Course Description: Completion of the MFA Exhibition works and research for the Extended Artist's Statement.

Prerequisites: Passing the MFA Semester Review, Forming the MFA Committee.

Course Content and Objectives: The MFA Creative Project course entails the making of the work for the MFA Exhibition, writing an Extended Artist Statement with Annotated Bibliography, creating digital images of all work in the MFA Exhibition, creating installation photos of the exhibition, and successfully defending the work in an Exit Review while the exhibition is up.

Course Structure:
Before the start of the semester the MFA Candidate must select a graduate committee including both printmaking faculty and a third qualified faculty member.

The MFA Candidate will create an Extended Artist's Statement with an Annotated Bibliography of specifically relevant sources addressing the work of the MFA Exhibition. Drafts of this document will be periodically reviewed by the primary faculty member for editing, then sent to the committee one week prior to exit review. This paper should be (at minimum) three pages including a page of at least 3 citations of bibliographical sources with very short annotations.

The student will schedule at least one meeting with each of the committee members in the prior semester or early in the semester so that they become an integral part of discussion around the critique of all artworks and specifics of presentation of the exhibition. It is the student’s responsibility to make these committee members aware of personal contextual research that has and will influence the works at this time. It is the student’s responsibility to give them the opportunity to share advice on all items of this course and the MFA Exhibition course. To do this end, the student may meet or correspond with the committee to update them on their progress.

In the first week of the semester the student contacts each of the committee members to collect availability dates/times for the week(s) in which (s)he wishes to schedule the Final Defense/MFA Exit Review. One good way to do this is by creating a Doodle poll and inviting the committee to participate. As soon as a time has been settled, the student contacts the committee and asks for confirmation of that date and time. Do not delay getting confirmation! Confirmation should be in the form of an email stating that they can meet this day/time. The MFA Exit Review must be complete no later than the day before “Reading Day” of that semester. If the Exit Review is not possible in the exhibition (time/location) then the Review may be scheduled in the Hickory 160A or 264. In this case, the graduate student will reserve the room by contacting Andy (for 160A) or Kate Collin, Rachel Black, and Elaine Pawlowicz (for 264). If an on-campus Exit review is needed, the student will create a Powerpoint presentation showing professional quality images of the artworks and images of the artworks installed in the exhibition. The student will provide the most up to date edit for the Extended Artist's Statement at least one week prior to the Final Defense/MFA Exit Review. At the exhibition review, the student will provide a copy of the extended Artist's statement, and the Exit Review Form available in the Studio Office. The student will provide a disc with a series of PDF documents to the studio Office and a Dropbox copy to the Major Professor once the Exit review form is signed.

Course Requirements and Grading:
*Completion and Selection of the works for a unified MFA Exhibition = 2 letter grades
*Final Extended Artist's Statement with Annotated Bibliography = 4 letter grades
*Digital documentation of each work AND of the Installation photos of the work in the exhibition space, And an Image ID sheet listing of works in the exhibition with media and dimensions. = 2 letter grades
*Final Updated CV = 1 letter grade
*MFA Final Defense/MFA Exit Review = 1 letter grades

** NOTE: All of the prior requirements must be completed to pass this course and complete the MFA degree.
* Due at time of installation
The Extended Artist's Statement is the scholarly document meant to succinctly illuminate the candidate’s research and provide contexts to the work to a general audience. The Studio Art Department asks for three pages. I would set the guidelines as the text body having 800-2000 words, plus a one page annotated bibliography (at least 3 source citations with very short descriptions on each. The statement should also place this body of work within a context of art history/theory and specifically showing how the work aligns itself with or departs from certain trends or philosophies in the history of art and printmaking. It should identify the primary themes and concepts and how they play themselves out in the work. Annotated bibliography should be of carefully researched relevant sources.

This Extended Artist’s Statement will be an evolving document this semester. Send it as a word doc with a list of relevant bibliographical sources via email for editing. The statement should go through progressive drafts before the final draft is submitted. In this way, the Extended Artist’s Statement is not an afterthought nor a surprise. The final version of the Extended Artist’s Statement should also be sent to each of your committee members via email at least one week prior to your MFA Review. If the committee has suggestions to make for this document, they may do so via email or at the Exit Review. If further edits are needed prior to signing the Exit Review Form, the committee may hold until these edits are addressed.

