



The University of South Dakota

---

DEPARTMENT OF ART

**Art Student MFA Handbook, 2010-2011**

## MASTER OF FINE ARTS

To enable students to successfully interact in a dramatically changing world, the Department of Art of the University of South Dakota offers an education encompassing creative inquiry. The structure of the major degree programs offers opportunities to explore, experiment, and invent.

This handbook assists MFA graduate students by providing relevant information regarding descriptions, requirements and procedures of the graduate degree programs in the Visual Arts at the University of South Dakota. Please contact the Chair of the Department of Art for additional information:

University of South Dakota  
Department of Art  
Warren M. Lee Center for the Fine Arts  
414 East Clark Street  
Vermillion, SD 57069-2390  
Telephone: 1-605-677-5636  
Fax: 1-605-677-5988  
Email: [Cory.Knedler@usd.edu](mailto:Cory.Knedler@usd.edu)

## TABLE OF CONTENTS

U. MASTER OF FINE ARTS GRADUATE PROGRAM OVERVIEW .....	4
PROGRAM OBJECTIVES .....	4
PROGRAM REQUIREMENTS .....	4
ACCREDITATION .....	4
PROGRAM ADMISSION AND ELIGIBILITY .....	5
GENERAL ELIGIBILITY .....	5
ELIGIBILITY OF USD ALUMNI .....	5
APPLICATION PROCEDURE .....	5
IMPORTANT POLICIES AND GUIDELINES REGARDING PROGRAM PARTICIPATION .....	6
ADMISSION STATUS .....	6
ADVANCED STANDING PLACEMENT AND MA DEGREE CREDIT TRANSFER .....	6
ACADEMIC ADVISING AND REGISTRATION FOR COURSES .....	6-7
ORIENTATION .....	7
SATISFACTORY ACADEMIC PROGRESS .....	7
REMEDIAL WORK .....	7
ART HISTORY REQUIREMENT .....	8
STUDIO SPACE .....	8
OFF-CAMPUS GRADUATE WORK AND APPRENTICESHIPS .....	8-9
ASSISTANTSHIPS .....	9
ASSISTANTSHIP DESCRIPTION .....	9
ASSISTANTSHIP DUTIES AND CONTRACTS .....	9
ASSISTANTSHIP PERFORMANCE EVALUATION .....	10
ASSESSMENT REQUIREMENTS FOR THE MFA DEGREE .....	10
THESIS COMMITTEE .....	10
CRITERIA OF ASSESSMENT OF MFA CANDIDATES REGARDING PROGRESS AND DEGREE CONFERMENT .....	10-12
PREPARATION FOR ORAL EXAMINATIONS .....	12
STEPS IN THE PROCESS: MASTER OF FINE ARTS DEGREE PROCEDURE .....	12-14
ART DEPARTMENT MFA DEADLINES .....	14-15
MFA TIMETABLE .....	15
SUGGESTED SCHEDULE OF COURSEWORK .....	16
IMPORTANT GRADUATE SCHOOL DEADLINES .....	16-17
OTHER POLICIES AND GUIDELINES FOR GRADUATION .....	17
ANNUAL DEPARTMENTAL STUDENT REVIEWS .....	17
REGENT'S ASSESSMENT PROGRAM B EXIT EXAM .....	17
ART DEPARTMENT MFA EXHIBITION POLICY.....	17
MFA EXHIBITION PROCEDURES .....	17-18
COLLEGE EXHIBITION RESPONSIBILITIES .....	18
MFA CANDIDATE EXHIBITION RESPONSIBILITIES .....	18-19
UNIVERSITY ART GALLERIES EXHIBITION SPACES .....	19-20
GALLERY MANAGEMENT AND WORK OPPORTUNITIES .....	20
OTHER PROGRAM INFORMATION AT USD .....	20
FACILITIES .....	20
STUDENT ART ORGANIZATION .....	20
VISITING ARTIST PROGRAMS .....	20
QUESTIONS CONCERNING THE PROGRAM .....	20
TELEPHONE NUMBERS AND ADDRESSES .....	20-21
ADDENDUM A: THE GRADUATE PROGRAM: ESSENTIAL TERMS – DEFINITIONS .....	22-24
ADDENDUM B: USD ACADEMIC INTEGRITY PHILOSOPHY .....	24-25
ADDENDUM C: STUDENT CODE OF CONDUCT .....	25-26

## MASTER OF FINE ARTS GRADUATE PROGRAM OVERVIEW

The Master of Fine Arts degree is the terminal degree in the field of the visual arts. Programs available for the Master of Fine Arts include Graphic Design, Painting, Printmaking, and Sculpture. The Master of Fine Arts degree is a professional practice-oriented terminal degree program representing the highest level of achievement in visual arts studio disciplines. The degree represents significant creative and intellectual attainment and indicates advancement to professional status.

## PROGRAM OBJECTIVES

The Master of Fine Arts is designed for mature graduate students who desire to teach at the college/university level and/or for those individuals who wish to pursue a career as a professional artist. The program emphasizes individual artistic development by granting the students extended studio time for reflection and contemplation of their personal artwork while offering critical input from faculty experience. Teaching and Research Assistantships, seminars and visiting artist workshops provide other professional skill-based experiences.

## PROGRAM REQUIREMENTS

The MFA degree program is a residential 60 credit hour terminal degree that involves from 2-1/2 to 3 years of intensive study.

- Enrollment with an assistantship limits ones credit load to 9 credits per semester (except for two semesters of 12 credits or 6 hours of summer credits). This amounts to 60 credits over 3 years.
- Enrollment without an assistantship allows the student to enroll for 12 credits per semester. This amounts to 60 credits over 2 ½ years.

In order to graduate with an MFA, candidates must satisfy all degree program requirements, including:

- Passing the Qualifying Oral Examination for Degree Candidacy during the third or fourth semester in order to qualify for continuing study toward the degree.
- Passing the Annual Graduate Student Reviews.
- Passing a comprehensive Thesis Exhibition and Final Oral Examination.
- Passing of the written Art Studio, Theory and History ACAT Exit Exam
- Successfully completing the ART 788 MFA Folio Preparation course.
- In addition, MFA degree candidates must meet all requirements set forth by the USD Graduate School, MFA Degree Program Guide, Thesis Committee and Graduate Faculty.

## ACCREDITATION

The degree programs of the Department of Art have been accredited by the National Association of Schools of Art and Design (NASAD) since 1979. The University of South Dakota is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504 and the National Council for Accreditation of Teacher Education since 1956.

## PROGRAM ADMISSION AND ELIGIBILITY

### GENERAL ELIGIBILITY

In order to gain acceptance into the program the applicant must qualify for graduate study and be admitted by the Graduate School of The University of South Dakota (see graduate catalog: <http://catalog.usd.edu/index.php>)

### ELIGIBILITY OF USD ALUMNI

While we encourage our students who are graduating with an undergraduate degree to seek an advanced degree elsewhere to provide the breadth and depth of experience desirable for professional development, holders of a Baccalaureate degree in Art from the University of South Dakota are eligible to enter the Master of Fine Arts degree program, and will be considered viable applicants. The applicant may be asked to spend some time away from the department involved in serious artistic exploration before making application.

Students who do not meet the criteria may apply for exception status by submitting a written statement to the Graduate Committee. This statement must be accompanied by the appropriate University application materials and provide an explanation to substantiate the request based upon circumstances relevant to the applicant's situation.

