in Lieu of Thesis					
Internship 6 credits/2 courses (ten weeks full time)					
ARH 6941					
ARH 6941					

INTERNSHIP SITE: _____ INTERNSHIP SUPERVISOR: _____

SUPERVISORY COMMITTEE CHAIR: _____

School of **ART + ART HISTORY**
UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

ART EDUCATION MA Curriculum Tracking Sheet (36 CREDITS)**Track 1:**

(maintained by the DGS, kept in SA+AH student file)

Name: _____ UFID: _____

Email: _____ Phone: _____

Course & Section	Title	Credits	Faculty	Grade	Term/Year
Required Courses 9 credits/3 courses					
ARE 6049	History of Teaching Art	3			
ARE 6148	Curriculum in Teaching Art	3			
ARE 6641	Issues in Art Education	3			
Additional Courses 3 credits/1 course					
		3			
Advanced Electives 9 credits/3 courses					
ART		3			
ART		3			
Art History or Criticism 3 credits/1 course					
ARH					
Electives 6 credits/2 courses with DGS approval					
		3			
		3			
Thesis Prerequisite 3 credits/1 course (Do not need to take if doing a Project in Lieu of Thesis)					
ARE 6746	Methods of Research	3			
Thesis/Project 3 credits/1 course CHECK BOX FOR THESIS OR PROJECT IN LIEU OF THESIS					
ARE 6971 ARE 6973	<input type="checkbox"/> Masters Research (Thesis) <input type="checkbox"/> Individual Project (Project in Lieu of Thesis)	3			
Other Courses					

HAS CERTIFICATION: ☐ YES ☐ NOFIRST YEAR REVIEW: ☐ PASS ☐ REMEDIATE ☐ FAIL

SUPERVISORY COMMITTEE CHAIR: _____

School of **ART + ART HISTORY**
UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

**ART EDUCATION MA w/Educator Preparation Institute (EPI)
Curriculum Tracking Sheet (39 CREDITS)**

Track 2:

(maintained by the DGS, kept in SA+AH student file)

Name: _____ UFID: _____

Email: _____ Phone: _____

Course & Section	Title	Credits	Faculty	Grade	Term/Year
Required Courses 9 credits/3 courses					
ARE 6049	History of Teaching Art	3			
ARE 6148	Curriculum in Teaching Art	3			
	Issues in Art Education	3			
Studio Courses 9 credits/3 courses					
ART 6000	Art Studio	3			
ART 6001	Art Studio	3			
ART 6002	Art Studio	3			
Art History Critiques 3 credits/1 course					
ARH 6000	Art History Critiques	3			
EPI (Educator Preparation Institute) Required Courses 3 credits/1 course					
ARE 6247C	Teaching Art: The Study of Practice	3			
ARE 6246C	Principles of Teaching Art	3			
ARE 6944	Internship in Teaching Art	3			
RED 5355	Teaching Reading in Secondary Schools	3			
Thesis Prerequisite 3 credits/1 course (Do not need to take if doing a Project in Lieu of Thesis)					
ARE 6746	Methods of Research	3			
Thesis/Project 3 credits/1 course CHECK BOX FOR THESIS OR PROJECT IN LIEU OF THESIS (To be taken with the chair of committee)					
ARE 6971 ARE 6973	<input type="checkbox"/> Masters Research (Thesis) <input type="checkbox"/> Individual Project (Project in Lieu of Thesis)	3			

HAS CERTIFICATION: ☐ YES ☐ NO

FIRST YEAR REVIEW: ☐ PASS ☐ REMEDIATE ☐ FAIL

SUPERVISORY COMMITTEE CHAIR: _____

MFA CURRICULUM TRACKING SHEET (60 CREDITS)Name: _____ **Concentration:** _____ UFID: _____

