


MASTER OF FINE ARTS GRADUATE STUDENT HANDBOOK

CLEMSON UNIVERSITY
COLLEGE OF ARCHITECTURE, ARTS, AND HUMANITIES
ART DEPARTMENT



August 2016

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Welcome to the Master of Fine Arts in Visual Arts Program

Our Master of Fine Arts (MFA) degree was established in 1970 in what used to be the College of Architecture. The College was restructured to include the Humanities and Performing Arts, resulting in the College of Architecture, Arts and Humanities. There are three Schools within this larger college structure with the Department of Art and the Department of Performing Arts making up the School of the Arts. The Department of Art includes both Studio Art and Art and Architectural History disciplines. We offer the BFA and MFA degrees in studio art with concentrations in Ceramics, Drawing, Painting, Photography, Printmaking and Sculpture. In collaboration with the Department of Computer Science, the Master of Fine Arts in Digital Production Arts was implemented in 1998. This program has a separate curriculum including courses in both computer science and fine art.

This handbook, for the MFA degree in Studio Art, is intended to supplement the University Graduate Announcements catalog, providing you with the specific working procedures necessary to successfully complete your course requirements. If you read and consult this MFA handbook along with the Graduate Announcements information, you will be able to complete your graduation requirements with minimum confusion. It is important to note that Graduate School and university deadlines must be followed or substantial financial penalties will be imposed. Refer to the Graduate Announcements Catalog at www.registrar.clemson.edu/html/catalogGrad.htm

If you have any comments, questions or suggestions for this handbook, please contact Professor David Detrich.

Best wishes for the successful completion of your Master of Fine Arts degree!!!

A handwritten signature in black ink that reads "David M. Detrich". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

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- **Christina Hung**
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- **Beth Lauritis**
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- **Meredith Mims McTigue**
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- **Greg Shelnut**
Professor / Chair, Department of Art
2-121 Lee Hall, 656-3880
- **Kathleen Thum**
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- **Denise Woodward-Detrich**
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- **Anderson Wrangle**
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- **Valerie Zimany**
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Emeriti Faculty

- Professor John Acorn
- Professor Harold Cooleage
- Professor Sydney Cross / Alumni Professor
- Professor Tom Dimond
- Professor Mark Hudson
- Professor Robert Hunter
- Dr. William Lew
- Professor Ireland Regnier
- Professor James Stockham
- Professor Mike Vatalaro
- Dr. Cecilia Voelker / Alumni Professor
- Professor Sam Wang / Alumni Professor
- Dr. Gerald Walker

ACADEMIC CALENDAR

FALL 2016

August

15 Monday – New Student Convocation
15-16 Monday-Tuesday - Late enrollment
17 Wednesday - Classes begin, late fees apply
23 Tuesday - Last day to register or add a class
30 Tuesday - Last day to drop a class or withdraw from the University without a W grade

September

6 Tuesday - Last day to order diploma for December graduation

October

7 Friday - Last day for instructors to issue midterm evaluations
21 Friday - Last day to drop a class or withdraw from the University without final grade

November

7-8 Monday-Tuesday - Fall Break
9 Wednesday - Registration for spring and summer terms begins
23-25 Wednesday-Friday - Thanksgiving holidays

December

1-2 Thursday-Friday - Classes meet; exams permitted in labs only
5-9 Monday-Friday - Examinations
12 Monday 9:00 A.M.--Deadline to submit candidate grades
14 Wednesday 9:00 A.M.--Deadline to submit other grades
14 Wednesday - Candidates for graduation may access grades
15 Thursday - Graduation

SPRING 2017

January

9 Monday - Orientation
9-10 Monday -Tuesday - Late enrollment
11 Wednesday - Classes begin, late fee applies
16 Monday - Martin Luther King Jr. Holiday
18 Wednesday - Last day to register or add a class or declare audit
25 Wednesday - Last day to drop a class or withdraw from the University without a W grade

February

1 Wednesday - Last day to order diploma for May commencement

March

3 Friday - Last day for instructors to issue midterm evaluations
17 Friday - Last day to drop a class or withdraw from the University without final grades
20-24 Monday - Friday - Spring break

April

3 Monday - Registration for fall term begins
27-28 Thursday-Friday - Classes meet; exams permitted in labs only

May

1-5 Monday - Friday - Examinations
9 Tuesday 9:00 A.M.--Deadline to submit candidate grades
10 Wednesday 9:00 A.M.--Deadline to submit other grades
11 Thursday - Candidates for graduation may access grades
12 Saturday - Commencement

The MFA Program - A Brief Synopsis of Goals and Expectations

The Department of Art faculty is committed to providing a challenging and professional course of study for the Master of Fine Arts degree. The conceptual basis for the degree is to educate the student to achieve a high level of proficiency as a visual artist. Expectations include rigorous study of both techniques and concepts in art, which must be demonstrated in the production of high quality artwork within the student's chosen medium.

The Department of Art conforms to program guidelines as stipulated by the College Art Association and NASAD (National Association of Schools of Art and Design) and is in agreement with the principle that the MFA degree is the terminal degree in the Visual Arts and is equivalent to the terminal degrees in other disciplines.

