

GRADUATE GUIDE

2018-2019

GUIDE TO THE MASTER OF ARTS IN ART
DEGREE PROGRAM
IN THE DEPARTMENT OF
ART AND DESIGN

STUDIO ART

ART HISTORY

ART EDUCATION

California State University, Fresno ♦ Department of Art & Design
5225 N. Backer, MS CA65 Fresno, CA 93740-8001

GRADUATE GUIDE

The M.A. in Art Program at Fresno State is the foremost program in the Central California Valley through which students can prepare for positions of leadership and professional careers in the visual arts, including careers in studio art, art historical research and writing, teaching at the community college level, further graduate study in M.F.A. and Ph.D. programs, and careers in museums, galleries, and in the field of design. The Master of Art in Art degree program is designed to provide advanced study in the visual arts and design for students who wish to extend their education beyond the baccalaureate degree, by creating opportunities for creative achievement and intellectual discovery in a selected area of emphasis. Areas of emphasis in the M.A. in Art Program include **Studio Art** (ceramics, sculpture, painting, drawing, printmaking, and photography), **Art History**, and **Art Education**. Currently, we do not offer an M.A. in Art in Graphic Design or Interior Design.

Admission to the M.A. in Art Program requires the prior completion of an undergraduate major in art (B.A. in Art) at California State University, Fresno, or its equivalent. Graduate students with an undergraduate major other than art should contact the Graduate Coordinator for an evaluation to determine the coursework required to complete the *Undergraduate Art Major Equivalency*. The courses required for equivalency must be completed before engaging in graduate level coursework. Such prerequisite coursework cannot be included in the 30-unit master's degree program.

This document is meant to serve as a guide to our program. In reading the material that describes the terminology, program sequences, limitations and other aspects of the M.A. Program, the need for clarification with regard to individual interests and assignments is expected. To meet the need for these and other issues of individual concern, students are encouraged to contact the Graduate Coordinator or an advisor in a specific area of interest to explore and explain more thoroughly areas of concern that this guide cannot fully address.

Students are encouraged to read all graduate related information in the current General Catalog. The purpose of the Graduate Guide is to describe the program within the Art and Design Department and is offered as an aid for pursuing the program leading to a Master's Degree in Art. It is a supplement to the General Catalog, which contains the current requirements of the University and the Division of Graduate Studies. The "Check List for the Master's Degree," is located in the "Graduate Studies" section of the catalog.

PORTFOLIO REVIEW FOR CLASSIFIED STANDING

All new applicants to the M.A. in Art Program are required to submit a complete portfolio for review by the Graduate Faculty Group no later than 2 weeks after the deadline for submitting their admissions application to the university for graduate studies. The portfolio requirements can be found online at <http://www.fresnostate.edu/artshum/artanddesign/documents/MA%20in%20Art%20Admissions%20Requirements.pdf>

Classification Overview

There are two levels of graduate standing in the Graduate Program, referred to as *Classified* and *Conditionally Classified* graduate standing. The applicant granted *Classified* graduate standing has been fully admitted to the university and to the M.A. in Art Program, having fulfilled all program and departmental admission requirements. Any coursework completed during the semester of classification is considered to be completed in *Classified Standing*.

The applicant granted *Conditionally Classified* graduate standing has been admitted to the university for graduate-level work by the Division of Graduate Studies, but has not yet satisfied all program admission and/or departmental requirements for full admission to the departmental program. Conditional Classification is rare and can be used in cases where the applicant has a non-art undergraduate degree or in other cases.

NOTE: Students must complete all prerequisite coursework before engaging in Graduate Level (200) coursework or beginning their 30-unit program of study.

NEW APPLICANT PORTFOLIO REVIEW

The *Portfolio Review* is considered the most significant indicator of a new applicant's quality, interest, experience, ability, ambition and potential for success in the M.A. in Art Program. All new applicants to the M.A. in Art Program are required to submit a portfolio specific to their indicated Area of Study, to the Art and Design department after completion of the application for admission to the university for graduate studies. Failure to submit a portfolio will lead to denial of admission to the program. Only students who meet the minimum requirements of the university for graduate studies and have submitted complete portfolios by the published deadline will be considered for acceptance to the M.A. in Art Program. Portfolios are due no later than two weeks after the application cycle for graduate studies ends. For example, if the deadline to apply for graduate standing at the university is April 1, then the portfolio will be due to the Department of Art and Design by April 15.

