

FLORIDA INTERNATIONAL UNIVERSITY
GRADUATE STUDENT HANDBOOK
Department of Art and Art History

This manual is intended to help graduate students understand the requirements of the program and to make the best possible use of their time during the period of enrollment. It is understood that all administrative procedures and time deadlines must be met, whether or not they are specifically mentioned in this document. Students must operate within the rules and guidelines of the *Graduate Policy and Procedures Manual* and the *Graduate Catalog*. It is the responsibility of the graduate student to obtain copies of these publications from the Graduate Studies Office and be familiar with their contents.

PROGRAM DESCRIPTION

The Department of Art and Art History at Florida International University offers programs leading to a Master of Fine Arts degree. The M.F.A. is the terminal degree for those who wish to obtain a degree in studio art (as opposed to art history). This on-going campus degree program offers the following areas of concentration: painting, time-based media, drawing, sculpture and photography. Students may elect to work in combined areas by arrangement. The sixty credit hours required for graduation are standard for this type of degree.

The program incorporates the following features in order to ensure the requisite level of quality while making the program more accessible to the perceived pool of applicants:

Both B.F.A. and B.A. students will be considered for admission. As will suitable applicants, whose first degree is outside the visual arts discipline.

Portfolio review, letters of recommendation, and grade point average will be the principal methods used to determine the level of qualification of the applicants. Final selection of applicants will be made by the Graduate Selection Committee.

As the main outcome of the program each graduate student must present an exhibition of his/her work to be displayed in the Frost Art Museum or an appropriate alternative space. This exhibition will be curated by the M.F.A. candidate, the M.F.A director, and the members of the graduate committee.

A written account of the work produced during the graduate program is also required. The expectations for this paper are high and include a discussion of issues, growth, discoveries, etc. Specifics will be discussed in early meetings with faculty.

A final oral critique of the candidate's work will be delivered by the candidate to his/her graduate committee. This critique will take place in the exhibition space during the

display of the candidate's graduate exhibition. The purpose of this critique is to demonstrate to the faculty the candidate's understanding of his/her work and his/her ability to critically respond to issues raised by the artistic creations exhibited. The committee will evaluate the candidate's statements and responses to committee questions. The candidate will need to obtain the committee's consensus in order to complete this portion of the degree requirements.

Students wishing to be admitted into the program must meet the University admissions requirements as specified in the Graduate *Policies and Procedures* Manual. Additionally, they must submit an application to the department's Graduate Selection committee, consisting of the Visual Arts faculty associated with the program. The committee will admit students based on the following admission requirements:

ADMISSION REQUIREMENTS:

Bachelor of Fine Arts, Bachelor of Arts, or an equivalent degree.

A grade point average of 3.0 or higher at the undergraduate level.

Statement of Intent (*should include whether you are seeking financial assistance from the Department in the form of an Assistantship.*)

20 color slides of studio work.

Three letters of recommendation from persons who are in a position to evaluate the applicant's previous professional, academic and personal performance, and his or her potential for success in the graduate program.

A score of at least 550 on the Test of English as a Foreign Language (TOEFL) for international students whose native language is not English and a minimum score of 50 on a Test of Spoken English (TSE).

ADMISSION PROCEDURES

To The University Admission Office:

- FIU Graduate Application Form, to be completed online. See <http://www.fiu.edu/gradadm/cousmfa.html>
- Certified transcripts of all college level work.

- TOEFL and TSE scores for international students whose native language is not English.

Applications must be submitted and supporting documents received by February 1st for consideration for admission in the following Fall semester. Please submit your application, transcripts & test scores to the Office of Admissions promptly so there is sufficient processing time. All other requirements should be sent directly to the Graduate Secretary in the Visual Arts Department. Applications that are not complete by the February 1st deadline date will not be forwarded to the Selection Committee for review. Also, please do not send notebooks, carousels or slide boxes (just plastic slide sheets) so your application materials will fit into a file folder.

Send all admissions materials to:

The Office of Admissions
Florida International University
University Park Campus
Miami, FIL 33199
Tel: 305/348-2363
Fax: 305/348-3648

To the Department of Art and Art History

- A statement of intent (which should include whether or not you are seeking financial assistance).
- 20 color slides of recent work. Each slide must be identified with the artist's name, address and telephone number, the title of the work, the medium, the size, the date and a clear indication of bottom left corner of the slide when you are looking at the artwork. Slides showing details may be included, but the total number submitted must not exceed 20. Please package all slides in clear, top-loading plastic sheets.
- A slide checklist, which corresponds to the information given in the slides.
- Letters of recommendation: Three letters of recommendation from persons who are in a position to evaluate the applicant's previous professional, academic and personal performance, and his or her potential for success in the graduate program.
- A self-addressed, stamped envelope for return of slides. Materials sent without return postage cannot be returned and will be discarded after the admissions review.

