

## Graduate Handbook 2022-23



**current online locations:**

**See Canvas eLearning space:  
Art + Art History Graduate Advising**

and

**<https://arts.ufl.edu/academics/art-and-art-history/graduate-advising/graduate-handbook/>**

*Handbook update: 8/24/2022*

UF Online MA Art Education Graduate Students please reference all graduate policies and procedures at:  
*arteducationmasters.arts.ufl.edu/ or call (877) 360-1859*

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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 UF Graduate School. Additional SA+AH Supplementary handbooks include:

- [Health & Safety Handbook](#)
- [Studio GTA Resources can be located in eLearning course “Studio Art GPS”](#)

### **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 elearning 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](http://www.ufl.edu)

[www.arts.ufl.edu](http://www.arts.ufl.edu)

[www.arts.ufl.edu/art](http://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.

- 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 [AT 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/>)
- UF Student Computer Requirements (<https://it.ufl.edu/policies/student-computing-requirements/>)

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/](http://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](http://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.

### **[ONE.UF](#)**

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

With your GatorLink username and password, you can logon to [ONE.UF](#), the Student Information System. [ONE.UF](#) 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                          |

[ONE.UF](#) is available at almost anytime. Some services, such as registration and financial services are not always available. Refer to service links for hours of accessibility.

### **E-Learning System**

[www.lss.at.ufl.edu/](http://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 using the Learning Management Software (LMS) Canvas. After the course is registered online, students access the site with their GatorLink account.

## **Gator1 UFID Card**

[www.gator1.ufl.edu/](http://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 visit <https://registrar.ufl.edu/services/transcripts.html>.

## **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](http://www.recsports.ufl.edu)

## **Student Health**

The University of Florida infirmary and pharmacy can be accessed at [shcc.ufl.edu](http://shcc.ufl.edu). 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.

Graduate students with assistantships may enroll in university provided health insurance. Please visit the [Gator Grad Care](#) website at <https://gatorcare.org/gatorgradcare/> for details and requirements.

### **Related links for more information:**

GatorGradCare: <https://benefits.hr.ufl.edu/health/gatorgradcare/>

Health Insurance Requirement: <https://healthcompliance.shcc.ufl.edu/health-insurance-requirement/waiver/>

**IMPORTANT NOTE** from the FAQ of UF Health Compliance Office:

I am on an assistantship and will be enrolled in GatorGradCare. Do I need to complete an insurance waiver?

- If you are eligible and enroll in GatorGradCare, this coverage meets the mandatory health insurance requirement. You do not need to do anything else after submitting the GatorGradCare enrollment through the enrollment site and agreeing to the mandatory health insurance requirement policy through your student account. Because of the timing, you will see the charge for the school-sponsored plan on your account until your GatorGradCare eligibility is confirmed. You should not pay this charge because it will be removed once your GatorGradCare eligibility is confirmed.

## **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. They can be reached at (352)392-1111 or see their full list of services at <https://police.ufl.edu/>.

### **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. SNAP and the Dean of Students Student Safety website outlines are located at <https://dso.ufl.edu/resources/student-safety/>.

### **Students with Disabilities**

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

The Dean of Students, Disability Resource Center 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:

### **PHONE**

Voice: ( 352 ) 392-8565

Fax: ( 352 ) 392-8570

[FL Relay Service](#): ( 800 ) 955-8770

### **EMAIL**

**For general inquiries about the DRC, email us at:**

[DRC@ufsa.ufl.edu](mailto:DRC@ufsa.ufl.edu)

Gator Lift provides free shuttle service for students, faculty, and staff with temporary or permanent mobility-related disabilities throughout campus and to a limited number of off-campus, UF-owned properties. <https://taps.ufl.edu/alternative-transportation/gator-lift/>

### **Regional Transit System**

With your Gator 1 Card you ride any [Gainesville 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-rts.com](http://www.go-rts.com).

### **School of Art + Art History Office**

SA+AH Office Hours

8:00 AM – 5:00 PM Weekdays

### **Office Administrative and Support Staff**

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

*Director*

*Senior Administrative Officer*

*Facilities and Operations Specialist*

*Graduate Information Officer*

*Assistant to the Director*

*Undergraduate Advisor*

*Undergraduate Admissions & Advising Assistant*

*Work Study and Graduate Assistant'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. Check it regularly. Oversized mail can be found with the assistance of the Facilities and Operations Specialist in FAC 101. 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 Facilities and Operations Specialist in FAC 101.

### **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, follow the device prompts on the help menu or 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 Senior Administrative Officer 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, they should consult with area faculty and teaching lab specialists. Submit a request for review via email or memo outlining the specific work that needs to be accomplished to the Facilities and Operations Specialist in FAC 101. ***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 unless authorized check out systems are in place.

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 Facilities and Operations Specialist and the University Police non-emergency number: (352) 392-1111.

### **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: <https://arts.ufl.edu/academics/art-and-art-history/health-safety/> 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 or key codes to their classrooms and other assigned offices and studio spaces from the School of Art and Art History Office Facilities and Operations Specialist. You must provide authorization (e-mail or in writing from your supervisor) to the SA+AH Facilities and Operations Specialist.

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 them, a hold may be placed on their 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 Facilities and Operations Specialist and 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 Facilities and Operations Specialist the next business day. You may call UFPD at the non-emergency phone number (352) 392-1111 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 Facilities and Operations Specialist, 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. You must plan with your advisor to apply well in advance, since they will also need to approve all stages of the application. 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.

#### **Degree Program Requirements**

MA in Art History: p. 22

PhD in Art History: p. 26

MA in Art Education: p. 33

MA in Museum Studies: p. 41

MFA in Design and Visual Communications: pg. 45

MFA in Studio Arts: pg. 50

#### **Graduate Certificate Programs in the School of Art + Art History**

A Graduate Certificate program is a formal collection of courses that together form a coherent program of study offered through an academic unit. A Graduate Certificate is recognition of the acquisition of

knowledge and skills in a given field of study. A Graduate Certificate is an academic credential granted by the University of Florida. As such, all Graduate Certificates must follow the requirements of admission, successful completion of approved graduate level coursework, application to receive the credential, and enrollment during the term in which the certificate is awarded and posted to the transcript.

The School of Art + Art History offers two graduate certificates in Museum Studies and Curatorial Studies. The links and outlines are listed below:

### **[Graduate Certificate in Museum Studies](#)**

The certificate program requires a total of 12 credit hours. All students take ARH 6938 Introduction to Museology and select two of the four seminars (for 9 credits) and an 120-hour internship (3 credits)

- ARH 6895 Collections Management
- ARH 6836 Exhibitions
- ARH 6797 Museum Education
- ARH 6930 Special Topics
- ARH 6941 Internship - Students are encouraged to find an internship most appropriate to their skills and interests, and museum studies faculty will assist when needed. Before beginning their internship, students are required to complete a contract, signed by their supervisor, outlining the primary duties of the internship.

### **[Graduate Certificate in Curatorial Studies](#)**

#### **[Certificate Admission Requirements](#)**

The certificate program requires a total of 13 credit hours. All students take the following courses, one elective, and a one 180-hour internship (4 credits).

- ARH 6481 Topics in Curatorial Studies (3 credits)
- ARH 5816 Methods of Research and Bibliography (3 credits)
- Elective From SA+AH Degree Programs (3 credits)
- Supervised Internship (ARH 6941) - The internship enables students to acquire the necessary skills and training for a curatorial profession, including knowledge of issues and best practices within art institutional contexts; art collection management; collaborative work; as well as institution-based research toward art exhibitions. Students are encouraged to find an internship most appropriate to their skills and interests, and art history faculty will assist when needed. Before beginning their internship students are required to complete a contract, signed by their supervisor, outlining the primary duties of the internship.

### **Graduate Advising and Registration**

Each residential graduate program (art ed, art history, design + visual communication, museum studies, studio art) 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. Your advisor does not register you; you will self-register.



and related handbooks at <https://arteducationmasters.arts.ufl.edu>

Before enrolling each semester, students must meet with their Supervisory Committee Chair AND/OR the appropriate DGS to discuss their curriculum registration requirements, assist with Registration Request forms and Independent study contracts (see [Appendix J/Appendix K](#) for these forms). You will track your record with a tracking sheet during these meetings. After registration you will turn in your updated tracking sheet so it can be kept on 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 electronic registration and Independent study contract forms, submit these documents to the eLearning Art + Art History Advisement folder. These may be submitted throughout registration and finalized during the drop/add period with your area DGS.

### Registration Requirements

The University of Florida operates on a semester system consisting of two 16-week periods and two 6-week summer terms.

**Required Full-Time Registration** (<https://catalog.ufl.edu/graduate/regulations/>)

### Graduate Assistants:

The full-time registration requirement is reduced for students who are graduate assistants, based on the appointment's \*FTE. The most common assistantships have an FTE of .25 - .74 and require the following registration: 9 credits for fall and 9 credits for spring. Summer A appointees must be registered for 3 credits, and Summer B appointees must be registered for 3 credits. For students on appointment for Summer C, registration must equal 6 credits. The chart below provides additional details regarding appropriate registration for various circumstances.

Students on appointment may register for additional credit hours, however they are financially liable for credits in excess of the required number. If a student on appointment drops below the required registration at any time in the semester, the student becomes financially liable for the entire registration. Students who do not register properly are not permitted to remain on appointment.

\* The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs.

The following chart has both full and part time registration requirements for each semester that you are registered. For additional schedules see <https://catalog.ufl.edu/graduate/regulations/> under "Graduate Assistantship Tuition Waiver and Registration Requirements".

<b>REQUIRED Full-time Registration</b>					
Status	Fall & Spring	Summer A	Summer B	OR	Summer C
10-month Graduate	9	3	3		3

Assts.					
12-month Graduate Assts. on assignment	9	3	3		6
<b>MINIMUM Registration (Self Funded / no waiver - Petition Required by Graduate School)</b>					
Students not on assignment	3	2	2	OR	2
<b>MINIMUM Registration for Financial Aid</b>					
	12	4	4	And/Or	4

### Holdings

**To clear holds, go to [ONE.UF](https://one.ufl.edu), 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 each semester. 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: 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 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. Electronic mail and attachments may be used, however the e-mail or print out must address the three areas outlined in the forms. If you are providing an email attachment or submitting to a secure eLearning space, please provide electronic files associated with 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 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.

<https://catalog.ufl.edu/graduate/regulations/>

*The SA+AH follows all the policies on courses, transfer of credit, grades(<https://catalog.ufl.edu/graduate/admission/>), 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 with faculty and advisors 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 registration 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; therefore, unresolved “I” grades may put employment or assistantships 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 NG (no grade) and “I” must be removed prior to the award of a graduate degree.

*Incomplete Grade Contracts are available from your DGS, instructors or the SA+AH Graduate Information Office.*

## **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. An inability to acquire faculty membership on a Supervisory Committee is also considered 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 requisite reviews to continue registering in their program.

## **Grievance Procedure For Academic Problems**

*Excerpt from [UF Graduate School Handbook](#) (page 42)*

The University of Florida is committed to a policy of treating all members of the university community fairly in regard to their personal and professional concerns. A formal grievance procedure exists to ensure each graduate student is given adequate opportunity to bring complaints and problems of an academic nature, exclusive of grades, to the attention of the University administration with the assurance each concern be given fair consideration.