Since new applicants may be accepted to the M.A. in Art Program each semester (during the university admission cycle), the Graduate Faculty Group (GFG) meets at the end of each semester, for review of all new applicant portfolios applying for the following semester. Each portfolio is reviewed by the GFG against a Scoring Rubric that is specific to the new applicant's indicated area of study, in order to assess the quality (the theoretical, historical, and formal issues demonstrated in the art/design work and/or written samples) of the work, to make any recommendations, and to determine graduate standing. The GPG will render a decision of 'pass' or 'fail' based upon the criteria of the Area Scoring Rubric for the M.A. in Art Program (see below for Screening Rubrics according to Area). New applicants who pass the Portfolio Review will be granted *Classified Standing* if they meet the criteria established in the Area Scoring Rubric. In rare cases, the applicant may be granted *Conditional Standing* (see details below), if the faculty determine the need for prerequisite coursework before entering the program. Students who are granted Conditional Standing will be required to pass an additional Area Portfolio Screening Review after completion of prerequisite coursework in order to obtain Classified Standing or full acceptance to the program. The area of Art Education may have additional requirements. See an area advisor from this area for details.

Conditional Portfolio Review Requirements and Limitations:

- Completion of all prerequisite coursework with a 3.0 G.P.A. before screening (submit a completed and signed *Undergraduate Equivalency* form to the Graduate Coordinator—See Graduate Coordinator for details.)
- The Screening review must be scheduled during the semester in which the student completes no more than 9 units to be used toward his/her master's degree program.
- All students who do not pass their first Screening, will be given only one additional opportunity to screen again and earn a passing score before being dismissed from the program.

NOTE: Admission to the university for graduate studies and completion of prerequisite coursework in Art and Design does not guarantee acceptance by the M.A. in Art program.

PORTFOLIO SUBMISSION PROCESS and REQUIREMENTS BY AREA

Whenever possible, applicants are asked to submit their portfolio materials in digital form, by emailing them directly to Laura Meyer, Graduate Program Coordinator, at sryan@csufresno.edu

Letters of recommendation may either be emailed by the recommender directly to sryan@csufresno.edu or mailed to the Department of Art and Design, Attn: Laura Meyer, Graduate Program Coordinator.

STUDIO ART

Applicants to Studio Art are required to indicate a specific area of study in their Statement of Intent—**choose one:** *Ceramics, Sculpture, Painting, Drawing, Printmaking, Animation/New Media or Photography.*

- Digital files of recent artwork. Ten (10) jpeg images, max size of 1200 pixels on the long edge, 72 dpi, RGB. Number each image on the file name to correspond with an *image list*. It is recommended that at least 4 of the works are related to each other, and demonstrate an effort to develop an idea or theme or some focus of development and exploration.
 - o Applicants with time-based media should instead submit examples of work on an authored DVD or a Macintosh readable CD or data DVD. Include a minimum of three pieces, the total time of which should

be no more than 20 minutes. For pieces longer than 10 minutes, please provide an excerpt.

- An *image list* corresponding with artwork (above) and containing: *Title of artwork, medium, dimensions, year completed.*
- Introduction Letter / Statement of Intent (1-2 pages.) A brief autobiographical statement of your education, interests and experience as an artist, including a proposed AREA OF STUDY (**see above**) and your purpose for study in the M.A. in Art program at Fresno State.
- Artist's Statement (1 - 2 pages.) A brief statement about your artwork, including an explanation of your involvement in research related to your artwork and other issues, such as process, content, context, purpose, significance, meaning, etc.
- Curriculum Vita, including educational background/degree(s) awarded/school attended/year, list of art exhibitions and/or art-related activities, awards/grants, and other professional/work experience.
- Unofficial Transcripts (copies of originals are fine.)
- Recommendation Letters: Three from professionals in the field, past professors, instructors, or others who are knowledgeable of you and your work.

