

Master of Fine Arts in Studio Art

Handbook

Guidelines and Forms

Department of Art & Design
California State University San Bernardino

2019- 20

**Master of Fine Arts
in Studio Art**

Department of Art & Design
California State University San Bernardino
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California State University San Bernardino Master of Fine Arts in Studio Art

8 units of graduate level courses per quarter constitute a full-time load. In quarters, courses have different unit amounts. Starting in Fall 2020, CSUSB will be on the semester system and 6 graduate units will constitute a full-time load. All semester courses will be 3 units each.

Degree Requirements (90 units)

ART 604 - Graduate Studio (5 units) completed at least 6 times, for a total of 30 units

ART 620B or D - Graduate Studio Critique (2 or 4 units) for a total of 28 units

ART 617 - Graduate Seminar in Critical Theory and Methodologies (4 units)

ART 618 - Graduate Seminar in Contemporary Art Issues and Practices (4 units)

ART 630 - Graduate Seminar in Professional Practices (4 units)

ART 595A-E - Independent Study (1- 5 units)

ART 670 - Practicum for Teaching in Art (2 units) (optional)

ART 695 - Master's Project (5 units) *

Art History Elective (4 units) to be approved by the graduate coordinator

ART 698 - Continuous Enrollment** (0 units)

Ten units of electives appropriate to the student's goals. Courses may be chosen from upper-division offerings of any department in the university subject to prior approval by the student's advisor and the graduate coordinator.

* You must be formally advanced to candidacy before enrolling in ART 695/ 6695. See p. 9 for procedures for advancement.

** You must be enrolled in a course every quarter or you will be dismissed from the program and university. ART 698/ 6698 is designed to maintain your graduate status when you are not taking a course or you have completed your academic coursework and are waiting for your exhibition. You may choose to apply for a leave of absence for special circumstances. If you are dismissed from the program and university, you must apply to both for re-admission.

Full-Time Student Schedule (starting in 2019)

Fall	Winter	Spring	
604 (5 units)	604 (5)	604 (5)	
620D (4 units)	620D (4)	620D (4)	
	<i>elective (1-5)</i>	<i>elective (1-5)</i>	
9 units	9- 14 units	9- 14 units	27-37 units, but must total at least 30 for Q2S.

Fall	Spring	
6604 (3)	6604 (3)	
6620 (3)	6617 (3)	
<i>AH elective (3)*</i>	6620 (3)	
	<i>elective (3)</i>	21 units

Fall	Spring	
6604 (3)	6618 (3)	
6620 (3)	6620 (3)	
6630 (3)	6695 (3)	18 units

This schedule is subject to change.
Suggested or optional courses listed in italics.
*Mandatory courses are listed in **bold**.*
Art History and non- graduate electives can be taken during different quarters than indicated.

MILESTONES:

Spring First Year:

- Form graduate committee/ First committee meeting

Fall Second Year:

- Group MFA Exhibition (second year students only)

Fall Second Year:

- Meetings with individual committee members
- Advancement to Candidacy meeting with Department Graduate Committee

Spring Second Year:

- Second committee meeting

Fall Third Year:

- Third committee meeting

Spring Third Year:

- Culminating Exhibition and Artist Statement approved
- Final committee meeting during Master's Project exhibition
- Black binder due

COURSES

please note, all courses in semesters will be 3 units

ART 604/ ART 6604

quarter/ semester

Graduate Studio in Art

5 units

Investigation of advanced studio problems focusing on the development of individual directions. Meeting days and times are to be scheduled with the professor. You need 30 units total for the degree. ***see note below**

ART 617/ ART 6617

quarter/ semester

Graduate Seminar in Critical Theory and Methodologies

4 units

This course provides an examination of various theoretical, critical and methodological approaches with emphasis on contemporary visual arts. *You must achieve a grad of B or better for this course to fulfill the Writing Requirement for Graduate Candidacy*

ART 618/ ART 6618

quarter/ semester

Graduate Seminar in Contemporary Issues and Practices

4 units

This course covers current issues and practices and their relevance to contemporary artists.