#### APPLICATION PROCEDURE

Applications for the graduate program must be received annually by February 1 and are accepted for admittance during the fall semester. Candidates for the Master of Fine Arts program must apply through the Graduate School and meet University requirements as well as the following Department of Art requirements:

1. The applicant must hold a baccalaureate degree, preferably a BFA degree or its equivalent based upon experience and proof of technical and aesthetic abilities.
2. Applicants must submit information in the following areas for review:
  - Portfolio containing twenty digital images of artwork. Fifteen images must focus on the major studio area of application and five images must demonstrate drawing abilities. Please include a numbered slide identification sheet.
  - Each digital image must be in jpeg format, at 300 DPI and less than 3 Megabytes in size. (CDs with PowerPoint presentations are acceptable.)
  - All images and presentation modes must be compatible with both Mac and PC formats.
  - Current Professional Resume.
  - Artist statement supporting the applicant's work.
  - Statement of purpose in which the applicant expresses interests, intentions, and expectations for wanting to attend graduate school generally, and more specifically, in the MFA program at the University of South Dakota.
  - Three letters of recommendation from professionals associated with the applicant's work and abilities.
  - Two Official transcripts from each accredited institution.
  - Graduate Application for Admission.
  - Application Fee of \$35.00.
  - Application for Assistantship, if desired.
  - International Students must also add the following:
    - \* TOEFL Scores in the Test of English as Foreign Language. A minimum score of 550 is required for entrance into the University of South Dakota.
    - \*Declaration/Certification of Finances.
    - \*Translated transcripts

Finalists in the applicant review process will receive a phone interview as part of the review process. Following the review, students will receive a letter stating if they are accepted or unaccepted into the MFA program.

#### IMPORTANT POLICIES AND GUIDELINES REGARDING PROGRAM PARTICIPATION

## ADMISSION STATUS:

An applicant should be aware of these important factors:

In making decisions about the admission status of each applicant, it is generally expected that the student will be doing work at the level of a Bachelor of Fine Arts (BFA) degree graduate. His/her knowledge, skills and abilities should generally conform to this standard in terms of understanding and applying art concepts, studio techniques, art history and criticism. This does not mean that a BFA degree is required, but that the level of awareness and quality of work should approximate BFA standards.

Students may be admitted to the Graduate School, but not be admitted to the Department of Art MFA program until deficiencies are rectified. Even though admitted to the MFA program, a student entering USD with a BA or BS degree could be required to remedy deficiencies determined between that degree and the BFA degree. As such, applicants may be admitted to the graduate program in one of the following categories:

1. Full Admission: This status designates the student who meets all acceptance requirements and is judged by the Graduate Committee to be adequately prepared for graduate study.
2. Provisional Admission: This status designates the student who does not meet the conditions for full admission but who provides evidence to substantiate the ability to successfully complete graduate level work in studio art. In any areas where a shortcoming of a minor nature is shown, deficiencies must be made up within a contracted period of time.
3. Special Student: This status designates the student who wishes to enroll in graduate level courses without formal application to the Graduate School or the MFA program. Courses are open to anyone with the consent of the instructor, but may not count toward any graduate degree. Special students who subsequently wish to formally apply to the Graduate School and to the MFA program can transfer only up to six credits toward their degree.

## ADVANCED STANDING PLACEMENT AND MA DEGREE CREDIT TRANSFER

The Graduate Committee of the Department of Art will review the work and transcripts of an applicant who has already completed graduate level coursework and who wishes to be admitted into the MFA degree program with advanced standing. While only nine semester hours are normally accepted as transfer credits by the Graduate School, transfers of more than nine semester credit hours towards the MFA degree (up to one-third of the 60 semester credit hour degree) can be considered in consultation with the Department of Art Chair and the Graduate School Dean. The acceptance of graduate credit is contingent upon the review of graduate level transcripts and the artist's portfolio. The recommendation to accept graduate level transfer credit is the responsibility of the Graduate Committee and Department of Art Chair.

In order to determine advanced placement of applicants who have completed at least 24 hours of graduate level coursework, or who have received an MA degree from another institution, complete official transcripts and slides of work must be included in their request. Before granting advanced standing, the Graduate Committee may choose to defer the decision until the student has completed one or two semesters at USD. Each graduate student should expect a continuous review of his/her performance by the Graduate Committee.

## ACADEMIC ADVISING AND REGISTRATION FOR COURSES

The Major Professor is the academic advisor for each student and will advise and register each student for courses each semester. During a designated pre-registration period each semester, it is the student's responsibility to schedule an advising meeting with his or her Major Professor. Based upon the progress of a graduate student, the student's Major Professor will advise the student for the next semester's coursework. Academic progress is monitored each semester by the student's Major Professor.

## ORIENTATION

To assist graduate students, the Department of Art has compiled this handbook regarding procedures, definitions, and policies relevant to the Master of Fine Arts degree programs. Should you have questions concerning the content of this handbook, or information not included, please contact the Chair of the Department of Art for clarification.

The Chair of the Art Department and newly accepted graduate students will meet during the first week preceding the beginning of classes for the Fall Semester for an orientation session in which the guidelines of this handbook will be discussed in order to increase and reinforce student comprehension of the requirements and procedures for attaining the MFA degree.

## SATISFACTORY ACADEMIC PROGRESS

The graduate student admitted to a graduate program must make satisfactory academic progress toward completion of the graduate degree being sought. Satisfactory academic progress is evidenced by enrollments where the cumulative GPA shall be at 3.0 or higher. Students who fail to make satisfactory progress are automatically subject to academic probation. Graduate students receiving an assistantship whose GPA falls below a 3.0 may not continue receiving an assistantship without the express approval of the Department of Art Chair and the Graduate School Dean.

A graduate student in the Department of Art must make satisfactory academic progress each semester and maintain conduct supportive of the discipline of the department and of the ethical and professional standards of the Department of Art and the University of South Dakota.

Each graduate student must maintain a 3.0 grade point average in all courses included on the Graduate School's Program of Study form submitted for their degree, with no more than six credit hours of "C" grades earned in courses prefixed other than ART, ARTD, ARTE, or ARTH. No grade below a "B" is acceptable for graduate work in Department of Art courses. "N", "P", "S", or similar designations are not acceptable. Failure to maintain a 3.0 GPA will place the student on probation. While on probation, a student is not eligible to receive a graduate assistantship.

Satisfactory progress is also measured by successful completion of the Annual Student Reviews and Qualifying Oral Examination for Degree Candidacy during the appropriate semester, as outlined on pages 10-14 of the Department of Art MFA Handbook. Thesis Committee recommendations are put forth as a result of the Qualifying Oral Examination for Degree Candidacy in order to measure satisfactory progress towards the degree.

## REMEDIAL WORK

Upon admission under Provisional status, the student will be advised by the Graduate Committee of shortcomings in his/her preparation for graduate study. The committee and the student will then write a specific remedial program to enable the student to move toward Full Admission.

It should be understood that, no matter what the admission status of a Graduate Student, there may be additional remedial work required by the student's Thesis Committee or any of his or her Professors if there is a perceived shortcoming found later in the student's program of study and which, if not corrected, would seriously limit a student's chances for passing either their Qualifying Oral Examination, their Final Oral Examination, or their Master of Fine Arts Degree Exhibition.

Beyond taking more credits, the student's Thesis Committee or any of his/her Professors may suggest that more time be spent in developing ones work before taking the Final Oral Examination or before installing the Master of Fine Arts Degree Exhibition.

## ART HISTORY REQUIREMENT

Each MFA student must complete at least nine hours of art history courses from those offered by the Department of Art Faculty art historians. (Nine of the twelve required credits must be prefixed "ARTH" at a 500 level or higher.

## STUDIO SPACE

The Department of Art makes every effort to secure studio space for each graduate student. Studio space will be assigned to each student currently enrolled for graduate credit. The maximum time limit for use of graduate studio space is the six semester norm for attaining the MFA degree. Exceptions to this limit are rare, but may include an instance in which a student is admitted with the stipulation that specified studio deficiencies are to be remedied by additional course enrollments beyond the normal 60 graduate credit hours required for the degree. If a graduate student does not make sufficient use of their studio, he or she may be required to vacate that space at any time from their initial enrollment to the end of their sixth semester. Failure to complete enough work for credits taken during the various semesters of enrollment is not sufficient grounds for extending a student's use of a studio beyond the six semester limit.

In addition, since our number of new admissions to the MFA Program is determined, in part, by the availability of studio space, if a student determines that he or she is going to give up their studio prior to the six semester maximum and another student is admitted, the decision to give up that studio is not reversible.