ART HISTORY

- Introduction Letter/Statement of Intent (1-2 page.) A brief autobiographical statement of your previous studies in Art History, your proposed period or area of research for the M.A. program, and your long-term educational and career goals)
- 2-3 papers/samples of written work/research
- Curriculum Vita, including educational background/degree(s) awarded/school attended/year, list of awards/grants, publications, special projects, and other professional/work experience.
- Unofficial Transcripts (copies of originals are fine.)
- Recommendation Letters: Three from professionals in the field, past professors, instructors, or others who are knowledgeable of you and your work.

ART EDUCATION

Art Education: Applicants should consult with the faculty in that area for specific Screening Review for Classified Standing requirements; the Screening Rubric for Art Education can be found below. The Graduate Program in Art with an emphasis in Art Education at California State University, Fresno, is based upon the belief that an art educator should fully understand the communicative and expressive power of the visual art, and the capacity of art education to develop literate citizens in our society. Art educators should be educated broadly and deeply in the making of art, art history, art criticism, aesthetics, and the connections among the arts and other disciplines; they should have a personal sense of enthusiasm and lifelong commitment to the study of these components of art; and they should be educated, highly motivated, and sensitive practitioners of the teaching of art to a multi-cultural population in the California Public Schools.

It is our belief that the visual art offer several unique values to the education of young adults, including communication, expression, cultural understanding, and critical thinking. We are committed to a graduate program that develops an appreciation of each of these values in art educators, and trains them in methods of conveying these values to students.

- CD of Recent Artwork. Jpeg images, max size of 1200 X 1200 pixels, 72 dpi, RGB. Number each image on the file name that corresponds with an *image list*.
- Introduction Letter
- Education/Teaching Philosophy
- Statement of Educational Research and Goals
- 2-3 papers/examples of written work/research
- Current resume (including educational background/degree(s) awarded/school attended/year, list of publications or related activities, awards/grants, and other professional/work experience.)
- Recommendations: Three

Portfolio Review Results

At the conclusion of Portfolio Review, new applicants will be notified in writing (by mail and by email) with one of the following outcomes:

- **Classified Standing:** Full acceptance into the program.

- **Conditionally Classified Standing:** Recommendation of *Conditionally Classified* standing, pending the satisfactory completion of specified requirements and/or prerequisites.
- **Denied:** Admission to the M.A. in Art program denied.

Students who are classified and who subsequently desire to change their areas of study must apply to the Graduate Coordinator for such a change, requiring an Area Change Form. This requires a new proposed program area advisor, a portfolio review by the new area utilizing their criteria, and may include additional coursework in the new area of focus.

