

Master of Fine Arts in Studio Art

Student Handbook

California State University San Bernardino

Department of Art & Design

2025-2026

Contact Information

Department of Art & Design

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Key Personnel

Chair, Department of Art & Design

Prof. Katherine Gray

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Graduate Coordinator

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Faculty Director of Graduate Studies

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Faculty

Core MFA Faculty:

Francis Almendarez, Assistant Professor (Photography)

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Rafael Duffie, Assistant Professor (Design) - rafael.duffie@csusb.edu

Katherine Gray, Chair & Professor (Glass) - kgray@csusb.edu

Katie Grip, Lecturer (Design, Illustration, Drawing)

Steve King, Lecturer (Photography, Video, Woodworking) - sking@csusb.edu

Taylor Moon, Associate Professor (Design & Animation) - taylor.moon@csusb.edu

Andrew Oakes, Professor (Design) - aoakes@csusb.edu

Alison Ragguette, Graduate Coordinator/Professor (Ceramics) -
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Rob Ray, Associate Professor (Design) - rob.ray@csusb.edu

Timothy Ringsmuth, Lecturer (2D, 3D, Art & Technology) - tringsmu@csusb.edu

Nicole Scalissi, Assistant Professor (Art History & Global Cultures) -
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Brad Spence, Professor (Painting) - bspence@csusb.edu

Program Overview

Program Code: STAR

Total Units Required: 60

Full-Time Load: 6 graduate units

Maximum Load: 16 units

Course Duration: All semester courses are 3 units each

Degree Requirements (60 Units)

Core Courses (42 units)

Course	Title	Units
ART 6604	Graduate Studio in Art (3 classes)	15
ART 6620	Graduate Studio Critique 3 classes)	15
ART 6617	Graduate Seminar in Critical Theory and Methodology	3
ART 6618	Graduate Seminar in Contemporary Art Issues and Practices	3
ART 6630	Graduate Seminar in Professional Practices	3
ART 5951	Independent Study (3 x 1 unit with each committee member)	3

Additional Requirements (18 units)

- Required Art History Electives: 6 units (approved by Graduate Coordinator)
- General Electives: 9 units from upper-division courses in any university department (approval from area advisor and Graduate Coordinator)
- Culminating Experience (ART 6695): 3 units

Important Notes:

- Consult the Graduate Coordinator for academic advising
 - You must be formally advanced to candidacy before enrolling in ART 6695
 - Continuous enrollment is required every semester to maintain program status
 - Use ART 6990 to maintain graduate status when not enrolled in other courses
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Supervisory Courses

Students must enroll in supervisory courses with each graduate committee member at least once per year.

Available Options:

ART 5951 - Independent Study (1 unit)

- Prerequisite: Minimum 3.0 GPA
- Academic or community-based research under faculty direction
- Repeatable for credit (maximum 6 units toward graduation)
- Requires written project proposal and instructor consent

ART 5952 - Independent Study (2 units)

- Same requirements as ART 5951
- Repeatable for credit (maximum 6 units)

ART 5953 - Independent Study (3 units)

- Same requirements as ART 5951
- Repeatable for credit (maximum 9 units)

AH 5270 - Art History Capstone Research Methodology (3 units)

- Prerequisites: AH 1103, AH 1104, AH 1221, AH 1120, AH 1222, AH 3210 or AH 3310, AH 3250 or AH 4250
- Focus on research methods, writing methodology, bibliography development
- Graded A through C-/No Credit

[Apply for supervisory course](#)

Academic Policies

Student Responsibilities

- Monitor PAWS report regularly
- Seek advising from Graduate Coordinator as needed
- Reference Graduate Studies website for current policies and procedures
- Review University policies on academic dishonesty (FAM 803.5)
- Consult the Coyote Graduate Student Guidebook

Studio Space Allocation

- MFA students receive one studio space in the Department
 - Limited to full-time students following 3-year cohort timeline
 - Part-time students and those on leave may not receive studio space
 - All allocations at discretion of Graduate Coordinator and Chair
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Graduate Committee Structure

Committee Composition

- Committee Chair/Advisor: Primary faculty mentor
- Two additional Art faculty members
- Optional fourth member in special circumstances: From another CSUSB department, part-time art faculty, or external professional

Formation Process

- Complete Graduate Committee form during spring of first year
- Graduate Coordinator will accommodate requests when possible
- Students must submit Graduate Committee Meeting Form for each meeting

Meeting Requirements

Four mandatory committee meetings throughout the program, plus enrollment in supervisory courses with each member annually.