Email: _____ Phone: _____

Course & Section	Title	Credits	Faculty	Grade	Term/Yr
9 credits					
ARE 6386	Teaching Art In Higher Ed	3			
ART 6897	Professional Practices	3			
ARE 6746	Methods of Research	3			
Studio Concentration Seminars 18 credits					
ART 6933		3			
		3			
		3			
ART 6933		3			
		3			
ART 6933		3			
*Outside Concentration Seminars 6 credits					
ART 6933					
*Electives 6 credits (3 courses outside of 60000-69999 SAAH)					
		3			
		3			
		3			
		3			
Outside SAAH Electives (Research/Discipline Appropriate) 3 credits (1 course) (50000 and above outside SAAH)					
Art History Electives OR APPROVED Academic Substitutions 6 credits (2 courses) APPROVALS REQUIRE ACADEMIC SUBSTITUTION FORM (SEE APPENDIX L)					
Project in Lieu of Thesis 6 credits (Over 2 semesters)					
ART 6973	Project- in-lieu-of Thesis (research)	3			
ART 6973	Project- in-lieu-of Thesis (project & report)	3			

Committee Chair:

Committee Members:

1st year review:2nd year review:

Fall and Spring Class Schedule

Classes meet for 50 minutes with a 15-minute break between classes.

Period	Class Begins	Class Ends	Monday	Tuesday	Wednesday	Thursday	Friday
1	7:25	8:15 am					
2	8:30	9:20 am					
3	9:35	10:25 am					
4	10:40	11:30 am					
5	11:45	12:35 pm					
6	12:50	1:40 pm					
7	1:55	2:45 pm					
8	3:00	3:50 pm					
9	4:05	4:55 pm					
10	5:10	6:00 pm					
11	6:15	7:05 pm					
E1	7:20	8:10 pm					
E2	8:20	9:10 pm					
E3	9:20	10:10 pm					

Summer Class Schedule

A & B classes meet for 75 minutes with a 15-minute break between classes.

C classes meet for 65 minutes within the 75-minute regular summer period.

Period	Class Begins	Class Ends	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:00	9:15 am					
2	9:30	10:45 am					
3	11:00	12:15 pm					
4	12:30	1:45 pm					
5	2:00	3:15 pm					
6	3:30	4:45 pm					
7	5:00	6:15 pm					
E1	7:00	8:15 pm					
E2	8:30	9:45 pm					

School of ART + ART HISTORY

UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

FACULTY & STAFF DIRECTORY / Fall 2016 (as of 8/17/16)