The MFA degree program requires a minimum of 60 credit hours of graduate course work. The degree has been established as a two-year program. Depending on the individual though it may be extended into extra semesters allowing for two and one half years of study. Major areas of study include Ceramics, Drawing, Painting, Photography, Printmaking and Sculpture.

The studio art faculty comes from various educational experiences and a variety of studio disciplines. In this program, we have made a concerted effort to use a team-teaching approach. This provides the student with the expected expertise necessary in the focus discipline and also enriches the educational experience by including various insights outside of the specific medium. This crossover of ideas, learning methods and insights is crucial in creating a rich and fertile educational environment for the student. The faculty has established an "open studio" forum to encourage as much professional exchange as possible. The entire graduate faculty attends the midterm and final semester reviews. In the same spirit, students are encouraged to interact between their different disciplines, appreciating the variety of approaches to art and learning styles.

The first semester establishes a rigorous investigation of technique and ideas related to the student's initial artwork. Experimentation is strongly encouraged, both in concept and medium. Although finished works will be created; the most important consideration is for students to challenge their imagination and establish an open mindedness towards new ideas and possibilities. With this in mind, our students are encouraged in their first year to take at least three to six credits of studio in a medium outside their chosen major. Along with this studio effort are the Art History and Seminar requirements, each encouraging an intensive understanding of contemporary art as it impacts the student's efforts as an artist.

The second semester is approached with a similar spirit of exploration. Toward the end of the second semester, a student may begin to develop a thesis idea from their work. With the help of the major advisor and a significant amount of studio effort, the student will most likely be ready to take on thesis credits in the following semester. A 30-hour review is then scheduled and upon successful completion, the student is directed towards an intense body of work culminating in a thesis exhibition and manuscript. The timing of thesis work is critical and is generally approached on an individual basis. Often students take time during the first summer to assemble their ideas for the 30- hour review/presentation. They may also choose to take another semester before feeling ready for thesis work.

After passing the 30-hour review the student chooses a thesis committee with the assistance of the major advisor with whom he or she has been working with. Upon approval by the Graduate Coordinator or Departmental Chair, this committee will meet with the student and help direct the final course work; the thesis orals, manuscript and thesis exhibition. A GS2 form must be filed in accordance with the Graduate School's time line. The form lists all of the required courses and credits necessary to graduate. Deadlines for other related forms, etc. can be found at <http://www.clemson.edu/graduate/students/deadlines.html>.

The third and fourth semester are focused on the production of work for the final thesis exhibition orals and the written manuscript. A calendar of expected dates for the Graduate School, the gallery exhibition and the oral review will be established. The gallery director will

establish dates for the installation and removal of the exhibition as well as coordinate the publicity and reception efforts. It is the **student's responsibility** to install the exhibition and meet all the dates and deadlines concerning the exhibition, written thesis, orals and graduation. Details about diplomas, manuscript copies and graduation are on-line at www.grad.clemson.edu.

Overseas Study in Genoa, Italy

The Daniel Center in Genoa, Italy serves as a studio and home base for travel throughout Europe. MFA Students are invited to consider spending a semester abroad, usually in their second or third semester. In light of the fact that the experience is directed towards exposure and research rather than the production of studio artwork, most participating students are expected to add a semester to their program of study, finishing in two and one half years. The course work is a mix of art history, studio, and directed studies. The cost is significant but there are special fellowships available to offset expenses. Talk to your major advisor, Graduate Coordinator or Department Chair for further information. Ms. Regina Foster is the Program Coordinator for Off Campus Studies for the College of Architecture, Arts and Humanities. She is located in Room 151 Lee Hall and her telephone number is 656-3636.

MFA Degree Course Outline

The following curriculum is proposed only as a working model for full-time MFA students wishing to complete their degree in two to two and one half years. Students progress at their own rate. It is critical for both the student and major advisor to be in consultative agreement regarding appropriate credit load.

First Year Schedule

First Semester

Option 1

ART 8050*	Visual Arts Seminar I	3
ART 8500**	Visual Arts Studio	3
ART 8510**	Visual Arts Studio	3
AAH 6300*	20th Century Art History I	<u>3</u>

Total credits 12

Option 2

ART 8050*	Visual Arts Seminar I	3
ART 8500**	Visual Arts Studio	3
ART 6XX0***	Advanced Studio	3
AAH 6300*	20th Century Art History I	<u>3</u>

Total credits 12

Option 3

ART 8050*	Visual Arts Seminar I	3
ART 8500**	Visual Arts Studio	3
ART 8510**	Visual Arts Studio	3
AAH 6300*	20th Century Art History I	3
ART 6XX0***	Advanced Studio	<u>3</u>

Total credits 15

* Must be taken in the first semester

**Studio credits taken in your studio focus area

***Studio credits outside of your studio focus area

Second Semester

Option 1

ART 8060	Visual Arts Seminar II	3
ART 8510*	Studio (Major Area)	3
ART 8700	Studio (Major Area)	6
AAH 6320	20th Century Art History II	<u>3</u>
Total credits		15

Option 2

ART 8060	Visual Arts Seminar II	3
ART 8700	Studio (Major Area)	6
AAH 6320	20th Century Art History II	<u>3</u>
Total credits		12

*You may also use the specific designated numbers for the studio area – ART 6050 Drawing, ART 6070 Painting, ART 6090 Sculpture, ART 6110 Printmaking, ART 6130 Photography, ART 6170 Ceramics.

