

Master of Fine Arts in Studio Art Handbook

Winthrop University | College of Visual and Performing Arts

Department of Fine Arts

2020 - 2021

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Program Mission

The MFA in Studio Art is an interdisciplinary studio art program dedicated to the creative development of the studio artist through intensive self-directed study, faculty mentorship, and professional development.

The Master of Fine Arts program at Winthrop University provides a supportive environment for highly-motivated students, who are intent on advanced, independent studies in their field. As an educational setting, the department provides a critical dialogue from instructors who espouse a broad outlook and represent varied points of view. Students are selected for their creative and intellectual involvement, their creative promise, and their ability to share in the learning process with both their peers and the faculty. They are expected to have already begun to develop an independent and mature direction in their work before beginning the program.

It is the expectation of the Department of Fine Arts that the graduate shall exhibit professional studio competence; organize, evaluate, and interpret knowledge; possess the ability to address, explore, and resolve pertinent issues; and continue a demonstrated commitment to the visual arts.

Creative thinking, the kind that fuels innovation, is now the world's most valued commodity. — Institute for Emerging Issues

creativity + community + collaboration

Resources

College of Visual and Performing Arts (CVPA) Administration

Jeffrey Bellantoni, Dean of the College	133 McLaurin Hall
Dr. Wanda Ebright, Assistant Dean of the College	133 McLaurin Hall
Stacy Carter, Administrative Assistant to the Dean	133 McLaurin Hall

CVPA Graduate Administration

Dr. Wanda Ebright, Director of Graduate Studies	133 McLaurin Hall	ebrightw@winthrop.edu
Anne Fiala, MFA Program Coordinator	202 McLaurin Hall	fialaa@winthrop.edu

Fine Arts Staff

Karen Oremus, Department Chair	803-323-2653	303 McLaurin Hall	
oremusk@winthrop.edu			
Maura Conway, Assistant to the Chair	803-323-2126	112 McLaurin Hall	
conwaym@winthrop.edu			
Andrew Davis, Studio Technician	803-323-2332	206 McLaurin Hall	davisja@winthrop.edu

Fine Arts Faculty

Dr. Alice Burmeister	Art History, Art History Program Coordinator
Myles Calvert	Printmaking, Foundations
Shaun Cassidy	Sculpture, BFA Program Coordinator
Jim Connell	Ceramics
Stacey Davidson	Painting
Anne Fiala	Jewelry/Metals, MFA Program Coordinator
Michelle Livek Garner	Art Education
Mark Hamilton	Photography
Claudia O'Steen	Interdisciplinary Studio + Digital Media
Seth Rouser	Foundations
Karen Stock	Art History, B.A. Program Coordinator
Stephanie Sutton	Photo + Time-based Media
Kyle G. Sweeney	Art History

Adjunct Instructors

Kathleen Burke
Paul Farmer
Foozhan Kashkooli
Lauren League
Jonell Logan
Rhiannon Mack
Emily Tuttle

The Graduate School

Visit the Graduate School webpage for [Graduate Student Resources](#) including links to Winthrop Student Handbook, forms, traffic and parking regulations, etc.

Jack DeRochi, Dean of the Graduate School		211 Tillman Hall
Main Office	803-323-2204	211 Tillman Hall
Email		gradschool@winthrop.edu

Department of Student Life

Student Life is home to the Dean of Students, the New Student and Family Programs Office, amongst other offices designed to support and help Winthrop University students. Visit their website to learn more at <https://www.winthrop.edu/student-life/>.

Academic Calendars

<https://www.winthrop.edu/calendars/>
[Winthrop University 5-Year Calendar](#)

Get Social

Winthrop University	@WinthropU	
College of Visual and Performing Arts	@ArtsWinthrop	#ArtsWinthrop
Department of Fine Arts	@WinthropFineArts	#WinthropArt
Winthrop Graduate School	@WinthropGradSchool	
Winthrop University Galleries	@GalleriesWinthrop	
Winthrop CreatorSpace	@WinthropCreatorSpace	
Union of Student Artists	@WinthropUSA	

Admissions Requirements

For admission to the graduate program, the applicant must meet the general requirements for admission to graduate study at Winthrop University. To learn more, please go to <https://www.winthrop.edu/graduateschool/>

All items must be submitted directly to the Graduate School Office through the [online Graduate School Application portal](#).