MAIN OFFICE: (352) 392-0201 / fax: (352) 392-8453 /

WARP: (352) 226-8217 / DIRECTOR OF OPERATIONS: 273-3038 or 273-3048 / SAAH GTA OFFICE: FAD 239

LAST	FIRST	NOTES	TITLE	AREA	PHONE	OFFICE	E-MAIL
FACULTY							
Behm	Anthea		Assistant Professor	Photography	273-3036	FAD 333	antheabehm@ufl.edu
Cabañas	Kaira		Associate Professor	Art History	273-3064	FAC 123	kcabanas@arts.ufl.edu
Calluori Holcombe	Anna		Professor	Ceramics	273-3050	FAC B17	ach@ufl.edu
Elder	Nika		Visiting Assistant Prof	Art History	273-3059	FAC 121	nelder@arts.ufl.edu
Freeman	Amy	Foundations Coordinator + VAS Program Head	Visiting Assistant Prof	Drawing/Painting	273-3079	FAD 221	amyfreeman@ufl.edu
Fusco	Coco	Andrew Banks Endowed Chair	Professor	SA + AH	273-3029	FAD 233	jfusco@arts.ufl.edu
Gladdys	Katerie	Sabbatical 2016-17	Associate Professor	Art + Technology	273-3073	FAC 301	kgladdys@ufl.edu
Heipp	Richard		UF Research Found Prof	Painting	273-3021	FAD 221	heipp@ufl.edu
Hyde	Melissa	Director of Graduate Study (DGS) Art History	Professor	Art History	273-3057	FAC 113	mhyde@arts.ufl.edu
Iglesias	Lisa		Assistant Professor	Painting	273-3068	FAD 223	liglesias@arts.ufl.edu
Janowich	Ron		Associate Professor	Painting/Drawing	273-3024	FAD 227	janowich@ufl.edu
Jones	Ashley		Assistant Professor	Art History	273-3069	FAC 119B	ashley.jones@ufl.edu
Knudson	Ellen	Libraries-joint appointment	Associate In	Printmaking	273-2754 (Library)	FAC 317	eknudson@ufl.edu
Lai	Guolong		Associate Professor	Art History	273-3072	FAC 119	gllai@ufl.edu
Miller	Sean	Sculpture Area Head	Associate Professor	WARP/Sculpture	273-3027	FAD 231 WARPhaus	swarp@ufl.edu
Morrisroe	Julia	Painting + Drawing Area Head Director of Graduate Study (DGS) Studio	Associate Professor	Painting/Drawing	273-3031	FAD 237	julia01@ufl.edu
Mostkoff	Ariella		Visiting Assistant Prof	Graphic Design	273-3058	FAC 313A	amostkoff@arts.ufl.edu
Mueller	Bob	Printmaking Area Head	Associate Professor	Printmaking	273-3082	FAC 317	bmuellet@ufl.edu
Myers	Dana		Undergrad Adviser	Art & Art History	273-3056	FAC 108	dmyers@arts.ufl.edu
Rasmussen	Briley	Program Head Museum Studies	Assistant Professor	Museum Studies	273-3062	FAC 116B	brasmussen@arts.ufl.edu
Rogal	Maria	Interim Director	Professor	Graphic Design	273-3080	FAC 101B	mrogal@ufl.edu
Roland	Craig	Associate Director, Art Ed On-Line Director/AF Program DGS-Art Education	Professor	Art Education Assistant Director	392-9165 273-3032	NRN 12E FAC 104	rolandc@ufl.edu
Ross	Elizabeth	Program Head Art History	Associate Professor	Art History	273-3067	FAC 119A	eross@arts.ufl.edu
Schreck	Nancy		Visiting Assistant Prof	Graphic Design		FAC 313E	nschreck@ufl.edu
Slawson	Brian	Photo	Associate Professor	Graphic Design	273-3078	FAC 313C	slawson@ufl.edu
Smith	Craig	Area Head	Associate Professor	Photography	273-3025	FAD 335	csmith@arts.ufl.edu
Smith	Nan	Ceramics Area Head	Professor	Ceramics	273-3083	FAC B15	nsmith@arts.ufl.edu
Suominen	Anniina		Visiting Assistant Prof	Art Education	392-9977	NRN12D	asuominen@arts.ufl.edu
Stanfield – Mazzi	Maya	Sabbatical 2016-17	Associate Professor	Art History	273-3070	FAC 117	mstanfield@arts.ufl.edu
Stenner	Jack		Associate Professor	Art + Technology	273-3074	FAC 304B	stenner@ufl.edu

Taylor	Bethany	WARP	Assistant Professor	Drawing	273-3027	FAD 231	bwarp@ufl.edu
Tillander	Michelle	Sabbatical 2016-17	Associate Professor	Art Education	392-9977	NRN 12D	mtilland@ufl.edu
Tsai	Joyce	Research Leave/Return Fall 2017	Assistant Professor	Art History	273-3059	FAC 121	joyce.tsai@ufl.edu
Vega	Sergio	Sabbatical 2016-17	Professor	Photography Sculpture	273-3035	FAD 229	veryvega@ufl.edu
Vigilante	Amy	Gallery Director	Associate Professor	University Gallery	273-3041	FAB 104 FAD 235	amyv@ufl.edu

STAFF

Bittiker	Alisson		Teaching Lab Specialist	Photo/Draw/Pntng & Print	273-3034	FAD 337B	robot@ufl.edu
Christopher	Michael		Teaching Lab Spec	Digital Media, Graphic Design	273-3077	FAC 313B	mchristo@ufl.edu
Connelly	Erin		Program Assistant	Undergraduate Advising	273-3055	FAC 108	econnelly@arts.ufl.edu
Hobson	Josh		GRADhaus Studio Mgr	GRADhaus			ijosher@ufl.edu
Josephs	Oicenth		Admin Service Specialist	SA + AH	273-3048	FAC 101	ojosephs@arts.ufl.edu
Justice	Seprina		Admin Assistant	SA + AH	273-3047	FAC 101	sjustice@arts.ufl.edu
Grigsby	Patrick		Graduate Program Coordinator	SA+AH Office	273-3071	FAC 106	saahgradoffice@arts.ufl.edu (graduate needs) pgrigsby@ufl.edu (all other)
Reeverts	Derek		Teaching Lab Specialist	Ceramics	273-3085	FAC B18D	dreeverts@arts.ufl.edu
Smith	Brad		Teaching Lab Specialist	Sculpture	273-3087	FAC B1	brsmith@ufl.edu
Yeager	Bryan		Gallery & Public Art Manager	University Gallery	273-3043	Gallery	byeager@arts.ufl.edu