PORTFOLIO REVIEW RUBRICS BY AREA

Studio Art Scoring Rubric for the M.A. in Art Portfolio Review

Score	Portfolio: Form and Content	Research/Statement of Intent	Artist's Statement
4 Exceptional	Quality of artwork is exceptional, showing expertise in handling of media/tools, technical skills, and understanding of formal/conceptual issues related to work and medium; work exhibits inventiveness, verve and risk; intellectual engagement with work is clear, showing evidence of independent research and informed decision-making; work successfully addresses complex visual/conceptual issues; personal direction and artistic voice are clear; a unifying visual/conceptual framework underlies work.	Candidate communicates ongoing commitment to creative development, production and independent research in art; articulates a clear understanding of own creative work, process, and/or research; articulates a direction of study he/she wishes to pursue as graduate student; conceptualization and articulation of related ideas reveals a thorough knowledge-base of art issues / histories / theories; content-related ideas expressed are congruent with work; ability to evaluate aesthetic principles of art and critically self-assess artwork is strong; is able to articulate an understanding of historical precedents/current art issues related to work.	Artist's statement addresses relevant issues with sophistication, clarity and depth, demonstrating ability to communicate ideas in written form; writing successfully addresses complex issues, and shows inventiveness, creativity; writing is error-free, organized and follows accepted conventions of spelling and grammar throughout; ideas flow smoothly and logically.
3 Accomplished	Quality of artwork is accomplished, showing proficiency in handling of media/tools, technical skills and understanding of formal/conceptual issues related to work and medium; work shows creativity and some risk; intellectual engagement with work is present, showing evidence of independent research and informed decision-making; work successfully addresses complex visual and conceptual issues; a sense of personal direction and artistic voice present; one or several unifying concepts evident.	Candidate communicates commitment to creative development and production and engages in independent research in art; articulates understanding of own creative work, process, and research; articulates a direction of study he/she wishes to pursue as graduate student; conceptualization and articulation of related ideas reflects an understanding of significant art issues/ histories/ theories or potential for growth; content-related ideas expressed are often congruent with artwork; ability to evaluate aesthetic principles of art and critically self-assess artwork is good or shows potential; is able to articulate some awareness of historical precedents/current art issues related to work.	Artist's statement addresses relevant issues in a focused, clear manner, demonstrating ability to communicate ideas in written form; writing may have minor errors, but these do not interfere with comprehensibility; flow of ideas is mostly smooth and logical; paper is well organized.
2 Developing	Quality of artwork is inconsistent, revealing a lack of competence in handling of media/tools, technical skills and understanding of formal /conceptual issues related to work and medium; work lacks creativity and/or risk; work may show a sense of real effort but visual/conceptual issues appear unresolved; evidence of independent research /informed decision-making is inconsistent or lacking; work addresses visual/conceptual issues that are simplistic; a sense of personal direction is not clear; one or several unifying concepts are not present.	Candidate communicates inconsistent involvement in creative development and production and may lack independent research in art; reveals difficulty with articulating and/or understanding of own creative work, process or research; reasons for pursuing masters work unclear or poorly conceived; conceptualization and articulation of related ideas reveals a lack of awareness of basic art issues /histories /theories or are overly simplistic; ideas expressed are often incongruent with the artwork; ability to evaluate aesthetic principles of art and critically self-assess artwork still developing; shows minimal awareness of historical precedents / current art issues related to work.	Content of artist's statement addresses related ideas in overly simplistic manner, lacks focus, and/or is poorly conceived; ability to communicate ideas in written form is weak; frequent errors in spelling, grammar, sentence structure and/or other conventions that interfere with comprehensibility, does not flow smoothly and lacks organization.
1 Does not meet expectations	Quality of artwork is weak overall, revealing a misunderstanding of technique/tools/media or lack of skill in their application, as well as a lack of understanding of formal and conceptual issues related to work and medium; work exhibits use of trite or overly simplistic solutions to visual problems; visual and conceptual issues appear unresolved or incongruent with work; sense of personal direction not evident in work; lacks evidence of unifying concepts.	Candidate communicates lack of involvement in artistic development, production and independent research in art; does not articulate awareness or understanding of own creative work, process, research; conceptualization and articulation of ideas reveals a lack of awareness or misunderstanding of significant art issues /histories/ theories; ideas expressed are incongruent with the work or poorly conceived; ability to evaluate aesthetic principles of art and to critically self-assess artwork are not present; awareness of historical precedents and /or current art issues related to work are not present.	Artist's statement does not address ideas relevant to artwork, or lacks a clear topic or focus; addresses concepts that are trite or not fully realized; ability to communicate ideas in written form is very weak; contains numerous errors in spelling, grammar, and/or sentence structure which make following the logic of the paper extremely difficult.

The purpose of the *Portfolio Review* is to evaluate the candidate's portfolio to determine the quality of the theoretical, historical, and formal issues relevant to the student's artwork and ideas. Candidates are expected to demonstrate evidence of maturity and continuing dedication to their artwork and research. Candidates are expected to articulate an understanding of their own creative work, process, and/or research, as well as indicating a direction of study that they wish to pursue as a graduate student.

To pass the Departmental Screening review in Studio Art, students must earn a score of “3” or higher in all categories of the Rubric.