## OFF-CAMPUS GRADUATE WORK AND APPRENTICESHIPS

The Department of Art MFA degree program permits a graduate student to earn degree credit working on another campus or location for a period of up to one semester. In order to qualify for this program the student must comply with the following stipulations:

1. A proposal for off-campus study during a following term must be submitted to the Major Professor and the Graduate Committee at least six weeks prior to the end of the semester, prior to the semester in which off-campus study is to be undertaken. The Major Professor must approve all aspects of the proposed off-campus study prior to submission of the proposal to the Graduate Committee for consideration. The Major Professor has the authority to deny any part of the proposal that does not provide a valid learning experience. All off-campus graduate work must be approved in advance by the graduate student's Major Professor, the off-campus supervisor, the Graduate Committee, the Department of Art Chair, the College of Fine Arts Dean, and the Dean of the Graduate School.
2. An application for off-campus study cannot be accepted during the summer months.
3. Responsibility for proposal development belongs to the student. Graduate Committee Faculty may be sought for advisement.
4. The proposal should list and explain personal goals and objectives. It should also indicate a means of evaluating the off-campus study project.
5. A detailed outline of the student's off-campus responsibilities shall be prepared by the off-campus supervisor and shall accompany the application.
6. All conditions must be clear, agreed upon by all parties, and presented on a contractual basis.
7. At the end of the off-campus study period, the participant may be required to write a report, present a lecture or demonstration, or other appropriate means determined by the Major Professor and the Graduate Committee, to share the information and experience acquired during the apprenticeship.
8. After completion of an off-campus study project, the graduate student must return to the USD/ Vermillion campus for a minimum of one semester prior to graduation.

9. Special arrangements approved by the Graduate Committee may provide continuance of assistantship monies while the student is involved in off-campus study or work apprenticeship. It is understood that the graduate student must be enrolled at USD full time to qualify. The student may be required to enroll at another university subject to the regulations of that institution in order to work with one of its faculty. The student will be responsible for payment of any tuition and fees required at any institution or location desired.

10. For off-campus study, the Graduate Committee discourages a graduate student's return to an undergraduate school from which he/she has previously earned academic credit.

## ASSISTANTSHIPS

### ASSISTANTSHIP DESCRIPTION

Assistantships can be awarded only to students in the Full Admission category of admission status. The awarding of assistantships is made by the Chair of the Department of Art based upon recommendations of the Graduate Committee. An assistantship award is based upon review of the assistantship application, each student's artwork, recommendations, specific individual abilities, and the priorities of the Department of Art and of the College of Fine Arts.

The following assistantship titles have been approved by the Dean of the Graduate School:

- a. Graduate Teaching Assistant/Instructor of Record
- b. Graduate Research Assistant

Stipends: The pay for an assistantship depends on current funding levels. Look on the Graduate School website for the current stipend award. ([www.usd.edu/gradsch/assistantships.cfm](http://www.usd.edu/gradsch/assistantships.cfm))

The level of financial aid of an assistantship award, and the amount of work required from the Graduate Assistant, is designated as follows:

#### Full Assistantship:

Nine month stipends are determined annually by University and Fine Arts personnel. Written agreements are issued annually. Additionally, the student receives reduced tuition to the level of one-third of the in-state graduate tuition rate. The maximum work load for each full time graduate assistant in the Department of Art is an average of 15-20 hours per week.

#### Partial Assistantship:

Partial Assistantship pay and workloads are determined on a fractional basis of the full-term sum. Recipients will be required to work in the department an average of 10 hours per week. Recipients of Partial Assistantships will not be eligible for a reduction in tuition.

## ASSISTANTSHIP DUTIES AND CONTRACTS

Graduate Assistants should plan on being on campus on the date their Assistantship contract starts. This could be as much as two weeks prior to the beginning of classes. At this time a specific task description for each Graduate Assistant will be determined by one of the following: the graduate student's Major Professor, their Assistantship Work Supervisor and/or the Art Department Chair. This Assistantship Task Contract, listing a complete description of duties, must be signed by the faculty member who is overseeing the Graduate Student's Assistantship duties and the graduate student and submitted to the Department Chair prior to the first day of classes of the semester. The Department of Art assigns an assistantship by contract to a student in either of two categories - Graduate Teaching Assistant or Graduate Research Assistant. A student's category and tasks may change each semester, depending upon the priorities of the Department of Art and/or the College of Fine Arts.

## ASSISTANTSHIP PERFORMANCE EVALUATION

A performance evaluation will be submitted to the Department Chair by the assistant's faculty work supervisor at the end of each semester for inclusion in the student's file. The graduate assistant and the faculty work supervisor will meet to discuss the results of the evaluation.

Results of performance evaluations, departmental needs, and the preference of the student will be considered during subsequent assignment of graduate assistants.

## ASSESSMENT REQUIREMENTS FOR THE MFA DEGREE

### THESIS COMMITTEE

A Thesis Committee is formed to oversee the work and progress of the student from the third semester to the completion of the MFA degree. It consists of four faculty members and is chaired by the student's Major Professor. The Major Professor is the head of the major focus area from which he or she will be taking most of his or her coursework. This will hold true until, for whatever reason, the Major Professor agrees to relinquish that function to another faculty member. The other three members are chosen by the student, and each serves by their own consent. All committee members must have Graduate Faculty status (adjunct faculty are not eligible). Of the three chosen, two must be Department of Art Faculty and one must be a Graduate Faculty member from another department of the University.

### CRITERIA OF ASSESSMENT OF MFA CANDIDATES REGARDING PROGRESS AND DEGREE CONFERMENT

The graduate orals in the Department of Art are meant to judge accountability in the examinee. They are intended to be a dialogue between the student and his/her committee concerning the student's work and his/her knowledge of art processes, art history and art issues. The student is not expected to have an art historian's knowledge of art history, but should be able to account for significant trends that have relevance to his/her work and should demonstrate a serious interest in the history of art generally.

The graduate oral examinations usually take from one to two hours to complete. The committee will question the student concerning issues raised by their art work. This oral examination should be considered a test relating to student understanding of the relevant concerns and issues which surround his/her artwork. It is intended to challenge the limits of student knowledge and insights.

There are three oral examinations the graduate student must take part in. The first is the Annual Student Reviews. The Art Department requires a review of student work once each year as part of the Department's assessment of student accomplishment and the educational effectiveness. Students are required to participate in these reviews ranging from Sophomore through Graduate Students. Students are expected to schedule a review time that doesn't conflict with classes taken in academic departments other than Art. A single day is scheduled for Sophomores, Juniors, Seniors and another for Graduate Students. Work is hung salon style. In these reviews, all Art Department faculty participate in a dialogue with the student on the goals and directions they have set for their work at that particular stage of their educational process. The goal of these reviews is not only to provide critical insights to the student being reviewed, but as a means of allowing all Art Majors the opportunity to experience the critique process on each of the various levels of development. As such, all Art Majors must attend each of these sessions unless they are taking a class in another academic department that conflicts with the review schedule. Students must receive a majority pass by all faculty each year. If they do not pass the annual reviews, they may be asked to present a second review or could be asked for other remedial work.

The other exams include the Qualifying Oral Examination for Degree Candidacy and the Final Oral Examination of Thesis Exhibition. The Qualifying Oral Examination determines if a student meets the requirements that merit his or her advancement to the status of Candidate for the Degree. Up until that time he or she is simply a graduate student. The Final Oral Examination determines whether the candidate is awarded the degree.

The Graduate committee considers the following aspects while assessing “Candidate Status” and while contemplating awarding the Master of Fine Arts degree:

The MFA degree is accepted as the terminal degree in studio art and indicates advancement to professional status. The emphasis is on creative work and the program is designed for the prospective professional artist and/or teacher of the visual arts at the College or University level.

Devotion to the demands of advanced learning, while utilizing a variety of intellectual skills is expected of the graduate student. In the case of creative art, this means the amount of dedication a student shows for art and those intellectual pursuits involved in creative art outside of the normal studio/classroom settings. Judgment of the appropriateness, seriousness, and thoroughness of the graduate student’s efforts is the responsibility of the professor from whom credits are earned and the student’s Thesis Committee.

While it is the student’s responsibility to seriously investigate these various issues and work towards forming a clarity of direction in their work, through discussion with their advisor or members of their Thesis Committee prior to the orals, the student should be able to determine the general direction of the questions and the type of information the committee will be seeking during the oral examination.