Program Milestones by Year

First Year (Semesters 1-2)

Semester 2:

- Form graduate committee and hold first meeting
- Apply for classified status (conditionally classified students only)
- Submit teaching opportunity requests (if interested)

Second Year (Semesters 3-4)

Semester 3:

- Individual committee member meetings
- Advancement to Candidacy meeting (critical milestone)

Semester 4:

- Second year committee meeting
- Organize and present group MFA exhibition

Third Year (Semesters 5-6)

Semester 5:

- Third committee meeting
- Graduate Coordinator advising appointment
- Register for commencement and pay fees

Semester 6:

- Culminating Exhibition and Artist Statement approval
- Final committee meeting during Master's Project exhibition
- Submit Master's Project PDF (deadline: April 15th)

Committee Meetings Detail

First Year Meeting

Purpose: Introduction and goal setting Requirements:

- Present comprehensive view of first-year work
- Discuss sources of inspiration and research
- Receive feedback and establish future directions

Advancement to Candidacy (Second Year)

Critical Requirements:

1. Present significant selection of completed artworks and works in progress
2. Submit hardcopy artist statement covering:
 - Overall direction/progression of work
 - Current status and future plans
 - Studio practice development
3. Complete "Advancement to Candidacy Graduate Approved Program Form"
4. No outstanding incomplete grades

Important: Failure to advance may result in program disqualification.

Third Year Committee Meeting

Requirements:

1. 1-2 page Master's Project exhibition proposal including:
 - Artist statement describing ideas, content, and techniques
 - Clear articulation of intentions
2. Mock-up of exhibition announcement
3. Installation plan (if applicable)

Master's Project Exhibition

Student Responsibilities

- Present solo exhibition of graduate work
- Professional presentation and installation
- Handle all installation and de-installation
- Secure approvals and print announcements (standardized format)
- Cover all artwork production costs
- Coordinate with museum/department staff

Exhibition Venues

- Primary: Dutton Family Gallery (adjacent to RAFFMA)
- Alternative: VA 106, off-campus venues, or virtual exhibitions (special circumstances)

Note: Work must be approved by ART 6695 Course Supervisor and graduate committee before exhibition.

Teaching Opportunities

Graduate Teaching Assistantship

- Available after successful completion of teaching assistantship
- May lead to instructor of record positions for foundation courses
- Subject to adequate enrollment and Chair approval
- Exclusions: Students on academic probation or with incomplete grades

Application Requirements

- Submit request to Graduate Coordinator (second semester)
- Specify areas of interest

Documentation for Teaching Positions

- Letter of application with contact information
 - Current CV/résumé
 - Teaching philosophy statement
 - Diversity, equity, and inclusion statement
 - Previous teaching evaluations (if available)
 - Official transcripts from highest degree institution
 - Three letters of recommendation
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Master's Project Submission Requirements

Submission Details

Deadline: April 15th

Format: PDF submitted via Google Drive to Graduate Coordinator

Method: Adobe Sign for approvals

Required Components

1. Cover sheet with approval signatures from all Graduate Committee members and Graduate Coordinator
2. Artist's Statement
3. Professional contact information (social media and website addresses)
4. Image documentation: 20 professional quality JPEG images/video clips with:
 - o Complete typed image list
 - o Name, title, medium, size, and relevant details
 - o File size maximum: 1MB per image
5. Master's Project Exhibition Announcement
6. Current CV
7. Screenshot of successful ScholarWorks upload
8. Shared Google Drive folder with editing permissions for Graduate Coordinator

Critical: No grade for ART 6695 will be issued until all components are submitted and ScholarWorks upload is complete.

Professional Expectations

The following expectations are essential for professional development:

Studio Practice

- Maintain regular studio hours (minimum several days per week)
- Commit to consistent work schedule
- Use campus studios even if practicing elsewhere

Professional Engagement

- Attend all visiting artist events (mandatory)
- Attend all campus openings (mandatory, especially MFA colleague exhibitions)
- Mentor undergraduate students as role models and network builders
- Participate in off-campus art events regularly
- Maintain online/social media presence for professional visibility

Personal Responsibility

- Take ownership of your education and exceed expectations
- Build professional networks through active participation

- Explore regional art scenes (Riverside, Pomona, Palm Springs, Joshua Tree, Los Angeles)
 - Enjoy the journey while maintaining professional standards
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Important Resources

Program Resources

- [Graduate Studies Policies and Procedures](#)
- [CSUSB Bulletin of Courses](#)
- [MFA Program Forms](#)

Key Policies & Resources

- [Graduate Studies Policies and Procedures](#)
 - [Academic Dishonesty Policy FAM 803.5](#)
 - [Coyote Graduate Student Guidebook](#)
 - [PAWS Report Information](#)
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Quick Reference Checklist

Before Each Semester

- ☐ Confirm course registration
- ☐ Review PAWS report
- ☐ Schedule committee meetings as required
- ☐ Maintain studio space responsibilities

Annual Requirements

- ☐ Enroll in supervisory courses with each committee member
- ☐ Complete required committee meeting
- ☐ Submit necessary documentation on time
- ☐ Maintain minimum 3.0 GPA

Final Year

- ☐ Submit graduation requirement check (5th semester)
- ☐ Complete all required coursework
- ☐ Organize and present Master's Project exhibition
- ☐ Submit final project documentation by April 15th
- ☐ Register for commencement

This handbook serves as a comprehensive guide to the MFA in Studio Art program. Students are responsible for staying informed about current policies and procedures through official university channels and regular consultation with the Graduate Coordinator.