Art History Scoring Rubric for the M.A. in Art Portfolio Review

Scoring	Writing Sample	Written Statement of Purpose
4 Exceptional	The paper raises significant issues or ideas which may not have been represented in the literature cited. Writing flows smoothly from one idea to another. Transitions help establish a sound scholarly argument and aid the reader in following the writer's logic. The paper models the language and conventions used in related scholarly/professional literature.	Candidate communicates ongoing commitment to scholarly development, writing and independent research in art history; articulates a clear understanding of own scholarly writing and/or research; articulates a direction of study he/she wishes to pursue as graduate student; conceptualization and articulation of related ideas reveals a thorough knowledge-base of art issues / histories / theories.
3 Accomplished	The topic is timely and carefully focused. Major points related to the topic are clearly outlined and ideas are logically arranged to present a sound scholarly argument. While there may be minor errors, the paper follows normal conventions of spelling and grammar throughout. Models the discipline's overall journalistic style.	Candidate communicates commitment to scholarly development, writing and engages in some independent research in art history; articulates a good understanding of own scholarship, writing, and/or research; articulates a direction of study he/she wishes to pursue as graduate student; conceptualization and articulation of related ideas reflects an understanding of significant art issues/histories/theories or potential for growth.
2 Developing	While the paper represents the major requirement, it is lacking in substantial ways. The content may be poorly focused or the scholarly argument may be weak or poorly conceived. Frequent errors in spelling, grammar (such as subject/verb agreements and tense), sentence structure and/or other writing conventions make reading difficult and interfere with comprehensibility. Writing does not flow smoothly from point to point; lacks appropriate transitions.	Candidate communicates inconsistent involvement in scholarly development and writing and may lack independent research in art; reveals difficulty with articulating and/or understanding of own writing or research; reasons for pursuing masters work unclear or poorly conceived; conceptualization and articulation of related ideas reveals a lack of awareness of basic art issues /histories /theories or are overly simplistic.
1 Does not meet expectations	Content is poorly focused and lacks organization. The paper's topic is unclear. Paper contains numerous errors in spelling, grammar, and/or sentence structure which make following the logic of the paper extremely difficult.	Candidate communicates lack of involvement in scholarly development, writing and independent research in art; does not articulate awareness or understanding of own scholarly writing or research; conceptualization and articulation of ideas reveals a lack of awareness or misunderstanding of significant art issues

To pass the Departmental Screening review in Art History, students must earn a score of “3” or higher in both categories of the Rubric.

Scoring Rubric for the M.A. in Art Portfolio Review in Art Education and for the Art Credential Program

Scoring	Portfolio: Form and Content	Interview
4 Exceptional	Quality of art work is exceptional, showing expertise in handling of media/tools, technical skills, and understanding of formal and conceptual issues related to work and medium; work exhibits inventiveness, verve and risk; intellectual engagement with work is clear, showing evidence of independent research and informed decision-making; work successfully addresses complex visual/conceptual issues; personal direction and artistic voice are clear; a unifying visual/conceptual framework underlies work.	Candidate communicates ongoing commitment to creative development, production and independent research in art; articulates a clear understanding of own creative work, process, and/or research; articulates a direction of study he/she wishes to pursue as graduate student; conceptualization and articulation of related ideas reveals a thorough knowledge-base of art issues / histories / theories; content-related ideas expressed are congruent with work; ability to evaluate aesthetic principles of art and critically self-assess artwork is strong; is able to articulate an understanding of historical precedents/current art issues related to work.

3 Accomplished	Quality of artwork is accomplished, showing proficiency in handling of media/tools, technical skills and understanding of formal/conceptual issues related to work and medium; work shows creativity and some risk; intellectual engagement with the present, showing some evidence of independent research/informed decision-making; work successfully addresses complex visual/conceptual issues; a sense of personal direction and artistic voice are present; one or several unifying concepts evident.	Candidate communicates commitment to creative development, production and engages in some independent research in art; articulates a good understanding of own creative work, process, and/or research; articulates a direction of study he/she wishes to pursue as graduate student; conceptualization and articulation of related ideas reflects a understanding of significant art issues/histories/theories or potential for growth; content-related ideas expressed are often congruent with artwork; ability to evaluate aesthetic principles of art and critically self-assess artwork is good or shows potential; is able to articulate some awareness of historical precedents/current art issues related to work.
2 Developing	Quality of art work is inconsistent, revealing a lack of competence in handling of media/tools, technical skills and understanding of formal /conceptual issues related to work and medium; work lacks creativity and/or risk; work may show a sense of real effort but visual / conceptual issues appear unresolved; evidence of independent research /informed decision-making is inconsistent or lacking; work addresses visual /conceptual issues that are simplistic; a sense of personal direction is not clear; one or several unifying concepts are not present.	Candidate communicates inconsistent involvement in creative development and production and may lack independent research in art; reveals difficulty with articulating and/or understanding of own creative work, process or research; reasons for pursuing masters work unclear or poorly conceived; conceptualization and articulation of related ideas reveals a lack of awareness of basic art issues /histories /theories or are overly simplistic; ideas expressed are often incongruent with the artwork; ability to evaluate aesthetic principles of art and critically self-assess artwork still developing; shows minimal awareness of historical precedents / current art issues related to work.
1 Does not meet expectations	Quality of artwork is weak overall, revealing a misunderstanding of technique/tools/media or lack of skill in their application, as well as a lack of understanding of formal/conceptual issues related to work and medium; work exhibits use of trite or overly simplistic solutions to visual problems; visual and conceptual issues appear unresolved or incongruent with work; sense of personal direction not evident in work; lacks evidence of unifying concepts.	Candidate communicates lack of involvement in artistic development, production and independent research in art; does not articulate awareness or understanding of own creative work, process, research; conceptualization and articulation of ideas reveals a lack of awareness or misunderstanding of significant art issues /histories/ theories; ideas expressed are incongruent with the work or poorly conceived; ability to evaluate aesthetic principles of art and to critically self-assess artwork are not present; awareness of historical precedents and /or current art issues related to work are not present.