It shall be the faculty’s responsibility to expand the student’s understanding of the issues pertinent to the work in regards to historical development, theoretical concerns, technical ability, and personal philosophy. It is the student’s responsibility to digest and respond to the recommendations presented by the faculty, and to demonstrate an understanding of these various historical, conceptual, philosophical and technical aspects found in their work.

It is expected that the recipient of an MFA degree shall demonstrate seriousness of purpose in the pursuit of a personal artistic statement. Seriousness of purpose is assessed by production of quality work in a reasonable quantity per credit hour earned, quality and quantity of information and/or by a combination of all of the means listed hereafter.

During their time in the Master of Fine Arts Degree Program, and in the Oral Examinations administered while they are in pursuit of the degree, graduate students should:

1. Display an awareness of the reasons, attitudes, and concepts comprising the origins of their imagery and develop a firm grasp of a personal philosophy towards art.
2. Demonstrate an ability to create art objects, produce concepts, or develop other devices and/or constructs of sufficient quality and consistency to indicate the relevance of their personal artistic efforts.
3. Demonstrate the ability to address formal design issues in relation to conceptual concerns.
4. Demonstrate the ability to successfully research and come to a knowledgeable and mature understanding of current art issues and how their personal work relates to those concerns, either converging with them or diverging from them.
5. Demonstrate a sound understanding of the major issues and ideas which have emerged in the history of art.
6. Demonstrate the ability to professionally and intelligently speak while engaged in dialogue during critiques and oral examinations.
7. Demonstrate the ability to generate pertinent questions based on discussion and with respect for the nature of studio professionalism and academic discourse/dialogue.
8. Demonstrate an ability to listen openly while balancing the subjective with the objective when defending their work and ideas.
9. Graduate students are also expected to show consistent growth and increased clarity of purpose in the pursuit of these goals throughout the time spent achieving the MFA degree.

The graduate student is expected to recognize that the award of the MFA degree implies responsibilities of creative leadership, professional ethics, and sound judgment in relationships within the graduate program, the Department of Art, the College of Fine Arts and the University of South Dakota as a whole. Granting of the MFA degree acknowledges the recipient’s ability to adequately manage these responsibilities.

If, at the conclusion of the Qualifying Orals, the committee has any reservations about the student's ability to successfully complete the program and produce an acceptable thesis exhibition, they should be stated at that time. Any reservations should be clearly outlined and the student given recommendations necessary to help him/her satisfy requirements for acceptance as a Degree Candidate. The student will have until the end of the next semester in which to satisfy the committee's reservations. This includes production of new work as well as honing those arguments used to defend ones work.

It is understood that completion of the required number of credits for the MFA degree may not fully demonstrate the growth, clarity, or professionalism appropriate for the degree to be awarded. This decision rests with the candidate's major professor and Thesis Committee and is based upon the various criteria of assessment listed in this guide and upon assessment of work presented in the MFA thesis exhibition and Final Oral Examination held concurrently with the exhibit. Maintaining full participatory status in the MFA program is dependent upon satisfactory performance in the above-mentioned areas and upon maintaining an appropriate standard of achievement as established by the USD Graduate School.

The final confirmation of the degree depends upon successful completion by the student of his/her major responsibilities, i.e. completion of all course work, achieving candidacy, successful completion of the Thesis Exhibition, passing the Final Oral Examination, and passing the Art Theory and History Exit Exam. The final Oral Examination for Degree Conferment will be open to all members of the graduate faculty. Participation in this examination, however, is only with the prior consent of the chairperson of the committee.

#### PREPARATION FOR ORAL EXAMINATIONS

An updated artist's statement is required from the student two weeks before both their Qualifying Oral Examination for Degree Candidacy and their Final Oral Examination of Thesis Exhibition. This is a necessary and important element in aiding the Thesis Committee in determining the scope and nature of the student's direction of study. This artist's statement should indicate that the student, in his or her knowledge of the parameters of his or her own art and of art history, is sound enough to continue and mature enough to evolve in their progress towards attaining the degree. This statement can be amended as the student's course of study progresses.

#### STEPS IN THE PROCESS: MASTER OF FINE ARTS DEGREE PROCEDURE

1. Upon application to the MFA degree program, each graduate student must declare an area or areas of study (Sculpture, Painting, Printmaking or Graphic Design). Upon acceptance into the MFA program, the professor who is the head of the studio area in which the student was admitted will serve as his or her Major Professor, the Chair of the student's Thesis Committee, and the faculty liaison between the student and the Graduate Committee.
2. Each incoming student is required to have one faculty visitation at his or her studio by every Art Department faculty member on an individual basis over the first year of study. The graduate student's work and progress will be reviewed at the end of the first semester (or after a minimum of 9 hours graduate studio work) by the Major Professor. The Major Professor will be solely responsible for formally critiquing the progress of the student at this time although each student is encouraged to seek critiques by any faculty member at any time during any semester. Required grades and/or a favorable report by the Major Professor during this time assure the student's continuation in the MFA program. If an unfavorable report is likely at the close of the first semester, or for any other reason, the Major Professor may call for a review by the Graduate Art Faculty or a majority thereof regarding the candidate's work and progress. An unfavorable report by this group of faculty, indicating a serious lack of artistic and intellectual growth may delay the degree timetable or may result in the student being dismissed from the program.
3. At the conclusion of each semester, as part of advising, the graduate student and his or her Major Professor must update a Department of Art Program of Study form.

4. Annually, each graduate student must successfully complete the Annual Student Reviews to move forward in the MFA Art program.

5. During the third semester or the first four weeks of the fourth full semester of study, the graduate student shall select the remaining three faculty members to form a Thesis Committee. Along with the Major Professor, this committee of four faculty members including one member from a department other than Art, will guide, advise, assist, and consult with the student on matters regarding the quality and quantity of their work for the duration of study. Each committee member must be approved by the Major Professor, the Chair of the Department of Art and the USD Graduate School.

6. Two weeks prior to the Qualifying Oral Examination for Candidacy the student shall submit to the committee an artist's statement concerning the substance of his/her degree exhibition. This artist's statement should be of sufficient substance, intellectually and theoretically, to give the degree committee concrete guidelines for evaluating the student's professional qualifications during the Qualifying Oral Examination.

7. The Thesis Committee shall meet at the midway point of the student's third or fourth semester of enrollment (or having earned between 18 and 36 credits towards the degree) to administer a Qualifying Oral Examination to review the student's progress towards Degree Candidacy. The committee shall make recommendations as follows:

a. If no more than one dissenting vote is registered, the Thesis Committee shall recommend that the student receive formal acceptance as a Degree Candidate.

If the student is accepted for candidacy, he or she shall submit to the committee, prior to their MFA exhibition, an artist's statement, concerning the substance of his/her degree exhibition. This artist's statement should be of sufficient substance, intellectually and theoretically, to give the degree committee concrete guidelines for evaluating the student's professional qualifications during the thesis show. At this time, the candidate shall also set a timetable for the degree completion and for the MFA exhibition.

b. If two or more dissenting votes are registered, the Thesis Committee shall recommend that the student receive formal denial of degree candidacy, accompanied by a written explanation of the committee's reasons.

\* If the student is not accepted for candidacy, the committee shall schedule a candidacy review at the end of the next semester to reassess the student's progress. If, after this second review and oral examination, the student has not made sufficient progress, the committee's dissenting vote will result in the student being dismissed from the program.

\* If a student fails to schedule his or her Qualifying Oral Examination and complete it by the end of the third or fourth semester (or having earned between 18 and 36 credits towards the degree), this will be considered evidence of insufficient progress towards attaining the degree and an unprofessional attitude towards their studies. As such it will also be considered grounds for dismissal from the program.

Special stipulation - If a professor, upon being given at least 10 days notice by the student of either the MFA qualifying orals or the final orals examination, and agreeing to meet at that time, is unable to attend for any reason, that absence will be taken as an affirmative vote, and the professor will sign the orals documentation unless he/she can arrange another orals time suitable to the graduate student and the other committee members.

8. If the Qualifying Oral Examination for Candidacy is successfully completed in the third or fourth semester the student will have a maximum of two semesters of full time study in which to finish their degree requirements.