MFA Review: Contact each of your committee members in the first week of classes to schedule the date for the review. Your exit review will be a discussion with the committee. You should be prepared to lead the conversation discussing all relevant issues of your work (especially form, technique, concepts, theory, context, and presentation), the potential for further development, a personal assessment, and long and short term studio/career goals.
CA{\underline{LENDAR}}: created for Melody Vaughan, Spring 2016
All meeting times Monday 11am-2pm unless noted.

**Due by May 5 via Dropbox link to adecaen@gmail.com**

Jan 25
Discuss Requirements for course:
- Artworks for a unified MFA Exhibition
- Extended Artist’s Statement with Annotated Bibliography
- Digital documentation of each work in the MFA Exhibition
- Installation photos of the work in the exhibition space
- Image ID sheet listing of works in the exhibition with media and dimensions.
- Final Updated CV
- MFA Final Defense/MFA Exit Review

This week:
* Contact MFA Committee to give them exhibition dates, gallery open hours and reception times.
* Make Doodle poll and invite committee for dates/time MFA Exit Review.
* Make sure MFA Degree Plan (pink form) is updated and current.
  Alert Andy if any Special Problems classes have not already been re-named.
* Before Feb 6: Apply for graduation.
  (They will not accept late applications. If you forget, it may delay receiving your degree for 6 months.)
* Send UNT Adjunct Application for Summer Teaching, if applicable. (Deadline Feb 1.)

Feb 1
Bring printed draft of artist’s statement with ideas about bibliographical sources for discussion.
Discuss content of Extended Artist’s Statement with Annotated Bibliography

This week:
* Write 1st draft of Extended Artist’s Statement with Annotated Bibliography
* Update CV for next meeting discussion.
* Send Extended Artist Statement and CV to adecaen@gmail by Sunday Feb 7 for review.

Feb 8
Discuss 1st draft of Extended Artist’s Statement with Annotated Bibliography
Bring printed updated CV for review.

This week:
* Edit 2nd draft of Extended Artist’s Statement with Annotated Bibliography
* Add portfolio of all work intended for MFA Exhibition to Dropbox for review.
  * Send Extended Artist Statement to adecaen@gmail by Sunday Feb 21 for review.

Feb 15
No Meeting. (Take studio time.)

Feb 22
Discuss 2nd draft of Extended Artist’s Statement with Annotated Bibliography
Review portfolio of all work intended for MFA Exhibition

This week:
* Edit 3rd draft of Extended Artist’s Statement with Annotated Bibliography
  * Send Extended Artist Statement to adecaen@gmail by Sunday Feb 28 for review.

Feb 29
Discuss 3rd draft of Extended Artist’s Statement with Annotated Bibliography
Critique of new work.

This week:
* Edit 4th draft of Extended Artist’s Statement with Annotated Bibliography
  * Send Extended Artist Statement to adecaen@gmail by Sunday March 13 for review.

March 7
No Meeting. (Take studio time.)

March 14
Discuss 3rd draft of Extended Artist’s Statement with Annotated Bibliography

This week:
* Edit 4th draft of Extended Artist’s Statement with Annotated Bibliography
  * Send Extended Artist Statement to adecaen@gmail by Sunday Feb 28 for review.

March 21
Discuss Final draft of Extended Artist’s Statement with Annotated Bibliography
Critique of new work.
Discuss future letters of recommendation requirements.

March 28
No Meeting. (Take studio time.)
April 4  No Meeting.  (PRINT Press project week.)

April 11  Exhibition Reception TBA

TBD    MFA Defense and Exit Review in the exhibition space. If not possible in the exhibition space, you will make a Power point presentation to show at review including images of the works and images of the installation. Pick up a copy of the MFA Exit Review Form (Studio Office) read it so that you are prepared for the review and bring it to the review.

May 7  
Due at Studio Office: a CD with:
  • PDF Extended Artist’s Statement
  • PDF of all artworks in MFA exhibition

Due on Dropbox for Andy:
  • PDF Extended Artist’s Statement and Annotated Bibliography
  • PDF Current Resume
  • JPGs of all artworks in MFA exhibition
  • JPGs of Installation Photos of the Exhibition
  • PDF Thumbnail Image list with title, media, scale, year.