ADJUNCT FACULTY

Blasé	Sherri		Adjunct Faculty	Printmaking		FAC 318	sblase1@ufl.edu
Brekka	Pamela	Online Art Appreciation	Adjunct Faculty	Art History			pbrekka@ufl.edu
Daw	Micah		Adjunct Faculty	Drawing & Painting	273-3022	FAD 225	mdaw@arts.ufl.edu
Dees	Bud		Adjunct Faculty	Art & Technology	273-3022	FAD 225	budddees@gmail.com
Griego	Juan		Adjunct/4Most Residency	Sculpture	273-3022	FAD 225	juanjosegriego@ufl.edu
Harrison	James		Adjunct Faculty	Graphic Design			Jim.harrison@ufl.edu
Henderson	Linda		Adjunct Faculty	Art ED		NRM 12B	Lindahenderson630@gmail.com
Horsley	Scott		Adjunct Faculty	Photo			srh@ufl.edu
Laughlin	Eleanor		Adjunct Faculty	Art History		FAC 113	elaughlin@ufl.edu
Lighthipe	Mindy		Adjunct Faculty	Drawing	273-3022	FAD 225	mlighthipe@ufl.edu

Language Proficiency

MA and PHD Art History Proficiency Identification Sheet

UF College of Fine Arts
School of Art and Art History
UNIVERSITY of FLORIDA

Name _____

Degree: [] MA [] PhD

UFID: _____

MA requires one language

PhD requires two languages

	Exam 1	Exam 2
of exam		
age		
leader		
Pass		
Retake		
DGS Signature		
Notes:		

Return to: SAAH Graduate Program Assistant (copy will be sent to L. Robertson and copy placed in student file)

School of **ART + ART HISTORY**

UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

SYLLABUS REQUIREMENTS & SUGGESTIONS

Each course instructor (full-time and visiting faculty, adjunct, GTA) is required by the University to prepare a syllabus for each class. Copies must be provided to the University in the following formats:

1. A hardcopy is due to the SA+AH office prior to the end of the first week of classes (required by SACS and NASAD)
2. The College of the Arts requires all course syllabus to be uploaded a minimum of three days prior to the day the course begins to the College syllabus site to comply with University syllabus policy. Faculty and adjuncts may upload syllabus (PDF only) through the COTA website by following the directions below:

Go to <http://dev.arts.ufl.edu/processwire/syllabi/> This link is active until September 1, 2014. After that date go to:
<http://arts.ufl.edu/processwire/syllabi/>

If you experience challenges with the site, contact Tom Reno in the College of the Arts: treno@arts.ufl.edu

NOTES:

Only COTA faculty and adjuncts have access to this site.

GTA's will need their supervisors to upload the syllabus on their behalf within the University time frame.

You must use the state approved course title for your class-only special topics courses may rotate topics.

Minimum Course Syllabus Requirements

In accordance with University of Florida and NASAD policies, the following (1-12) must be included in each syllabus:

- 1) General Course Information
 - o Course title
 - o Semester and Year of course
 - o Credit Hours
 - o Instructor's contact information including office location and telephone number
 - o Preferred communication method and length of response time expectation
 - o TA contact information if applicable
- 2) Office hours for the instructor (and TA if applicable) during which students may meet with the professor.
- 3) Course description including course objectives and/or goals
A topical outline (at least tentative) of subjects to be covered
- 4) Methods by which students will be evaluated and their grade determined
- 5) Policy related to class attendance – (you may use link)
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx-absences>
- 6) Policy related to make-up exams or other work
- 7) A statement related to accommodations for students with disabilities such as:
"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."
- 8) Required and recommended textbooks (<http://www.aa.ufl.edu/adoption/index.htm>), materials, equipment