- To insure that there is enough time for critical growth, it is recommended that at least two semesters transpire between the Qualifying Oral Examination for Candidacy and the Final Oral Examination of

Thesis Exhibition. This amounts to a total of 6 semesters of studio use and support by assistantship during a student's time at the University of South Dakota Art Department.

- Under no conditions will the graduate student be allowed to take his or her Qualifying Oral Examination for Degree Candidacy and the Final Oral Examination of Thesis Exhibition during the same semester.
- Assistantship monies and the use of individual graduate studio spaces are budgeted for a three year period. Because of these monetary and space considerations, the Thesis Exhibition and the Final Oral Examination should be held no later than the 6th semester of full time participation in the MFA program.
- An extension of this timetable is possible pending review of relevant circumstances by the student's Thesis Committee, the Graduate Committee, and the Department Chair.
- If an extension is granted, it does not hold true that the student's assistantship will also be extended.
- It also does not hold true that studio space will also be extended. These constitute another matter and are also subject to review by the appropriate committees and the Chair.

9. The Seven Year Deadline. There are other time constraints that come into play during the process of study for a Graduate Degree at the University of South Dakota. It should be noted that the entire work for the MFA degree must be completed within a period of seven calendar years from the date of the first registration of the student for graduate studies in the Department of Art. Credits extending beyond this timeline may not be considered on the program of study form, and may not be included for credit towards the MFA degree. This means that if the MFA is not completed within seven calendar years from the date of first registration those credits earned during that first semester of registration may not be applied towards the degree being sought. After this, each successive semester without completion of the degree will result in the credits earned during the semester seven years earlier being ineligible for use for the MFA degree.

10. The Thesis Committee shall meet again during the thesis exhibition to administer a Final Oral Examination of Thesis Exhibition to the student, reviewing artistic and intellectual growth. The committee's positive vote, with no more than one dissenting opinion, will signify degree confirmation. If more than one dissenting vote is registered, the committee will recommend additional coursework for graduate credit, and the rescheduling of the exhibition and oral examination to be held within one year.

11. If the committee recommends degree confirmation, the Oral Examination of Thesis Exhibition form shall be completed and posted at the exhibition. An official graduation approval form must also be filed with the Graduate School. The student must file the appropriate forms for graduation with the Graduate School and provide a copy of each completed form to the Department of Art Chair.

12. MFA Degree recipients shall submit at least twenty examples (35 mm slides and/or digital stills) of their thesis work, a resume current at the time of their thesis exhibition, current artist statement, biography, press release prior to their exhibition and a publicity photo self portrait for inclusion in their permanent file and for display at their thesis exhibition.

13. MFA Degree recipients will be required to donate one artwork from their thesis exhibition to the University Art Galleries for inclusion in the permanent art collection of The University of South Dakota. The selection of the specific work will involve mutual agreement of the student, the Major Professor, and the Gallery Director.

14. During the final semester, before degree conferment, the student must pass the Art Studio, Theory and History Exit Exam (ACAT) and complete the ART 703 Degree Projects Course.

#### ART DEPARTMENT MFA DEADLINES

The responsibility for meeting deadlines for committee reviews of one's work, for forming one's Thesis Committee, for scheduling MFA Qualifying Oral Examination for Candidacy, for the holding the final MFA exhibition and the Final Oral Examination of Thesis Exhibition, and for applying for graduation are solely that of the graduate student.

Although reasonable effort will be made by the Thesis Committee to assist the student, deadlines affecting the student are not the responsibility of the committee. Missed deadlines may delay conferment of the degree.

The candidate's Thesis Committee shall determine the conditions and time limits regarding retaking exams, parts of exams, deficiencies, or other degree requirements if they extend beyond the normal five to six semester time table set forth in the section titled "Master of Fine Arts Degree Procedure".

The entire work for the MFA degree must be completed within a period of seven calendar years from the date of the first registration of the student for graduate studies in the Department of Art. Credits extending beyond this timeline may not be considered on the program of study form, and may not be included for credit towards the MFA degree.

It is the responsibility of the graduate student to study the Graduate School catalog and MFA Degree Program Guide, especially the degree procedures and deadlines contained in each.

#### MFA TIMETABLE

A synopsis of events for students who progress through the MFA program:

1. Acceptance into program: Declare a major.
2. End of first semester:
  - \* Review by Major Professor.
  - \* Determine Art Department Program of Study and prepare form with Major Professor.
  - \* Meet with Major Professor to review degree procedures, file Art Department Program of Study form, and update curriculum worksheet.
  - \* Pass the Annual Student Reviews.
3. End of second semester:
  - \* Meet with Graduate Faculty during Annual Student Reviews to assess progress toward candidacy.
  - \* Update Department Program of Study form and curriculum work sheet with Major Professor.
  - \* Meet with all art faculty individually, at least once during the first year.
4. During third semester:
  - \* Form Thesis Committee.
  - \* Submit updated artist's statement to Major Professor and Thesis Committee.
5. End of third semester:
  - \* Submit to Thesis Committee a timetable for degree completion.
  - \* Update Art Department Program of Study form and curriculum work sheet with Major Professor.
6. Middle of fourth semester:
  - \* Meet with Thesis Committee to receive Qualifying Oral Examination for Candidacy.
7. Beginning of last semester:
  - \* Meet with Major Professor or Thesis Committee to discuss exhibition content.
  - \* Meet with Art Department Chair and Gallery Director to arrange thesis exhibition dates and file an Exhibition Approval form.
  - \* File appropriate forms for graduation with the Graduate School (Program of Study form, Application for Degree, Oral Examination of Thesis Exhibition form).
8. Last semester:
  - \* Take Art Studio and History Exit Exam (ACAT), if student has not already.
  - \* Submit updated artist's statement, biography, press release, publicity photo, MFA exhibition postcards and posters to major professor and Thesis Committee two weeks prior to final Oral Examination.
  - \* Install thesis exhibition.
  - \* Meet with Thesis Committee for final Oral Examination prior to thesis exhibition opening.

- \* Complete Oral Examination of Thesis Exhibition approval form for posting at exhibition and give copy to Art Department Office.
- \* File an official Graduation Approval form with the Graduate School.
- \* Submit resume, artist statement, biography, self-publicity photo, press release and 20 slides/ digital images of artwork from exhibition for student's file.
- \* Consult with Major Professor regarding leaving an artwork from the MFA Thesis Show for the University Art Galleries Permanent Collection.
- \* Submit artwork from exhibition to University Art Collection.

### SUGGESTED SCHEDULE OF COURSEWORK

At least 3 credits in your major area must be taken each semester up until graduation. It is recommended that no more than six credits in your major area be taken each semester.

<b>Semester I</b>		<b>Semester II</b>	
Major Area	3 Credits	Major Area	3 Credits
Art History	3 Credits	Art History	3 Credits
<u>Seminar</u>	<u>3 Credits</u>	<u>Outside Electives</u>	<u>3 Credits</u>
	9 credits		9 credits
<b>Semester III</b>		<b>Semester IV</b>	
Major Area	3 Credits	Major Area	6 Credits
Art History	3 Credits	Art History	3 Credits
<u>Outside Electives</u>	<u>3 Credits</u>	<u>Art Electives</u>	<u>3 Credits</u>
	9 credits		12 credits
<b>Semester V</b>		<b>Semester VI</b>	
Major Area	5 Credits	Art Electives	3 Credits
Art Electives	2 Credits	<u>Major Area</u>	<u>6 Credits</u>
Seminar	3 Credits		9 credits
<u>Portfolio Preparation</u>	<u>2 Credits</u>		
	12 credits		
<b>TOTALS</b>			
Major Area	26 credits		
Art History	12 credits		
Art Electives	8 credits		
Graduate Seminar	6 credits		
Portfolio Preparation	2 credits		
<u>Non-art Electives</u>	<u>6 credits</u>		
	60 Total Credits		

### IMPORTANT GRADUATE SCHOOL DEADLINES

Deadline dates for graduate students are set in place by the graduate school, the University and the Board of Regents. Failure to fulfill any of the required paperwork by the specified dates may delay conferring of the degree for which a student is a candidate!

The schedules for required forms to the Graduate Office are updated one year prior to commencement and can be tracked at the following website: <http://www.usd.edu/gradsch/acadschedule.cfm>

It is the graduate student's responsibility to follow the updated schedules as they apply personally to each individual's graduation date.