Some applicants to the MFA program who do not show evidence of a comprehensive background in historical and contemporary movements in studio art, advanced technical skills in at least one studio area, a strong research background that includes critical analysis, intensive writing, and an understanding of theoretical and aesthetic issues relating to contemporary art practices will be expected to take prerequisite courses in order to meet program requirements. These prerequisite courses will include an additional semester or academic year of study followed by a portfolio review prior to beginning graduate coursework.

A limited number of graduate assistantships and other awards are available for qualified applicants. Also, a limited number of graduate teaching positions may be available for qualified graduate students after they have completed 18 semester graduate hours. More details about this are available in the Graduate Assistantship and Scholarship section of this handbook.

Students may be admitted to Winthrop University as either graduate degree (class 5) or graduate non-degree (class 9) students. The graduate director of the College of Visual and Performing Arts and the Department of Fine Arts MFA Review Committee will evaluate applications for graduate degree programs for admission. The department chair will appoint the Fine Arts Graduate Admission Committee. Upon receipt of admission packets from Graduate Studies Office, the graduate adviser will pre-screen applicant's materials and alert applicant of missing credentials required to complete the admissions review.

Upon receipt of the evaluation from the graduate director of the College of Visual and Performing Arts, Graduate Studies Office will issue the Graduate Degree admission letter. There are three actions that may be taken by the graduate director:

1. Graduate Degree Status (class=5) All official credentials are on file and applicant fully meets admission criteria.
2. Graduate Degree Student Admitted Graduate Non-degree (class=9) Based on available credentials the Graduate Admissions Committee has determined that the applicant does not currently meet admission criteria for full admission to the MFA degree program. These applicants may have a status of "au" or "ap", depending on whether or not we have official final transcripts.
3. Applicants that have numerous prerequisites to be taken at the undergraduate level, or lack some other pertinent credential(s) which will be impossible to obtain within thirty days after registration semester will be admitted graduate non-degree (GN). Upon fulfilling admission requirements determined at the time of evaluation for graduate degree admission, the student will be changed to graduate degree (G) status. A maximum of 12 semester hours of graduate non-degree credit may be applied toward the MFA degree.

Procedures to Remove Non-degree Status:

A student admitted non-degree status must attain an expected level of proficiency in the deficient area(s) before the Graduate Admissions Committee approves degree status. It may be necessary

for the student to take a number of undergraduate hours in a specialized area to remove the non-degree status. The student will request a review through the graduate adviser. The Admissions committee decides by review when the non-degree stipulation can be removed.

4. Inadmissible.

Roles and Responsibilities

Responsibilities of the Graduate Student

1. Submit all required documents for admission.
2. Read all email (including bulletins and notices) at the university, college, and departmental levels.
3. Meet all university and departmental requirements and regulations.
4. Abide by all Health and Safety procedures and policies.
5. Arrange at least two meetings of the student's graduate committee each semester.
6. Take detailed notes at all critiques and curricular assessment markers.
7. Attend all MFA events and assessment milestones.
8. Contact departmental MFA Program Coordinator to schedule appointment for registration of classes and notify coordinator of any change in original registration.
9. Consult the Winthrop University calendar published on the University's website to determine registration dates and add/drop period, semester schedule, and last dates which a course may be dropped with an automatic N (no credit).
10. Maintain a 3.0 cumulative GPA. Students whose cumulative grade point ratios fall below 3.0 will be placed on academic probation.
11. With the help of the major professor, convene a meeting of the student's graduate committee and for approval or disapproval of thesis proposal, thesis review, and other assessment milestones.
12. Obtain, when necessary, the following forms from the MFA Program Coordinator and secure appropriate signatures:
 - Request for Permission to Transfer Graduate from Another Institution prior to enrolling in a course at another institution. (This includes workshops at craft schools)

Responsibilities of the Major Professor

1. Chair the student's graduate committee
2. Assist the graduate student in forming the student's graduate committee.
3. Assist the student in submitting the assessment applications and forms.
4. Assist, with the MFA Program Coordinator, in arranging the student's candidacy exhibition.
5. Conduct the Admission to Candidacy meeting and submit the result to the MFA Program Coordinator.
6. Assist the student in the thesis procedure:
 - Assist the student in organizing a meeting the thesis committee for approval or disapproval of thesis proposal.
 - Advise the student throughout the writing of the thesis.
 - Assist, with the Gallery Director and MFA Program Coordinator, in arranging the student's Final Master's Exhibition and/or oral defense.

Responsibilities of the Graduate Committee

1. Attend all Graduate Committee meetings.
2. Mentor and guide the graduate student through the MFA program; providing resources and feedback as requested.
3. Meet with the student to review studio work and research as requested.
4. Review all documents related to assessment milestones including Candidacy Review, Thesis Proposal, and Thesis.
5. Analyze student development and provide straightforward assessment and analysis on the student's studio work, research, and progress in the MFA program.