A grievance is defined as dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust or inequitable or creates an unnecessary hardship. Areas in which student grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters. The University has various mechanisms available for handling these problems when they arise. In general, it is desirable to settle concerns in an informal fashion rather than initiating a formal grievance. Communication is a key element. As soon as an issue arises, the student should speak with either the supervisory committee chair or the departmental graduate coordinator. If neither of these individuals is available or if they are part of the circumstance of concern, the department chair is the next alternative.

### **Within the School of Art + Art History the following procedures should be followed:**

**Step 1.** Oral discussion between the graduate student and the person(s) alleged to have caused the grievance is strongly encouraged. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. The student may wish to present their grievance in writing to the person(s) alleged to have caused the grievance.

The person alleged to have caused the grievance must respond to the student either orally or in writing.

**Step 2.** If the student considers the response to the discussion and/or written document from Step 1 to be unsatisfactory and feels that the grievance still exists, the grievance should be brought in writing, with all supporting documentation, to the School Director or a designated representative of the department, usually the Associate Director of the School.

The School Director or designated representative of the department must respond to the student's grievance in writing in a timely fashion.

**Step 3.** If a student is not satisfied with the result of the discussion with the School Director, graduate students should discuss the matter, in a timely fashion with the College of The Art's Associate Dean for Student Affairs. The Associate Dean will provide consultation in an effort to resolve the matter informally and will provide a copy of this policy to the student.

If a student remains dissatisfied with the result of the informal intervention by the Associate Dean, they should confirm in writing to the Associate Dean their desire to proceed with a formal grievance.

The Associate Dean shall investigate the matter thoroughly and respond to the student in writing in a timely fashion.

If the student is dissatisfied with the written response by the Associate Dean, they may appeal the matter in writing to the Dean. The Dean will investigate the matter thoroughly and respond in writing in a timely fashion.

**Step 4.** The right of appeal in writing to the Ombudsman for graduate and professional students, as the authorized representative of the President of the University, shall be the final appeal but only after the above steps 1–3 have been exhausted. The Office of the Ombudsman is located in 31 Tigert Hall, 392-1308 and their website is <http://www.ombuds.ufl.edu>.

**Other Grievance Resources:** Most employment-related grievances are covered by the Collective Bargaining Agreement, Article 22, between the Florida Board of Education of the State University System and Graduate Assistants United. Students with employment-related concerns should contact the GAU office at 392-0274, or Human Resource Services at 352-392-2477.

Allegations of research misconduct should be brought to the attention of the administrative officer (e.g., department chair, dean) to whom the accused party reports. Students may wish to seek advice from the Director of the Division of Research Compliance & Global Support, 219 Grinter, 392-1582, before making a formal complaint.

Graduate students who have complaints or problems with other aspects of university life should consult the Dean of Students Office in 202 Peabody Hall, 392-1261 for the appropriate grievance procedure.

**Supervisory Committees: PhD**

See PhD Degree Requirements, p. 26

**Supervisory Committees: MA, MFA**

*Refer to the Table of Contents for each degree program's specific committee requirements*

Form: [Appendix M](#)

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 discussed with the area DGS advisor. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee.

When a student has selected his/her committee members, he/she should submit the electronic form ([Appendix M](#)) to the designated Art + Art History Advisement eLearning dropbox for final approval.

Students can verify that their Supervisory Committee has been entered into their Graduate file by logging into [ONE.UF](https://one.ufl.edu/), 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**

Each area requires student project in lieu of thesis support paper or thesis submissions to include a one or two page abstract about their project in lieu of thesis or thesis.

See [Appendix N](#) (thesis abstract) and [Appendix O](#) (project abstract) for the appropriate format as applied to a thesis or project in lieu of thesis support paper example.

Thesis templates are located at:

<https://helpdesk.ufl.edu/application-support-center/etd-technical-support/ms-word-and-latex-templates/>

The Chair of the Supervisory Committee and all the members must approve the abstract for submission milestones determined by the UF Graduate School. Once the Committee has approved the abstract, students will submit copies at strategic check points established by each area and area DGS during their defense year.

### **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 information office 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 your chair and then the area DGS for approval and distribution.*

## **Graduate School Assistants and Teaching Assistants**

SA+AH assistants assigned at .50 FTE, or 1/2 time, will be expected to work within a range of 13-20 hours per week to fulfill their assistantship requirements. Range of hours is impacted by several area or assignment needs from one semester to the next. A portion of this stipend is to support assistants' research. Letters of appointment come from the College of the Arts Admissions office (Laura Robertson) and will list your faculty 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 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 activities, 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 observation once per semester
  - End of semester meeting to discuss GTA evaluation (see below)
- Communicate with Area Purchaser to plan for fee needs in a timely fashion (lab/equip)
- Complete GTA evaluation and turn in to Graduate Coordinator

### **GA/GTA Evaluation Process**

GA/GTA shall be evaluated in writing for each contract offered over a semester or annually. 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 contract semester or year.

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 Area Coordinator, DGS and Graduate Office if the graduate assistant is not fulfilling their assigned duties.

#### **Additional information for MFA Graduate Teaching Assistants (Studio)**

All studio MFA students who receive assistantships 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 grading, 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 Director of Graduate Teaching (DGT) and the assigned area faculty member. Both supervisors will observe the student's teaching and complete a final evaluation. [Studio GTA Resources can be located in eLearning course "Studio Art GPS"](#)

In addition, the DGT will require the GTA to:

- Develop a course syllabus, a draft of which must be submitted to the Faculty Supervisor for approval in a timely manner.
- Review teaching strategies, best practices and resources for course delivery
- Schedule one office hour per week.
- Attend GTA meetings
- Periodically display student classroom work in assigned spaces in Fine Arts buildings.

#### **Additional SA+AH Resources**

##### **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](http://www.uflib.ufl.edu/afa)

The Architecture and Fine Arts Library (located on the second floor of FAA) houses over 125,000 volumes and an array of other formats, and more than 650 periodicals relating to fine art, architecture, and design.

Scanning and computer software are available for digitizing and image editing. The Architecture and Fine Arts Library also provides access to the image database Artstor. Contact the librarian for login credentials

More and more resources are added to Smathers Libraries subscribed services and the Architecture Fine Arts (AFA) Library each year.

### **University Galleries**

[www.arts.ufl.edu/galleries](http://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 Gary R. Libby 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.

Internship and volunteer opportunities are available at the University Galleries. Contact the Gallery Director for more information.

### **Digital Fabrication Lab**

[www.arts.ufl.edu/aafablab](http://www.arts.ufl.edu/aafablab)

The College of Design, Construction and Planning Fabrication Laboratory and School of Art + Art History (CDCP/SA+AH Fab Lab) is a collaboration between the [CDCP](#) and the [SA+AH](#). 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](#)



## **General SA+AH and UF Policies/Support**

### **UF Policy on Alcohol and Drugs**

<https://hr.ufl.edu/forms-policies/policies-managers/drug-free-workplace/>

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 Alcohol & Other Drugs Services <https://counseling.ufl.edu/services/aod/>

### **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://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-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.

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

**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**

<https://counseling.ufl.edu/services/crisis/>

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**

<https://counseling.ufl.edu/services/individual/>

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:**

<https://police.ufl.edu/services/victim-services/resources-for-victims/>

**UF Student Health Care Center**

(Infirmary Building)  
280 Fletcher Drive, Gainesville FL 32611  
(352) 392 - 1161

**UF Counseling and Wellness Center**

3190 Radio Road, Gainesville, FL 32611  
(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.*

No entrance or placement exams are given to entering students. However, international students must present a TOEFL score of 80 or better. For all students, preparation to meet the foreign language requirement (see below) is recommended prior to entering the program.

### **Degree Requirements**

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

- Ancient/Medieval
- 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/Medieval, 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.

When a student has selected his/her committee members, he/she should submit the names to the Graduate Program Assistant for approval ([Appendix M](#)).

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. It relies in part on a student's completing an annual progress report, distributed by the DGS and due near the end of the spring semester. Although a student must maintain a B average, they must also pass the annual review in order to continue in their program of study. The student should be aware that the criteria and determination made at the review is not reflective of their 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.)

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 Admissions 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 on the [Graduate School Calendar](#). These deadlines are firm. Additional

deadline dates are issued by the College of The Arts Admissions Office 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 [ONE.UF](https://one.ufl.edu).

**Thesis Proposal.** Students are required to present a draft of their Thesis Proposal to the Chair of their supervisory committee. The proposal shall include:

- An outline of the proposed research and procedures
- A statement of the significance of the project
- A preliminary bibliography

After reviewing the proposal and questioning the student about it, the Chair of the committee will either pass the student on to thesis work *or*, in consultation with the rest of the faculty, dismiss the student from the program based on academic performance.

**Thesis.** The recommended length is 50–75 pages.

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://graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/>

### **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 thesis with the student and make suggestions for improvement before it 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 20-minute 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)**

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/>

*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](#)

128 Grinter Hall

1523 Union Road

P.O. Box 115500

Gainesville, FL 32611-5500

USA

Email: [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

## **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 and three letters of recommendation to the Ph.D. program by January 10. A writing sample is 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 5816. 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 (proficiency in at least one research language is required)

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 at <https://catalog.ufl.edu/graduate/calendar/>. These deadlines are firm. Additional or associated deadline dates are issued by the College of The Arts Admissions Office and the School of Art and Art History.

### **Supervisory Committees**

Supervisory committees are initiated by the student in consultation with the DGS. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee. 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 committee members, they should submit the names to the Graduate Program Assistant for final approval. (Forms: [Appendix M](#))

A student may amend their committee for good reason before the start of the final semester.



## **Membership**

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 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 proficiency in a foreign language appropriate for the major area of study must be demonstrated by passing a departmental language exam. These are offered at the beginning of each semester. Students are expected to pass the exam by the end of their first year, but language proficiency must be demonstrated before students can begin to study for Qualifying Exams. Students should see the Art History Director of Graduate Studies for details concerning the language exam.

Students are expected to develop their research language skills by using them for study and research in coursework and in qualifying exams, as well as in dissertation research. In some fields students will need to have a second language for research, (to be determined in consultation with the student's primary advisor). Language courses are not applicable toward degree credit. Language courses are not applicable toward degree credit.

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. It relies in part on a student's completing an annual progress report, distributed by the DGS and due near the end of the spring semester. 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 Ph.D. program, 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. Students prepare for the exam by preparing bibliographies for the three written essays. The first bibliography should include roughly 75 sources and can be organized into subheadings that outline the shape of the field; the second two bibliographies should have 30–50 sources each. *In some instances, in consultation with their Dissertation Committee Chair, a student may present an annotated course syllabus of their own design in lieu of essay #2.* 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 (or annotated course syllabus) 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 (or 48 hours if the format only includes two take-home essays), 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.

If the Supervisory Committee is not satisfied with one portion of the written examination, a student may be asked to redo that essay as a condition of passing the examination. This may take the form of the student's rewriting a question or answering a new question for that field or focus, and/or appending an annotated bibliography. At the discretion of the Supervisory Committee, the student may be given a longer period of time to complete this, but not more than one month (university holidays excluded).

