

Master of Arts in Art Handbook

California State University San Bernardino

Department of Art & Design | 2025-26

Quick Reference

Department Location: Visual Arts Building (VA) 105

Phone: (909) 537-7448 | **Fax:** (909) 537-7068

Address: 5500 University Parkway, San Bernardino, CA 92407

Key Contacts

Role	Name	Office	Email
Department Chair	Prof. Katherine Gray	VA 105B	kgray@csusb.edu
Graduate Coordinator	Prof. Alison Ragguette	VA 210	alison.ragguette@csusb.edu
Faculty Director of Graduate Studies	Dr. Caroline Vickers	CH 123	cvickers@csusb.edu

Program Overview

The Master of Arts in Art is a **30-unit professional degree** designed to prepare students as working artists and arts professionals. The program emphasizes studio practice, critical thinking, and professional development through a comprehensive curriculum combining hands-on studio work, critique, theory, and real-world experience.

Full-Time Study Plan

- **Duration:** 2 years (4 semesters)

- **Course Load:** 6 graduate units per semester = full-time status
 - **All courses:** 3 units each
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Degree Requirements (30 Units Total)

Core Requirements (18 units)

Course	Title	Units	Frequency
ART 6610	MA Graduate Studio in Art	6	Take twice (3 units each)
ART 6612	MA Graduate Critique	6	Take twice (3 units each)
ART 6630	Graduate Seminar in Professional Practices	3	Once
ART 6685	Master's Project in Art	3	Final semester

Supporting Coursework (12 units)

- **Art History:** 6 units of upper-division Art History (AH) coursework
- **Electives:** 6 units from upper-division (3000 level and up) and/or graduate courses university-wide
 - Must be approved by Graduate Coordinator
 - Should align with your artistic and professional goals

Culminating Experience

Your **Master's Project** serves as the culminating experience, including:

- Portfolio of graduate work
 - Professional documentation
 - Public presentation/exhibition
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Faculty Expertise

Our diverse faculty bring expertise across media and approaches:

Studio Faculty

- Francis Almendarez - Photography | francis.almendarez@csusb.edu
- Rafael Duffie - Design | rafael.duffie@csusb.edu
- Katherine Gray - Glass, Department Chair | kgray@csusb.edu
- Ed Gomez - Sculpture | edward.gomez@csusb.edu
- Steve King - Photography, Video, Woodworking | sking@csusb.edu
- Taylor Moon - Design & Animation | Taylor.Moon@csusb.edu
- Andrew Oakes - Design | aoakes@csusb.edu
- Alison Ragguette - Ceramics, Graduate Coordinator | Alison.ragguette@csusb.edu
- Rob Ray - Design | Rob.ray@csusb.edu
- Timothy Ringsmuth - 2D, 3D, Art & Technology | tringsmu@csusb.edu
- Brad Spence - Painting | bspence@csusb.edu

Art History & Theory Faculty

- J.V. Decemvirale - Art History & Global Cultures | john.decemvirale@csusb.edu
- Nicole Scalissi - Art History & Global Cultures | nicole.scalissi@csusb.edu

Academic Policies & Procedures

Enrollment Requirements

- **Continuous Enrollment:** You must be enrolled every semester or risk dismissal
- **Maintenance Course:** ART 6690 maintains graduate status between active courses
- **Leave of Absence:** Available for special circumstances (requires application)
- **Re-admission:** Required if dismissed from program

Academic Standing

- **Classified Status:** Conditionally admitted students must achieve classified status before completing 12 units
- **PAWS Report:** Monitor your academic progress regularly
- **Advising:** Schedule regular meetings with the Graduate Coordinator

Important Resources

- [Graduate Studies Policies and Procedures](#)

- [Academic Dishonesty Policy FAM 803.5](#)
 - [Coyote Graduate Student Guidebook](#)
 - [PAWS Report Information](#)
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Studio Space & Facilities

Graduate Studio Access:

- Communal storage/workspace available when possible
- Priority given to full-time students following 2-year cohort timeline
- Part-time students and those on extended timelines may have limited access
- All allocations determined by Graduate Coordinator and Chair

Facilities Available:

- Photography studios and darkrooms
 - Ceramics studio and kilns
 - Glass studio (hot shop)
 - Sculpture fabrication spaces
 - Digital design labs
 - Printmaking facilities
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Independent Study Options

Enhance your studies through faculty-mentored research:

Course	Units	Description
ART 5951	1 unit	Independent research project
ART 5952	2 units	Extended research project
ART 5953	3 units	Comprehensive research project
AH 5270	3 units	Art History Capstone Research

Requirements:

- Written project proposal required

- Faculty mentor agreement
- Departmental approval
- May be repeated (see unit limits)

Application: Complete the [Independent Study Form](#)

Master's Project Requirements

Your Master's Project demonstrates professional readiness through comprehensive documentation of your graduate work.