Responsibilities of the Graduate Program Coordinator

Responsibilities of the MFA Program Coordinator (also referred to as the graduate adviser) in the Department of Fine Arts related to graduate students includes:

1. Evaluates transfer of graduate credit before student takes course(s).
2. Advises graduate students of the policies and procedures of the MFA in Studio Art graduate program.
3. Advises graduate students and updates DegreeWorks to reflect advising sessions.
4. Works in consultation with student to formulate the graduate committee and select major professor.
5. Administers studio allocation for graduate students.
6. Assists (with the help of MFA Review Committee) the evaluation of student transcripts to determine admissibility and program prerequisites.
7. Establishes graduate admissions committees from the Fine Arts faculty.
8. Acts as a liaison on graduate matters with the Graduate Director.
9. Collaborates with college, graduate school, and admissions in developing marketing and recruitment strategies.

Responsibilities of the CVPA Director of Graduate Studies

The Graduate Director for the College of Visual and Performing Arts responsibilities includes:

1. Reviews and forwards all graduate documents for appropriate signatures.
2. Monitors candidacy regulations.
3. Reviews curriculum and continuous improvement plans to ensure program is meeting the standards of all accreditation bodies.
4. Sends appropriate dismissal notification to student and Graduate Office.
5. Acts as liaison between the Graduate School, CVPA, and Fine Arts Department. Fields concerns and questions from students and faculty.

Responsibilities of the Graduate School Office

1. Collects and processes application materials.
2. Sends applicant official letter of admission upon receiving evaluation from graduate director for Visual and Performing Arts.
3. Maintains master file for student's official credentials.
4. Monitors university policies.
5. Verifies completion of degree requirements.
6. Oversees financial component of Graduate Assistantships.

MFA Curriculum

Required Program		Semester Hours
<i>Studio Art Courses</i>	ARTS 600: Graduate Research A	9
	ARTS 601: Graduate Research B	9
	ARTS 695: Thesis Statement I	3
	ARTS 696: Thesis Production	6
	ARTT 697: Thesis Statement II	3
<i>ARTS Electives</i>	Choose from: ARTE 650: MFA Teaching Practicum ARTS Electives + Special Topics (must be >500-level course). Individual discretion.	9
<i>Academic Studies of Visual Media</i>	ARTT 690: Graduate Seminar	12
	ARTH 683: Seminar in Aesthetics, Theory, and Criticism of Art	3
<i>Electives</i>	Choose from: ARTS, Art History, or outside research electives (must be >500-level course). Individual discretion.	6
Total Semester Hours:		60

Consult the [MFA Degree Checklist](#) for term by term registration instructions

Students are required to complete at least 60 semester hours of approved graduate-level work. At least half the work presented for the degree must be 600-level courses.

With approval of the MFA advisor prior to end or the first semester, MFA students select a major professor. With the completion of 9 to 12 graduate credit hours from Winthrop, students must form a Graduate Committee and apply for Candidacy with Committee review of work. At the end of 30 hours students must apply for Approval of Thesis Proposal together with a Candidacy exhibition and statement.

*A thesis project is required for the MFA degree in Studio Art, creative in content and including a written thesis statement that can be retained by the University. Upon completion of the thesis, students must pass an oral examination (to be completed at least two weeks prior to final examinations).

*Documented exhibition is required of every candidate for the MFA degree in fine arts.

MFA in Studio Art Program Procedures + Requirements

2020-2021 Catalog Year

Timeline		Procedure
	After March 1	<input type="checkbox"/> Admission as a Potential Degree Candidate
Semester 1	Advising appointment (after midterm)	<input type="checkbox"/> Select Major Professor <input type="checkbox"/> Form Graduate Committee~
	November 15 or no later than 2 weeks prior to Candidacy Review	<input type="checkbox"/> Submission of MFA in Studio Art Candidacy Application~
	During or before Final Exam Week	<input type="checkbox"/> Candidacy Review performed by Graduate Committee
Semester 2	Week 4 or earlier	<input type="checkbox"/> Graduate Committee Meeting* – Review of work and research
	Week 6 or later, more as needed	<input type="checkbox"/> Graduate Committee Meeting* – Review of work and research
	During or before Final Exam Week	<input type="checkbox"/> Thesis Proposal~
Semester 3	As directed by gallery	<input type="checkbox"/> Arrangements for thesis exhibition including special needs, technology, etc.
	Week 4 or earlier	<input type="checkbox"/> Graduate Committee Meeting* – Review of work and research
	Week 6 or later, more as needed	<input type="checkbox"/> Graduate Committee Meeting* – Review of work and research
	During or before Final Exam Week	<input type="checkbox"/> Rough draft of thesis statement due to Graduate Committee
Semester 4	As needed or directed	<input type="checkbox"/> Graduate Committee Meeting* – Review of work and research
	As directed by gallery, department, and major professor	<input type="checkbox"/> Thesis Exhibition <input type="checkbox"/> Oral Defense~
	At least 2 weeks prior to Final Exam week	<input type="checkbox"/> Submission of Masters' Thesis to Department Chair