If the Supervisory Committee finds two or more portions of the written examination unsatisfactory, the student fails the qualifying examination.

In consultation with the [Dissertation Committee Chair](#), the student may choose to present their dissertation prospectus for required approval on the day of the Oral Examination. Or the dissertation prospectus can be defended before the committee at a later time. Dissertation research cannot begin until the prospectus is approved by the committee.

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.

### **Dissertation Proposal**

Students are required to present a draft of their Dissertation Proposal (generally 12–15 pages in length) to their supervisory committee. This may be scheduled during the Oral Examination. The proposal shall include:

- An outline of the proposed research and procedures
- A statement of the significance of the project
- A preliminary bibliography

After reviewing the proposal presented and questioning the student about their proposal, the committee will confer in private and vote to:

- To pass the student on to dissertation work
- To require adjustments to the student's program and re-review prior to the beginning of the dissertation year
- To dismiss the student from the program based on academic record, exam performance and presentation to the committee

### **Registration in Research Courses**

ARH 7979 is open to doctoral students who have not yet been admitted to candidacy. ARH 7980 is reserved for doctoral students who have 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).

### **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 [ONE.UF](https://one.ufl.edu).

## **Dissertation**

The recommended length is 250–300 pages.

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

Students MUST follow the procedures outlined online:

<http://graduateschool.ufl.edu/about-us/offices/editorial/thesis-and-dissertation/>

## **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 dissertation 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 Dissertation must be defended prior to *final* submission. (*First* submission can take place before the defense, with the Committee Chair's consent.)

## **Preparation for Final Examination/Defense**

Upon submission of the first full draft of the dissertation, the student will schedule an oral defense date with his/her Supervisory Committee Chair.

## **Oral Defense**

Upon completion of the Chair-approved copy of the dissertation, the student will schedule an oral defense date in consultation with their Chair and Supervisory Committee. The oral defense will include a 20-minute formal presentation of the Dissertation work. All members of the Committee must be present. The SA+AH office announces the date and time of the oral defense and it is open to the public.

After the presentation, members of the Committee will ask the student questions pertaining to the work, and then confer in private to accept the dissertation, 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. Unanimous approval is required.

Following Supervisory Committee approval, the student must submit the dissertation to the University, following the Graduate School requirements

## **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/>

*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

128 Grinter Hall

1523 Union Road

P.O. Box 115500

Gainesville, FL 32611-5500

USA

Email: [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

## **DEGREE REQUIREMENTS: Master of Arts in Art Education (Residential Program)**

UF Online MA Art Education Graduate Students please reference all graduate policies and procedures at: [arteducationmasters.arts.ufl.edu/](http://arteducationmasters.arts.ufl.edu/) or call (877) 360-1859

The following **two** tracks are available to residential students 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 (EDG6931: Reading and ESOL)
- 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. The hours are coordinated between the DGS, students and College of Education. School placement is made by the College of education and must be with a qualified art educator in the public schools.

*Teaching Reading in Secondary Schools* (EDG6931 ESOL AND READING FOR SECONDARY

**TEACHERS** This course is designed to develop students' understanding of literacy teaching and learning, with a dual focus on native speakers of English and English Language Learners (ELLs). It focuses on methods and materials that can be used to support the development of proficient and critical adolescent readers in academic content areas.

The Director Graduate Studies (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.

### **Supervisory Committees:**

**Temporary Supervisory Committee:** All students are assigned a temporary supervisory committee when they enter the program. This committee advises them in all matters related to their course work up to the first-year review.

**First Year Review Committee:** Assigned by the DGS are faculty who will review students' responses to the first-year review questions.

**Research Supervisory Committee:** Selected by the student in regard to their research interests. There must be at least 1 faculty from art education on this committee.

### **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 Responses:**

The first-year review committee will provide questions reflective of the student's first-year's art education studies at UF. These questions should be responded to in writing and submitted, via the CANVAS first-year review site, to the first-year review committee.

The student will have a twenty-four-hour (24) period to respond in writing to the two questions. (See below for the requirements for formatting these documents.) The student will then submit the two Microsoft Word documents to Canvas Assignment drop boxes. Responses will automatically go through Turnitin and a report will be generated.

### **Format:**

Full Name  
UF ID

*Q#1 place question here*

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

Full Name

UF ID

*Q#2 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. During the review meeting, the committee will question the student about their graduate work and written responses to each of the 2 questions. 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 Information Office by letter in a timely fashion, preferably within two (2) weeks of the review, but no later than 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) for a final decision.



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, they will be denied further registration as a graduate student.

### **Supervisory Committees**

The student's supervisory committee should be approved by the Director of Graduate Studies via the Supervisory Committee Form ([Appendix M](#)) 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. The full committee including Art Education graduate faculty chair and second member should be approved following the First Year Review results, and prior to graduate research.

Supervisory Committees are initiated by the student. The student may want to confer first with the program DGS about which faculty would be the best fit for the student's interests. Students should invite a faculty member to chair their Supervisory Committee. If the faculty member agrees to chair, they will then advise about additional committee members who should be asked to serve on the committee. 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.

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

A student may formally amend his/her committee for good reason before the start of the final semester and no later than 2 months before the final oral defense.

### **Last Semester (2nd year)**

#### **MA Requirements for Graduation**

It is essential that all candidates check with the College of The Arts Admissions Director 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. In addition students need to submit a change of course name form as needed.

## **Registration**

MA students must enroll in ARE 6973 (Project In Lieu of Thesis) or ARE 6971 (Thesis) during the term of the final examination (oral defense). During this term the defense is publicly announced 10 days prior and then presented to the public. Once the committee agrees this has been completed successfully, a supporting paper is finalized, and all graduation requirements are met and the degree is conferred.

## **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 information office 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 your chair and then the area DGS for approval and distribution.*

## **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 [ONE.UF](https://one.ufl.edu).

## **Project/Thesis Proposal**

Students are required to present a draft of their Project in Lieu of Thesis/Thesis proposal as well as make an oral presentation to their Project in Lieu of Thesis or Thesis committee. The proposal paper will use the current Art Education Proposal paper template that include:

- a discussion of their development thus far at the University;
- a set of researchable questions
- an outline of the proposed research and procedures;
- a statement of the purpose and significance of the project.
- a time line for completion of Thesis or Project in Lieu of Thesis

## **Research (Graduate candidate in Art Education)**

A research project and thesis for a Master’s Degree in Art Education is a process of guided systematic questioning and inquiry, creative and critical activity and scholarship, exploration and discovery through investigation of a subject area, experimentation, and the production of findings as a result of these inquiry and questioning process.

After reviewing the work presented and questioning the student about their proposed research work, the committee will select one of the following options and submit the result to the Graduate Coordination Office and student:

- 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 Graduate School regulations governing format, final term procedures and dates for submitting their project report to their Supervisory Committee. This paper follows the guidelines of the template for final Project in Lieu of Theses and Thesis ([Graduate Templates](#)).

This paper includes the following sections:

- a discussion of the research project;

- a set of researchable questions
- an outline of the proposed research and procedures;
- a statement of the purpose and significance of the project.
- A set of findings
- Demonstration resulting knowledge or insights to the field of art education/
- A reflection on outcome and future goals

*Students who are doing a Thesis MUST follow the ETD submission procedures found below.*  
[Graduate School Electronic Thesis and Dissertation Deadlines](#)

### **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 working draft once approved by the Chair of the Committee of the report/thesis to the other member(s) of the Supervisory Committee for final review before the Oral Defense. The final working draft 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 prior to graduate school deadlines and 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 N](#) (thesis format) and [Appendix O](#) (project format) 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 in lieu of thesis support paper, the student will schedule an oral defense date with their Supervisory Committee Chair. The oral defense will be a formal presentation of the Project in Lieu of Thesis work or Thesis. The Supervisory Committee Chair *must* be present. The Supervisory Committee Chair and candidate will invite other members of the graduate faculty to attend, and the oral defense is publicly announced and is open to the public.

The oral defense should be scheduled at least one week before the final project in lieu of thesis support paper is due in the COTA Graduate Admissions designated eLearning dropbox. This should permit time for the student to make any corrections that were suggested at their defense and to meet final submission deadlines.

The student will give a 15 to 20 minute formal presentation that addresses the progress of their work. It is expected that they will demonstrate how the creative project relates to their 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 their 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 College of the Arts Admissions Director.

### **Final Submission of Project in Lieu of Thesis and or 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)

These documents are kept electronically in the Architecture and Fine Arts Library online holdings. More copies may be required if individual Committee members request them. Please see additional submissions options in [Appendix V](#).

It is recommended that all graduate candidates consider submitting their final research projects and thesis to the UF repository. This is an opportunity to be archived within the research and scholarship that is conducted at The University of Florida.

### **The Institutional Repository at the University of Florida (IR@UF)**

<https://ufdc.ufl.edu/ufir>

#### **UF repository**

A digital archive for the intellectual and creative output of the University of Florida community. The Institutional Repository at the University of Florida (IR@UF) supports the preservation of past research as well as the creation of new projects in digital scholarship and publishing. The IR@UF provides worldwide open access to its materials. Explore our collections, or browse items by document type including theses and dissertations, journal articles, data and data sets, grant proposals, and more. If you have questions or project ideas, please contact at <https://ufdc.ufl.edu/ufir>.

Learn about the IR@UF, a free and open online archive for the University of Florida.

<https://guides.uflib.ufl.edu/ufir/self-submit>

#### **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/>

*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](#)

128 Grinter Hall

1523 Union Road

P.O. Box 115500

Gainesville, FL 32611-5500

USA

Email: [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

## **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 that shapes their interdisciplinary interests (art, art history, anthropology, history, the natural sciences, museum education, historic preservation, and more) 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 Museum Studies (3)
- Collections (3)
- Museum 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 Samuel P. Harn Museum of Art, The Matheson, 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 Samuel P. 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. The student may want to confer first with the program DGS about which faculty would be the best fit for the student's interests. Students should invite a faculty member to chair their Supervisory Committee. If the faculty member agrees to chair, they will then advise about additional committee members who should be asked to serve on the committee. 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.

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

*minor department.*

A student may formally amend his/her committee for good reason before the start of the final semester and no later than 2 months before the final oral defense.

### **Last Semester MA Requirements for Graduation**

It is essential that all candidates check with the College of The Arts Senior Associate in Graduate Studies 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 [ONE.UF](#).

### **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 N](#) (thesis format) or [Appendix O](#) (project format) 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)**

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/>

*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](#)

128 Grinter Hall

1523 Union Road

P.O. Box 115500

Gainesville, FL 32611-5500

USA

Email: [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

## **DEGREE REQUIREMENTS: Master of Fine Arts - Design & Visual Communications (MXD)**

The text in this handbook is supplemented by additional resources, processes, and information in a Canvas sandbox and Microsoft Teams space specifically for the MXD. Unless explicitly instructed otherwise, all materials you create during the MXD should be designed, including written materials—think like a designer, be a designer, breathe design 24/7.