ART 620 B or D (2 or 4 units)/ ART 6620 (only offered as 3 units)

quarter/ semester

Graduate Studio Critique

Critiques will be led by rotating members of the art faculty each quarter, complemented with visiting artists/ critics/ curators. Students will be expected to present current work each quarter. Meeting days and times are to be scheduled with the professor. Graded CR/ NC.

ART 630/ ART 6630

quarter/ semester

Professional Practices in the Visual Arts

4 units

Portfolio development and selection of art markets, legal and financial issues in the production and protection of art. Teaching practicum and creation of teaching philosophy. Postgraduate professional development. Writing short and long form artist statements.

**ART 670 (This course will be folded into ART 6630 starting from Fall 2020)
Practicum for Teaching in Art**

2 units

This course is taken in the second year in conjunction with an arranged teaching assistantship. The course will help prepare you to teach a course in the third year. Teaching opportunities are awarded on the basis of merit and require a written proposal. Low enrollment in a class is beyond the department's control and may result in a course cancellation. In that case, every effort will be made to provide an alternate teaching opportunity. Meeting days and times are to be scheduled with the professor. This is not a required course for the degree.

ART 695E/ ART 6695

quarter/ semester

Master's Project in Studio Art

5 units

Each graduate student is responsible for presenting a solo exhibition of his/her/their art works completed during his/her/their graduate studies. This includes appropriate professional presentation of work, installation and de-installation, providing an artist statement, and printing of exhibition announcement (using a standardized format). Work to be exhibited must be reviewed and approved by advisor and student's graduate committee. Student accepts all responsibility for the cost of this exhibition.

The exhibition and all arrangements must be made in advance and in coordination with the museum staff, graduate coordinator, advisor(s) and faculty member who schedules the gallery space (do this well in advance as the gallery schedule fills up quickly- it is suggested that you plan ahead and schedule one year ahead of time). Please consult with the graduate coordinator and/or department chair about providing for refreshments during the opening. Off campus food and beverages are not allowed and alcohol is not permitted at gallery receptions unless there is a campus bartender.

You will not receive a grade for ART 6695 until you have uploaded your Master's Project to Scholarworks.com, and completed and submitted your black binder to the graduate coordinator.

Achieving Classified Status

Conditionally classified students must complete their requirements as outlined in their admission letters. You must do this before you complete 12 quarter units. Once completed, documentation must be submitted to the Graduate Coordinator along with the "Application for Classified Status Form" (see p.16).

Graduate Committee

Graduate students are responsible for filling out the forms to create your Graduate Committee during the spring of your first year (p. 17 and then p. 18).

The committee includes your Advisor (Committee Chair) and two other art faculty.

One additional committee member can be invited from another department at CSUSB, a part-time art faculty or from off campus.

The graduate coordinator will schedule four meetings with the entire committee and the student must submit to the graduate coordinator the "Graduate Committee Meeting Form" (see p.19) after each meeting. This committee will supervise your graduate studies and Master's Project.

Your Graduate Committee must approve the Master's Project/ Culminating Exhibition prior to its exhibition.

After your successful advancement to candidacy in the second year, at your next committee meeting in the spring of your second year, you must present materials for your Master's Project/ Culminating Exhibition. These include:

1. Three copies of a 1-2 page proposal for your Master's Project exhibition. The proposal should include an artist statement that describes the ideas and content in your work as well as the techniques you employ. Your proposal must be well conceived, written at graduate level and clearly articulate your intentions.
2. A mock up of your exhibition announcement. You may also provide an installation plan if appropriate to your exhibition idea. If you are exhibiting in RAFFMA, you will need to contact the museum to obtain files for the complete information to be included on the announcement.

You will have a scheduled meeting with your graduate committee in the fall of your third year, and in the spring, you will need to schedule a meeting with your committee sometime during your exhibition.