Second Year Schedule

In the second year the primary focus is on the creation of the thesis work and manuscript. Upon completion of 30 credit hours the student, if ready, is encouraged to present work for the 30-hour review. This is a presentation of proposed thesis work, its concept, its basis, and medium in which it will be accomplished (see 30-hour review guidelines). Upon successful completion of this review, the student will be allowed to sign up for ART 8910 thesis hours. An initial three hours is taken to start work on the written manuscript, which is usually followed, in the last semester with 12 hours of ART 8910 for a total of 15 thesis hours. Three additional credits of Art History are also required during this second year. This is usually taken as a Directed Studies (AAH 6110) within the student's specific discipline.

Third Semester

ART 8710	Studio (Major Area)	3 (3-6 total)
ART 8800	Studio (Major Area)	3 (3-15 total)
ART 8910	Thesis	3
AAH 6110	History Directed Studies	<u>3</u>
Total credits		12-15

Fourth Semester

ART 8910	Thesis	12
ART 8800	Studio (Major Area)	(<u>3</u> -15 total)
Total credits		15

Requirements for Awarding of a Degree

Students are required to complete the following:

1. A minimum of 45 credits with a B average or above in the student's professional curriculum, including 36 hours of ART 6000 and 8000 level courses, and nine hours in the history of art; **and**
2. A 15 credit hour thesis culminating in satisfactory completion of a written documentation of the "thesis exhibition" and an oral examination by the Graduate Committee.

MFA Program Procedures / Evaluations (Initial 30 Hours of Credit)

1. At the beginning of the first semester, each student will be assigned a faculty member to serve as the major advisor. This assignment may be changed at the end of the first semester, if desired, at the request of the student or the faculty member. The Chair of the Department will make the assignment of the faculty advisor with the approval of the faculty member. It is important to note that during the course of a student's enrollment, that their major advisor and/or other faculty members may be engaged in professional development activities that will take them away from their assigned duties and responsibilities in the Department of Art. These would be activities including, but not limited to, sabbatical leaves, grant related research projects, artist in residencies, etc. Every effort will be made to give the student advanced notice of these activities as well as ensuring that the advising needs of the student are met during the faculty's absence.

2. Each semester there will be two review sessions in which students will report their progress. This will be in the form of a verbal/visual presentation. One will occur at mid-semester and the other at the end of the semester. The entire Department of Art faculty attends these review sessions. These reviews should be looked at as a critical learning experience for both students and faculty. All graduate students are invited and encouraged to attend the midterm review session but are excluded from the final semester review.

3. Following these review sessions, the art faculty will meet to discuss the growth, progress and direction of each student.

4. The grade evaluation of all courses prior to the completion of 30 hours of course work will be the decision of each instructor in the individual courses. The major advisor will make the grade evaluation for the student's major area of concentration with the advice of the entire faculty. This will be determined following the end of the semester review.

5. At all times the graduate student's are encouraged to use the resources of the total faculty in addition to the major advisor.

6. At the completion of the second semester or at the completion of 30 hours of course credit, each student will be asked to present their work in accordance with the 30-hour review guidelines. Afterwards, the faculty will determine one of the following:

- a. Continuance in the MFA program thereby becoming a candidate for the MFA degree.
- b. Conditional status. A conditional status student will do additional course work for one semester or one summer session plus one semester. At the end of this semester, the student will again present with the faculty deciding upon continuance or termination. **This additional work may or may not be accepted as applicable toward degree credits.**
- c. Termination of graduate work.

Procedures/Evaluations– Degree Candidates

1. Upon successful completion of the 30-hour review, graduate students who continue as a degree candidate will select a chair for their graduate committee. This will be done with the assistance of the Graduate Coordinator and or the Chair of the Department. The chairperson is typically the same person as the previous major advisor but need not be.
2. The graduate student will also select a thesis committee at this time. The committee is to be composed of a minimum of three faculty members. The majority of this committee will be chosen from the tenure track faculty. At this time a University Graduate School GS2 form is filled out.
3. The GS2 Form (Preliminary Plan of Graduate Study) is to be filled out by the student with the assistance of the Committee Chair and the Graduate Advisor. The graduate school has specific deadlines for forms GS2 through GS7. The calendar is published in the graduate announcements. All forms can be downloaded online at the Graduate School home page at www.grad.clemson.edu.
4. In the last semester, the midterm and end of semester reviews will continue but will primarily be engaged with the Graduate Committee. However, the entire faculty continues to be invited to these reviews. It is suggested that the student, with the assistance of the Committee Chairperson, set up additional committee meetings as needed for consultation, direction, assistance, etc.
5. Graduate evaluation is the responsibility of the entire Graduate Committee for all course work within the student's major area of concentration.