Submission Requirements

Format: PDF document containing all materials below

Deadline: End of final semester

Platform: Google Shared Folder + ScholarWorks upload

Required Materials Checklist

- ☐ **Cover Sheet** with Graduate Committee signatures (use Adobe Sign)
- ☐ **Artist's Statement** (1-2 pages recommended)
- ☐ **15 Professional Images** of graduate work
 - High-quality documentation
 - Maximum 1MB per file
 - Include comprehensive image list
- ☐ **Current CV**
- ☐ **ScholarWorks Upload Confirmation** screenshot

Image List Format

For each artwork include:

- Artist name
- Title
- Medium/materials
- Dimensions
- Date created
- Any relevant additional details

Program Timeline & Milestones

First Year

Semester 1 (Fall)

- ART 6610: Graduate Studio I
- Upper division elective (3 units)
- Art History elective (3 units)

Semester 2 (Spring)

- ART 6612: Graduate Critique I
- Art History elective (3 units)
- Upper division elective (3 units)
- **Milestone:** Apply for Classified Status (if conditionally admitted)
- **Milestone:** Meet with advisor for advancement to candidacy

Second Year

Semester 3 (Fall)

- ART 6610: Graduate Studio I
- Art History elective (3 units)
- Elective (3 units)
- **Milestone:** Participate in Group MA Exhibition
- **Milestone:** Advising appointment with Graduate Coordinator
- **Milestone:** Register for commencement

Semester 4 (Spring)

- ART 6612: Graduate Critique II
- ART 6685: Master's Project
- ART 6630: Professional Practices Seminar
- Complete any remaining requirements
- **Milestone:** Submit Master's Project (Deadline: April 15)

Professional Development Expectations

Success as an artist requires engagement beyond coursework. These professional practices are essential:

Studio Practice

- **Maintain Regular Studio Hours:** Consistent daily or multi-day practice
- **Campus Studio Engagement:** Regular use of university facilities
- **Crisis Management:** Continue working through challenges

Community Engagement

- **Attend All Visiting Artist Events:** Mandatory professional networking
- **Campus Opening Attendance:** Support peers and build connections
- **Undergraduate Mentorship:** Serve as role model and resource
- **Off-Campus Art Events:** Engage with regional art communities (Riverside, Pomona, Palm Springs, Joshua Tree, Los Angeles)

Professional Presence

- **Digital Portfolio:** Maintain updated website/social media presence
- **Network Building:** Develop lasting professional relationships
- **Self-Advocacy:** Take ownership of your artistic and academic development

Regional Art Scene

Southern California offers exceptional opportunities:

- **Los Angeles:** World-class museums, galleries, and art fairs
- **Riverside:** Emerging contemporary art scene
- **Pomona:** College museums and alternative spaces
- **Desert Communities:** Growing artist residencies and galleries

Graduation Requirements

Timeline

- **Graduation Requirement Check:** Submit by last business day of April
- **Early Filing:** Submit two terms before graduation to avoid late fees
- **Master's Project:** Final submission by April 15

Commencement

- **Registration:** Complete through Graduate Coordinator
- **Hoarding Ceremony:** Arranged through Dean's office
- **Program Listing:** Master's Project title submitted for inclusion

Forms & Resources

Essential Links

- [Independent Study Application](#)
- [ScholarWorks Submission Guide](#)
- [Graduate Studies Policies](#)
- [Graduation Requirements Check](#)

Document Templates

- Application for Classified Status Form
- Master's Project Approval Form
- Independent Study Proposal Template

Support Services

Academic Support

- **Graduate Coordinator:** Primary advisor for all program requirements
- **Faculty Mentors:** Individual guidance in your area of focus
- **Graduate Studies Office:** University-wide graduate student resources
- **Library Services:** Research support and thesis formatting assistance

Student Life

- **Graduate Student Association:** Peer support and advocacy
 - **Professional Development Workshops:** Career preparation seminars
 - **Mental Health Services:** Counseling and psychological services
 - **Financial Aid:** Graduate assistantships and scholarship opportunities
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Frequently Asked Questions

Q: Can I work while completing the MA program? A: The program is designed for full-time study. Work commitments should be carefully considered given the intensive studio and academic requirements. However, all graduate level classes will be held after 4pm to accommodate teacher's schedules.

Q: What if I need more than 2 years to complete the program? A: Extended timelines are possible but may affect studio space allocation and require continuous enrollment or approved leaves of absence.

Q: Can I change my area of focus during the program? A: Yes, with Graduate Coordinator approval. This is an interdisciplinary program that allows for a broad exploration of media.

Q: How do I prepare for the Master's Project? A: Begin documenting your work professionally from the start. The Professional Practices seminar will provide specific guidance on portfolio development.

Q: What career paths do graduates pursue? A: Alumni work as practicing artists, arts educators, museum professionals, gallery managers, arts administrators, and creative entrepreneurs.

Contact Information

For questions not addressed in this handbook:

Graduate Program Questions: Alison Ragguette, Graduate Coordinator
Administrative Issues: Department Office, VA 105 **University Policies:** Graduate
Studies Office **Technical Issues:** IT Help Desk

This handbook is updated annually. Always consult with the Graduate Coordinator for the most current information and requirements.

Last Updated: August 2025

Next Review: August 2026