Send all supporting materials to:

Graduate Secretary
Visual Arts Department
Florida International University
University Park Campus- VH 216
Miami, FI 33199
Tel: 305/348-2897 from 9:am to 2:00pm; e-mail: burkew@fiu.edu

ALL APPLICATION MATERIALS MUST BE RECEIVED BY FEBRUARY 1st FOR CONSIDERATION FOR ADMISSION FOR THE FOLLOWING FALL SEMESTER

DEGREE REQUIREMENTS

Consistent with the College Art Association standards for the M.F.A. degree in Visual Arts, the F.I.U program will require 60 semester credits of course work at the graduate level to be distributed as follows:

Tutorial Instruction in Studio Area(s) of Concentration: Minimum of 18 credit hours in Area of Concentration	32 credits
Art History	9 credits
ARH 5796 Critical Studies in the Visual Arts	3 credits
ART 5939 Studio Art Seminar	6 credits
ART 5938 Studio Art Pedagogy	1 credit
ART 6971 Graduate Prospectus and Exhibition Preparation	3 credits
Art 5907 Directed study	3 credits
Electives	3 credits
Total	60 credits

Each student, as a candidate for the M.F.A. degree will undertake his or her studio work and research for the written account of that work. A faculty committee composed of the candidate's major professor, a member of the studio faculty, and an art historian, will direct both. It will be formed during the first semester of enrollment and will meet periodically to supervise the candidate's progress during the entire period of study.

Upon completion of twenty hours of course work and prior to the completion of thirty hours, the candidate must submit his/her work to be examined and evaluated to determine the student's progress and capability for continued enrollment in the M.F.A. program. The review will focus on issues such as the growth of the student's work, the consistency of production at the graduate level, and the demonstrated ability to fulfill the expectations of a graduate degree. All of the student's work completed by this time will be assembled and reviewed, and the student will be questioned about specific issues related to his/her work. Successful completion of this examination is prerequisite for continuing as a candidate for the degree.

In the last semester of enrollment, the candidate will present a graduate exhibition to be displayed in the Art Museum or an appropriate alternative space. The M.F.A. candidate and the members of his/her committee will curate this exhibition. At the same time, the committee will conduct an oral examination of the candidate, which will take place in the exhibition and the development of the candidate's work while a student is on the program. This examination must be completed successfully for the candidate to be awarded his/her degree.

Suggested Course of Study

Yr. 1	Sem. Fall	Studio Concentration 3 credits	ART 5938 Studio Art Pedagogy	○ *ARH	○ Elective	○ Studio Elective
1	Spring	Studio Concentration 3 credits		○ *ARH	○ Elective	○ Studio Elective
2	Fall	Studio Concentration 3 credits	** ART 5939 Studio Art Seminar 6 credits over 2 semesters	○ *ARH	○ Elective	○ Studio Elective
2	Spring	Studio Concentration 3 credits		○ *ARH	○ Elective	○ Studio Elective
3	Fall	Studio Concentration 3 credits	ART 6971 Graduate Prospectus Exhibition	○ *ARH	○ Elective	○ Studio Elective
3	Spring	Studio Concentration 3 credits	ART 5907 Directed Study 3 credits	○ *ARH	○ Elective	○ Studio Elective
Total per Semester		18	13	12	3	14
Total				60		

* ARH 5796 Critical Studies in the Visual Arts offered as a mandatory course within the three-year cycle.

** ART 5939 Studio Art Seminar offered as a mandatory course within the three-year cycle.

All courses **mandatory** except for ○ = Optional Courses

STUDENT ADVISEMENT

Advisor

The M.F.A Graduate Director will advise all M.F.A. students.

Transfer Credits

All graduate work taken elsewhere must be approved by the student's advisor. Normally, no more than *6 credit hours* of course work excluding thesis credit will be accepted toward the completion of the M.F.A. degree requirements. Supporting documentation is required. Only course work completed within the last six years can be transferred in. The minimum grade for transfer credit is a "B" or better. Graduate credit will not be awarded for life experiences. Undergraduate course work required to make up prerequisites cannot be applied to a graduate degree.