Thesis

The thesis is the final 15 hours of credit in the program. This includes a written thesis as well as the studio artwork in the thesis exhibition. It is primarily the “pulling together” of the major work of the graduate student. Therefore, it may be in the form of continuation, including work executed prior to the thesis credits. It may also be a specific body of works that is the outgrowth of the prior graduate work. The content of the thesis work is the responsibility of the student under the direction of the Chairperson and Committee.

1. Information on Manuscript Preparation and Graduation Clearance from the Graduate School can be found at <http://www.clemson.edu/graduate/students/theses-and-dissertations/index.html>
2. It is advisable to begin work on the thesis as early as possible. Make use of past thesis manuscripts that are available on-line at the University library website. Make full use of the committee and provide rough draft copies well in advance of completion deadlines.
3. The primary element of the thesis work is the thesis exhibition. The exhibition is held in the Lee Gallery approximately one month prior to graduation. The Gallery Director is in charge of scheduling this exhibition. The graduating student is responsible for arranging and installing the exhibition in consultation with the gallery director and thesis chair. This installation should reflect and consider the nature of the work on exhibition and therefore, should be approached as an important creative part relative to the work.

Thesis

(continued)

4. A final Orals examination is required no later three weeks prior to graduation. This exam consists of a review of the exhibition and a question-answer (oral exam) session conducted by the faculty of the department.

5. Final approval of the thesis manuscript must be unanimous by the Thesis Committee. Thesis work is graded as “pass” or “fail.”

Note:

Do not approach the written thesis as a burden upon your studio work. Think of it as a documentation of your work and as a creative extension in another medium. It is an opportunity for the clarification of ideas and concepts, the chance to be reflective, and to produce a document

Additional Program Information

Graduate Reviews

Each semester during midterm and finals week the graduate faculty reviews the studio efforts of each full-time student in the MFA program. The Graduate Coordinator will designate a place and time to display the semester’s work. The student is encouraged to display all studio work both finished and in progress. The student is also required to provide a written statement, which states the goals and considerations of the work to be reviewed, to the faculty, several days in advance of the review. Within the allotted 30 minutes, the student will verbally present the work and then take questions and comments from the faculty. Students may record the review on audiotapes or may choose to have a fellow student take notes for them. The midterm review is open to allow MFA students to attend each other’s reviews. The final review is with faculty only; to allow for a more focused assessment of the student’s progress in the program. Afterwards, students should meet with their major advisor to receive their grades and discuss future efforts and improvements for the work.

Grading

Most graduate courses are graded on an A-B-C-D-F scale. Thesis research courses are graded on a Pass/Fail basis. Courses graded as pass/fail are not included in the academic average, however the grade is placed on the student’s final academic record.

A minimum grade of C must be made on all course work to obtain graduate credit. The graduate student must maintain a cumulative B average in all graduate level courses (6000 level or above), excluding those taken on a pass/fail basis. Students who fail to meet these requirements become ineligible for graduation and are placed on academic probation. This probationary status will remain in effect until nine additional semester hours of graduate credit have been attempted and passed with a B or better average. Students who fail to remove the probationary status are subject to academic dismissal and will not be permitted to continue in the graduate program without the recommendation of the program coordinator and written approval of the Graduate School.

Incomplete Graduate Course Work

The grade Incomplete (I) may be given for incomplete work for any graduate student in which work remains unfinished and is unable to be completed within the regular semester. This grade is not given in lieu of unsatisfactory or failing grades received for completed courses for the purpose of improving the grade later. It is the student's responsibility, which is receiving the (I) grade; to contact his/her professor regarding the work required to complete the course. The grade of (I) will be valid for only 30 days after the beginning of the next scheduled semester session. The grade will automatically default to an (F) after this 30 day make-up period.

Graduate Assistantships

General information regarding graduate assistantships is can be found in the Graduate Announcements. The Department of Art assigns assistantships that require 10 hours of work per week by the student. These assistantships allow for a significant tuition waiver and a stipend of approximately \$3485 per year. The work responsibilities vary to include assisting teaching studio or art history courses, studio technician, or gallery assistants. The student is assigned to a faculty member who is responsible for determining workload and performance evaluation. It is unusual for a student to be given full responsibility for a course, however exceptional second year students may be selected for such an assignment depending on availability and departmental needs. Students receiving an assistantship are required to be enrolled for a minimum of 9 hours per semester (3 hours for Summer) and need to maintain a 3.0 cumulative grade point average to remain in good academic standing.