~ Form required

* All Graduate Committee meetings should be arranged at least 2 weeks prior to meeting date. It is the student's responsibility to arrange room reservations and send email reminders. A minimum of 2 Graduate Committee meetings should occur each semester.

Selecting Your Graduate Committee

Graduate Committees are designed to facilitate mentorship and encourage interdisciplinary studio and research practices throughout the student's tenure in the MFA program. The student will consult with their major professor prior to inviting faculty members to serve on their Graduate Committee after the advising appointment during their first term of study. In addition to meeting twice a semester, the Graduate Committee will review the student's Candidacy Application and Thesis Proposal. During the final year of the MFA the Graduate Committee becomes the Graduate Thesis Committee. Any changes in members will be coordinated under the guidance of the major professor and MFA Program Coordinator. The student may request of his/her Graduate Thesis Committee that an appropriate additional voting member be named to the committee. All meetings of the Graduate Committee are facilitated by the student and should be arranged at least 2 weeks prior to meeting date. It is the student's responsibility to arrange room reservations and send email reminders.

The Graduate Committee will consist of:

- The major instructor (tenure-track)
- 2-3 tenure track Studio Art or Art Education Faculty Members
- 1-2 tenure track Art History Professor(s)
- (optional) 1 non-tenure track Fine Arts Faculty Member
- (optional) 1 tenure-track faculty member from a department other than Fine Art

MFA in Studio Art Candidacy Application Requirements

The MFA in Studio Art Candidacy Application, also known as "MFA Candidacy Review", is required for acceptance as a degree candidate for the MFA in Studio Art. The purpose of this event is to review the candidate's progress in the MFA program and help provide direction. During this event, the student's Graduate Committee will review the required items (listed below), providing feedback and asking questions. This event occurs at the end of the student's first semester of graduate coursework and will be scheduled during or before Final Exam Week.

The student and the student's full Graduate Committee must attend the meeting. The review process is closed to all other parties except with the specific approval of the major professor and the graduate adviser. The invitation of the chair of fine arts might be an example. Invited guests do not have voting privileges. Students are expected to schedule this event with their Graduate Committee at least 2-3 weeks prior to the event. Space reservations and exhibition needs are the student's responsibility. **The student must pass the Candidacy Application before the completion of 18 credit hours.**

The student will present work at the review, which accurately represents current development and involvement. The student will also present an oral justification of the presented work. Additionally, the students must present a written statement about the work as well as a digital portfolio representing the work reviewed.

The committee will offer an exchange of comments, conversation, and questions to verify the student's qualifications for candidacy. Each committee member will evaluate the student per the review rubric, vote on the candidacy request, and offer written comments and suggestions on the appropriate form. A majority vote is

necessary for acceptance to candidacy for the MFA degree program. In the case of negative vote, the Graduate Committee will make specific recommendations to rectify the situation. This might include outside study, i.e., 400 or 500 level Special Topics courses, which will not count toward the MFA degree.

The graduate adviser will notify the student of the decision by the committee. The student will be notified in writing of the decision within two weeks of the committee's review. A student not receiving MFA candidacy status will be advised as to options to rectify the situation and may apply for MFA Candidacy the following semester. If at any time the student is found to be inadequately prepared to continue, candidacy will be suspended. The student may re-apply for candidacy when supplemental program requirements are met. Candidacy may be halted at any time if the student's graduate committee agrees that professional standards are not being met.

Requirements for Candidacy:

- Admission to graduate degree status.
- Successful completion of 9-12 hours in the studio. The courses must have been completed/taken at Winthrop.
- Minimum 3.0 (B) overall graduate grade point ratio.
- Certification from the graduate adviser that the applicant has met all departmental requirements for candidacy.