### OTHER POLICIES AND GUIDELINES FOR GRADUATION

## REGENTS' ASSESSMENT PROGRAM B EXIT EXAM

All students enrolled at USD are required to participate in the Regents' Assessment Program. This program requires one or more standardized examinations prior to graduation. Participation in the testing program is a requirement for graduation, and test results may affect graduation status. The Department of Art requires the Area Concentration Achievement Test (ACAT) in Art History and Studio. Students should check with the Art Office or the Academic Advising and Testing Center for current information on other appropriate tests and scheduling.

## ART DEPARTMENT MFA EXHIBITION POLICY

The following Art Department policy governing MFA exhibitions is patterned on current practices in Universities and Professional Art Schools throughout the United States. The Department of Art, through the Graduate Committee and the Graduate Advisory Committees, exercises these standards and controls in order to maintain nationally accepted program policies.

The MFA exhibition is intended to serve as a cumulative statement of the candidate's preparedness to proceed in a professional career in art beyond the MFA degree. The policies governing the MFA exhibition clarify the separate responsibilities of the candidate and the Art Department. While not inflexible, they serve as normal guidelines, with variations being granted only by the Chair of the Department of Art.

## MFA EXHIBITION PROCEDURES

1. Each candidate who successfully passes the Qualifying Oral Examination must submit a timetable for degree completion including a projected date of the MFA exhibition. The candidate must confer with the Department Chair to discuss the scheduling of the exhibition, installation procedures, publicity, public reception, and costs. This process begins with enrollment in ART 703 Folio Preparation and Degree Project during the Fall Semester of the academic year in which the candidate intends to graduate. At the appropriate time, the Department Chair will confer with the Director of the University Art Galleries to officially schedule the exhibition.
2. During the specified dates, the candidate will present an exhibition of selected work completed during their MFA studies. Prior to the opening/closing reception, the candidate's Graduate Advisory Committee will meet with the candidate at the site to administer the Final Oral Examination of the Thesis Exhibition. The Final Orals will be conducted according to the criteria set forth in this guidebook. At this time the committee will either recommend degree conferment, postponement, or possible dismissal.
3. If the committee's decision is postponement of graduation, a specific prescriptive plan will be developed for the candidate by the candidate's Thesis Committee. This plan will include written recommendations of the Committee prescribing a specific number of new works, a timetable for scheduled critiques of the new works-in-progress by the Committee, and the scheduling of the candidate's next exhibition and Final Oral Examination of Thesis Exhibition. This second exhibition and Final Orals must be completed within one year. If the Thesis Committee or the Department Chair does not think it is in the candidate's best interest to maintain the same Thesis Committee, the Department of Art Graduate Committee will serve as the candidate's Thesis Committee for the remainder of his/her program. The Department Chair will then serve as Head of the candidate's committee.

## COLLEGE EXHIBITION RESPONSIBILITIES

1. The Department of Art will arrange through the Chair and through the Director of the University Art Galleries an exhibition during the appropriate semester approved for the candidate. The exhibition will be scheduled in the Main Gallery or other alternative space suitable to the candidate and to the Graduate Advisory Committee.
2. Each semester the Department of Art will schedule one exhibition for a period of six to fourteen consecutive days including installation and removal time, or as much as the gallery schedule will allow. An

MFA exhibition period will be scheduled each April, late August, and November. Up to three candidates may exhibit together in these scheduled slots. If only one MFA candidate will be graduating in any semester, they will present a solo exhibition. A meeting with the Gallery Director to include all installation or exhibition specifics must be conducted with the Gallery Director, at least four weeks prior to the exhibition.

3. The candidate(s) will schedule a public reception for the exhibition through the Chair of the Department of Art and will make arrangements for the public reception with the Director of the University Art Galleries. The University Art Department will provide funds for basic refreshments during the public reception for the exhibition. If the candidate(s) plan a menu beyond basics, he/she/they are responsible for any extra expenses.

4. The Department of Art will provide the sum of \$150 per exhibition to help meet publicizing expenses. This money will be available only for design and printing services and/or printing approved through the state bidding process. Expenses incurred for publicity or supplies beyond \$150 are the responsibility of the candidate(s). The Department of Art will coordinate and provide postage for a 225-piece bulk mailing for each exhibition. Students must provide Art Department Office with 225 identical postcards, printed to spec, three weeks prior to opening. Students may also provide addresses to personal contacts if they so desire.

5. The University Art Galleries will not maintain insurance on works while they are displayed in the MFA exhibition.

#### MFA CANDIDATE EXHIBITION RESPONSIBILITIES

1. The candidate(s) will design (or have designed) a suitable poster, flier, or other type of promotional mailer, for advertising the MFA exhibition. The final design must be approved prior to printing by the Department of Art Chair and the Gallery Director at least four weeks prior to the opening of the exhibition. The promotional piece must be acceptable to the Art Department, the University of South Dakota and postcards must meet US Postal specs, in terms of its design and printed information. In the case of a postcard or other mailer, the candidate(s) will provide a minimum of 225 copies to the Art Department Office for mailing, at least three weeks prior to the exhibition opening (this number may change as the Art Department mailing list develops).

2. The promotional mailer for the thesis exhibition must contain the following textual and visual information located in this document under the heading: Exhibition Publicity Requirements.

3. The candidate is required to write a standardized press release useful to the local and regional news media. The press release should include basic Who- What- When- Where information, and must be approved by the Department Chair before release to University Relations for subsequent distribution to the news media (a copy of Press Release Rules can be picked up in the Art Department Office). Copies of the press release should be sent to:

College of Fine Arts, Dean's Office - (for CFA Calendar of Events)

University Relations, Slagle Hall B (for regional newspaper release, include photos of your work)

VOLANTE, Coyote Student Center - (weekly student newspaper)

Department of Art Office

Photographs of your work or yourself are appropriate and required for submissions. Each of these offices has deadlines for development of press releases and public information, so submit your information at least four weeks ahead of the opening date of your exhibition to insure timely publicity.

4. The candidate is required to write an artist statement to be posted at the Thesis Exhibition. This process is begun during the ART 703 Degree Projects course. The final artist statement must be approved by the Chair of the candidate's Graduate Advisory Committee and by the Department Chair.

5. The candidate is also required to schedule and attend a public reception in honor of their thesis exhibition. This can be scheduled as an opening reception, as a public reception occurring during the exhibition, or as a closing reception. The Art Department will provide basic refreshments for the reception. If the candidate desires to supplement the basic menu, he/she may make their own arrangements. Each candidate should meet, discuss their reception, and finalize plans with the Department Chair and Gallery Director at least one month in advance of the reception.
6. Each candidate must provide the Art Department Office with electronic label information for their artworks two weeks prior to opening. The preferred format is by email or disk in the format as follows:

Artist Name  
 Title (in italics), date  
 Medium  
 Dimensions  
 Price

7. Each candidate must provide the Art Office with a set of twenty slides or digital images as appropriate, documenting major works of their exhibition. Slides must be clearly labeled with the following: artist's name, year of completion, title of work, medium and size. Slides should be submitted in a clear plastic, slide viewing page while CDs should use a standard viewing program compatible with both Mac and PC formats. The images should have a resolution of no less than 300dpi.
8. Each candidate is required to donate one artwork to the USD Permanent Art Collection, administered by the University Art Galleries for display throughout the campus. The selection of the work will be negotiated by the candidate and his/her Major Professor.

## UNIVERSITY ART GALLERIES EXHIBITION SPACES

### MAIN GALLERY

The Department of Art occupies 32,000 square feet of the distinctive Warren M. Lee Center for the Fine Arts. In addition to the six major studio facilities, the Department of Art regularly utilizes the 2,825 foot Main Gallery scheduled by the Gallery Director and the University Art Galleries Committee. This gallery is used for all major exhibitions, BFA senior exhibitions, annual student competitions, auctions, MFA exhibitions, and biennial faculty exhibitions.

### GALLERY 110

This small exhibition space of approximately 120 square feet, located in the College of Fine Arts room 110, is available for student-initiated exhibitions on a first come, first served basis, scheduled by the Gallery Director.