As a graduate assistant you are required by law and a university policy to keep track of your time. You must log on to the **Time Capture System** weekly and record your assistantship hours. Here is a link to the instructions: http://media.clemson.edu/humanres/aca/time_capture_instructions.pdf Here is the link that you must use weekly to record your assistantship hours: http://workgroups.clemson.edu/TIME_CAPTURE/index.php

FAILURE TO DO THIS WEEKLY CAN RESULT IN THE LOSS OF YOUR ASSISTANTSHIP

Graduate Studios: Assignments and Responsibilities

The graduate faculty assigns individual graduate studio spaces. These spaces are usually assigned at the beginning of the year, but may need to reassign on a per semester basis. These space assignments are based on individual considerations, which vary within each discipline and studio facility, i.e. noise, equipment, ventilation, etc.

Our goal is to give each student the best studio space possible while maintaining the overall demands of the program. A student's individual requests or needs are important and when possible accommodated. Priority is always given to full-time students. Studio space for part-time students is assigned, if available, after full- time students have been considered.

The assigned studio should be considered a semi-private space, which usually has an impact on other surrounding studio areas. Shared major spaces (ceramics, sculpture, photography, printmaking and the wood shop) require students to be responsible for individual use of equipment and clean up. Students are expected to work together in such a way as to benefit the mutual needs of all participants in the MFA program. It is expected that students maintain a professional individual studio environment and behave appropriately within the university's rules and regulations regarding campus behavior. Refer to the Graduate Announcements Catalog at www.registrar.clemson.edu/html/catalogGrad.htm

Thesis Exhibition

Thesis exhibitions generally take place in the Lee Gallery. This may be a solo or a group exhibition depending upon the number of graduate students involved. The gallery calendar is set at least one year in advance with considerations being made to many facets of our college and gallery programming. The MFA thesis exhibition is scheduled towards the end of the semester in which a student has enrolled for 12 to 15 thesis credits of ART 8910. Students enrolled in their final credits will be invited to install their work in the gallery for the established dates for MFA Exhibitions. A signed artist contract establishing the agreement to install the exhibition at the intended time will be critical. This agreement must be signed early in the semester at the same time as the graduate school form requesting a diploma. Failure to meet this responsibility will jeopardize the opportunity to have the exhibition in the Lee Gallery and may require the student to install his/her work in another location in order to complete thesis and orals reviews.

Thesis Oral Review

The deadline for the oral review is set by the Graduate School and is listed with other important graduation dates on-line at www.grad.clemson.edu. At times this date does not coincide with the thesis exhibition dates for a given semester. In such a case the student will set up an appropriate representative body of his/her work, which is intended for the thesis exhibition in another suitable space for the faculty to review.

Thesis Manuscript/CD

The MFA degree requires a written thesis that is offered as support and documentation to the thesis art work in the exhibition. The thesis committee will serve as the primary resource for developing and approving this document.

The Graduate School has determined the appropriate format and has established deadlines for its completion. Information on Manuscript Preparation and Graduation Clearance from the Graduate School can be found at <http://www.clemson.edu/graduate/students/theses-and-dissertations/index.html>. Once the Thesis Committee has approved and signed the GS7 Form (Final Exam and Thesis Approval Form) the student must submit a CD of at least 10 images and no more than 20 images of work completed during the time of enrollment. The CD must include a copy of the approved thesis document and image list in MS Word format.

Honors and Awards

In April of each year, the University recognizes outstanding achievements of students in both academic studies and service to the department or college. The faculty award four certificates to both graduate and undergraduate student's, usually in their final year in the areas of Studio Art and Art and Architectural History.

Performance Fellowships

This award is given to selected individuals enrolled in the Graduate Master of Fine Arts/Studio Art program that demonstrate outstanding performance and contribute to the fulfillment of the goals and mission of the Department of Art.

GENERAL INFORMATION

Studio Space

Each full-time graduate student (nine hours for graduate students with an assistantship and 12 hours for students without an assistantship) will have a personal studio space available 24 hours a day, seven days a week. Other facilities, such as the Materials Lab, are available for use by all students.

Security

In consideration of the 24-hour access to Lee Hall facilities, it is important to be conscientious about security measures while using the building during off hours. Phones are located in each studio to provide access to University security, which is available by dialing **656-2222**. This is also the number to call in the case of any emergency or fire. Students are encouraged to lock their studios while working during off hours and to feel free to contact security if threatened or in need of an escort to their cars at night. Refer to the Graduate Announcements Catalog at www.registrar.clemson.edu/html/catalogGrad.htm

Drugs and Alcohol and Smoking

Clemson University has explicit rules regarding the use of Drugs and Alcohol on Campus. This is listed in the student handbook. All campus buildings including Lee Hall are smoke free buildings. Smoking is permitted outside of buildings away from entry doors. Refer to the Graduate Announcements Catalog at www.registrar.clemson.edu/html/catalogGrad.htm

Fees

Each studio area has assessed a fee to cover the cost of some (not all) materials offered by the Department of Art to enrolled students. These fees must be paid early in the semester in order to contain costs throughout the semester. There are both Lab Fees and Materials Fees. Lab Fees are paid through the Bursar's Office, while Materials Fees can be paid online at https://secure.touchnet.net/C20569_ustores/web/store_main.jsp?STOREID=19#studio%20fee.