Candidacy Review Requirements:

- Completion of [MFA in Studio Art Candidacy Application](#)
- Exhibition of work and research – this should include a number of works completed during the first term in the MFA program. You may also include samples, works in progress, and other evidence of studio work and research.
- Artist Statement (one page)
- Review of exhibition and statement by Graduate Committee. A rubric for the review can be found in the Rubrics section of the appendix.

MFA in Studio Art Thesis Proposal

The Thesis proposal is designed to prepare students for a successful thesis statement and exhibition. The event will occur at the end of the student's second semester of graduate coursework and will be scheduled during or before Final Exam Week. During this event, the student's Graduate Committee will review of the required items (listed below), providing feedback and asking questions.

The Thesis Proposal will include:

- Thesis Proposal Statement – Sent to your Graduate Committee 2 weeks prior to review.
 - Thesis Proposal Statement will include specific details related to the work and concepts to be executed in the thesis body of work. Statement should be 1-2 pages, single spaced.
- Exhibition of work and research (Graduate Committee Review) – This should include several finished works completed during the academic year. You may also include samples and other evidence of studio work and research. In progress or incomplete work may not be included in this review. The rubric and scoresheet of this review in the appendix.
- Thesis Proposal Presentation of works and influences (20 slides max)

MFA in Studio Art Thesis Requirements

A thesis project of creative work is required for the MFA degree in Studio Art, including a written thesis statement that is about the body of investigated work to be presented in a required exhibition. The written (MFA) thesis statement should be between 15 and 20 pages in length, exclusive of images.

Thesis Requirements:

1. A final exhibition of original creative work and appropriate documentation (i.e. exhibition statement, labels, images of installation, images of completed works, etc.). The body of work to be exhibited will have been chosen by the student with an understanding of the content by the major professor or the student's Graduate Committee and the proper gallery/exhibition space personnel. (The Department of Fine Arts retains the right to select a work from the student's final exhibition for addition to Winthrop University's permanent art collection.)
2. An oral defense of the exhibited work.
3. A Thesis Statement, a written justification and critical analysis of the student's creative work. The thesis statement will consist of a body of no less than fifteen to twenty pages, appropriately annotated, a minimum of eight digital photographic illustrations that will be part of the written document, properly identified, and a bibliography (when appropriate). Each digital image will be labeled with the title, medium, size and date of execution of the work and the student's name. The thesis statement must be submitted to the major professor, committee, and graduate program coordinator.
4. A pre-publicized public presentation, usually in lecture plus digital image or video format.

The basic content format of the Thesis Statement should follow this outline:

- Introduction to include
 - Describe what (the subject) you are exploring in your thesis work. (Materially, conceptually, spatially, visually)
 - Explain how you arrived at this subject of exploration.

- Clearly state what are the main points you intend to make with the presentation of your thesis work.
- Sources: describe artists, writings, philosophies, and personal histories that have affected the way you approach or think about your thesis work. Specific academic and credible references are required.
 - Personal histories are vital, but referenced artists, writings, and philosophies are also required in order to help defend or clarify your personal experiences and your work.
- Describe how you have gone about exploring the subject of your thesis work: material, process, attitude, construction, technique etc. Specific reference to your illustrated work and sources should be included.
- Conclusion restating the main points and how these points are defended by the content outlined above.

In each case the completed and approved thesis statement must:

- Follow a format acceptable to and/or approved by the Graduate Studies Office.
- Follow the time frame for submission and approval as established by the Graduate Council Guidelines found at:
<http://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/ThesisGuidelines.pdf>
- Be presented in the prescribed numbers to the appropriate party/parties. (It is the responsibility of the student to provide these copies. In the case of on-campus binding, the student will pay the binding fee at the Cashier's Office and take the receipt and copies of the thesis statement to the Graduate Studies Office.)

Thesis Statement Deadlines

(Semester of Thesis Exhibition)

Week 5	Present a complete, typed, preliminary final draft to major professor
Week 7	Present final preliminary draft to all committee members
Week 9	Committee members return draft with suggestions to major professor
Week 11	Revisions completed and approved by major professor
Week 12	Final approved typed copy to major professor for approval
Week 12	Final approved copy to dean for review. Also schedule appointment for dean's signature.
Week 14	Appointment with dean for signature.
Week 14	Submit four copies to of thesis to Graduate School

*Thesis exhibition should occur no later than three weeks prior to final exam week.

Oral Defense

An oral defense (either of the thesis statement or the work of the final exhibition) will occur in the final semester of degree work, coinciding with enrollment of ARTS 696. It must be aligned to the time frame established by the Graduate Studies Office for notification of decision passage/failure of thesis.