Candidates are expected to articulate an understanding of their own creative work, process, and/or research.

Candidates must earn a score of “3” or higher in both categories of the Portfolio Review.

Graduate Writing Requirement Policy

Master of Arts Degree Program

Department of Art and Design

All students enrolled in Master’s degree programs at California State University-Fresno are required to demonstrate competence in written English before applying for Advancement to Candidacy. In the Department of Art and Design, this requirement will be fulfilled as a component of one of the following courses: ART 230: *Graduate Seminar in Art Theory* or ART 260: *Graduate Seminar in Art History*. The Department of Art and Design understands the significance of recognizing writing competency as early as possible in their program. Thus, students will be advised to complete either ART 230 or ART 260 within the first or second semester of admission into the program.

Overview

All candidates for the Master of Arts Degree will demonstrate graduate-level writing proficiency by satisfactory completion of a scholarly paper given as an assignment in either ART 230: *Graduate Seminar in Art Theory* or ART 260: *Graduate Seminar in Art History*. The written work will be evaluated using a 4-point scoring rubric, where writing proficiency is recognized by a score of a “3” or higher in each of the following areas: Style and Format, Mechanics, and Content and Organization. Students who are not successful in demonstrating writing competency

will be advised in remediation methods by the Graduate Writing Requirement Review Committee. Remediation methods may include, but are not limited to, enrollment in a developmental writing program, tutoring at the CSUF Graduate Writing Studio, additional course work, and/or independent study, as a way of bringing writing skills up to graduate standards in a timely fashion.

The Graduate Writing Requirement

According to university policy, graduate students are expected to develop writing skills that are commensurate with society's expectations of persons who hold advanced degrees and to develop the ability to write in formats and styles appropriate to their discipline. Graduate students will reflect these goals by selecting, in collaboration with their instructor, an original academic theme to investigate on a topic relating to course content, and by writing a scholarly analysis on the chosen topic that is 10-12 pages in length. The paper will follow conventions for style and format that are chosen by the instructor of the course (MLA or chosen equivalent). The student's writing sample should demonstrate:

- a) Comprehensibility;
- b) Clear organization and presentation of ideas;
- c) An ability to arrange ideas logically so as to establish a sound, scholarly argument;
- d) Thoroughness and competence in documentation;
- e) An ability to express in writing a critical analysis of existing scholarly/professional literature in the student's area of interest; and
- f) An ability to model the discipline's overall style as reflected in representative journals.

Writing Proficiency

The following Scoring Rubric (attached) has been developed to be used as a guide for students and faculty with regard to expectations for the GWR:

4 – Exemplary	2 – Developing
3 – Accomplished	1 – Beginning

Writing proficiency is demonstrated by a score of a "3" or higher in each category. Since the Graduate Writing Requirement serves as a course component in either ART 230 or ART 260, it is possible for a student to pass the course while failing the Graduate Writing Requirement, and vice versa.