Advancement to Candidacy

Preparing for your Advancement to Candidacy Review:

1. Bring a significant selection of completed artworks and works in progress produced during your graduate studies. These should be representative of your artistic explorations thus far, and indicate possible directions for future inquiry. Be prepared to discuss your work and its ongoing development.

2. Please have on hand a statement that encapsulates the overall direction/ progression of your work and studio practice (where you have come from, where you think you are currently, what you plan on doing next and/or where you plan on going with your work). Keep this to no longer than 2 pages, typed, and you will need 6 copies. You may be asked to email this to the committee prior to the meeting.

3. You must prepare and submit an “Advancement to Candidacy Graduate Approved Program Form” (see p. 20) with the Graduate Coordinator. You can do this in the spring after your advancement, or early in the fall of your last year but it has to be submitted before you can apply for your grad check (which you need to do in the term before you graduate to avoid paying late fees). Complete this form, listing all of the courses you have taken (and the grades received) and all of the courses that you intend to take to complete your degree requirements. This must be approved by your advisor (committee chair), and then be submitted to the Graduate Coordinator. Please note that you cannot have any outstanding ‘incomplete’ grades to be advanced.

Graduate Teaching Associate Opportunities

Upon successful completion of ART 6630 and a teaching assistantship in the appropriate course (to be arranged through the graduate coordinator and the relevant professor, with the Chair's knowledge), graduate students have the opportunity to be the teacher of record for a beginning level course, pending adequate enrollment. These will be arranged on a case by case basis.

The following sections are taken from the CSUSB Bulletin of Courses.
Please refer to it for more detailed information.

<http://bulletin.csusb.edu/graduate-degree-programs/graduate-degree-program-requirements/>

Academic Probation:

Failure to maintain the appropriate grade point average (3.0, or B) will result in the student being placed on probation. Students on probation must rectify their grade point deficiencies by the end of the academic term of notification of probationary status, or they automatically will be disqualified and placed in unclassified post-baccalaureate status. To apply for reinstatement to a graduate degree or credential program after disqualification, the student must petition the appropriate program graduate committee. A student who has been disqualified from a master's degree program may be admitted to another program only on the recommendation of the department to which the student has applied and with the approval of the Dean of Graduate Studies. Students in unclassified post-baccalaureate standing and students seeking a second bachelor's degree must maintain a 2.5 grade point average in all work attempted. Students in this category who are dismissed from the university for failure to maintain these standards must petition the Dean of Graduate Studies for readmission to the university.

The program must include only courses with grades of "C" (2.0) or better. (Grades of "C-" (1.7) or less cannot be used).

Repeat of Course (Discount of Grade):

Classified and conditionally classified graduate students may be permitted to repeat one course at CSUSB that was taken for graduate credit (i.e. that is applied towards a master's degree) one time only by petition to and approval of the college or department graduate committee. The petition requesting this permission includes an automatic request to discount the first attempt. When approved, the original course grade on the student's permanent record will be discounted. Only the second grade earned shall apply to the student's cumulative post-baccalaureate grade point average. The first attempt will show on the transcript with the repeat (discount) noted.

Administrative Academic Disqualification:

A graduate student may also be placed on probation or may be disqualified by appropriate campus authorities for unsatisfactory scholastic progress regardless of cumulative grade point average or progress in the program. Such action shall be limited to those arising from repeated withdrawal, failure to progress toward an educational objective and noncompliance with an academic requirement and shall be consistent with guidelines issued by the chancellor.

Step-by-Step Procedures for GRADUATE STUDIES IN ART

This list will assist you in your graduate studies. There are a number of administrative details that need to be taken care of to ensure you meet all the requirements for your graduation. The following checklist is to be done in the order listed below:

1. Thoroughly read and follow the "**Graduate Studies**" and "**Master of Fine Arts in Studio Art**" sections in the **Bulletin of Courses (Course Catalog)**.
2. Achieve **Classified Status**: If you are currently Conditionally Classified, you must complete the requirements specified for classification when you were conditionally accepted. When you have completed the requirements, submit an "Application for Classified Status" to the Graduate Coordinator. The Graduate Coordinator files a new Grad Admission form with 'classified' status checked.
3. Select the preferred members for your **Graduate Committee and an Advisor/Committee Chair** on the form found on p.17. This should be completed in the **spring quarter** of your **first year**. Submit this to the Graduate Coordinator. Meetings will be arranged as indicated under 'Milestones' on pg. 6. The graduate coordinator will designate a day in the relevant term when all full committee meetings will take place, typically on a Friday.
4. With your cohort, organize a group exhibition for the fall of your second year. You may want to start to organize this in the **spring of your first year** (reserve the space, for example) but the exhibition is to take place in the **fall of your second year**.
6. Apply for **Advancement to Candidacy: Fall Semester of Second Year**
 - a. Successfully complete an Advancement Review conducted by the Department of Art Graduate Committee and the Graduate Coordinator.
 - b. File a program of graduate coursework in consultation with your Advisor and approved by the Graduate Coordinator on an "Advancement To Candidacy" form. Achieve a minimum grade point average of "B" (3.0) or better.
7. **Graduation Requirement Check**. Submit a grad check form to the Office of Admissions and Records in the **fall quarter** of your **third year**. You can file later than this but there is an additional 'late fee'.

8. Complete all required **coursework**. Your course of study must follow your approved "Advancement to Candidacy" form. Any changes must be filed on the "Request for Change" form (see p.21) and be approved by the Graduate Coordinator. If you need to continue working on your Master's Project but have completed all your coursework, register for ART 6698 Continuous Enrollment for Graduate Candidacy Standing. This gives you full access to the studios and maintains your status as a graduate student while you are completing your project. This is a zero unit course.

9. Exhibit your Master's Project.

Each graduate student is responsible for presenting a solo exhibition of his/ her/ their work completed during his/ her/ their graduate studies in one of the student galleries in the department of art. Generally, this happens in the Dutton Family Gallery, adjacent to RAFFMA, but for this cohort, this may change to be a singular group exhibition within RAFFMA. Responsibilities will include appropriate professional presentation of work, its installation and de-installation in consultation with museum and/or department staff, securing necessary approvals for and printing of exhibition announcement (using standardized format) but these may vary depending on venue. Work to be exhibited must be reviewed and approved by your advisor and graduate committee before it can be exhibited. The student accepts all responsibility for the cost of producing the artwork for this exhibition.

11. Submit your Master's Project and documentation in a black three ring binder containing all the following materials. The completed black binder must be submitted before the end of your final term, or **your degree will not be conferred**.

- a. Cover sheet with approval signatures from all members of your Graduate Committee and the Graduate Coordinator (see p. 24).
- b. "Artist Statement/ Master's Research Paper in Studio Art Final Review and Approval" form with signatures from all members of your Graduate Committee and the Graduate Coordinator (see p.23).
- c. "Master's Project Final Review and Approval" form with signatures from all members of your Graduate Committee and the Graduate Coordinator (see p. 22).
- d. Twenty professional quality images of the work produced during your graduate studies on a labeled flash drive, with an accompanying typed image list that includes your name, title, medium, size and any other relevant details for each work. File sizes should not exceed 1MB per image.

e. Both long and short versions of your Artist's Statement, with the appropriate form with approval signatures from all members of your Graduate Committee and the Graduate Coordinator. Please include a PDF of your long artist statement on the flash drive with your images.

f. Master's Project Exhibition Announcement.

g. Your Artist's Resume

h. A screenshot showing successful upload of your Master's Project to *scholarworks.com*, an online campus repository of graduate theses and dissertations.

12. **Graduate.** To be included in the Commencement Program, you must submit your Graduation Requirement Check in the semester before you graduate, so that you can be included and 'hooded' at the graduation ceremony. If you file your grad check form at a later date, you may incur a late fee.