- 9) Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the appropriate undergraduate catalog web page
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Letter Grade % Equivalency

A	4.0	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	.67
B	3.00	C-	1.67		

***Please Note: A grade of C- or below will not count toward major requirements.**

10) Health and Safety **(FOR STUDIO COURSES ONLY)**

- Each syllabus must include a link and information regarding the SA+AH H&S policy and handbook. (<http://www.arts.ufl.edu/art/healthandsafety>)
 - Each student must complete a H&S STUDENT WAIVER FORM (available next to the copier in the SAAH office) and on-line (see address above). Waivers must be turned into the SAAH Director of Operations before the end of the 2nd week of classes. Please staple the course sheets together.
 - Each syllabus must include the appendix section appropriate for the course **section #1 rules** (note: section 2-4 are optional but should be reviewed with students)
- 11) A statement informing students of the online course evaluation process such as: “Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/> .”

General Education/Gordon Rule Designation

In order for a course to receive a General Education/Gordon Rule designation, the University of Florida has very strict requirements regarding verbiage.

Please see the following guidelines (<http://www.registrar.ufl.edu/catalog/policies/advisinggened.html>) and contact Dana Myers should you wish to receive a General Education or Gordon Rule designation for your course.

Suggested Additional Information

The following information is suggested by the Office of the Provost and the Dean of Students:

- Critical dates for exams or other work
- Class Demeanor Policy
 Class demeanor policies may include reference to excused/unexcused absences, late arrivals, cell phones, late assignments, food/drink. The following is an example you may use as a guide for creating your own demeanor policy:

“Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from engaging in any form of distraction. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class.”

3. Academic Honesty Policy

The University's policies regarding academic honesty, the honor code, and student conduct related to the honor code will be strictly enforced. Full information regarding these policies is available at the following links:

Academic Honesty: <http://www.registrar.ufl.edu/catalog/policies/students.html#honesty>

Honor Code: <http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>

Student Conduct: <http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php>

4. Information about the UF counseling and wellness services:

University Counseling & Wellness Center

Phone: 352-392-1575

3190 Radio Road

Web: <http://www.counseling.ufl.edu/cwc/>

P.O. Box 112662, University of Florida

Gainesville, FL 32611-4100

Useful References / Links

University of Florida Policy on Course Syllabi: <http://www.aa.ufl.edu/policy/SyllabiPolicy.pdf>

GENED Syllabus: <http://gened.aa.ufl.edu/syllabus.aspx>

Teaching Policies for Faculty: <http://www.registrar.ufl.edu/staff/policies.html>

Human Subjects

Faculty are reminded that any use of students as subjects in research projects MUST receive clearance from the "human subjects" board PRIOR to beginning the project. This policy also includes any survey research.

For information on the IRB process, please see <http://irb.ufl.edu/>

1. Academic Honesty Policy

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Honor Code: <http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>

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2. Information about the UF counseling and wellness services:

University Counseling & Wellness Center

Phone: 352-392-1575

3190 Radio Road

Web: <http://www.counseling.ufl.edu/cwc>

P.O. Box 112662, University of Florida

Gainesville, FL 32611-4100

Useful References / Links

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For information on the IRB process, please see <http://irb.ufl.edu/>

SUBMISSIONS: Thesis Project Report Options

Electronic or Traditional Paper Submission

Applies to students choosing to write thesis project reports for their MA in Museum Studies, Art Education or MFA in Studio Arts

Please discuss both options with your supervisory committee chair and choose only one option; follow the instructions as provided. Dates for submissions will be provided by Laura Robertson in the College of Fine Arts Graduate Admissions & Academic Programs Office each semester during the graduation meeting and/or from your Supervisory Committee Chair.