Evaluation of Writing Proficiency

Evaluation of graduate writing proficiency will be determined by the instructor of the course according to the scoring rubric. Students who demonstrate writing proficiency with a score of "3" or higher in each category will have fulfilled the requirement, and the process will be considered complete. The instructor of the course will forward a list of all graduate students enrolled in the course and their status (pass or fail) with regard to the GWR, to the program coordinator, who will be responsible for verifying the information before the student advances to candidacy. The instructor of the course will notify the students as to whether or not they have satisfied the requirement.

Students who are not successful in demonstrating writing competency at the graduate-level by scoring lower than a "3" in any category, will have their writing sample forwarded to the Graduate Writing Requirement Review Committee (a committee of three, chaired by the instructor of the course and composed of two other full-time graduate faculty in the Department of Art and Design) for further review. The GWR Review Committee will advise the student in remediation methods, which may include, but are not limited to, enrollment in a developmental writing program, tutoring at the CSUF Writing Center or privately, additional course work, and/or independent study, as a way of bringing writing skills up to graduate standards in a timely fashion.

After steps have been taken by the student to develop his/her writing ability, the student may request (in writing to the Graduate Coordinator) the opportunity to revise the original submission, with guidance from the instructor of the course, and to be evaluated once more by the GWR Review Committee. If the student passes after the second attempt, then the results will be forwarded to the program coordinator and the process will be considered complete. If the student does not pass the second attempt, further remediation will be recommended by the committee, but the student will be granted no further opportunities to submit that written sample to the Review Committee. Rather, the student will be required to enroll in the alternate course (either ART 230 or ART 260) and to successfully complete the GWR as part of that course.

Appeals

Students may appeal the decision of the committee after their second attempt by making a request in writing to the

Graduate Coordinator, no later than 2 weeks after receiving official notice of the decision of the GWR Review Committee. The Graduate Coordinator will then present the request to the Graduate Faculty in Art and Design as a whole, who will render a final decision with regard to the dispute raised by the student.

Scoring Rubric for the Master of Arts in Art Graduate Writing Requirement

Scoring Level	Style and Format	Mechanics	Content and Organization
4—Exemplary	In addition to meeting the requirement for a “3,” the paper is consistent with Chicago Style (or other recognized professional style) throughout. The paper models the language and conventions used in related scholarly/professional literature. It would meet guidelines for Chicago Style publication	In addition to meeting the requirements for a “3,” the paper is essentially error free in terms of mechanics. Writing flows smoothly from one idea to another. Transitions help establish a sound scholarly argument and aid the reader in following the writer’s logic.	In addition to meeting the requirements for a “3”, the paper excels in organization and presentation of ideas related to the topic. It raises significant issues or ideas which may not have been represented in the literature cited. Would serve as a good basis for further research on the topic.
3—Accomplished	While there may be minor errors, professional conventions for style and format are used consistently throughout the paper. Demonstrates thoroughness and competence in documenting sources; the reader would have little difficulty referring back to cited sources. Style and format contribute to the comprehensibility of the paper. Models the discipline’s overall journalistic style.	While there may be minor errors, the paper follows normal conventions of spelling and grammar throughout. Errors do not interfere significantly with comprehensibility. Transitions and organizational structures such as subheadings are used which help the reader to move from one point to another.	All requirements for the paper are followed. The topic is timely and carefully focused. Major points related to the topic are clearly outlined and ideas are logically arranged to present a sound scholarly argument. The paper is interesting and holds the reader’s attention. Does a creditable job summarizing related literature.
2—Developing	While some professional conventions are followed, others are not. The paper lacks consistency of style and/or format. It may be unclear which references are direct quotes and which are paraphrased. Based on the information provided, the reader would have some difficulty referring back to cited sources. Significant revisions would contribute to the comprehensibility of the paper.	Frequent errors in spelling, grammar (such as subject/verb agreements and tense), sentence structure and/or other writing conventions make reading difficult and interfere with comprehensibility. Writing does not flow smoothly from point to point; lacks appropriate transitions.	While the paper represents the major requirement, it is lacking in substantial ways. The content may be poorly focused or the scholarly argument may be weak or poorly conceived. Major ideas related to the content may be ignored or inadequately explored. Overall, the content and organization needs significant revision to represent a critical analysis of the topic.
1—Beginning	Professional style conventions are not followed. Fails to demonstrate thoroughness and competence in documentation. Lack of appropriate style and format make reading and comprehensibility problematic.	Paper contains numerous errors in spelling, grammar, and/or sentence structure which make following the logic of the paper extremely difficult.	Analysis of existing scholarly/professional literature on the topic is inadequate. Content is poorly focused and lacks organization. The paper’s topic is unclear.