Graduation Procedure

All graduation and commencement activities are facilitated through the Graduate School office. It is the student's responsibility to follow all graduation procedures communicated through the Graduate School website and via email updates.

A general understanding of the procedure can be found here:

<https://www.winthrop.edu/uploadedFiles/recandreg/graduation-601.pdf>

Graduate Assistantships and Scholarships

Graduate Assistantships

Academic Graduate Assistantships are available in the Department of Fine Arts. Application information may be obtained from Graduate Studies, 209 Tillman Hall. To access assistantship applications as well as important forms you may require during your time at Winthrop, also go to:

<http://www.winthrop.edu/graduateschool/forms/>

Graduate assistantships are typically based on the needs to the department. Though no teaching assistantships exist, MFA students can be considered for teaching once they have successfully completed at least 18 graduate credit hours at Winthrop toward their MFA and have completed ARTE 650: MFA Teaching Practicum. Graduate Assistantships are not generally available during the summer sessions. Half assistantships are also under consideration if available. Full graduate assistantships require 16-20 hours a week of service (300 hours total each semester) and carry a fee waiver for each semester in which the assistantship is held. For most graduate assistantship positions, the tuition waiver will cover the tuition charges for a maximum of nine semester hours of course work that is a part of the student's degree program--either required or elective hours. Any tuition charges beyond the 9-hr load, lab fees and other charges, must be paid by the student.

Graduate assistantships are awarded to students who are fully admitted without provisions to graduate degree programs. Graduate assistants should not begin working until the Graduate Assistant Employee and the Human Resources Office has approved Wage Agreement Form.

Department and College Scholarships

Department and college scholarships are available for merit and needs-based consideration. Merit-based awards are generally given at the end of year gatherings. For needs-based scholarships, please reach out to your major professor or MFA Program Coordinator.

Winthrop Alumni Graduate Scholarships

The Winthrop University Alumni Association allots limited scholarship funds for graduate study at Winthrop. The recipients are selected on the basis of ability and future promise. Recipients must be fully admitted into a degree program at Winthrop and enrolled full-time (9 hours). They must be enrolled in that program during the semester or semesters for which the award is given. (Future graduate students must have applied for admission to a graduate program in order for their applications to be considered.) These scholarships represent an outright gift and do not require any work responsibilities on the part of the student. Need is not a criterion. Applications for these scholarships may be secured from Graduate Studies, 209 Tillman Hall. Applicants need not be alumni of Winthrop University.

Forms for all Winthrop graduate students and degree candidates:

[Application for Graduate Assistantship](#)

[Application for Graduate Incentive Scholarship](#)

[Application for Winthrop Graduate Scholarship](#)

[Graduate Assistant Employment and Wage Agreement](#)

Additional Grad forms can be found at <http://www.winthrop.edu/graduateschool/forms/>

Application deadline is February 15. A recipient of the scholarship is permitted to hold both a Graduate Scholarship and some other major form of aid, such as a graduate assistantship.

Department Policies

Please consult the *Fine Arts Student Handbook* for additional information.

Student Mail + Email

Graduate student mail is kept in the department faculty workroom, 304 McLaurin. Each graduate student has a mailbox in the department faculty workroom. Graduate students are provided email accounts. Email is an official university method of contact and will be used by faculty and staff to relay important information related to academics and safety. *Graduate students are expected to check their email several times per day*

Lab/Studio Fees

Many of the classes in fine arts have a studio or lab fee applied to them. The lab fee is charged to offset the cost of various expenses, including consumable materials, some special materials for the class, and maintenance of equipment in the various labs.

Vacation Access

Vacation Access Forms must be submitted and approved prior to any holiday or summer break. These forms include working in shared and personal studios within McLaurin Hall, Rutledge Building, and other buildings/spaces on campus. The department GA and/or Studio Technician will distribute these forms in the weeks prior to any vacation periods.

