



DEPARTMENT OF ART

MFA DEGREE PROGRAM

MANUAL

Revised February 2017

INTRODUCTION TO THE MFA PROGRAM AT UAF

The MFA degree

UAF's three-year MFA degree provides artists with the necessary background to compete for state, national and international positions. Career opportunities include placement in state and federal arts organizations, galleries, museums, colleges and universities. This degree includes exposure to contemporary art world issues, the historic role of the artist and northern art. The MFA degree in visual art is a terminal degree. The three years of residential study are approximately two-thirds in studio art and one-third in art history or humanities electives. The degree culminates in a solo gallery exhibition, public presentation, and a written project report.

MFA Degree Concentrations at UAF

The areas of concentration include: Ceramics, Computer Art, Drawing, Metalsmithing, Native Arts, Painting, Photography, Printmaking, and Sculpture

ADMISSION

General Admission Information

Applicants should apply to the graduate degree program six to nine months before the beginning of the semester in which they plan to enroll. Earlier deadlines apply for international applicants. In general, applicants may be admitted to a graduate program if they have a bachelor's degree from an accredited institution with at least a 3.0 (B) cumulative undergraduate GPA and a 3.0 (B) GPA in their major. Equivalent accomplishments at a foreign university may be substituted. The undergraduate major should provide suitable preparation for continuation of studies in the field of choice. For the purposes of admission to graduate study, all grades, including those generated from retaking a course, are included in calculating GPA. Program heads and/or committees in fields of interest will determine the adequacy of the student's preparation and whether or not departmental facilities are sufficient for their aims. Students interested in the MFA program are encouraged to contact the UAF Art Department Office at (907) 474-7530 and the Graduate School at (907) 474-7464, gradschool@uaf.edu, or online at www.uaf.edu/gradsch/ before applying.

Prerequisites

The usual prerequisite for acceptance into the M.F.A. program is a B.F.A. or B.A. in Art. However, students who submit an exceptional portfolio with an undergraduate degree in another field will be considered with the condition that they make up any deficiencies as determined by their graduate committee. Due to the value of different perspectives, students who have received a B.A. or B.F.A. from UAF are encouraged to pursue an M.F.A. degree from an institution other than UAF but they may be considered if they have completed a B.F.A. or B.A. in Art from a university other than UAF (or with a B.F.A. in Art from UAF and special approval by Art Department faculty), or complete one consecutive year of classes from an accredited M.F.A. program other than UAF.

Application Deadlines

The application and all supporting materials for consideration for the Master of Fine Arts program are due **March 1st (February 1st for international students)** for fall semester and **October 1st (September 1st for international students)** for spring semester to the UAF Admissions Office.

Required Application Materials

PART 1: UAF Office of Admissions requirements

Before your application is complete, the Office of Admissions must receive:

- **Online graduate application** for admission to UAF at http://www.uaf.edu/admissions/apply/grad_app.pdf
- **Official college transcripts** The Office of Admissions requires official transcripts of all college-level course work. Transcripts must come in sealed envelopes from each institution you've attended. International applicants must submit certified English translations of transcripts of all college-level course work.
- **Letter of intent** Write a statement indicating why study is desired in a particular studio program. Include qualifications and educational experience.

- **Three letters of recommendation** Submit at least three letters of recommendation from people able to vouch for your work, character and ability to undertake graduate study and research.
- **A \$60 non-refundable application fee** must accompany your application. The fee should be paid by check, credit card or money order in U.S. funds to the University of Alaska Fairbanks.
- MFA applicants are not required to submit Graduate Record Exam (GRE) results, unless the applicant's undergraduate GPA is below a B (3.0) average.