Fri, May 8  FINAL CLEAN-UP SESSION, 1-5pm
Academic Honesty
Standards of academic honesty will be upheld. All work must be the product of the student’s own ideas and efforts.
Details: www.unt.edu/csr/student_conduct No Double Dipping! Students may NOT turn in the same artwork for two courses.

Safety & Course Risk Factors
According to University Policy, this course is classified as a category three (3) course. Students enrolled in this course are exposed to significant hazards which have the potential to cause serious bodily injury or death. In this class, those risks are related to (exposure to various chemicals, heavy tools, and sharp tools). Students enrolled in this class will be informed of potential health hazards or potential bodily injury connected with the use of materials and/or processes and will be instructed about how to proceed safely. Safety procedures will be given the first week and throughout the term as new safety issues become pertinent. Please report any damaged or dangerous items to your Professor immediately.
No eating in the print studios! No open-toed shoes in the print studios.

Students who are pregnant or will become pregnant during the course of the semester are advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. Upon request, your professor will provide a list of chemicals and safety issues for your doctor to review. Material Safety Data Sheets are available on all chemicals. It will be up to you and your doctor to determine what course of action to take.

Building Emergency Procedures
In case of emergency (the alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of tornado (campus sirens will sound) or other weather related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until an all clear signal is sounded. Follow the instructions of your teachers and act accordingly.

Americans with Disabilities Act
*The College of Visual Arts and Design is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the College will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course. If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be given to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.
Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNT Policy 18.1.14, at www.unt.edu/oda, and by visiting the ODA in Room 321 of the University Union. You also may call the ODA at 940.565.4323.

Disabilities Accommodation:
Please notify the instructor if you have a disability that requires accommodation. It is also required that you register with the UNT Office of Disability Accommodation, Student Union, Room 318. The College of Visual Arts and Design policy on accommodation is available upon request in the CVAD Dean’s offices, Room 107. Further questions and problems on accommodation may be addressed to Associate Dean Eric Ligon, School Accommodation Liaison, Art Building, Student Advising, Room 111.

Center for Student Rights and Responsibilities
Each University of North Texas student is entitled to certain rights associated with higher education institutions. See www.unt.edu/csr for further information.

Financial Aid Satisfactory Academic Progress - Undergraduates
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit http://financialaid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being done so.

NOTE: I retain the right to change the syllabus and post it if the needs of the course or students change. Bring your syllabus, project outlines and handouts with you to every class.
Printmaking Syllabus Agreement (STUDENT’S COPY)

"I have read and fully understand the course structure, attendance, clean-up day requirements, grading requirements, and health risk factor rating (3) as outlined and described in the course syllabus. I hereby agree to the syllabus and its provisions. I understand that there are certain risk factors assumed with this course, and I assume full responsibility for any injury that I may incur as a result of the course’s activities."

"I understand and agree that when I use UNTs tools/equipment (squeegees, printing boards, registration pins, stones, carving tools, Intaglio hand tools, etc.) I will return it to good condition or replace it before the end of the semester, and that failure to do so will drop my semester grade by one letter. This includes graining the image off and flattening litho stones used during the semester."

"I grant CVAD and its representatives permission to use my artwork and my likeness for public display, exhibition, publication, or other research and educational purposes. I understand no commercial use will be made of the images, but that the images could be used on the College and University’s public website and possibly in other educational or public relation campaigns."

Course#: ASTU  Course Name:  Risk rating: 3

Phone Number  

email address

Student Signature: _____________________________________________

Printed Name: ______________________________________ Date: ________________

Printmaking Syllabus Agreement (INSTRUCTOR’S COPY)

"I have read and fully understand the course structure, attendance, clean-up day requirements, grading requirements, and health risk factor rating (3) as outlined and described in the course syllabus. I hereby agree to the syllabus and its provisions. I understand that there are certain risk factors assumed with this course, and I assume full responsibility for any injury that I may incur as a result of the course’s activities."

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Student Signature: _____________________________________________

Printed Name: ______________________________________ Date: ________________