Keys

You may obtain keys for your studio space and other related areas from Art Department Administrative Assistant Gillian Cook in the Art Department office. All keys should be returned to Gillian Cook at the end of course work or at the request of the faculty prior to end of course work if necessary. The keys issued to you are the property of the State of South Carolina and may not be duplicated under any circumstances.

The Lee Hall building complex is open 24 hours a day, seven days a week. It is closed only during specific times, which will be posted accordingly prior to closure.

Computers

Clemson Computing and Information Technology (CCIT) found on the web at (<http://www.clemson.edu/ccit/index.html>) supports graduate student course work and research through a network of on-campus computers and computer labs. CCIT maintains and supports 13 computer labs located throughout the campus. The labs contain high-end PC and Macintosh computers, as well as laser printing equipment. All users have access to electronic mail, word processing and spreadsheet applications. All labs also provide full Internet service. Computer labs are located in Martin, Daniel, Brackett, McAdams and Serrine Hall as well as the Cooper Library. There is a Macintosh computer lab located in Lee III as well.

Computer training is available to all students as part of regular university courses, through short courses and in special training programs. The department also has a number of Macintosh computers available for your use as well.

Libraries

Clemson University's main library, the Robert M. Cooper Library, is located at the center of campus providing the students with a variety of services and up-to-date collections. More than 16 million items are available as periodicals, books, microfilm, government publications and electronic materials. Access is provided to the Libraries collections through the On-Line Catalog, a part of the Libraries CU Explorer System. CU Explorer is accessible from most computers on campus.

In addition to the Cooper Library, the University Libraries include the Emery A. Gunnin Architectural Library located in Lee Hall. This library holds the majority of the collections of Art and Architecture materials. Along with books and periodicals it also holds an extensive digital collection as well as up to date audiovisual equipment.

Materials Lab

The Materials Lab (wood shop) located in G-57 Lee Hall provides an excellent resource that is utilized by the Department of Art, Architecture and the Landscape Architecture programs in Lee Hall. This state-of-the-art facility houses industrial wood working equipment not typically found in other wood shops in academic settings. It is maintained and monitored by a full time shop supervisor with the assistance of a selected group of trained/experienced graduate students. Subsequent to an orientation session conducted by personnel in the wood shop, students have adequate access to the facility during weekly operating hours, evening hours and on weekends; hours of access change from semester to semester and are posted accordingly. So that the highest standard of safety is maintained the privilege of using the facility may be revoked for a time period or taken away entirely if shop use guidelines are not followed.

MFA Guidelines

Criteria for Review of MFA Work

- Demonstrate an investigation of their work and show high promise of development.
- Demonstrate an understanding of the operational and theoretical development of their work.
- Demonstrate an awareness of the contemporary and historical context that the work operates within.
- Demonstrate an understanding and /or expertise of technique, process and materials.

30-Hour Review

At the end of the second semester (24 - 30 hours credit) a formal written and oral presentation will be given by the student to determine candidacy for the Master of Fine Arts degree. The written requirement (two page minimum/double spaced) must be distributed at least 48 hours prior to the scheduled presentation. The oral component should be no longer than 30 minutes. The Department of Art faculty in consultation with the student's major advisor will evaluate this presentation. If the 30-Hour review is deemed successful, a thesis committee is established shortly thereafter. The committee is generally composed of your major advisor acting as Chair and two-three other Department of Art Faculty. Your thesis Chair will advise you as to the timing and frequency of committee meetings throughout the semester. It is highly suggested that the first committee be scheduled mid-semester and be followed by at least two additional meetings prior to the end of the semester. If the review is considered by the faculty to be lacking in some significant capacity you will be asked to present again. Please bear in mind that this is not your thesis presentation and that a thesis topic can and probably will develop over time.

Guidelines in Preparation for 30-Hour Review*

In an effort to assist students in preparing for the 30-hour review the following considerations may be helpful as you respond to the four concerns listed in the MFA guidelines.

Demonstrate an investigation of their work and show high promise of development.

- Show the most recent and best work.
- Clarify and articulate the investigation and work that led to it.
- How is it developing? Directions suggested?
- Is there an ongoing studio process that fosters creativity?

Demonstrate an understanding of the operational and theoretical development of their work.

- How is the work read?
- How might it operate with the audience?
- What is its theoretical base?
- Explain the development of the work from idea (concept) to its physical completion.

Demonstrate an awareness of the contemporary and/or historical that their works exists within.

- Awareness of contemporary or historical art that is similar in any significant way.
- Awareness of any specific historical technique or imagery that has impacted the work.

Demonstrate (in the work and verbally) an understanding and/or expertise of technique, process and materials.

- Show technical facility, knowledge and resolution.
- Understanding of both the mental and physical processes used.
- Knowledge of materials investigated.

Subsequent to a successful evaluation by the Department of Art faculty a thesis committee will be formed. The committee will be comprised of the student's major advisor and two to three other faculty members.

* **Note:** These considerations are meant to help you expand your thinking on the listed guidelines, please keep in mind that each student will show different emphasis in their chosen

direction and medium. Remember this is preliminary response to these questions, from which you will begin the investigation and demonstration of your thesis work.