PART 2: UAF Art Department requirements

In addition to the material submitted to the Office of admissions the following material must be submitted to the University of Alaska Art Department:

- **A digital portfolio of work, including 20 images on CD, DVD, or jumpdrive.** A digital portfolio in PowerPoint (.ppt or .pptx extension) is preferred. Each slide of the PowerPoint should include the following information: name, title of piece, size (height X width X depth), medium and date created on the slide. No Word or Access files will be accepted. Digital images must be in JPEG format in RGB mode. Recommended format for individual image size is approximately 1920 x 1080 pixels or higher or at least 4"x3" with 300 dpi. The CD, DVD, or jumpdrive must be in MS Windows and Macintosh readable format. Visual documentation is a critical component of each application and will be considered carefully during the review process. For video files, submit a maximum of one video file no longer than five minutes. Submit files that can be accessed with either Quicktime or Windows Media Player. Files should use standard codecs/compression for the movie players. Alternatively submit a DVD playable with standard US DVD players (region code free or code 0). Please test your digital documentation before submission to ensure that it is formatted correctly for both MS Windows and Macintosh computers. Please contact the department if you have any questions.
- **An information sheet** (may be digital) must be included with the digital portfolio. For CDs and DVDs, this should be a color contact sheet of thumbnails of the images with no more than 20 images per sheet. Include the following information on the contact sheet: name, title of piece, size (height X width X depth), medium and date created. If work is collaborative, detail your contribution.

1. Name
2. Title of Piece
3. Dimensions (height x width x depth)
4. Medium
5. Date Created



Sample slide

Acceptance

Once offered acceptance into the MFA program, it is your responsibility as the student to contact the Art Department Graduate Coordinator or your graduate advisory committee chair no later than **May 1st** to commit to the program for Fall entry or **December 1st** for Spring entry.

Qualified applicants can be accepted for admission while enrolled in their last semester at another college. Acceptance is conditional, however, pending receipt of the final transcript indicating satisfactory completion of work in progress and the completion of graduation requirements prior to enrollment at UAF. Final acceptance to UAF is complete only when the Office of Admissions and the Registrar receives and accepts all credentials.

GRADUATE STUDIO GUIDELINES

Access, room assignments and termination of use

- Space in the grad studio is not guaranteed. Permission to use the graduate studio is at the discretion of the faculty and access can be revoked by faculty vote.
- Space assignments are determined by the full time faculty. Conflicts over space assignments can be brought to the attention of the faculty and resolved at a faculty meeting.
- Do not give the access code or key access to others. The studio is only for the use of making your artwork. Visitors should be supervised at all times and are not allowed to use the studio for personal use.
- Use over the summer and winter months is permitted as long as the student is enrolled in courses the following semester.

- The student has two weeks after graduation to remove all belongings and materials from the studio. No artwork or materials may be stored in the studio beyond this date.

Purpose and expectations of use

- The space is provided for you to make your artwork, but due to safety and size limitations not all projects may be appropriate for the studio.
- The studio is university property and not a private space like a rented studio. All UAF guidelines for behavior still apply. Use of the studio space is analogous to UAF providing a shared office space to graduate students in a different discipline.
 - It is expected that you will keep your space organized and clean.
 - Take precautions, such as using drop cloths, to prevent damaging university property.
 - As per UAF policy children and pets are not permitted in the studio without prior permission.
- Activities that do not relate directly to the creation of your artwork may be perceived to be a misuse of university resources. Misuse would include:
 - Friends or significant others sleeping or showering in the space.
 - Bringing dishes or laundry from home and using the sink or bathtub as a washing space.
 - Teaching private art lessons.
 - Using the grad studio as your main residence.
 - Sleeping overnight in the graduate studio.
- Many art materials pose safety hazards and not all materials and techniques may be appropriate for use in the grad studio. The studio is university property and it is your responsibility to understand the materials and techniques you are using and to ensure that they do not pose a health or safety threat to yourself or others.
- Respect the needs of others who use the space.
 - Do not borrow from others without prior permission.
 - Keep communal areas clean and free from clutter.
 - Communicate in advance if your activities may impact others.

Resolution of problems

- If there is an urgent facilities related problem (see list below) please call the art office immediately at x7530. If it is after regular working hours please call UAF dispatch at x7721. These may include:
 - Changes in temperature.
 - Water issues such as lack of flow, drainage or flooding.
 - Lack of power.
- Non-urgent questions or concerns can be brought to the attention of the faculty and will be discussed in the bi-monthly faculty meetings.
- Understand that this is a communal space and compromises will usually need to be made.

- o Actions that disregard the safety of yourself and/or others with result in immediate termination of use.

TEACHING ASSISTANTSHIPS

What are Teaching Assistantships?