### **Overview**

The Master of Fine Arts degree in Design and Visual Communications (MFA/DVC or the MXD) is a terminal degree with the goal of preparing designers to address complex issues and concerns through an expanded design framework. The curriculum envisions design as an integrated activity, emphasizing co-design and horizontal practices in its teaching and application of research, theory, methods, and practice. Through this program, we use design as a catalyst for change and sustainable development to make Florida, and the world, better through design. We encourage students to consider how what they create, and learn, with others might be transferrable to other contexts. Students will encounter the world through a framework that is respectful of context and culture, and that values collaboration and many knowledges as ways of making design that is responsible and meaningful.

### **Curriculum**

This program offers two-and three-year residency tracks, selected at the time of application and confirmed upon admission. The main differences are time to degree, funding, and teaching opportunities. Students on the two-year track enroll in 12–15 credits during the academic year and are likely self-funded or receive external scholarships. With this pace, outside employment is discouraged. Students who receive funding (graduate assistantships) from the University of Florida or who three-year track will enroll in 9 credits during the fall and spring semesters and. Both tracks allow for summer coursework. Students who wish to obtain teaching experience should pursue the three-year track and a graduate assistantship (teaching assignments are based on faculty recommendation and availability). Options to teach in the summer are subject to availability.

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

- 12 hours of GRA 6930: Seminar (different titles each semester)
- 12 hours of GRA 6931: Research and Practice
- 15 hours of GRA6973: Project-in-lieu-of-thesis research
- 21 hours of elective coursework  
(Appropriate to the student's professional development goals and interests;  
must be approved by the DGS)

All major coursework is designed to provide opportunities for professional development in design. Students develop knowledge in design theory, methods, discourse, and issues in the seminar courses. The research & practice courses provide frameworks and opportunities to work respectfully with people in context. Coursework may be integrated and connected. Students will study and use a range of methods appropriate for an expanded design practice. Their use is addressed and applied through discussions, case studies, writing, fieldwork, project work, deliverables, and presentations. Projects will engage students to design in a complex environment for diverse audiences and explore the many aspects necessary to design for 'real world problems' and constraints. Throughout the program, students will be mentored in ways to disseminate research at conferences and in publications in order to share their work and build their careers. Optional practica provide an opportunity to conduct research and practice with an approved entity

(organization, faculty member, etc.); and elective courses are intended to support an area of interest and expertise.

The program's director (DGS) may recommend specific courses to support the student's knowledge-base (for example, in design, writing, subject matter knowledge, and/or teaching). Each student will prepare an [Independent Development Plan](#) (IDP) and discuss it with the DGS at the beginning and end of each academic year (September and April). All electives should reflect the goals stated in the IDP and must be approved by the DGS prior to registration.

### **Project & Supervisory Committee**

The program culminates with a 15-credit project-in-lieu-of-thesis, which is selected, researched, and carried out under the direction of the supervisory chair and committee. This committee is formed in consultation with the program's director of graduate studies during the first year for students on the two-year track and during the second year for students on the three-year track. The objective is to contribute original research and disseminate it to the field.

Only those members appointed to the Graduate Faculty may serve as chair of a supervisory committee. The chair must be a graduate faculty member from the MXD Program (Design & Visual Communications/Graphic Design) and must have IRB certification prior to appointment. Your committee must contain at least two members from the MXD program. A co-chair is possible but rare and requires approval. Additionally, a co-chair from the same department may be appointed to serve during the absence of the supervisory committee chair. Co-chairs from outside the program may not substitute for the chair. If a minor is designated, the committee should include one Graduate Faculty member from the minor department. Other members may be added with approval of the supervisory committee chair. Once committee members are approved and agree to serve, the student should submit the form to the program DGS for final processing. A form for submitting committee member names is available in the ([Appendix M](#)). With approval from the DGS, a committee may be amended for good reason before the start of the final semester.

Guidelines on how to select a committee chair as well as processes with timelines are available on Canvas. Make yourself familiar with these during your first semester. Even if you do not have your project in mind yet, you want to get to know faculty, their interests, and expertise.

### **Assessment & Reviews**

Student achievement is assessed in multiple ways from admission through graduation. University and program regulations state that a student must achieve a 3.0 GPA in order to graduate from the program, which is the result of assessment in courses. In addition, students must **present their work product at the end of each semester** to a faculty review committee who determines if the student, on the whole, is making sufficient progress towards candidacy and completion. Reviews consider the momentum, direction, and performance as a whole. Instructions and the rubric for the review is available on Canvas/Teams. This review is independent of grades but will naturally reflect performance in courses and not only materials presented during the review. Outcomes of semester reviews include continuation based on appropriate progress; recommendations for improvement; and recommendation of dismissal for continued performance below expectations.

**Notification:** Students will receive unofficial notification of the results of the review. The DGS 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.

**Continuance:** The student will receive continuance notification from the School Director and the Graduate Coordinator prior to the end of the spring semester of the first two years.

**Re-Review for 1st or 2nd year students:** If a re-review is necessary, the re-review must take place early in the following semester (fall/spring). The time and date must be stated in the 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 DGS to the Graduate Coordinator in a timely fashion, preferably within one week of the review. In consultation with the student, the director will decide to allow the student to continue or to dismiss the student from the program, based on his/her packet and/or academic performance.

### **Final Semester of Enrollment**

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 second to last term in which the candidate is to receive the degree. In other words, any requests must be made early in the semester before the last (ex: spring or summer semester graduation, a request should be made in September of the final year and approval is required before the fall semester ends).

**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. It is the student's responsibility to be aware of deadlines.

**Registration:** MXD students must enroll in GRA6973 (Project In Lieu of Thesis) 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 [ONE.UF](https://one.ufl.edu). Care must be taken to cite the correct degree, year and term.

### **PROJECT IN LIEU OF THESIS (GRA 6973)**

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. It is advisable to create a calendar prior to the final year. The form of the report must be agreed upon by the Supervisory Committee Chair and must include a visual description of the project. The final document supporting the project is a written and designed document that appropriately communicates the project (i.e., not a double-spaced paper). The Canvas website includes examples of previous final project documents for students in the program. Review these during your first year of study.

**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 chair also works with the student to review appropriate writing and citation styles (using the Chicago Manual of Style) are met and academic integrity is honored. Visits to the UF Writing Studio, a writing course, or editorial assistance may be advised. 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:** In consultation with their Committee Chair, the student schedules the oral defense. Time to make all corrections and meet final submission deadlines should be considered.

**Abstract:** The student must write a one-page abstract about his/her project in lieu of 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 a copy to the DGS, Chair, and Graduate Coordinator.

**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. 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.

**Public Dissemination of Project:** All students are required to publicly disseminate their project-in-lieu-of-thesis prior to the end of their final semester. The format and audience varies based on the project and is confirmed with the supervisory committee. Invitations are extended to the college community at large in addition to specific audiences who will most benefit from learning about your work. This is an important way to make impact, share your findings, generate interest in your project work and/or topic, inform the public about design, and contribute to the public good.

**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) and signed Final Examination Report Form and signature page. These documents are then forwarded to the College of the Arts Graduate Office.

**The MXD on Canvas/Teams:** The text in this handbook is an overview of the program. It is supplemented by additional resources, processes, and information in a Canvas sandbox and Microsoft Teams space specifically for the MXD. If you do not see this during the first weeks of your first semester, contact the DGS for assistance.

### **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/>

*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](#)

128 Grinter Hall

1523 Union Road

P.O. Box 115500

Gainesville, FL 32611-5500

USA

Email: [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)



## **DEGREE REQUIREMENTS: Master of Fine Arts - Studio**

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

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

### **Credit Hours**

The MFA is a three-year residential degree and requires a minimum of 60 credit hours of coursework 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)
- 18 hours in an area of specialization for studio majors (ART6933) or approved substitution for studio majors (ART6933) (See [Appendix Y](#))
- 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*
- 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

The MFA degree 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 images and documentation of the 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.

Graduate School Academic Calendars

<https://catalog.ufl.edu/graduate/calendar/>

Please refer to the Graduate School website's information for graduation

<http://www.graduateschool.ufl.edu/graduate-life/graduation/>

## **Graduate Student Assignment Process**

Graduate assignments expose students to a range of opportunities while they are at the SA+AH. Among these are assisting with teaching in both the areas and WARP, being instructor of record, assisting with the management of their programs as an area assistant, assisting with the University Galleries, and occasionally working alongside faculty assisting with their research. Assignments are based on School needs, faculty recommendations, and student input.

- Midway through Fall and Spring semesters, the Studio Program Head sends the area faculty the list of courses that will be taught in the following semester and asks the faculty to place area graduate students on the course schedules for grad teaching assignments lab/shop support positions. When assigning graduate students, the studio faculty consider the needs of the area.
- Currently enrolled graduate students fill in a form asking their preference of assignment: teaching, University Gallery and the office. Student preferred assignments will be taken into consideration, but do not mandate their assignment.
- The Studio Program Head, Studio Director of Graduate Studies, Director of Graduate Teaching, and the Associate Director and/or Director meet and review the faculty recommendations. Assignments are based on the overall needs of the program and take into consideration when possible the preferences of the graduate students.
- Any potential changes that deviate from the faculty recommendations for grad assignments are discussed with area faculty.
- SA+AH Administration finalizes assignments and delivers them to grads.
- Fall assignments for current grads are generally sent out by the 3rd week of March. Summer assignments for 12-month fellows are typically sent out mid-to late February. Spring schedules are finalized mid-October and spring assignments should be sent out by the first week of November. Semester assignments generally do not have hours split between areas.

Five pedagogical/creative development hours a week (.50FTE assignment) are allotted to attend the mandatory monthly group meeting, individual meetings with the DGT, and occasionally may include a substitute teaching assignment. Students meet one-on-one with the DGT to “check in” about issues related to the classes they are teaching. The DGT also uses these monthly meetings to discuss the development of the student’s pedagogy.

## **First Year Review**

First year reviews are one part of an overall system of evaluation within the Studio Area in SAAH. A student must maintain a B average and she/he/they must also pass the first-year review in order to continue in their program of study.

## **Convening the First Year Review Committee**

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 two to three graduate faculty members from other areas. Committees are determined by the administrative staff in conversation with the Director of Graduate Studies in Studio and communicated to graduate students and faculty by Director of Graduate Studies.

## **Preparing for the First Year Review**

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. Student will provide to the committee a one-page written artist statement concerning his/her/their work, a resume at least 24 hours prior to the review meeting time.

### **First Year Review Meeting Process**

The time allotted for the First Year Review meeting is 45-60 minutes. At the outset of the meeting, the chair of the first-year review verbally informs the student of the three potential outcomes of the review. Next, the student gives a 20-minute, live, formal presentation of work created since beginning their graduate program in SAAH. (It is advisable to speak with the member of the committee from your area to determine the format of the presentation of the work). The committee then questions the student about his/her/their graduate work for approximately 20 minutes. Finally, the committee will meet privately for to discuss the student's work and progress to ultimately vote one of the following options:

1. Pass and allow the student to proceed with his/her research work according to schedule
2. Re-review the student and require adjustments to the student's program.
3. Dismiss the student from the program based on unsatisfactory completion of the first-year review (With the dismiss option, there is no re-review.).