Guidelines for the Thesis Orals Presentation

- Demonstrate and articulate the development and investigation of the work.
- Demonstrate and articulate an understanding of the operational and theoretical development of the work.
- Demonstrate and articulate an awareness of the contemporary and historical context that the work operates within.
- Demonstrate and articulate an expertise of technique, process and materials.

Guidelines for Written Thesis

All matters mentioned in the Oral Presentation Guidelines should be addressed in a manner that includes support material that a written document affords. The proper format for style (footnotes, margins, etc.) as prescribed by the Graduate School should be followed.

Through a written statement, essay, or prose:

- Demonstrate development of understanding and investigation of the work. This may include but is not limited to, discussion of studio experience during graduate school.
- Demonstrate an understanding of the operational and theoretical development of the work. This may include but is not limited to; discussion of cultural influences or studies within or outside visual arts subjects.
- Demonstrate a grasp of what contemporary and/or historical context the work operates within. This may include but is not limited to discussion of artists working in a similar mode.
- Demonstrate an expertise of technique, process and materials. This may include but is not limited to; discussion of medium and its importance to the visual statement it conveys. An addendum may also be constructed for special recipes, techniques and processes, etc.

Appendix

- Criteria For Artist Statements
- GS2 Plan of Study
- Memorandum of Understanding (MOU) for Installation of Art and Architecture studio work in and around Lee Hall Complex
- Extension Cords

CRITERIA FOR ARTIST STATEMENTS

Preceding each of your reviews this semester you will prepare a 1-2 page double spaced artist statement. These statements must be distributed to the all Studio Faculty at least one day before each scheduled review.

Do Not distribute them the day of the review.

Suggestions for developing an artist statement.

What are your aspirations relative to what you wish to communicate?

Content; essentially, what are you trying to impress upon the viewer?

What are some of the potential issues in the work; the sociopolitical, beauty, the need for connection on a visceral level in the face of technological advancement, etc?

What influences are you researching/observing in and outside of the field of art?

What is informing your work? How are you educating yourself about what you are interested in? Keep on top of what is happening in your related discipline. There are periodicals in the Architecture Library that will help.

Art does not happen in a vacuum. We as artists respond to culture in the broadest sense. We play an important roll in this. What are you responding to????

How does your choice of technique/material etc., support your aspirations?

In each of the studio disciplines we have many choices relative to material usage. In this section of the statement think about your choices and the effect of how the work is read. How does thick vs. thin application of paint help to create an emotion? How does glaze and form establish a relationship? Is a wood cut better than a litho or screen print relative to what is being said? etc...

It will be important for you to work closely with your area advisor in the development of these statements.

PLAN OF STUDY – GS2 FORM

The GS2 is online and accessible through iROAR. Submitting a GS2 is a 2-step process that includes A) Committee Selection and B) Plan of Study. You may find more information at <http://www.clemson.edu/graduate/students/gs2-hints.html>

Policy: A degree-seeking student must file a Plan of Study or graduate degree curriculum (Form GS2) in accordance with the Office of Enrolled Student Services' timeline. The Plan of Study must be filed near the beginning of each student's program of study. Students pursuing the master's or specialist's degree must submit the curriculum by the middle of their second semester following matriculation and doctoral students must submit the curriculum no later than the beginning of their fourth semester of study following matriculation. Students who do not submit their Plans of Study in accordance with these guidelines will have their privilege to register for courses blocked until the Form GS2 is received by the Office of Enrolled Student Services. Since fixed curricula normally do not exist for graduate degrees, this planned program represents an individual student's curriculum as recommended by the advisory committee. It must adhere to departmental as well as University policies. All transfer courses listed on the GS2 must be courses taken for credit from accredited degree-granting institutions whose scholastic reputation is acceptable to Clemson University.

Procedure for student: The student must consult with the major advisor and other members of the advisory committee to agree on the appropriate courses and other experiences necessary in order to earn the intended graduate degree. Before a Plan of Study (Form GS2) is officially approved by the Graduate School, it must be signed by the student, the advisory committee, department chair and college dean. It is then forwarded to the Office of Enrolled Student Services for approval and distribution. Students are not allowed to submit preliminary Plans of Study thru the electronic Work Flow but many departments recommend students to do this as being part of the normal planning process. The Plan of Study may be created as a document for approval on the student's Self Service Banner Portal under the Student registration tab and labeled GS Plan of Study.

Memorandum of Understanding for Installation of Art and Architecture Studio work in and around Lee Hall Complex*

http://www.clemson.edu/caah/departments/art/files/mou_lee_gallery.pdf

I, _____, a student in the

Department of _____, am proposing to install related studio work in, or around the Lee Hall I, II, III (circle one or more that apply) complex.

The work will be installed beginning, _____ at _____,
date time

and will be promptly removed on _____ at _____,
date time

The proposed work is being created for my _____ / _____ / _____ coursework.
course semester year

By submitting this form, I acknowledge that:

- The proposed work has been reviewed and approved for installation by my course professor/ instructor;
- I have secured permission from my Department Chair;
- I have secured permission from the Lee Hall complex Building Manager, and all other Department Chairs, faculty and key individuals who may be impacted by the project.