Teaching Assistantships (frequently referred to as a TA) vary widely across institutions and disciplines but essentially they are an investment on behalf of the university in graduate student who shows promise in teaching and in working professionally in their discipline. In exchange for teaching and assisting the department the graduate student is given a tuition waiver and stipend.

Benefits of a TA position beyond the regular MFA program

- **Experience teaching as the instructor of record** Two or three years teaching as the instructor of record is required to apply for most faculty positions and without a TA position it can be difficult to get this experience.
- **Professional development, training and support**
- **Experience working in other studio areas**
- **Experience helping with the UAF gallery and possibly the UA Museum** This is particularly important if you want a job working in a gallery or museum in the future.
- **Health Insurance**
- **A tuition waiver** for 10 credits worth \$17,128 each semester. This would total \$102,768 for three years.
- **A stipend** that can total to \$37,931.60 over three years.

	Yearly total 19 pay periods	Paycheck for two week pay period 20hrs/week	Hourly amount
1st year	\$11,954.80	\$629.20	\$15.73/hr
2nd year	\$12,471.60	\$656.40	\$16.41/hr
3rd year	\$13,505.20	\$710.80	\$17.77/hr

TA requirements and expectations

- **Mandatory Training** When you become a TA you become an employee of UAF and you must complete the following trainings within the first two weeks of being employed. It is recommended that you save a copy of the confirmation of completion for your records. The CLA office may require that you present them with documentation of completed training before you are able to sign your TA contract. Please confirm required training as it can change from semester to semester.

FERPA Training through UAOnline. Instructions can be found at <https://www.alaska.edu/files/student-services/ferpa/uaonline.pdf>

And

The following seven core employee trainings which can be found at:

<https://www.uaf.edu/safety/training/>

- Employee Safety Orientation
 - Hazard Communication
 - Office Safety (general)
 - Slips, Trips and Falls
 - Title IX Training
 - Training A - Protection of Minors: Awareness Training (Conducted through the EduRisk Website)
 - Training B - Protection of Minors: Policy and Reporting Procedure Training
- **Ethical conduct** As a TA you are an employee of the University and are expected to abide by the code of conduct for both faculty and staff.
 - **Departmental Recommended Social Media Policy** Applications that allow you to interact with others online (e.g., Facebook, LinkedIn, Twitter) require you to carefully consider the implications of friending, linking, following, or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, supervisor-subordinate, and staff-student merit close consideration of the implications and the nature of the social interaction. **The UAF Art department encourages TAs to wait to “friend” students who are in their course until after the end of the course.**
 - **Time management** Being a TA for the department as well as attending school full time and making your own artwork is a considerable commitment in both time and energy. It can be challenging to balance the multiple responsibilities of teaching, working for the department, taking classes, and making art. These challenges in managing time and energy are faced by most art professionals and

developing time management strategies and daily routines can put you at an advantage once you graduate from the program.

- **Be on campus and able to assist the department from the Monday of the week before classes start in the Fall semester to the Saturday after graduation in the Spring semester**
 - Contract dates change from semester to semester. Please confirm your dates with the College of Liberal Arts.
- **Work 20 hours/week for the department** This may include:
 - teaching a class (teaching a class usually counts for 10 hrs/week)
 - assisting with other courses
 - helping repair and clean in studio areas
 - hanging exhibitions in the gallery
 - assisting with visiting artists and guest speakers
 - giving tours of the department to prospective students and their families
 - assisting with conferences, open houses and other university events
- **Document TA hours**
 - Documentation methods are subject to change. Please consult the current Director of Graduate Studies.
 - Because TA duties can often be “invisible” and not seen by other TAs and members of the faculty, documentation assists in both advocacy and accountability.
- **TAs are asked not to hold another job beyond the 20 hrs/week the department requires**
 - Working over this amount or holding additional jobs outside of UAF requires completing a Student Employee Waiver Form with signatures from the student’s committee chair, department head, CLA dean and dean of the Graduate School.
 - Additionally working over this amount may compromise your ability to complete your coursework, make your artwork, and fulfill your TA responsibilities.
- **Be registered for 10 credits each semester that directly relate to the MFA program**
- **Take ART 661 *Mentored Teaching In Art* each semester**
- **Maintain a GPA of 3.0 or higher**
- **Use your alaska.edu e-mail for all UAF related correspondence**