Intellectual Property + Contract Work

Please consult the university policy on intellectual property for guides on contract work and research: https://www2.winthrop.edu/acad_aff/Policies/iprp.html

Health and Safety

Graduate student's responsibility. Student must acquire and become familiar with the Fine Arts Health and Safety Manual, available on-line at the Departmental site: <http://www.winthrop.edu/cvpa/finearts/>

All students are required to ensure the safety of themselves or others by:

- Only using power machinery and equipment for which they have received authorized training from the faculty or professional instructor; (If you have not received training in the safe use of machinery, contact the faculty member responsible.)
- Only using power machinery and equipment in other rooms when authorized by the faculty member responsible for the other room;
- Not using power machinery when alone in the studios;
- Not using power machinery in the woodshop when the faculty member or shop monitor is absent;
- Using the appropriate protective clothing when using machinery, i.e., goggles, headbands, overalls, etc. Ensure that loose ties, belts, cuffs, jewelry and long hair are properly secured or tucked in;
- Keeping their own hand tools in good repair;
- Adhering to the "no smoking" rule in studios and buildings;
- Not consuming, or bringing into the studios, workshops, or any building, any alcoholic beverage or controlled substance;
- Evacuating the buildings immediately when the "Fire Alarm" is sounded.
- Eating in studio spaces is not allowed.

Facilities

Unless otherwise noted by discipline-based areas or safety regulations, all MFA graduate students have twenty-four hour access, seven days each week, to the Department of Fine Arts facilities in both Rutledge and McLaurin buildings. Individual graduate studios are housed in McLaurin Hall. Access to the Rutledge building at night or weekends will require activation of the student's current Winthrop Student I.D. Key card entrances are located on the ground floor on the Stewart Avenue side of Rutledge building and via the elevator at the rear of the building. Please see the Fine Arts administrative assistant to complete the paperwork for I.D. card access.

Studio Technician, Andrew Davis, should be notified and consulted in all instances related to studios and Fine Arts facilities.

Graduate Studios

As available, the department provides studios for regularly admitted, degree-seeking, full-time (9+ hours) graduate students. The graduate program coordinator allocates the individual or shared studios. The key issued for the graduate studio access will also provide access to McLaurin outside doors and the faculty workroom. All arrangements regarding keys must be carried out through the chair's office. Students meeting these conditions may occupy the studio for the duration of their degree program. If the student is in the final thesis year, and the student does not meet the 9-hour rule, the student must petition the chair and fine arts graduate committee for an exception. To maintain occupancy of a studio, the student must complete an MFA Studio Guidelines + Self-inspection form, demonstrate significant use of the space on a regular basis for the making of work, the exhibition of work, discussions of work and critiques. Students will relinquish the studio privilege if they do not demonstrate significant use, if they abuse the space and do not comply with campus regulations, or if they do not maintain a clean working environment.

When a student graduates or completes three years of studio occupancy, he or she must move out of their studio within two weeks of commencement or the end of the semester. Keys must be returned to the administrative assistant or graduate assistant. The department chair through consultation with the graduate can make exceptions.

Appendix

Additional forms can be found in the Fine Arts Student Handbook

MFA Degree Checklist

MFA in Studio Art (60 hours)

Department of Fine Arts

2020-2021

Student Name: _____ Student ID No. _____

1st Semester

ARTS 600: Graduate Research A	3 CR	_____
ARTS 601: Graduate Research B	3 CR	_____
ARTT 690: Graduate Seminar	3 CR	_____
ARTH 683: Seminar in Aesthetics, Theory, and Criticism of Art	3 CR	_____
ARTS, ARTH, or Outside Research Elective (>500-level course)	3 CR	_____
Total: 15 CR		_____

2nd Semester

ARTS 600: Graduate Research A	3 CR	_____
ARTS 601: Graduate Research B	3 CR	_____
ARTT 690: Graduate Seminar	3 CR	_____
ARTE 650: MFA Teaching Practicum or ARTS Elective	3 CR	_____
ARTS, ARTH, or Outside Research Elective (>500-level course)	3 CR	_____
Total: 15 CR		_____

3rd Semester

ARTS 600: Graduate Research A	3 CR	_____
ARTS 601: Graduate Research B	3 CR	_____
ARTT 690: Graduate Seminar	3 CR	_____
ARTS, ARTH, or Outside Research Elective (>500-level course)	3 CR	_____
ARTS 695: Thesis Statement I	3 CR	_____
Total: 15 CR		_____

4th Semester

ARTS 696: Thesis Production	6 CR	_____
ARTT 697: Thesis Statement II	3 CR	_____
ARTT 690: Graduate Seminar	3 CR	_____
ARTS, ARTH, or Outside Research Elective (>500-level course)	3 CR	_____
Total: 15 CR		_____

MFA Studio Guidelines + Self-inspection

Please Note: failure to adhere to the guidelines below may result in fines or the removal of graduate studio privileges.