Electronic Submission

- 1) **Electronic submission requires that you convert your document to a PDF** and submit by email to Laura Robertson at laurar@ufl.edu or bring on a disc/jump drive for larger files (for permanent digital archival in the University of Florida Digital Collections) to Laura Robertson in the College of Fine Arts Graduate Admissions & Academic Programs Office: 207 University Auditorium

Information from Academic Technology on converting your document:

<https://etd.helpdesk.ufl.edu/present/pdfconversion.html>

- 2) Follow the Institution Repository online instructions:
<http://www.uflib.ufl.edu/UFDC/?g=ufirg&m=hitpilosubmission>
 - ❖ Complete the permission form & submit to Laura Robertson (#2 in the instruction list)
 - ❖ If applicable, complete the copyright form (# 3 in the instruction list)
- 3) **Review published projects:** <http://www.uflib.ufl.edu/UFDC/?g=ufirg&m=hbbpilo>

Data file formats: All electronic files must adhere to acceptable University of Florida formats.

http://web.uflib.ufl.edu/committees/etd/policyandprocedures/accept_ETD_formats_0307.pdf

-OR-

Traditional Paper Submission

Paper submission: Submit two reports of the project in lieu of thesis (printed on 20-pound acid-free 100% cotton bond) in two separate envelopes.

- Label the upper-front corner of each envelope with your name, degree, major, month and year of graduation (Spring 2012), and your e-mail address or telephone number.
- Submit to Laura Robertson in the College of Fine Arts Graduate Admissions and Academic Programs Office. Both reports are forwarded to the University of Florida libraries: one is archived and the other is catalogued for circulation.
- In addition to these two copies, as a courtesy, check with your supervisory committee/and chair to see if they would also like a copy.

The UF Computing Help Desk Application Support Center provides desktop application support to prepare the final document. <https://asc.helpdesk.ufl.edu/> - you may make an appointment for one-on-one assistance.

First Year Studio Review Process

About:

The first year studio review is a fact-finding review made of a committee who reports to the SA+AH DGS-Studio who reports to the Graduate Coordinator and School Director.

How:

The SA+AH Director will establish committees by or before midterm in the spring with at least one member of the area represented for each student. One member will be designated the coordinator. The students will be sent an e-mail after Spring Break from the DGS-Studio who will provide students with guidelines and deadlines.

When:

The faculty and students must meet the stated deadline. All members must be present. If a replacement is needed for any reason, you will be notified by the DGS-Studio as soon as a replacement is made.

Where:

Reviews may take place in any of the following: studios, critique spaces, empty classrooms, seminar rooms, conference rooms, or other appropriate locations. Please work diligently to determine and reserve a location promptly and communicate this to your committee coordinator. If students need assistance or have questions, please contact the committee coordinator.

Committee Coordinator's responsibilities:

Making initial contact with the student to commence scheduling of the review, running the meeting, filing the review forms in a timely fashion.

Student's responsibilities:

Communicating effectively and timely with your committee coordinator to schedule your review. Create a professional presentation for the review and schedule the location of the review in consultation with the First Year Review committee coordinator.

Statement:

Students must submit a one-page statement, which expresses the ideas that inform the conceptual, formal and technical development in their work to each member of the review committee no less than two working days before the review. In addition to the electronic submission, students must provide each committee member a copy of their statement at the review and one additional copy to be submitted with the committee report.

Presentation:

The presentation should include an explanation of the work the student has produced and researched during the first year of study (conceptual, formal, technical developments as applicable) as well as their future direction for production and research while in the program (15-20 minutes). Students may provide context for current work by presenting work prior to attending UF, however the focus shall be on the creative activity and research since arriving at UF. Students should provide examples of actual works created.

Questions:

After the presentation, the committee may ask a series of questions pertaining to the year of study and works presented. This is not a critique of the work rather a review and information gathering session.

Caucus:

The committee will caucus to discuss the review without the student present and ultimately vote one of the following outcomes. The committee coordinator is responsible for reporting the results of the vote to the Graduate Coordinator.

Notification:

Students will receive unofficial notification of the results of the review following the review. All students will receive official continuance notification in their graduate mailbox from the School Director and Graduate Coordinator prior to the end of the spring semester.

Outcomes: *The three possible outcomes (based on majority vote) of this discussion are as follows:*

OPTION 1: PASS

The student's performance meets the standards expected during the first year of graduate study.

OPTION 2: RE-REVIEW

The student's performance does not meet the standards expected in the graduate program to pass on to the second year at this time. Note: The re-review must take place by or before the end of the first week of classes of the following semester (fall/spring).

OPTION 3: DISMISS

To dismiss the student from the program based on unsatisfactory completion of the first year review (no re-review).