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

### **Notification of Results of First Year Review**

#### *Option 1 PASS*

Students will receive unofficial verbal notification of the results of the review from the committee following the review. All students will receive an official continuance or re-review notification letter from the School Director and Graduate Information Coordinator prior to the end of the spring semester or the semester in which the review was conducted.

*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.*

Each First Year Review Committee Chair reports the results to Graduate Information Coordinator and the Director of Graduate Studies by filling out the First-year Review Worksheet 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 Information Coordinator prior to the end of the semester.

Those students who will be continuing on to their second year of study must begin the process of choosing a Supervisory Committee and file the Supervisory Committee Form with the Director of Graduate Studies by the end of fall semester of the second year or after 27 credits. The Supervisory Committee Form will be placed in the student's virtual academic folder on Canvas. (Note: The student may make changes in her/his/their Supervisory Committee before the start of the final semester of their third year.).

#### *Option 2: RE\_REVIEW for FIRST YEAR STUDENTS*

Each First-year Review Committee Chair reports the results to Graduate Information Coordinator and the Director of Graduate Studies by filling out the First-year Review Worksheet AND a list of suggestions for improvement as well as additional resources for research. Both the

Worksheet and the suggestions/resource should be sent to Graduate Information Coordinator and the Director of Graduate Studies in a timely fashion, as soon as possible, preferably within two (2) weeks of the review, but no later than the end of the semester. The re-review must take place prior to the beginning of the following semester (fall/spring). The time and date of the re-review must be stated in the First Year Review Worksheet submitted to the SA+AH graduate office. An official notification letter will be sent by Director reporting the results to the student, the Director of Graduate Studies, and to the Graduate Information Coordinator in a timely fashion, preferably within two weeks of the review. The format of the re-review will be the same as the first 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 chosen in consultation with the Graduate Information Coordinator and the student must be notified within one week of the re-review.

There are only two options for the re-review. The First Year Review Committee in consultation with the director will make one of the following decisions for the re-review:

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

If a student passes the re-review, the student is verbally notified at the re-review by the chair of the First-year Review committee. The chair of the First-year Review committee also informs the Graduate Coordinator and the Director of Graduate Studies of the result. The Director then reports the results to the student in a written letter.

If a student fails the re-review, the student is verbally notified at the end of the re-review by the chair of the First-year Review committee. The chair of the First-year Review committee also informs the Graduate Information Coordinator and the Director of Graduate Studies and the Director of the result. The Director or Assistant Director (if applicable) meets face-to-face with student to discuss the results and the student is dismissed from the program.

### **Supervisory Committees**

A student should begin to assemble a supervisory committee after passing their First Year Review. 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.

Students need to choose a chair and one member prior to scheduling their Second Year Review. The committee must contain at least two members. A student must have a Supervisory Committee before they can register for thesis credits. Students may add more committee members no later than the end of the fifth semester of their graduate study. Supervisory committees are initiated by the student. Members of the faculty who have been appointed to the Graduate Faculty may serve as chair and/or members of a supervisory committee. In addition, it is recommended, though not mandatory that 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 student is pursuing a minor or a certificate, it is strongly suggested that the student include a faculty from the department where they are pursuing a minor or certificate. At least two committee members must be from the SA+AH.

When a student has selected their committee members, they should submit the form to the

Graduate Information Coordinator for final processing. A form for submitting committee member names is available in [Appendix M](#). This information will be available on GIMS and it is the student's responsibility to make sure that paperwork is handed in and complete as well as to verify their committee membership on GIMS (<https://gradschool.ufl.edu/gimsportal/gatorlink/portal.asp>).

A student may amend their committee for good reason before the start of the final semester. Major changes or amendments to the committee should be discussed with the Committee Chair and the DGS.

### **Role of Supervisory Chair**

[UF's Graduate Student Handbook](#) (pages 27-28) contains a detailed description of the professional relationship between the supervisory committee chair. The handbook also contains guidelines to assist graduate students in choosing a faculty member as their chair. Below are bulleted points that describe the role of chair for a project in lieu of thesis as students move through years two and three of their MFA program.

In the second year, the supervisory committee chair:

- Meets with graduate student for studio visits to discuss work and research. It is the responsibility of the graduate student to initiate studio visits.
- May advise and suggest courses relevant to the student's research
- Informs graduate students of the necessary materials to prepare for the 2<sup>nd</sup> year review
- Schedules and facilitates re-review as necessary.
- Communicates the results of the review and the re-review (if applicable)

In the third year, the supervisory committee chair:

- Meets with graduate student for studio visits to discuss work and research. It is the responsibility of the graduate student to initiate studio visits.
- Reviews as needed with graduate student, documents such as annotated bibliographies, readings and the research timeline leading up to the MFA exhibition.
- Reviews draft(s) of thesis proposal plan (exhibition/presentation of research) with the graduate student.
- It is the responsibility of the grad student to seek support for their writing by using the Writing Center if necessary.
- Meets with graduate student and other committee members to finalize the draft of thesis proposal in the semester that precedes the MFA Exhibition and graduation.
- Reviews and advises as needed the publicity and timeline for their MFA show.
- Reviews and suggests revisions to the Project-in-lieu of Thesis Project Abstract and Project-in-lieu of Thesis Project Report
- Facilitates Oral Defense, submit oral defense and written Project-in-lieu of Thesis Project Report approval forms to Graduate Information Officer.

### **Second Year Review**

All students must maintain a B average to continue in their program of study. Second year reviews are one part of an overall system of evaluation. In addition to maintaining a B average, students must form a Thesis Supervisory Committee before convening the Second Year Review and then pass the Second Year Review in order to continue in their program of study.

### **Convening the Second Year Review Committee**

Prior to the Second Year Review, the student assembles a Thesis Supervisory Committee constituted by a Chair and at least one member of the graduate faculty. The formation of this committee (that includes a chair and a member) must be undertaken before the first week of March in the second year prior to the Second Year Review – this formation signals the students' transition to thesis project research and production. Students cannot register for thesis credits or begin Thesis work without this Committee being in place.

### **Preparing for the Second Year Review**

As part of the Second Year Review and before the end of the spring semester of their second year (or their 4<sup>th</sup> semester), students are required to present the work and research completed during their second year, a resume, and a draft of their Project-in-Lieu-of-Thesis proposal to their committee at a scheduled review meeting. The proposal shall include:

- a presentation of work completed in the second year
- an artist statement
- an outline of the proposed thesis project research and methodology
- a discussion of the student's development thus far at the University
- an annotated bibliography of resources in MLA that inform the project

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

1. Pass and allow the student to proceed with his/her research work according to schedule
2. Re-review the student and require adjustments to the student's program.
3. Dismiss the student from the program based on unsatisfactory completion of the first-year review (With the dismiss option, there is 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 with the student, the chair of the supervisory committee reports the results to the student and to the Graduate Information Coordinator in the form of a letter in a timely fashion, preferably within two weeks of the review, but no later than the end of the semester.

### *Option 2: RE\_REVIEW for SECOND YEAR STUDENTS*

The Committee Chair reports the results in a letter to Graduate Information Coordinator, the Director of Graduate Studies and the Director immediately. The re-review must take place prior before the start of summer term in the middle of May. The time and date of the re-review must be stated in the Second Year Review letter submitted to the SA+AH graduate office. The format of the re-review will be the same as the first review.

There are only two options for the re-review. The Supervisory Committee in consultation with the director will make one of the following decisions for the re-review:

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

If a student passes the re-review, the student is verbally notified at the re-review by the Supervisory Committee. The Committee Chair also informs the SAAH, Director, the Graduate Information Coordinator and the Director of Graduate Studies of the result. The Committee Chair then reports the results to the student in a written letter.

If a student fails the re-review, the student is verbally notified at the end of the re-review by the chair of the Supervisory Committee. The Committee Chair also informs the Graduate Information Coordinator and the Director of Graduate Studies and the Director of the result. The Director or Assistant Director (if applicable) meets face-to-face with student to discuss the results and the student is dismissed from the program.

### **First Semester: Third Year**

#### **MFA Requirements for Graduation**

It is the responsibility of students to keep track of the requirements of your degree and the course you have taken and those you plan to take. It is also recommended that candidates **regularly** check with the Director of Graduate Studies to be sure that all course requirements for graduation have been met or will be met in the final semester. The student and the DGS keep track of past and present courses via the Graduate Course Tracking Sheets on Canvas (See [Appendix Q](#)) for a sample tracking sheet.) Petitions of degree requirements and transfer of credit from previously attended graduate programs in which you did not earn a degree will be considered by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree. Petitions must be discussed with the faculty in the student's area of study, the DGS and the Graduate Information Coordinator.

#### **Deadlines**

The Graduate School issues deadline dates in order to prepare for graduation for each term. The dates can be found on the Graduate School Calendar website <https://catalog.ufl.edu/graduate/calendar/>. These deadlines are firm. Additional deadline dates that support the Graduate School and the MFA Exhibition are issued by the College of The Arts Admissions Office and the School of Art and Art History.

#### **Degree Application**

All MFA degree candidates must apply on line through [ONE.UF](#). 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 a written expository report on the research and the work in the MFA exhibition. Both the project and the report are 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 that the student has signed up for 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 student in consultation with the Chair of the Supervisory Committee, must discuss with the Gallery Director and Gallery personnel, the work that is to be included in the MFA prior to the semester in which the student graduates. Guidelines will be provided in the beginning of the fall semester of the third year.

The student's Supervisory Committee will meet **at least** three times during the terms the student is working on their thesis project. It is strongly suggested that the student meet more than the three required meetings and individually with their chair and committee members to discuss the process of the work being created for the MFA Thesis Exhibition. At the first meeting in the semester prior to graduation, the committee will make suggestions and approve the project proposal. The second and third meetings will be held to discuss the thesis work and rough draft of the Project in Lieu of Thesis report.

### **Second Semester: Third Year**

#### **Project in Lieu of Thesis**

In the second semester of the third year, the student works to install their work as part of an MFA exhibition with their peers. Depending on the number of students in each third year MFA cohort, one or two MFA exhibitions are planned. Moving into the final semester, the student has already consulted with the gallery and been assigned space and discussed the parameters for the installation of their work. Installation must be arranged with the Gallery Director and professionalism is expected during install and de-install. Students must work within allotted installation times.

#### **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 a visual description of the project. Each project report must include an abstract about their project in lieu of thesis. The Chair of the Supervisory Committee and all the members must approve the abstract. See [Appendix O](#) for the appropriate abstract (project format).

#### **Project Report Responsibilities of the Chair and the Supervisory Committee**

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 then 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.

#### **Oral Defense**

Upon submission of the final copy of the project report to the Supervisory Committee, the student will schedule an oral defense date with their Supervisory Committee Chair. The oral defense will be a formal presentation of the Project in Lieu of Thesis work. 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 their defense and to meet final submission deadlines. All members of the Committee on file with Graduate school must participate physically, virtually or by phone. The oral defense is open to the public. The Supervisory Committee Chair will invite other members of the graduate faculty to attend.

The student will give a formal presentation that addresses the progress of their research. It is expected that they will demonstrate how the creative project relates to their 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 their work, open a forum for questions from the audience, 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**

Unless other procedures are identified and communicated by the COTA Senior Associate in Graduate Studies, 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.