The student understands and accepts the following:

- I understand that I must secure signatures from all concerned individuals before any work begins.
- I understand that any modifications to proposed work must also be approved and signed off on by concerned parties.
- I understand that my work can—and will—be dismantled if it is not removed by the date and time outlined in this agreement. It may also be removed if it does not coincide with the proposal. Any extension of removal date must also be approved.

Form Submission:

Art Students should complete and submit the original of the completed form to the their home department and retain a copy for their records.

NAMES and SIGNATURES

Student's Name (please print)

Student's Signature

Date

Student's email

Student's phone number

Name of Faculty member approving project member's signature

Approving Faculty

Name of Student's Department Chair signature

Department Chair's

Name of Lee Hall Building Manager signature

Lee Hall Building Manager's

Other individuals impacted by installation

Name & Title

Signature

Name & Title

Signature

Name & Title

Signature

Name & Title

Signature

It is the student's responsibility to type (or carefully print) **additional sheets to be attached to this form.**

All proposals must address the following:

- **Working Title of Installation**
Provide a descriptive, working title for the project for the purposes of identification.
- **Written Description**
Describe size and nature of the project to be undertaken. The idea is to give the reader an overall understanding of the scope, footprint and materials that will be used in the execution, installation and removal of the installation.
- **Drawings and/or Photographs with Measurements**
Provide detailed drawings and or photographs of installation area with measurements of installation included.
- **Condition Report**
Provide a condition report of the installation site that details any existing damage so you are not blamed for this damage after your work is removed. Any attachments to existing structure must be outlined and approved in the proposal. Any damage resulting from the installation and repair work required to return the site to its original condition is the student's responsibility.
- Installations shall not violate any existing university safety codes and regulations.

***This sheet must be posted within 5 feet of the installation, or project may be removed.**

INSTALLATION APPROVAL CERTIFICATE

Memorandum of Understanding for Installation of Art and Architecture Studio work in and around Lee Hall Complex

Student name _____

Student contact information _____

email

Professor's name _____

Professor contact information _____

email

Course for which work is being installed _____

example (ARCH 351)

Installation Title _____

Brief description of installation (to help with identifying the size and elements of the project):



Extension Cords

Facts and Statistics

Extension cords are a leading cause of electrical fires, and can cause injury and death if used improperly. According to the CPSC: An estimated 3,300 residential fires originate from extension cords each year, killing and injuring over 300 people.

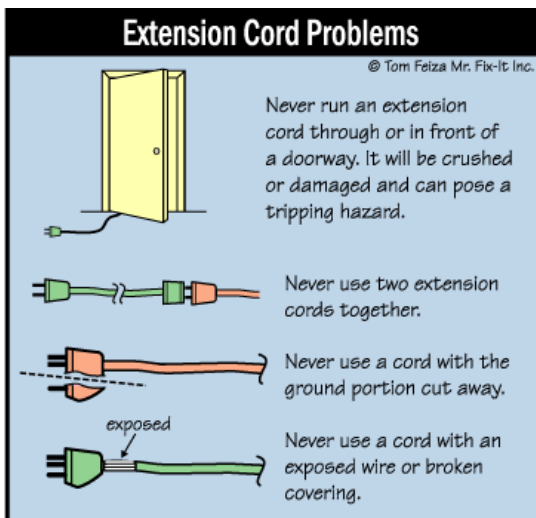
More than half of the injuries involve fractures, lacerations, contusions, or sprains caused by people tripping over the cords.

Continual use can cause the insulation to rapidly deteriorate, creating a dangerous shock and fire hazard.

Prohibited Use of Flexible Cords:

Common OSHA violations when using an extension cord include the following

- As a substitute for fixed wiring
- Run through walls, ceilings, or floors
- Run through doorways, windows
- Attached to building surfaces



E086



Please use only surge protectors/suppressors like the one pictured above, which has a flat plug that lies flush against the outlet, allowing the cord to hug the wall as it approaches the floor.

JUST SAY NO:



The above extension cord is NOT permitted for use in the Art Department studios or offices.

Extension cords may not be plugged into power strips; no “daisy-chaining.”

Yes! Power directly strip into outlet.

NO: “Daisy chained” power strips.



Inspections of Extension Cords

Since extension cords are exposed to damage they must be visually inspected before use for both external and internal defects.

External defects include:

- deformed pins
- missing grounding pins
- damage to outer jacket or insulation
- loose plug head

Internal damage may be present if:

- pinched outer jacket
- crushed outer jacket
- broken plug head
- use of duct tape or electrical tape if present.

Consumer Product Safety Commission website:

<http://www.cpsc.gov/en/>

By visiting the above website, you can find a complete list of electrical cords that have been recalled as well as detailed information as to where the cords were sold, the time period, and refund or exchange policy that has been implemented by each manufacturer or retailer.