### SLETWOLD HALL

Occasional BFA and MFA exhibitions are scheduled in the W. H. Over State Museum located near the CFA. Sletwold Hall offers an exhibition room of 2,000 square feet.

### OTHER EXHIBITION SPACES AT USD

Each year selected students, faculty, and other artists may show their work in the Continuing Education Center (SWES), at the Coyote Student Center, and in Slagle Hall. The Oscar Howe Gallery in Old Main is dedicated to the accomplishments of this artist, pivotal in the history of Native American contemporary art. A variety of commissioned paintings and sculpture has been permanently installed throughout campus buildings and grounds.

## GALLERY MANAGEMENT AND WORK OPPORTUNITIES

In addition to the art history and studio curricula, students interested in learning exhibition design, curating, installation, lighting, packaging, shipping, and other gallery responsibilities may work for the University Art Galleries under the supervision of the Gallery Director. Experience as a gallery docent may be a possibility.

## OTHER PROGRAM INFORMATION AT USD

### FACILITIES

South Dakota's only College of Fine Arts is home to two smart classrooms housing the latest in digital education, two computer labs (one for PC and one for Mac), industry standard studio equipment and a 35,000 image slide collection. The Art Department also subscribes to ArtStor.

### STUDENT ART ORGANIZATION

The Department of Art supports a student association for organizing student art activities such as presentations by faculty and area artists, art auctions, field trips, fundraising events, and cultural tours to major cities. The SAO elects officers each year and meets to share experience, coordinate activities, voice concerns, and make recommendations to the faculty and department Chair regarding program development and conduct. Each year undergraduate students are invited by faculty or elected by their peers to represent student views on Department of Art and College of Fine Arts committees.

### VISITING ARTIST PROGRAMS

Each year the Art Department hosts a number of visiting artists from across the nation and abroad. By bringing the visiting artists to campus, the students get a chance to work hands on with master artists, get individual and group critiques from the visits and become part of the large network of artists who have visited USD.

### QUESTIONS CONCERNING THE PROGRAM

Graduate students enrolled in the MFA degree program may direct any questions to their Major Professor, the MFA Program Coordinator, the Department Chair or the appropriate Graduate School Staff.

## TELEPHONE NUMBERS AND ADDRESSES

### College of Fine Arts Dean's Office

Larry Schou, Dean  
414 E. Clark Street  
Vermillion, SD 57069  
Telephone: 605-677-5481  
Fax: 605-677-5988  
Email: Larry.Schou@usd.edu

Department of Art  
Cory Knedler, Chair  
414 E. Clark Street  
Vermillion, SD 57069  
Telephone: 605-677-5636  
Fax: 605-677-5988  
Email: cknedler@usd.edu

Admissions Office  
Telephone: 877-269-6837  
Email: admiss@usd.edu

Academic Advising  
Telephone: 605-677-5381

Email: [advising@usd.edu](mailto:advising@usd.edu)

Financial Aid Office

Telephone: 877-269-6837

Graduate School

Telephone: 605-677-6287

Email: [gradsch@usd.edu](mailto:gradsch@usd.edu)

## ADDENDUM A

### THE GRADUATE PROGRAM: DIALOGUE CONCERNING ESSENTIAL TERMS - DEFINITIONS

#### ADMISSION STATUS:

An applicant should be aware of these important factors:

In making decisions about the admission status of each applicant, it is generally expected that the student will be doing work at the level of a Bachelor of Fine Arts (BFA) degree graduate. His/her knowledge, skills and abilities should generally conform to this standard in terms of understanding and applying art concepts, studio techniques, art history and criticism. This does not mean that a BFA degree is required, but that the level of awareness and quality of work should approximate BFA standards.

It should be understood that a student may be admitted to the Graduate School, but not be admitted to the Department of Art MFA program until deficiencies are rectified. Even though admitted to the MFA program, a student entering USD with a BA or BS degree could be required to remedy deficiencies determined between that degree and the BFA degree. As such, applicants may be admitted to the graduate program in one of the following categories:

1. Full Admission: This status designates the student who meets all acceptance requirements and is judged by the Graduate Committee to be adequately prepared for graduate study.

2. Provisional Admission: This status designates the student who does not meet the conditions for full admission but who provides evidence to substantiate the ability to complete graduate level work in studio art. In any areas where a shortcoming of a minor nature is shown, deficiencies must be made up within a contracted period of time.

3. Special Student: This status designates the student who wishes to enroll in graduate level courses without formal application to the Graduate School or the MFA program. Courses are open to anyone with the consent of the instructor, but may not count toward any graduate degree. Special students who subsequently wish to formally apply to the Graduate School and to the MFA program can transfer only up to six credits toward their degree.

#### REMEDIAL WORK:

Upon admission under Provisional status, the student will be advised by the Graduate Committee of shortcomings in his/her preparation for graduate study. The committee and the student will then write a specific remedial program to enable the student to move toward Full Admission.

It should be understood that, no matter what the admission status of a Graduate Student, there may be additional remedial work required by the student's Graduate Advisory Committee or any of his or her Professors if there is a perceived shortcoming found later in the student's program of study and which, if not corrected, would seriously limit a student's chances for passing either their Qualifying Oral Examination, their Final Oral Examination, or their Master of Fine Arts Degree Exhibition.

Beyond taking more credits, the student's Graduate Advisory Committee or any of his or her Professors may suggest that more time be spent in developing ones work before taking the Final Oral Examination or before installing the Master of Fine Arts Degree Exhibition.

#### TYPES OF ASSISTANTSHIP

The following assistantship titles have been approved by the Dean of the Graduate School:

a. Graduate Teaching Assistant/Instructor of Record: This Assistantship is one in which the Graduate Student will be teaching his or her own class. His or her own name will be listed as the instructor of the course. Class direction, assignments, and other policies and methods of handling the class will be the responsibility of the Graduate Teaching Assistant who will be required to consult with their faculty supervisor.

b. Graduate Research Assistant: This Assistantship is one in which the Graduate Student will be assisting the Professor in teaching whatever class the Professor is assigned to. Duties may include Xeroxing class handouts, assisting in the preparation of support material for various class demonstrations, helping students during the class with various technical problems, offering criticism and suggestions to the students in that class, and maintaining the studio area, etc. as per the Professor's directive. Another aspect of this Assistantship is helping the Professor he/she is assisting in his or her personal research.

Full Assistantship:

Nine month stipends are determined annually by University and Fine Arts personnel. Written agreements are issued annually. Additionally, the student receives reduced tuition to the level of one-third of the in-state graduate tuition rate. The maximum work load for each full time graduate assistant in the Department of Art is an average of 15-20 hours per week.

Partial Assistantship:

Partial Assistantship pay and workloads are determined on a fractional basis of the full-term sum. Recipients will be required to work in the department an average of 10 hours per week. Recipients of Partial Assistantships will not be eligible for a reduction in tuition.

## DEFINITIONS OF STUDENT STATUS

Graduate Student: A student, upon being admitted to the MFA program, has attained the status of Graduate Student. This status enables him or her to register for graduate level classes.

Degree Candidate: A Graduate Student becomes a candidate for the degree only after they successfully complete their Qualifying Oral Examination for Degree Candidacy.

## COMMITTEE DEFINITIONS

Graduate Committee: The Graduate Committee is comprised of all Graduate Faculty of the Department of Art including the Department Chair. The Chair of the Graduate Committee (the MFA Program Coordinator) is appointed from among the senior faculty by the Department Chair.

The committee makes decisions on program admissions, oversees the work and progress of graduate students until they form their Graduate Advisory Committees, and serves in an administrative capacity with regard to the graduate program. A graduate student, elected by his or her peers to act as advocate on their behalf, can bring issues to the Graduate Committee for consideration by submitting such proposals to the Graduate Program Coordinator/Chair of the Graduate Committee for inclusion in the agenda.