Annual Review

MA and PHD Art History



Annual Reviews are one part of an overall system of evaluation. Although a student must maintain a B average, she/he must also pass the annual review in order to continue in their program of study.

The Annual Review Committee is made up of all art history faculty.

The annual review options from the SA+AH Graduate Handbook include:

1. to allow the student to proceed with his/her research work according to schedule
2. to require remediation to the student's program and a re-review process, the following year
3. to dismiss the student from the program based on unsatisfactory completion of the annual review (no re-review).

Name _____ Degree: [] MA [] PhD

UFID: _____ - _____

Date of review: ____/____/____

☐ Continue

☐ Continue, with remediation in the following area(s):

☐ Dismiss from the program based on unsatisfactory completion of the annual review

Although a student must maintain a B average, she/he must also pass the annual review in order to continue in their program of study.

Student Signature (Print/Sign) _____ Date _____

Advisor Signature (Print/Sign) _____ Date _____

DGS Signature (Print/Sign) _____ Date _____

Return to: SAAH Graduate Coordinator (copy placed in graduate student file)

School of **ART + ART HISTORY**
UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

CHANGE OF TITLE REQUEST FORM

PLEASE REFER TO YOUR TRANSCRIPT LOCATED ON ISIS TO REFERENCE COURSE AND SECTION NUMBERS TO COMPLETE THIS REQUEST. **PLEASE WRITE LEGIBLY.**

Fill out the form completely and return to the SA+AH Graduate Program Assistant in FAC 106.

UFID		
NAME (Last, First, Middle) <i>As it is listed on ISIS</i>		
CLASS/COLLEGE (ex: 8FA) <i>Check in ISIS on your most recent semester from your transcript</i>		
Phone number:	Email:	

**LIST COURSES IN WHICH YOU ARE REQUESTING THE COGNATE COURSE NAME
LISTED ON YOUR TRANSCRIPTS.**

Valid SA+AH courses identified as Rotating Topics. **Rotating Topics** courses are listed on the back of this sheet.

If you have questions, work with your DGS.

COURSE PREFIX (ex: ART, ARH)	COURSE #	SECTION #	CREDITS	TERM & YEAR REGISTERED	FACULTY
1					
REQUEST TITLE CHANGE (only 21 characters, including spaces may be used)					

COURSE PREFIX (ex: ART, ARH)	COURSE #	SECTION #	CREDITS	TERM & YEAR REGISTERED	FACULTY
2					
REQUEST TITLE CHANGE (only 21 characters, including spaces may be used)					

COURSE PREFIX (ex: ART, ARH)	COURSE #	SECTION #	CREDITS	TERM & YEAR REGISTERED	FACULTY
3					
REQUEST TITLE CHANGE (only 21 characters, including spaces may be used)					

COURSE PREFIX (ex: ART, ARH)	COURSE #	SECTION #	CREDITS	TERM & YEAR REGISTERED	FACULTY
4					
REQUEST TITLE CHANGE (only 21 characters, including spaces may be used)					

The SA+AH Graduate Coordinator and Director will review each request submitted for University approval. Processing may take up to one month.

DATE SUBMITTED

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SA+AH GRADUATE HANDBOOK / 2016-2017

PLEASE SIGN, DATE AND RETURN THIS FORM TO THE SA+AH GRADUATE OFFICE MAIL BOX OUTSIDE FAC 106 BY FRIDAY, SEPT. 9th.

FROM: _____
Print Name

DATE: _____

UF E-MAIL ADDRESS: _____

PHONE NUMBER: _____

EMERGENCY CONTACT:

Name: _____

Phone: _____

I will be responsible for acquainting myself with the SA+AH Graduate Student Handbook and understand that I am responsible for following the University, College and School policies, procedures and deadlines therein.

I understand that to facilitate my academic progress, I must to check my UF e-mail account frequently and clean out excess mail as to be sure I receive critical information, communication and dates. I will also be sure to check holds regularly during pre-registration and registration to facilitate the registration process. I understand that complications due to holds, illegible or incomplete registration forms WILL cause a delay in my registration and this may lead to late registration and consequently the chance of losing a seat in a course and late fees.

Signature