### **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/>

*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](#)

128 Grinter Hall

1523 Union Road

P.O. Box 115500

Gainesville, FL 32611-5500

USA

Email: [gradedit@aa.ufl.edu](mailto:gradedit@aa.ufl.edu)

## **APPENDICES SA+AH GRADUATE HANDBOOK**

## **APPENDIX A: SA+AH Administrative Responsibilities**

### **Director's Responsibilities**

Overall Strategic Planning; Faculty Assignments; Faculty Evaluations; Tenure & Promotion Oversight; Curriculum Oversight; Budget Oversight; Faculty Awards; Faculty Travel Allocation; Personnel Issues

### **Associate Director's Responsibilities**

By-laws; mentoring processes; program governance; curricula; faculty/staff/student concerns; strategic communication; Development

### **Senior Administrative Officer Responsibilities**

Assists with Strategic Planning - Recruitment, Curriculum; Course Scheduling Coordinator - Liaise w/ faculty & staff; Recruitment Plan implementation; Accreditation Coordinator - SACS/NASAD, Program reviews; Budget Planning - Hiring coordination, GA Assignment coordination, Grad travel; Grad admissions coordination; Fee Coordination; T&P Coordinator; Committee Assignment Coordinator

### **Facilities and Operations Specialist's Responsibilities**

School calendar; Facilities management - Keys, Space Allocation, Asset Management; Health & Safety Issues; Academic Activity Reporting; FARS; Travel; Faculty/Staff Meeting Minutes; Event Planning; Supervise GA Office Staff;

### **Director's Assistant Responsibilities**

Receptionist; Elizabeth's Assistant/calendar; Office Supplies Management; Copier/Printer Management; Updates Social Media/Websites; Weekly Newsletter; Mail/Shipping/Receiving; Room reservations; PR assistance; Assists other areas as needed

### **Director of Undergraduate Advising Responsibilities**

All Aspects of Institutional Undergraduate Advising - Prospective students to graduation; Recruiting and retention - Preview & FL Days; Liaison w/Student Support Services & UF/ College Administration; Consultation on Course Scheduling and Curriculum - Enrollment management, State/UF requirements /trends, Curricular needs, Liaise with Senior Admin Officer; Oversees Student Ambassadors

### **Undergraduate Advisor Responsibilities**

All Aspects of Institutional Undergraduate Advising - Prospective students to graduation; Recruiting and retention - Preview & FL Days; Liaison w/Student Support Services & UF/ College Administration;

### **Undergraduate Advising Assistant Responsibilities**

First point of contact for all undergrads; UG Advisor Office reception; Assists with all aspects of Undergraduate Advising Office; Assists with recruiting and retention - Preview & FL Days; Assists with Student Ambassadors; Student advising folders; Assists w/ UG Advisor's calendar; Portfolio prep for upper div review; Upkeep of student data bases; Assists with Course scheduling - Classroom assign/reservations, Inputs courses into system, Inputs instructors into system

## **APPENDIX A: SA+AH Administrative Responsibilities continued**

### **DGS Responsibilities**

Works with Director, SAO, and Grad Assistant - Assist with GTA assignments; Academic Advising; Recruitment - Responding to prospective students, Update recruiting materials; Attend meetings as necessary; Grad Curriculum; Coordinate graduate admissions

### **Graduate Assistant/DL Coordinator Responsibilities**

Art Ed on-line coordination; Summer on-campus Art Ed OL Studios; Management of 1st yr rev Art Ed OL  
Manage capstone projects, defense, etc. Art Ed OL; Maintains Grad Office - Student Registration Oversight, Entering grades/Ind. Studies, Petitions/holds, Communication with students, GIMS/student files, Admissions coordination; Recruitment

### **Program Head Responsibilities**

Convene and chair Program Faculty meetings; Liaise with Division Faculty and SAAH Administration/Staff; Curriculum Coordination; Advise on Fees; Course Schedule Facilitation with Faculty and SAAH Admin; Accreditation Coordination Assist Space/facilities coordination; Personnel needs; Coordinate Student Awards; Liaise with faculty on promo and info materials

### **Faculty Responsibilities**

Teach; Advise; Research; Service

### **Teaching Lab Specialists Responsibilities**

Direct and supervise all areas of assigned lab - Students & Lab Monitors; Responsible for all equipment - Operation and upkeep, Training; Health & Safety Management; Orders supplies as needed - Maintains working knowledge of available budget

### **Galleries Director Responsibilities**

Conducting all aspects of a rigorous exhibition program for the University, Grinter, and Libby Galleries; supervision of support staff, budgets, Art in State Buildings program, promotion, and publicity; supervise assigned grad students; teach courses as necessary

### **Galleries Coordinator Responsibilities**

Business and admin functions - budgets, grants, scholarships, endowments, travel expenses; Galleries Registrar; Gallery Preparator; Facilities manager - works with PPD, IT, caterers, coordinates receptions; hire and over see receptionists for gallery coverage; PR; website; marketing

### **ASB Coordinator Responsibilities**

ASB Programs Management - policies, procedures, maintenance of collection; Registrar - condition reporting; PR; marketing; liaison with artists and UF; liaison with UF Facilities Planning and Construction, UF EH&S

### **4Most Gallery Fellow Responsibilities**

Reports directly to the SA+AH Director; liaison with students, PPD, SA+AH Office, & community in regards to the 4Most Gallery; teach adjunct courses; gallery responsibilities for 4Most; website management

## **COTA GRADUATE OFFICE**

### **Sr. Associate in Graduate Studies and Administration**

**Laura Robertson, 207 University Auditorium, (352) 846-3425, [lrobertson@arts.ufl.edu](mailto: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 Information - Patrick Grigsby, FAC 106, (352) 273-3071, [saahgradoffice@arts.ufl.edu](mailto: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. Michelle Tillander, FAC 103, (352) 273-3079, [mtillander@arts.ufl.edu](mailto:mtillander@arts.ufl.edu)

**Art History:** Dr. Guolong Lai, FAC 119, (352) 273-3072, [glai@ufl.edu](mailto:glai@ufl.edu)

**Design + Visual Communication:** Dr. Dori Griffin, FAC 313E, [dgriffin@ufl.edu](mailto:dgriffin@ufl.edu)

**Museum Studies:** Dr. Jacque Micieli-Voutsinas, FAC 119A, (352) 273-3062,  
[jmicielivoutsina@ufl.edu](mailto:jmicielivoutsina@ufl.edu)

**Studio:** Dr. Jack Stenner, FAC 304b, 352-273-3074, [stenner@ufl.edu](mailto:stenner@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

**SA+AH ADMINISTRATIVE OFFICE INFORMATION**

(8/19/22)

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

**Director / Associate Professor**

**Elizabeth Ross, FAC 101B**, elizross@ufl.edu, 352.294.1372

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

**Associate School Director, Professor and Distinguished Teaching Scholar**

**Melissa Hyde, FAC 113**, mhyde@arts.ufl.edu, 352-273-3057

- Assist Director with SA+AH Graduate Studies
- Stand in for the Director in their absence

**Senior Administrative Officer**

**Dianne Caple, FAC 104**, dcaple@arts.ufl.edu, 352.273.3038

- Assist Director with school operations and projects
- Stand in for the Director in their absence
- Course schedules
- Assists with Assessments (NASAD, SACS, etc.)
- Orients new faculty (adjuncts and visiting)
- Process OPS (including models) and Student Assistant new hire paper work (IPIFs)

**Assistant to the Director**

**Laura Parenteau, FAC 101**, lparenteau@arts.ufl.edu, 352.273.3047

- Assists the Director of SA+AH and manages their calendar
- Creates and distributes weekly newsletters
- Coordinates SA+AH calendar
- Processes IPIFs for Visiting Artist Designer Scholars (VADS)
- Generates travel authorizations for necessary faculty and (VADS) artists
- Maintains records/files/directories and admin office listservs
- Orders SA+AH office supplies
- Receives notification of instructor unscheduled absence
- General office duties

**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, Facilities and Operations Specialist and Executive Administrative Assistant as needed
- Mail distribution, Plasma screen, Display case, Facebook, SAAH G-mail account
- Special events/Special Projects
- Stocks copy machines, staplers, front desk brochures
- Answers phones, redirects to appropriate party
- Archives



## Facilities and Operations Specialist


**Annemarie Furlong, FAC 101**, apoyofurlong@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 Duties

### Undergraduate Advisor | Director of SA+AH Admissions and Advising

**Dana Myers | [dmyers@arts.ufl.edu](mailto:dmyers@arts.ufl.edu)**

- “Helping Professional” – don’t hesitate to talk with me about any undergraduate concerns (whether academic or student support services), strategies, procedures, etc. (FERPA note)
  - LMHC, years of crisis intervention/suicide prevention work before 15 years here as SA+AH Advisor
  - Philosophy: warmth and empathy balanced with empowerment; arming students with knowledge and resources to better maneuver through university requirements, processes, and procedures.
  - If a student is struggling mightily, and/or at risk of failure, please do reach out!
- Liaise with UF and community resources
  - Dean of Students Office – educational model, versus punitive <https://www.dso.ufl.edu/>
    - Care Area (U Matter, We Care)
  - Medical Withdrawal/Drop – even retroactive
    - Disability Resource Center (accommodations)  
<https://disability.ufl.edu/students/accommodations/>
    - <https://disability.ufl.edu/wp-content/uploads/2020/07/Health-Related-Class-Absence.pdf>
    - SCCR: Student Conduct and Conflict Resolution – honor code violations
      - Counseling + Wellness Center (and other Gainesville community resources)
- Curriculum Advice – regarding University requirements, trends, student interest
  - Liaise with Dianne Caple (SAO)
- Undergraduate Enrollment Tracking
- Undergraduate Admissions/Recruitment Point of Contact
  - Not a “recruiter,” but involved in many ways
- Manages 

- Recruitment and Retention Program – competitive annual application process
- Power of Student-to-student engagement, and non-discipline specific role
- Caring + Connection + Community
- Provide tours/virtual info sessions for prospective students, assist with larger scale SA+AH events, design and host programming throughout year to cultivate stronger sense of community – started about seven years ago
- Student Engagement Fair, Tuesday, September 7; 6:30-8:30 pm FAC 1<sup>st</sup> Floor Lobby
- Scheduling
  - provides input to Director and SAO to help create course schedules that meet student needs
- Scholarships
  - Coordination of annual scholarship process (application in late September, results by end of November)
- Mass communication with Undergrads
  - Send to Olivia or me (with no editing needed, please); we will forward to undergrad listserv
- Oversees Undergraduate Admissions and Advising Assistant – **Devan Johnson**

### Undergraduate Advisor

Ali Nottke | [a.nottke@ufl.edu](mailto:a.nottke@ufl.edu)

- Brand new 2<sup>nd</sup> Undergraduate Advisor in the SA+AH, just started this summer
- Previously worked at SUNY Binghamton University in upstate New York as a live-in Area Coordinator and part of the Residential Life leadership team
- (A few) professional Interests:
  - Holistic support of students
  - Impact of student identity and intersectionality on collegiate success, recruitment, and retention
  - Learning experiences outside of the classroom
- Will work to build equitable and sustainable support for SA+AH BIPOC students
- Will work towards making and maintaining robust connections with alumni
- Shares management of SA+AH Ambassadors
- Also a helping professional and works as Dana does to help support faculty in working with students who need extra support/liasing with other UF offices

### Undergraduate Admissions and Advising Assistant

Devan Johnson | [devnjohn@ufl.edu](mailto:devnjohn@ufl.edu)

- Change of grade forms
- Room reservations (this can be complicated if it's not a room we "own")
- Oversees grade input (always due by noon of the Monday after exam week)
- Large hand in scheduling input (you won't work with her directly on this, most likely)
- Textbook Adoption Questions
- Ensures courses are listed correctly for faculty evaluations
- Generally the first point of contact for prospective students
- Can assist with recruitment materials for your recruiting needs
- Assists with all functioning of undergraduate advising office

**A FEW WAYS TO SHARE INFORMATION IN THE SA+AH:****THE “ARTGRADS -L” LISTSERV**

Every current and incoming SA+AH grad student UFL email has been collected into the **ARTGRADS -L** Listserv. This is one of two listservs that receive regular grad student email announcements from the SA+AH graduate office. The “**Grad List**” is posted to by faculty, grad and administrative staff only to list **CRITICAL registration and business communications**. At this stage of preparing for the new term, you should keep an eye out for messages sent to this list and from the [saahgradoffice@arts.ufl.edu](mailto:saahgradoffice@arts.ufl.edu) carefully. This is an important step in helping you help yourself.