Thesis Committee: A Thesis Committee is formed to oversee the work and progress of the student from the third semester to the completion of the MFA degree. It consists of four faculty members and is chaired by the student's Major Professor. The Major Professor is the head of the major focus area from which he or she will be taking most of his or her coursework. This will hold true until, for whatever reason, the Major Professor agrees to relinquish that function to another faculty member. The other three members are chosen by the student, and each serves by their own consent. All committee members must have Graduate Faculty status (adjunct faculty are not eligible). Of the three chosen, two must be Department of Art Faculty and one must be a Graduate Faculty member from another department of the University. Each committee member must be approved by the Major Professor, the Chair of the Department of Art and the USD Graduate School.

This committee administers the Qualifying Oral Examination for Candidate Status and the Final Oral Examination of Thesis Exhibition. Successfully passing both examinations is required prior to the award of

the Master of Fine Arts Degree. Once the committee members are selected they cannot be changed by the Graduate Student without the express approval of the Major Professor and the Department Chair.

## GRADUATE ORAL EXAMINATIONS

Graduate orals in the Department of Art are intended to be a dialogue between the student and his or her committee concerning the student's work and his/her knowledge of art processes, art history and art issues. They usually take from one to two hours to complete. The committee will question the student concerning issues raised by their art work. This oral examination should be considered a test relating to student understanding of the relevant concerns and issues which surround his or her artwork. It is intended to challenge the limits of student knowledge and insights. Each student should demonstrate a sound and significant understanding of how and why his or her art is created. This includes questions as to what comprises the visual, theoretical, philosophical, spiritual, psychological, and material influences on his/her work, from both an historical and contemporary basis. Graduate students in art should demonstrate a sound knowledge of how their work converges with or diverges from the trends, movements and stylistic developments currently included in the discourse regarding contemporary art.

Qualifying Oral Examination for Degree Candidacy: This oral examination is administered by the Thesis Committee during the third or fourth semester of enrollment in the Graduate MFA Program. Passing this examination signifies that the committee agrees the Graduate Student is now qualified for advancement to the position of Candidate for the Degree.

Final Oral Examination of Thesis Exhibition: This examination is also administered by the student's Thesis Committee. It is given in conjunction with the candidate's Master of Fine Arts Thesis Exhibition, held during their final semester of enrollment. The basic content of this examination is outlined above under the section titled "Graduate Oral Examinations." This semester is usually the fifth or sixth semester of full time enrollment (9 to 12 credits per semester). Passing this examination signifies that the committee has agreed that the Candidate for Degree has successfully attained the standards necessary for the Master of Fine Arts Degree to be awarded.

## ADDENDUM B

### USD ACADEMIC INTEGRITY PHILOSOPHY

Academic integrity is a fundamental concept underlying the educational enterprise of the university. As such, the idea of academic integrity must be embraced by all who are members of the university community and must be a guiding principle in all actions of the university. Academic integrity encompasses the values of Honesty, Trust, Fairness, Respect, and Responsibility and is the foundation for the standards of acceptable behavior that apply to all within the university community.

To this end, The University of South Dakota seeks to embrace, promote, and maintain an atmosphere of honesty and integrity that can be summed up in the following simple statement:

We are committed to honesty, fairness, trust, respect, and taking responsibility for our actions.

The university should:

1. Promote a well-defined philosophy of academic integrity pertaining to all members of the university community and addressing the five cardinal values of Honesty, Trust, Fairness, Respect, and Responsibility.
2. Promulgate clear procedures for dealing with transgression of the established policies protecting academic integrity. These procedures should be congruent with applicable laws, Board of Regents policy and existing University policy, including the Code of Conduct and the Academic Appeals process, so as to protect the rights of all involved. The Colleges and Schools within the university should be allowed latitude in establishing appropriate procedures that take into account not only the values and ideals promoted by the university but also those which are congruent with expectations of acceptable

conduct in professional settings. An innate feature of the university community is an emphasis on dialogue and learning; thus consultation and mediation should be emphasized as the primary means of resolution in instances where academic integrity has been lacking. This emphasis does not preclude stringent application of appropriate university policy when necessary. Similarly, commitment to academic integrity should enhance, not stifle, honest disagreement, debate, and differences of opinion among the members of the university community.

3. Use all appropriate avenues to disseminate and underscore the core values of academic integrity at the university. Applicants, parents, enrolled students, visitors, faculty, staff and administrators should be aware of the university's philosophy and policies on academic integrity. Commitment to academic integrity should be prominent in all actions of the constituents of the university community. All students, faculty, and staff entering the university community for the first time shall be apprised of the academic integrity policies and should agree to the philosophy that underlies them. The university should take opportunities to reinforce the academic integrity philosophy at appropriate times throughout the academic year.

4. Revisit the academic integrity philosophy and policies in a timely manner.

Note: The section immediately below is taken from the "USD Student Code of Conduct" quoted from passages found in the USD Student Handbook, Pages 44 to 55.

---

## ADDENDUM C

### STUDENT CODE OF CONDUCT

#### Authority and Jurisdiction

The South Dakota Board of Regents has established a "Student Code of Conduct" applicable to The University of South Dakota and all South Dakota regental universities. This code is necessary to ensure responsible and orderly campus life and to promote the general welfare. The Assistant Vice-President of Student Services/Dean of Students and others that he or she designates are authorized to enforce the rules and procedures set forth under the Student Code of Conduct. The University shall have jurisdiction over its students and recognized student organizations. Individuals may be accountable to civil authorities-city, state, or federal-and to University officials for acts which constitute violations of the Code. University disciplinary action may proceed during the pending of civil or criminal proceedings. Students enrolled in an institution will be held accountable for their conduct while visiting other regental institutions.

#### Philosophy

Education stimulates intellectual, personal, social and ethical development of an individual. The educational process is conducted, ideally, in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Awareness and respect, both self and globally directed, for the rights of others are necessary for the fulfillment of such goals. The Student Code of Conduct is designed for the promotion and protection of such an environment at the University. Acceptance of membership in the University community amounts to neither a surrender of individual rights nor a means for escaping the attendant fundamental responsibilities of that membership. All must share in the commitment to protect the personal safety and to promote the educational development of each member of the University community. The Student Code of Conduct is designed to balance the rights and needs of individuals with one's responsibility to the community we collectively comprise.

#### Conduct-Rules and Regulations

The integrity of the University community is contingent upon fulfillment of a trust that the members of the student body will engage in reasonable behaviors to promote and protect the educational environment. Members of the institutional community reasonably expect that they shall be able to live, study, work, and relax in a safe and orderly environment that is conducive to achievement of the educational, scholarly, and

public service mission of the institution. The rights and privileges that are afforded to all students are subject to their assuming the responsibility of reasonable behavior. Behavior by students, visitors, or student organizations, which results in harmful or reckless action, whether or not intended, violates community trust and is subject to disciplinary action. Any student, group of students, or student organization found to have committed the following misconduct will be subject to the disciplinary sanction outlined under "Sanctions" below.

Among the behaviors that may result in sanction are the following:

"Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other institutional activities, including its public-service functions on or off campus, or other authorized non-institutional activities."

"Disruption of or interference with the activities of persons who are studying, sleeping, or otherwise engaging in activities that are consistent with the normal and expected uses of institutional facilities, or of student residential facilities, whether institutionally controlled or not."

"Acts of aggression including threats, intimidation, coercion or other conduct that threatens or endangers the health or safety of any person."

"Conduct toward another person that has the effect of creating an intimidating, hostile or demeaning environment that adversely interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment or resource." ... Note: "It is not necessary to show psychological harm to the victim to establish that the conduct would interfere with the person's ability to participate in or to realize the intended benefits of an institutional activity, employment or resource."

"Failure to comply with directions of institutional officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so." .... note: "The phrase "institutional official" includes any person employed by the institution, performing assigned administrative or professional responsibilities."

"The phrase "faculty member" means any person hired by the institution to conduct classroom or other academic activities."

"Conduct not expressly proscribed may also subject students, groups of students or student organizations to discipline where it has the purpose and effect of infringing interests protected by the rules set out in the above described "misconduct," other provisions of the Board of Regents, or institutional policy or comparable regulations duly established by other educational institutions or public or private authorities; or where it demonstrates that an individual disregards the need to conform to reasonable rules and regulations intended to protect the health and safety of others and to assure their orderly access to and beneficial use of institutional resources and facilities."

A more thorough review of the Student Code of Conduct can be done by looking up that section in the Student Handbook, pages 44-55.

---