- Studios must have clear and easy access from every part of the room to the doorway. Do not create conditions that make it difficult for you to exit your studio in the event of an emergency.
- Do not overload electrical outlets. Use only extension cords with a grounding wire. All extension cords must be unplugged when not in use.
- Do not hang anything from overhead pipes
- No alcohol or tobacco products are allowed in studios
- Studios are issued for the production of work. Usage for any other purpose, including storage or as living quarters, is not allowed.
- Candles or and other items that involve an open flame are not allowed. Do not store large amounts of combustible materials in your studio.
- The use of any processes that involve flame, excess heat, or combustion require the approval of the Studio Technician and Department Chair.
- Faculty and staff may enter graduate studios at any time, and often do so when conducting tours for prospective students. Therefore, studios must be kept in presentable and professional condition.
- Do not store items in the hallway outside of your studio. This is a fire safety violation. All items found in the hallway will be removed.
- Failure to return your key to the department at the end of your tenure at Winthrop will result in a \$15 fine.

In the space provided below, please record the condition of your studio upon move in. Make note of any damage to furniture, windows, walls, electrical fixtures, materials in closet, etc.

I have read the above information and understand and will adhere to the department and university guidelines and policies.

Name: _____ Date: _____

Signature: _____

CWID: _____

Studio Assignment: _____ McLaurin Hall

MFA in Studio Art Graduate Committee Form

For committee composition requirements, please visit the Graduate Committee Selection section of the MFA handbook. Please submit this form to the MFA Program Coordinator.

Name: _____

Email: _____ CWID: _____

Proposed Graduate Committee

<i>Faculty Name (Please Print)</i> _____	<i>Department</i> _____	<i>Faculty Signature</i> _____
Committee Chair <input type="checkbox"/>	Tenure-Track <input type="checkbox"/>	Non-departmental <input type="checkbox"/>
Committee Co-Chair <input type="checkbox"/>	Non-Tenure Track <input type="checkbox"/>	

<i>Faculty Name (Please Print)</i> _____	<i>Department</i> _____	<i>Faculty Signature</i> _____
Committee Chair <input type="checkbox"/>	Tenure-Track <input type="checkbox"/>	Non-departmental <input type="checkbox"/>
Committee Co-Chair <input type="checkbox"/>	Non-Tenure Track <input type="checkbox"/>	

<i>Faculty Name (Please Print)</i> _____	<i>Department</i> _____	<i>Faculty Signature</i> _____
Committee Chair <input type="checkbox"/>	Tenure-Track <input type="checkbox"/>	Non-departmental <input type="checkbox"/>
Committee Co-Chair <input type="checkbox"/>	Non-Tenure Track <input type="checkbox"/>	

<i>Faculty Name (Please Print)</i> _____	<i>Department</i> _____	<i>Faculty Signature</i> _____
Committee Chair <input type="checkbox"/>	Tenure-Track <input type="checkbox"/>	Non-departmental <input type="checkbox"/>
Committee Co-Chair <input type="checkbox"/>	Non-Tenure Track <input type="checkbox"/>	

<i>Faculty Name (Please Print)</i> _____	<i>Department</i> _____	<i>Faculty Signature</i> _____
Committee Chair <input type="checkbox"/>	Tenure-Track <input type="checkbox"/>	Non-departmental <input type="checkbox"/>
Committee Co-Chair <input type="checkbox"/>	Non-Tenure Track <input type="checkbox"/>	

For additional committee members, please use multiple copies of this page.

By signing the statement below, I certify that the proposed committee is well-formed according to the Guidelines for MFA Committee Service.

MFA Program Coordinator _____
Print Name

Signature

Date

MFA in Studio Art Candidacy Application

Name: _____ CWID: _____

Number of Graduate Hours Completed: _____ Catalog Year: _____

Date/Time of Candidacy Examination: _____ Location: _____

Major Professor: _____

Committee Members: _____ (Major Professor/Committee Chair)

To be completed by committee:

_____ Student passes candidacy review

_____ Student does not pass candidacy and must meet the following additional requirements:

Comments and suggestions: _____

Signatures:

Major Professor Date

Graduate Program Coordinator Date

Department Chair Date

Please submit this form to the MFA Program Coordinator

MFA Thesis Proposal Form

Orals Examination Form

MEMORANDUM

TO: Graduate School
FROM: Department of Fine Arts
College of Visual and Performing Arts
REF: **RESULTS OF ORAL EXAMINATION**
DATE:

This is to inform you that the student listed below has taken the oral examination as required for completion of the MFA in Studio Art degree.

Name: _____ CWID: _____

Student successfully completed

Student was unsuccessful

Committee Signatures:

Major Professor: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

MFA Program Coordinator: _____ Date: _____