Ranking and distribution of TA positions

Current and incoming graduate students are ranked by the faculty at the end of each Spring semester. TA positions are distributed based on rank as funding allows. Holding a TA position the previous semester does not guarantee that you will keep it during your three years. Ranking is based on the following criteria:

- Funding availability
- Past fulfillment of assigned TA hours

- o Participation in department activities
- o Quality of work
- o Attitude
- o Punctuality
- o Teaching evaluations
- o Preparedness
- o Organization
- o Teaching ability

Evaluation of Teaching

- Each semester that the TA is the instructor of record two faculty members must evaluate their teaching. Evaluators will be decided on and assigned by the full time faculty.
- The form can be found at:
<https://docs.google.com/document/d/1PiA0u4t2z4cv9lnRIQBuvGqw8Nzuo-rKYHNxZrpRA58/edit?usp=sharing>

REQUIREMENTS FOR THE MFA DEGREE

Part 1: Broad requirements

Take a minimum of 6 credits each year (or have an approved leave of absence form on file.

A master's student must be registered for a minimum of 6 F600- or F400-level credits per year (fall, spring and summer combined) or have an approved leave of absence form on file.

Submit Appointment of Committee by First Semester

A master's student must submit an Appointment of Committee form by the end of the first semester of study.

Submit the Graduate Study Plan form by before the end of your second semester

A master's student must submit a Graduate Study Plan by the end of the second semester of study.

Submit Annual Report of Graduate Advisory Committee form by May 15 of every year

Pass the comprehensive exam before the end of the second semester (submit Report on Comprehensive Exam)

This includes demonstration of the ability to synthesize information in the field at a level appropriate for a master's degree.

Submit a thesis project (exhibition) proposal to your committee (and submit the Project Defense Report to the graduate school) before the end of your fourth semester. Once this is approved, work with the gallery coordinator to reserve space.

Complete the Advancement to Candidacy form and submit it to the Graduate School at least one semester before graduation.

Once submitted, this form supplants the GSP and formally establishes specific degree requirements.

Complete a draft of your thesis project report paper and send it to your faculty for review before the end of your fifth semester.

Submit an application for graduation and be registered for at least 3 graduate credits in the semester in which the degree is to be awarded. To submit go to the Graduation Office on the 1st floor Signers' Hall or contact them at 474-7523 to submit the application and fee for graduation.

The last semester, usually the sixth semester, complete your thesis exhibition, project report, public presentation and oral defense of the thesis or project. Submit the Project Approval Form.

Guidelines for MFA Shows/Defense/Public Presentation

Schedule your Public Presentation and Defense within the first week of your gallery exhibition

Complete your MFA binder by following the checklist (found at the end of the handbook).

FINAL STEP! All project reports must be submitted online through PROQUEST. For instructions visit <http://www.uaf.edu/gradsch/current/ready-to-graduate/> and choose the "I am a Master's student who is completing a Project" option.

Note: Deadlines for paperwork submission change year-to-year. Please consult the UAF Graduate School website at <http://www.uaf.edu/gradsch/> to keep up to date.

Part 2: Course requirements

These requirements are from the UAF course catalog and can be found online at: <http://catalog.uaf.edu/graduate/graduate-degree-programs/art/mfa/#programrequirements>

Concentrations: Ceramics, Computer Art, Drawing, Native Arts, Painting, Photography, Printmaking, Sculpture

Minimum Requirements for Degree: 60 credits

Master's Degree Requirements

Complete the master's degree requirements.

Program Requirements

<u>ART F661</u>	Mentored Teaching in Art	1
<u>ART F663</u>	Seminar in Art History	3
<u>ART F690</u>	Current Problems	3
<u>ART F698</u>	M.F.A. Project ¹	5
or <u>ART F699</u>	M.F.A. Thesis Project	
<i>Electives in art history, humanities or philosophy ²</i>		6

Courses may be chosen from the following:

<u>ART F624</u>	Field Artists of the North
<u>ART F625</u>	Visual Images of the North
<u>ART F663</u>	Seminar in Art History
<u>ART F673</u>	History of the Role of the Artist

Select at least two studio areas at the F600 level (20 credits are to be in the major area of study with 9 credits in a secondary area.) 39

Courses may be chosen from the following:

<u>ART F601</u>	Ceramics
<u>ART F603</u>	Graduate Photography
<u>ART F605</u>	Drawing
<u>ART F607</u>	Printmaking
<u>ART F609</u>	Metalsmithing
<u>ART F611</u>	Sculpture
<u>ART F613</u>	Painting
<u>ART F619</u>	Life Drawing
<u>ART F633</u>	Graduate Field Painting
<u>ART F648</u>	Native Arts
<u>ART F671</u>	Two- and Three-Dimensional Computer Design
<u>ART F672</u>	Advanced Computer Visualization in Art
<u>ART F684</u>	Multimedia Theory and Practice
<u>JRN F605</u>	Advanced Photography Seminar

Total Credits

57

¹ Studio with 2 hour oral comprehensive examination

² The F400-level classes in these areas can be taken with additional requirements.

Note: Graduate students are required to be enrolled in a mentored teaching section while teaching.

*** ART 690 Current Problems is not offered on a regular basis. If you are unable to take this class, an art history, humanities or philosophy class can be substituted.**

Course Load and Graduate Study Plan Requirements

Because 60 credits are required to complete the three-year MFA program the usual course load is 10 credits each semester. The course load is determined in consultation with the student's major advisor and advisory committee and outlined in detail in the Graduate Study Plan, which is submitted during the student's second semester.

Course Load Requirements for Teaching Assistantship

The 20-hour-a-week Teaching Assistantships award covers tuition for 10 credits per semester. Any additional credits over the allotted 10 are to be paid by the student, with a maximum of 14 credits allowed for students holding Teaching Assistantships. Students with Teaching Assistantships may not be registered for less than 10 credit hours per semester. TAs cannot work another job on campus without a waiver. Working off campus while holding a teaching assistantship is heavily discouraged due to the demand of TA hours in addition to your course load.

Transfer Credits

Credits taken prior to admission and during the MFA program may be counted as part of the student's program of study with approval of the student's graduate advisory committee and full faculty.

Grades and Grade Point Averages

A student must achieve a grade point average of "B" (3.0) or better in all courses to remain in good standing. Grades below "C" cannot be used to meet the requirements of a graduate degree. A student receiving one "C" grade is placed on academic probation; two "C" grades are grounds for termination from the program. Transfer grades will be included in computing grade point averages. Students whose GPA falls below 3.0 will be subject to an immediate status review by the faculty.

Maximum Time Limit

Three years is the usual time spent earning an art MFA degree at UAF. All of the work towards a Master of Fine Arts degree must be completed within a maximum of seven consecutive years.

BEFORE CLASSES START

Get in contact with your Department Chair and the Graduate Coordinator

Orientation

The UAF Graduate School offers an orientation for new graduate students. Please check the Graduate School website for specific dates and times:

<http://www.uaf.edu/gradsch/>

Appointment of Major Advisor

Upon being admitted to the program you will select or be assigned a major advisor who is a member of the full time faculty in your major area of study. It is important to keep your relationship with your major advisor as positive and productive as possible as they are your main advocate while you are in the program and will serve as the chair of your graduate advisory committee.

Familiarize Yourself With the MFA Requirements

It is recommended that you read through the MFA handbook early and carefully. Ultimately the requirements for graduation are your responsibility. Do your research and plan ahead to make sure you aren't surprised by an unexpected requirement.

Register for your classes

Consult the following website for instructions: <https://uaf.edu/register/>

Sign Your Contract (If You Have Been Awarded a Teaching Assistantship)

Contact the College of Liberal Arts and arrange to sign your contract. Be sure you thoroughly read and understand what you are committed to for your TA contract.

20 hrs/week is expected each week including the week before classes start. Teaching a class counts roughly as 10 hours/week.

Set up your UAF e-mail and passwords

Your alaska.edu account is the only way that the university, the art department and faculty communicates important information. You are expected to use your UAF e-mail and associated google drive and google calendar while you are a student. It is possible to forward this account to your personal e-mail but it is often recommended to keep the accounts separate. This log-in information will also access your UA Blackboard account and your UAOnline account.

Parking on Campus

If you have a car you will need to purchase a parking permit to park on campus. <http://www.uaf.edu/finserv/bursar/parkingservices/>

PolarExpress Identification Card

The PolarExpress card is the official UAF photo identification card used by students, staff and faculty for access to UAF facilities and to make purchases. You must go to Signer's Hall to acquire your PolarExpress card. If you need to replace your card you may be subject to fees.