Transfer of Credit Earned as a Non-degree-seeking Student

Students seeking admission to the program may enroll prior to completing the requirements for admission as non-degree-seeking students. Enrollment as a non-degree-seeking student does not imply a right to future admission as a regular degree-seeking student. A maximum of 12 graduate level credits earned at FIU as a non-degree-seeking student may be counted towards a graduate degree provided these were earned within the six years preceding admission to the degree program.

Courses at other Institutions

Following admission to the University, admitted students may take a maximum of 6 credit hours at other institutions. Courses taken within the SUS or affiliated programs may exceed this limit, provided the student has the prior approval of the program director and the academic dean.

FINANCIAL AID

The Department is able to provide financial assistance for a limited number of students accepted into the graduate program. A number of assistantships and tuition waivers are made available on a semester by semester basis, and are supported via university funds or grants. Openings will be made known each semester. Students are encouraged to apply. The purpose of financial aid is to allow students to dedicate a larger portion of their time to studies. Students on assistantships are therefore not allowed to hold any other forms of employment.

Graduate Teaching Assistantships - There are three levels of teaching assistantships:

Teaching Assistant. A Graduate Assistant must be fully admitted to a graduate program and be registered full-time. A Graduate Assistant works under the supervision of a faculty member as a teaching assistant for a course.

Graduate Teaching Assistant. A Graduate Teaching Assistant must have earned a minimum of 30 graduate credit hours and be registered full-time. A Graduate Teaching Assistant performs teaching duties for studio courses under the supervision of a faculty member.

All students intending to apply for an assistantship or for tuition waivers and stipends must complete and keep on file a Financial Aid Form (FAF) available from the Financial Aid Office. This form must *be* updated every year that the student seeks financial aid and must be filed by March 5th each year. Students should notify the Department if they are interested in financial aid each year.

MAINTAINING GRADUATE STUDENT STATUS

Grade Point Average

To remain in good standing, students must maintain a graduate GPA of 3.0. Only courses taken as part of the graduate program will be counted in the GPA. Undergraduate prerequisites taken after the bachelor's degree will not count toward the graduate GPA. Core courses with a grade of B- or lower will not count toward fulfillment of the core course requirement.

Repeat Courses and Forgiveness Policy

A forgiveness policy is a way in which a student may repeat a limited number of courses to improve his or her grade point average by having only the grade received on the last repeat used in its calculation. Graduate students must follow procedures described in the University catalog to utilize the forgiveness policy.

Graduate students may repeat no more than two courses with none of the courses being repeated more than once. The course shall be repeated on a letter grade basis. Only the grade and credit received on the second attempt shall be used in computing the graduate GPA. The original grade will remain posted on the student's permanent record.

Incomplete Grades

An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed because of a serious interruption not caused by the student's own negligence.

An incomplete must be made up within two semesters or :It will automatically default to the grade the student earned in the course. There is no extension of the two-semester deadline. To complete the course, the student must consult with the instructor. The student *must not* register again for the course.

Full-time Status

The University defines full-time enrollment as 9 graduate credits for each Fall and Spring; except for the 1st Fall Semester when Graduate Students must take 10 graduate credits. The number of hours a graduate student may carry without special permission is 12. Both the department chairperson and the appropriate academic dean must approve a heavier load. Recipients of stipends from the University must be full-time students.

Active Status

Active status entitles students to utilize the University's resources. Masters programs require a minimum of I credit hour per semester to maintain active status in the program. Lapses in enrollment for three or more consecutive semesters require that the student apply for readmission subject to the admission procedures, criteria, and policies in effect at the time the reapplication is made.

Leave of Absence

A student who finds it necessary to be excused from registration in the graduate program for three or more consecutive semesters must formally request a leave of absence from the graduate program. Leave time must be approved by the program director and the academic dean. Leave will be granted only under exceptional circumstances. When a student returns from a leave of absence, decisions concerning previous or current program of studies will be mutually agreed upon by the student's advisor and/or research committee and the student. Applications for a Leave of Absence are available in the Office of Graduate Studies.

Academic Warning, Probation, Dismissal

Conditions for incurring academic warning, probation of dismissal for failure to maintain an acceptable GPA (3.0 or better) and procedures for appealing dismissal are specified in the University catalog.