LIST OF EXPECTATIONS:

The following expectations are not part of the formal curriculum but are considered vital to your experience as a graduate student. The MFA degree is meant to prepare you to enter the field of art as a working professional. In addition to the development of your artistic practice and academic training, a significant part of your preparation involves gaining practice and comfort in negotiating the demands of the professional artist. Thus while many of the following may seem like mere social obligations, they should be considered as important as your work in the classroom and studio.

1. Keep regular studio hours: In ideal circumstances an artist should work on a daily basis. At a bare minimum you should be working in the studio several days a week. You are encouraged to spend time in the campus studios even if part of your practice takes place elsewhere. Having set scheduled time in your workweek can be very helpful. Artistic and personal crises should not keep you from your studio even if that means staring at white walls.

2. Attend all visiting artist lectures and potlucks: These are arranged for your benefit and offer priceless opportunities to get to know professionals in your field. Your attendance is considered mandatory.

3. Attend campus openings: Openings are simply part of the job description of any working artist. Your attendance at all RAFFMA events is mandatory and missing the openings of your MFA colleagues is unforgivable. You are highly encouraged to attend the openings of undergraduate exhibitions as well.

4. Get to know and mentor undergraduates: As a graduate student, you are a role model for undergraduates. You are encouraged to be generous and accessible to them. We have outstanding students at CSUSB and you will want as many as possible to be part of your long-term professional network. The university is an experimental laboratory in which we all learn from each other regardless of level, professors included.

5. Attend off-campus art events: You should commit yourself to going to openings, exhibitions, lectures, events and parties on a regular basis. Graduate students and professional artists should do so nearly every weekend. If someone from our CSUSB community is participating in something off-campus, it is a terrific opportunity to expand your network of associates. There are vibrant art scenes in Riverside, Pomona, Palm Springs and Joshua Tree and Los Angeles is one of the world's top cities for art. Becoming a "regular" at gallery openings is the first step in establishing the professional relationships that could lead to success as an artist.

6. Have an online and/or social media presence: Disseminating information and images about your work through digital media is essential to emerging and working artists. It is extremely convenient and beneficial to be able to direct a new acquaintance to a site or page to see your work.

7. Take responsibility for your own education: The university provides a wealth of resources for you as graduate student, and it is largely your responsibility to take advantage of these opportunities. Seek out attention from your professors. You shouldn't just try to satisfy expectations; take control of your own artistic existence to exceed those expectations.

8. Have fun: Graduate study is a rare opportunity to focus on exactly what you are most passionate about. Enjoy!

APPLICATION FOR CLASSIFIED STATUS

M.F.A. in Studio Art

California State University, San Bernardino

All Conditionally Classified graduate students must attain 'Classified' status before completing their graduate coursework and applying for Advancement to Candidacy.

Date _____

Name _____ SID # _____

Address _____

Phone _____

Email _____

I have completed the following requirements in order to qualify to apply for Classified Status: (List requirement/s and completion date/s)

Student's Signature

Date

Approval:

Graduate Coordinator's Signature

Date

Submit signed copies to: Records (Melissa Cobb) / VA105 student files

Individual Graduate Committee Selection

Your name: _____

Please fill in below with your choices for your advisor/ mentor/ committee chair. This would be the faculty member that you would work most directly with. You will then need 2 more (full-time) faculty members to fill out your committee. Please note your choices below. You may also want a 4th member of your committee- this is optional. This person could be an additional full-time faculty, a part-time faculty, or someone from outside of the art department.

Advisor/ Committee Chair: Choice #1: _____

Choice #2: _____

Committee Members: Choice #1: _____

Choice #2: _____

Choice #3: _____

Choice #4: _____

Optional 4th Member: _____

Please return to the graduate coordinator, hard copy or via email:
edward.gomez@csusb.edu

Thank you!

Submit copies to: Graduate Coordinator & VA105 student files

GRADUATE COMMITTEE

M.F.A. in Studio Art

California State University, San Bernardino

Graduate students are responsible for forming a Graduate Committee to supervise their graduate studies and Master's Project at the end of their first year. The committee includes your Advisor and two other Art Faculty. One additional committee member can be invited from the adjunct art faculty, another department at CSUSB or from off campus. The graduate coordinator will schedule four meetings with the entire committee and the student must submit a "Graduate Committee Meeting Form" after each meeting.