The PolarExpress card is also your identification to check out library books, vote in student elections and access health and other student services. The card's magnetic stripe holds a unique key that provides secure access to residence halls, laboratories and the Student Recreation Center. You can deposit money into your card which can be used for various campus services. For PolarExpress card information, call 907-474-7384 or visit: <https://uaf.edu/bursar/polarexpress/>

Keys

Keys may be provided to you while you are at UAF. Please contact the art office to request keys. You must then go to Facilities Services to have the keys made. It is your responsibility to keep track of these keys and not to lend them to anyone else. You are required to return your keys before you will be able to graduate. Please note that there is a significant fee for any lost keys.

Graduate Studio Access

The Graduate Studio is accessed by keypads on the doors. You will be given the

code for your space when it is assigned to you. Do not give these codes to anyone else.

Required UAF Training

All employees regardless of their employment status (staff, faculty, student employee, temporary) are required to complete the basic trainings listed in the EHS website <http://www.uaf.edu/safety/training/>. You may also have additional training based on your studio area and TA position..

Numbers to program into your phone

UAF Art Dept 907-474-7530

Office of Information Technology (907) 450-8300

Student Health Center - (907) 474-7043

UAF Police/ Dispatch Main Line (907) 474-7721

Sign up to receive important alerts from UAF at <http://uaalert.alaska.edu/>

Guidelines for Preparation of MFA Graduate Project Report, Image Documentation and Other Required Materials

- A. Type the thesis report on good paper. It should be double spaced and free of errors. The Graduate School has information for proper formatting and methods.
- B. Include a current resume.
- C. Accompany your report with a digital archive of professionally photographed works in the exhibition. This should be about 20 digital images on a gold CD/DVD.
- D. Include a typed list of your images.
- E. Include at least 5 exhibition announcements and copies of any reviews.
- F. Include digital copies of the report, announcement, image list, photo of self and resume on the CD/DVD.

G. The report should be presented in a three ring binder using plastic sleeves.

H. Carefully arrange all the materials in the following sequence: title page, thesis report, resume, artist's statement, list of images and CD, announcement and reviews.

I. Prepare two copies of the project report. One copy must be submitted to the graduate advisory committee by the last day of instruction and the second copy should be kept for your own records. The report must be complete to pass the Art 698 Project class.

J. Complete the Project Approval Form and follow the directions under the "I am a Master's student who is completing a Project" section in the link below.

<http://www.uaf.edu/gradsch/current/ready-to-graduate/>

K. If you have questions consult the graduate advisory committee chair (major advisor) and committee members.

RESOURCES

UAF GRADUATE SCHOOL HANDBOOK

The UAF Graduate School Handbook provides information on UAF graduate programs, requirements and general procedures. Obtain the handbook from the graduate school office or download from their website,

http://www.uaf.edu/gradsch/forms/Handbook_Student.pdf

Check List Sheet for M.F.A. Students

Student: _____

Exhibition Title: _____

Exhibition Dates: _____

Major area: _____

Minor area: _____

Committee's Initials
Chair M#1 M#2 M#3

Thesis Exhibition & Defense- Defense date: _____

Thesis Presentation- Date: _____

Thesis Report, typed on good paper, double spaced. _____

Number of pages: _____

Artist's Statement _____

Resume _____

Announcement Cards (5 or more) _____

Archival CD/DVD. _____

Checked for functionality, readability. On CD or DVD include Thesis Art, Thesis Document, Resume, Presentation, Artist Statement, Contact Sheet, Artist Photo and Card Design.

Contact Sheet with titles, sizes, year _____

Number of Images: _____

At least Ten high quality color laser prints of images from

The exhibition on 8.5'x11" paper. Number of images: _____

Photo of Student _____

M.F.A. Committee Members

	<u>Printed Name</u>	<u>Signature</u>	<u>Date</u>
Committee Chair:	_____	_____	_____
Member #1 (M#1)	_____	_____	_____
Member #2 (M#2)	_____	_____	_____
Member #3 (M#3)	_____	_____	_____
Department Chair:	_____	_____	_____