**THE “ARTGRADS-SHARE-L” LISTSERV**

Every current and incoming SA+AH grad student UFL email is also collected into the **ARTGRADS-SHARE-L** Listserv. This is the second of our two SA+AH grad listservs. The “**Grad Share**” is posted to by faculty, grad and administrative staff to list job or financial opportunities, scheduled events and other useful grad communications within your peer community.

**PLEASE NOTE: the SA+AH grad office is not a resource for distributing personal contact information.** However, in instances where you are reaching out to your peers seeking roommates, and other “life as a graduate student” resource connections, you may provide your email contact information in a relevant listserv posting for the “**Grad Share**” that might enlist a response from your graduate peers.

**TO SEND INFORMATION TO THE “Grad Share” ARTGRADS-SHARE-L LIST,** send your e-mail exactly as you intend for it to be viewed to:

ARTGRADS-SHARE-L@LISTS.UFL.EDU

*Please proof yourself before sending, or email me if you have a question prior to sending.* You will receive an email message indicating that a “moderator will approve”. That moderator is me, Patrick Grigsby. If I have a question, I will respond to you directly before approving.

Patrick Grigsby

[saahgradoffice@arts.ufl.edu](mailto:saahgradoffice@arts.ufl.edu)

University of Florida

School of Art & Art History

Lecturer in Art Education

Graduate Information Office

# FAC, FAD Graduate Studio Contract

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 Facilities and Operations Specialist. 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 Facilities and Operations Specialist 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 students attempt 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, a hold may be placed on his/her record until the key is returned."*

~ SA+AH Graduate Student Handbook.

## Terms of 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. You may not store anything in common spaces or hallways.
4. Professional and respectable behavior is required of all occupants.
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 common space.
10. Secure your belongings. UF and the SA+AH are not responsible for items in your studio and cannot be held responsible for theft or damage.
11. Immediately notify the faculty member in charge of graduate studios and the area coordinator for graduate studios if any problems arise.
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 Guidelines).
15. Report any problems with the facility immediately to your Teaching Lab Specialist and/or the SA+AH Facilities and Operations Specialist. Be as detailed about 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 23<sup>rd</sup> 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 Facilities and Operations Specialist.
- ✓ **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 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**

**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 Oicenth 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 Facilities and Operations Specialist. 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 Facilities and Operations Specialist 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 students attempt 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, a hold may be placed on his/her record until the key is returned." ~ SA+AH Graduate Student Handbook.*

## General Terms of 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. Professional and respectable behavior is required of all occupants.
4. Music is to be played through headphones only.
5. Never borrow any tools, supplies or material from any other space without prior permission.
6. No refrigerators are permitted in any individual or shared studios.
7. No heaters are permitted in any individual or shared studios, or common spaces.
8. Keep all studio doorways to the common space clear – no curtains are permitted.
9. Studio space is assigned to a specific student and is not to be used or shared by any other person.
10. Always secure your belongings. UF and the SA+AH are not responsible for items in your studio and cannot be held responsible for theft or damage. Do not leave valuable personal or UF property out in plain sight in your studio space. We suggest that you acquire a lockable storage container if you plan to keep valuables in your studio at GRADhaus.
11. Please keep the bathrooms clean. Never use the bathroom sinks for any studio cleanup purposes.
12. You are responsible for disposal of any trash that does not fit into the trashcans in an appropriate manner (see UF Health & Safety Guidelines).
13. Report any problems with the facility immediately to your area Teaching Lab Specialist and/or the SA+AH Facilities and Operations Specialist. Be as 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 any problems arise.
17. **IN AN EMERGENCY CALL 911, report the incident and tell them your location,**
  - **810 NW 1<sup>st</sup> 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 Sprits, 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 your 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**

Studios will be reassigned each academic year. 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 assignment.

**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. Grad 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 using Lowes "BEST" VALSPAR one coat semi gloss.



- ✓ Studio must be free of trash - no "free stuff" piles should be left behind.
  - ✓ Excess furniture should be removed.
  - ✓ 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 Facilities and Operations Specialist.
  - ✓ **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 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



### 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.



## APPENDIX J: Registration Request Form



### Graduate Registration Request

**PLEASE USE BLACK INK**  
**SCAN & SUBMIT DOCUMENTS ELECTRONICALLY**  
 Include all Individual Study Contracts with this form

Fill out form completely. \*Email completed form to [saahgradoffice@arts.ufl.edu](mailto:saahgradoffice@arts.ufl.edu)

\*Email Submission instructions are located at <http://arts.ufl.edu/academics/art-and-art-history/graduate-advising/welcome/>

<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer A <input type="checkbox"/> Summer B <input type="checkbox"/> Summer C YEAR _____	NAME _____ <input type="checkbox"/> GA <input type="checkbox"/> Fellow UFID _____ <input type="checkbox"/> MA <input type="checkbox"/> MFA <input type="checkbox"/> PhD DEGREE PROGRAM: _____ <b>STUDIO MFA SELECT CONCENTRATION:</b> <input type="checkbox"/> ART + TECH <input type="checkbox"/> CERAMICS <input type="checkbox"/> CREATIVE PHOTO <input type="checkbox"/> DRAWING <input type="checkbox"/> GRAPHIC DESIGN <input type="checkbox"/> PAINTING <input type="checkbox"/> PRINTMAKING <input type="checkbox"/> SCULPTURE PHONE _____ EMAIL _____
---	---

Table below must be filled out with your DGS during your advising meetings. **SECTION NUMBERS & SIGNATURES MUST BE INCLUDED.**

# of credits	Course Prefix	Course #	Class #	Ind. Study Contract Attached? Y/N	Course Title (actual course from schedule, not cognate name)	Instructor	Drop or Add?

- ☐ I confirm that I have checked for course meeting time conflicts and have reviewed my account for holds.  
☐ I will self-register these courses using the provided section numbers. The above information reflects my requested course schedule.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

DGS Signature \_\_\_\_\_ Date \_\_\_\_\_

**UNDER REVISION FOR  
2022-23  
Unique Syllabi required  
for Individual Study**

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

## 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 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

☐ add ☐ remove ☐ no change

UFID							
				-			

2. Co-Chair (If Applicable): \_\_\_\_\_

Signature: \_\_\_\_\_

☐ add ☐ remove ☐ 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

Abstract of Dissertation Presented to the Graduate School  
of the University of Florida in Partial Fulfillment of the  
Requirements for the Degree of Doctor of Philosophy

TITLE OF THE WORK, CENTERED, SINGLE-SPACED,  
IN ALL CAPITAL LETTERS, EXACTLY AS ON TITLE PAGE

By

Your Name as on the Title Page, but in Title Case

Month and year of graduation

Chair: Name (Do not put Dr. before the name, and do not put degrees after it)

Cochair: Name (if any, otherwise delete this line)

Major: See your Editorial Document Management record for your exact major

Dissertation abstracts must be 350 words or less. The electronic and pdf versions must be the same (except for the spelling out of Greek letters and symbols in the electronic version) and note that the electronic version will be truncated at 350 words. Thesis abstracts should be 250 words or less.

The { TC ABSTRACT } in the first paragraph is a Table of Contents field that allows us to bring the word “Abstract” into the TOC without assigning it a specific style. It can only be seen if the show/hide toggle is set to “show.” Removing this will cause your Table of Contents to be improperly formatted.

### 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

Month and Year of Graduation (*no comma between the month and year*)  
(NOT month the work is presented or performed)

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

Co chair: Name of Supervisory Co chair (if any)—otherwise delete this line

Major: Art, Art History, Museology, Art Education

The double-spaced text of the summary begins here. Note that the headings above should be typed single-spaced as shown in this sample. Single-space the title if it runs more than one line. There should be no 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](http://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			
ARH	Seminar	3			
ARH	Seminar or 3/4000	3			

### Electives 12 credits/4 courses (Up to 9 may be in related areas outside of the College)

ARH		3			
		3			
		3			
		3			

### Thesis Courses 6 credits/2 courses

ARH 6971	Thesis	3			
ARH 6971	Thesis	3			

### Language Proficiency (1 Needed)

	Art History DGS signature: _____ date: _____
--	--

### 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**

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

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Course & Section	Title	Credits	Faculty	Grade	Term/Year
<b>Core Courses In Primary Area 15 Credits/5 Courses (Max Of 12 Credits In Any One Seminar/Course #)</b>					
ARH		3			
ARH		3			
ARH		3			
ARH		3			
ARH		3			
<b>Secondary Area Of Art History 9 credits/3 Courses (NOT IN AREA OF SPECIALIZATION)</b>					
ARH		3			
ARH		3			
ARH		3			
<b>Related Electives/Outside Minor Field 9 Credits; 6 Credits If Student Has Not Yet Taken ARH 5816. DGS must approve electives taken outside of the School</b>					
1.		3			
2.		3			
3.		3			
<b>Research And Dissertation 27 credits</b>					
ARH 7979		3			
ARH		3			
ARH		3			
ARH		3			
ARH		3			
ARH		3			
ARH					
ARH					
ARH					
<b>Language Proficiency (1 Needed)</b>					
			Art History DGS signature:	Date:	
<b>Additional Courses</b>					

QUALIFIERS: \_\_\_\_\_ Date Passed

SUPERVISORY COMMITTEE CHAIR: \_\_\_\_\_

**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 15 credits/5 courses** (write disciplinary focus here: \_\_\_\_\_ )