Date _____

Name _____ SID# _____

Address _____

Phone _____ Email _____

Committee Members:

Advisor
(Committee Chair) _____ name _____ signature

Art Faculty _____ name _____ signature

Art Faculty _____ name _____ signature

Additional Member
(optional) _____ name _____ signature

Approved by _____ Graduate Coordinator

Copies to: VA105 Student files and Department of Art & Design Chair

GRADUATE COMMITTEE MEETING FORM

M.F.A. in Studio Art

California State University, San Bernardino

Name _____ SID # _____

Address _____

Phone _____

Email _____

Date of Meeting:

Committee Members Present:

Summary of Meeting:

Recommendations to Student:

Advisor _____
Signature

_____ Date

Submit to: Graduate Coordinator & Department of Art & Design Chair / Student files

ADVANCEMENT TO CANDIDACY FORM
Graduate Approved Program Form
MFA in Studio Art
 California State University, San Bernardino

Name _____ SID # _____

Address _____

Home Phone _____ Email _____

Course	Term/Yr	# Units	Grade	Comments
ART 604				
ART 604				
ART 604				
ART 6604				
ART 6604				
ART 6604				
ART 620 B or D				
ART 620				
ART 620				
ART 6620				
ART 6620				
ART 6620				
ART 6620				
ART 6617				
ART 6618				
ART 6630				
ART 6695				
				art history elective
				elective
				elective

Date of Classification _____

ADVANCEMENT TO CANDIDACY:

Student's Signature _____ Date _____

Advisor _____ Date _____

Graduate Coordinator _____ Date _____

Submit signed copies to: Office of Records (Melissa Cobb) / Graduate Studies / VA105 Student's File / Student

**REQUEST FOR CHANGE IN STUDY PLAN FOR
M.F.A. IN STUDIO ART**

MFA in Studio Art

California State University, San Bernardino

Date _____

Name _____ SID# _____

Address _____

Email _____

Phone _____

I wish to request the following change(s) in my study plan for the M.F.A. in Studio Art:

FROM (Course #/Title) Units	TO (Course #/Title) Units
_____	_____
_____	_____
_____	_____

Reason for request: _____

Approved by Graduate Coordinator: _____
Signature Date

Submit signed copies to: Office of Records (Melissa Cobb), Graduate Studies Office, VA105 Student File, & Student

MASTER'S PROJECT IN STUDIO ART
Final Review and Approval
MFA in Studio Art
California State University, San Bernardino

Date _____

Name _____

I have reviewed the above student's Master's Project and Exhibition and find that it meets my approval for graduation with a M.F.A. in Studio Art.

Advisor _____
signature

_____ name

Committee Member _____
signature

_____ name

Committee Member _____
signature

_____ name

Committee Member _____
optional signature

_____ name

Graduate Coordinator _____
signature

_____ name

Submit with final 3rd Year binder to: Graduate Coordinator

ARTIST STATEMENT/ MASTER'S RESEARCH PAPER IN STUDIO ART
Final Review and Approval
MFA in Studio Art
California State University, San Bernardino

Date _____

Name _____

I have reviewed the above student's Artist Statement/ Master's Research Paper and find that it meets my approval for graduation with a M.F.A. in Studio Art.

Advisor _____
signature

_____ name

Committee Member _____
signature

_____ name

Committee Member _____
signature

_____ name

Graduate Coordinator _____
signature

_____ name

Submit with final 3rd Year binder to: Graduate Coordinator

(DOCUMENTATION COVER SHEET SAMPLE)

MASTER'S OF FINE ARTS IN STUDIO ART
California State University, San Bernardino

YOUR NAME
Date of Graduation

Graduate Coordinator:
Katherine Gray

Graduate Committee:

_____ name _____

Committee Chair

_____ name _____

Art Faculty

_____ name _____

Art Faculty

_____ name _____

Additional Member