**Electives 6 credits/2 courses**


**Thesis 6 credits/2 courses** (ARE) Thesis OR 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: \_\_\_\_\_

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

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

SUPERVISORY COMMITTEE CHAIR: \_\_\_\_\_

## 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
<b>Required Courses 9 credits/3 courses</b>					
ARE 6049	History of Teaching Art	3			
ARE 6148	Curriculum in Teaching Art	3			
ARE 6641	Issues in Art Education	3			
<b>Advanced Studio Electives 9 credits/3 courses</b>					
ART		3			
ART		3			
ART		3			
<b>Art History or Criticism Electives 3 credits/1 course</b>					
ARH		3			
<b>EPI (Educator Preparation Institute) Required Courses 12 credits/4 courses</b>					
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			
<b>Thesis Prerequisite 3 credits/1 course (Do not need to take if doing a Project in Lieu of Thesis)</b>					
ARE 6746	Methods of Research	3			
<b>Thesis/Project 3 credits/1 course CHECK BOX FOR THESIS OR PROJECT IN LIEU OF THESIS (To be taken with the chair of committee)</b>					
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: \_\_\_\_\_

## MXD program tracking sheet

MFA in Design & Visual Communications

Name:  
Year enrolled:  
Faculty Mentor:

UFID:  
Email:  
Mobile:

**Graduate Committee** (Assigned/approved by DGS)

Chair:  
Member 2:

Member 1:  
Member 3 (optional):

### 3 year, 60-credit, course requirements

YEAR 1				
Fall	GRA6930	Seminar	03	
	GRA6931C	Research & Practice	03	
	Elective 1 or ARE 6386*		03	
Spring	GRA6930	Seminar	03	
	GRA6931C	Research & Practice	03	
	Elective 2		03	
Summer	GRA6944	Practicum	03	
YEAR 2				
Fall	GRA6930	Seminar	03	
	GRA6931C	Research & Practice	03	
	Elective 3		03	
Spring	GRA6930	Seminar	03	
	GRA6931C	Research & Practice	03	
	GRA6973	Project in Lieu of Thesis (Develop proposal, with chair)	03	
Summer	GRA6944	Practicum	03	
YEAR 3				
Fall	GRA6973	Project in Lieu of Thesis	06	
	Elective 4		03	
Spring	GRA6973	Project in Lieu of Thesis	06	
	Elective 5			

\* Students on assistantships may take ARE6386 or equivalent prior to teaching as instructor of record.

\*\* Electives are intended to support the student's course of study and research interests. These may be selected based on topic, medium, or conceptual/theoretical focus, for example, women and gender studies, health, sustainability, environment, sociology, anthropology, entrepreneurship, rhetoric, history, etc.

**Project in Lieu of Thesis**

Must be approved by advisor. Supervised by DVC faculty member. Electives\*\* — 15 credits; Students on assistantships must take ARE6386 or its equivalent prior to teaching

**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			
<b>Studio Concentration Seminars</b> 18 credits					
ART 6933		3			
ART 6933		3			
ART 6933		3			
ART 6933		3			
ART 6933		3			
ART 6933		3			
<b>*Outside Studio Concentration Seminars</b> 6 credits					
ART 6933		3			
ART 6933		3			
<b>*Electives</b> 12 credits (3000 level outside SAAH/ 5000 in SAAH)					
		3			
		3			
		3			
		3			
<b>Outside SAAH Electives</b> (Research/Discipline Appropriate) 3 credits (1 course) (3000 and above outside SAAH)					
<b>Art History Electives OR APPROVED Academic Substitutions</b> 6 credits (2 courses) APPROVALS REQUIRE ACADEMIC SUBSTITUTION FORM (SEE APPENDIX L)					
<b>Project in Lieu of Thesis</b> 6 credits (Over 2 semesters)					
ART 6973	Project- in-lieu-of Thesis (research)	3			
ART 6973	Project- in-lieu-of Thesis (project & report)	3			

2 of the 6 courses must be with Supervisory Committee

Committee Chair:

Committee Members:

1<sup>st</sup> year review:2<sup>nd</sup> 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					



## FACULTY & STAFF DIRECTORY / FALL 2022

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

OPERATIONS + FACILITIES MANAGER: (352) 273-3048

LAST	FIRST	NOTES	TITLE	PROGRAM	PHONE	OFFICE	E-MAIL
<b>FACULTY</b>							
Behm	Anthea		Assistant Professor	Studio Art	273-3036	FAD 333	antheabehm@ufl.edu
Briccetti	Rose		Visiting Assistant Prof	Studio Art	273-3029	FAD 237	rbriccetti@ufl.edu
Burdette	Derek		Assistant Professor	Art History	273-3059	FAC 125	derekburdette@ufl.edu
Cabañas	Kaira		Professor	Art History	273-3064	FAC 123	k.cabanas@ufl.edu
Fuenmayor	Jesús	Galleries	Director + Curator	Museum & Curatorial Studies	273-3041	Gary R. Libby Univ Gallery	jfuenmayor@ufl.edu
Gerson	Victoria		Lecturer	Design		FAC 317	vgerson@ufl.edu
Gladdys	Katerie		Associate Professor	Studio Art	273-3073	FAC 301	kgladdys@ufl.edu
Gonzalez	Adrian		Visiting Assistant Prof	Studio Art		FAC 317	gonzalezadrian@ufl.edu
Griffin	Dori	DGS — Design	Assistant Professor	Design		FAC 313E	dorig@ufl.edu
Grigsby	Patrick	Graduate Program Coordinator	Lecturer	Art Ed Online SA + AH Office	273-3071	FAC 103	saahgradoffice@ufl.edu (graduate needs) pgrigsby@ufl.edu (all other)
Harclerode	Devin	DGT — Studio	Visiting Lecturer	Studio Art		FAD 239	dharclerode@ufl.edu
Hodge	Mark		Visiting Assistant Prof	Art History		FAD 333	mch22@ufl.edu
Hyde	Melissa		Associate Director / Professor	Art History	273-3057	FAC 113	mhyde@ufl.edu
Jendi	Shaza		Visiting Assistant Prof	Design		FAC 313A	s.jendi@ufl.edu
Jones	Ashley		Assistant Professor	Art History	273-3069	FAC 115	ashley.jones@ufl.edu
Knudson	Ellen	Libraries – joint appointment	Associate Instructor	Studio Art	273-2754 (Library)	FAC 311	eknudson@ufl.edu
Lai	Guolong	DGS — Art History	Associate Professor	Art History	273-3072	FAC 119	gllai@ufl.edu
Luís Lima	Álvaro		Assistant Professor	African Art History	294-0556	FAC 121	lima@ufl.edu
Marconi	Logan		Visiting Assistant Prof	Studio Art		FAD 227	lmarconi@ufl.edu
Micieli-Voutsinas	Jacque	Program Head & DGS — Museum Studies	Assistant Professor	Museum Studies	273-3062	FAD 231	jmicielivoutsina@ufl.edu
Miller	Sean		Associate Professor	Studio Art	273-3086	FAC B2B	swarp@ufl.edu
Moore	Porchia		Assistant Professor	Museum Studies	273-3042	FAC 116B	porchia.moore@ufl.edu
Morrisroe	Julia		Professor	Studio Art	273-3031	FAD 233	julia01@ufl.edu
Myers	Dana		Director of Undergrad Admissions and Advising	Art + Art History	273-3056	FAC 108	dmyers@ufl.edu
Nottke	Ali		Undergraduate Advisor	Art + Art History	273-3058	FAC 106	a.nottke@ufl.edu
Powell	Heidi	Director & DGS — Art Ed online	Associate Professor	Art Education	294-1381	Walker 215	h.powell@ufl.edu
Ring	Jesse		Assistant Professor	Studio Art	273-3083	FAC B15	jesse.ring@ufl.edu
Rogal	María		Professor	Design	273-3080	FAC 313D	mrogal@ufl.edu
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# Language Proficiency

MA and PHD Art History Proficiency Identification Sheet



Name \_\_\_\_\_ Degree: [ ] MA [ ] PhD

UFID: \_\_\_\_\_

Language Exam	
Date of exam	
Language	
Readers	
Pass	
Retake	
DGS Signature	
Notes:	

*Please Upload to eLearning Canvas "Art & Art History Graduate Advisement" space — Language Milestone Assignment  
(copy will be sent to L. Robertson for final degree audit)*

## 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 repository 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://arts.ufl.edu/processwire/syllabi/>

**If you experience challenges with the site, contact Bash Choudhry in the College of the Arts: basharat@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
  - Course title
  - Semester and Year of course
  - Credit Hours
  - Instructor's contact information including office location and telephone number
  - Preferred communication method and length of response time expectation
  - 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  
(<https://www.bsd.ufl.edu/textadoption/Manage/Start.aspx>), 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.  
[\(https://arts.ufl.edu/academics/art-and-art-history/health-safety/\)](https://arts.ufl.edu/academics/art-and-art-history/health-safety/)
  - 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 Facilities and Operations Specialist before the end of the 2<sup>nd</sup> 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://ufl.bluera.com/ufl/>. 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 Graduate Teaching Assistants at <https://ufl.bluera.com/ufl/>.

## 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 (<https://catalog.ufl.edu/UGRD/student-responsibilities/writing-requirement/>) 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 Integrity:

<https://sccr.dso.ufl.edu/quick-links/academic-integrity/>

Honor Code and Student Conduct:

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

4. Information about the UF counseling and wellness services:

University Counseling & Wellness Center  
3190 Radio Road  
P.O. Box 112662, University of Florida  
Gainesville, FL 32611-4100

Phone: 352-392-1575

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

## Useful References / Links

University of Florida Policy on Course Syllabi: <http://syllabus.ufl.edu/syllabus-policy/>

GENED Syllabus: <http://syllabus.ufl.edu/media/syllabusufledu/Sample-GE-Syllabus.pdf>

Teaching Policies for Faculty: <http://handbook.aa.ufl.edu/teaching/policies/>

## 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/>



## SUBMISSIONS:

- All graduate students complete written documents, submitted as one PDF: a thesis, dissertation, or project in lieu of thesis.
- And, all students must pass a formal, oral defense before submitting the document. At the defense, faculty verifies your completion of significant milestones by signing prepared forms. (A final written defense is part of some grad degrees, as shared by your area advisors.)

**Project in Lieu of Thesis** graduates create a written document in **ADDITION** to your exhibition or any final term project.

- Students completing this final document upload their Project in Lieu of Thesis PDF papers into the Canvas eLearning site “COTA Graduation”.

**Thesis and Dissertation** papers are submitted to the UF Editorial Office at the following link:

<http://graduateschool.ufl.edu/about-us/offices/editorial/>

- **Theses/Dissertations** are uploaded to the Graduate School. The Editorial office guidelines, deadlines, and checklists are linked above, and explained in full detail on their website. Students upload the PDF document **TWICE** (first review & final review).

The Graduate School editors will send your committee chair and you confirmation when this has been received, emails with additional details for completing all steps, and a final confirmation that the document has been accepted as final and forwarded for publication.

**All projects, dissertations, and theses are online in the University of Florida George A. Smathers Libraries.**

## First Year Studio Review Process

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### 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

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

**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):

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☐ 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)*

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## SA+AH GRADUATE HANDBOOK / 2022-2023

***PLEASE SIGN, DATE AND RETURN THIS FORM TO YOUR AREA DGS DURING YOUR NEXT ADVISEMENT SESSION. An electronic version will be available as an Assignment for submission in “Art + Art History Graduate Advisement”***

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 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