THE GRADUATE STUDIOS AT M STREET

APPLICATION INSTRUCTIONS

Studio Art majors currently enrolled in Fresno State’s MA in Art program who have obtained *Classified Graduate Standing* are eligible to apply for private or shared studio space in the M Street Complex in downtown Fresno. Art History MA students with a significant studio practice are also eligible to apply.

A new application for studio space will be required each semester. Students will be limited to—but not guaranteed—a maximum of six semesters of studio access during their MA program. Adherence to the rules and safety standards of the M Street studios is required for continued use.

Studio Application Requirements:

- A brief narrative (1 page) justifying your need for studio space. Describe your current studio practice, including type of media/materials (i.e., oil paints, charcoal, inks, acrylics, etc.), size, and type of equipment, as well as your plans for future work. State whether or not you need ventilation.
- A list of MA coursework already completed, as well as the courses in which you are currently enrolled, and courses you plan to take in the future (list by semester). Explain what point you are at in the MA program and your projected timeline for completing the program.
- Include *unofficial* transcripts of MA coursework

Submission Instructions:

- Email your application materials to: sryan@mail.fresnostate.edu

Application Deadline:

- On or before the *Last Day of Instruction* of the semester prior to semester you wish to begin use of the studio space.

Decision Criteria:

- First priority will be given to the most advanced students and to those with an established record of productive studio practice. Media, scale, and equipment needs will also be taken into consideration. Less advanced students may be offered a shared studio space.
- A signed contract must be submitted to the Graduate Coordinator before the student will be issued a key to the M Street complex. If this is the first time you have applied for studio space, you will also be required to complete a safety training workshop with Susan Mitchell (Safety Tech).

Notification of Results:

- Applicants will be informed of their studio space assignment no later than the last day of the semester that the application is submitted.

**REVIEW FOR PETITION FOR
ADVANCEMENT TO CANDIDACY**

After completing twelve units of program coursework, including satisfying the Graduate Writing Requirement, students may apply to *Advance to Candidacy*. This step consists of submitting an *Advancement to Candidacy Petition* (download from the Division of Graduate Studies Website, under FORMS) and passing an *Advancement to Candidacy Review*. The Advancement to Candidacy Review is a formal program review to determine a student's readiness to enroll in the culminating experience (ART 298: Project or ART 299: Thesis.) All students must successfully pass this review at least one semester before enrolling in either Art 298 or Art 299.

Before the application is made for the *Advancement to Candidacy Review*, complete the following:

- Obtain *Classified* graduate standing.
- Complete the *Graduate Writing Requirement* of either Art 230 or Art 260.
- Complete a minimum of 12 units with a minimum grade point average of 3.0 in all courses.
- Choose your committee members and schedule an *Advancement to Candidacy Review*
- Complete Sections III and IV (*Introduction/Objectives* and *Influences/State of the Field*) plus working bibliography for your Project Report.
- Present your work/research to your ATC committee; have your *Petition for Advancement to Candidacy*,

Enrollment in Art 298 or Art 299, and your *Exhibition Clearance Form* (if enrolling in Art 298) approved and signed by committee members. (Exhibition Clearance Form and Art 298 or 299 enrollment forms located in the Art and Design Office, download ATC Petition at <http://www.fresnostate.edu/academics/gradstudies/forms/atc.html>.)

- Submit a completed and approved *Petition for Advancement to Candidacy* form to the Graduate Program Coordinator at least one week prior to the graduate division posted deadline.
- Submit a signed *Exhibition Clearance Form* to the Graduate Coordinator.
- Submit signed Art 298 or Art 299 enrollment form with all signatures to the office manager (Melissa Peters) in the Art and Design Office.
- If courses (up to 9 semester units) are to be considered for transfer from another university, full documentation must accompany the petition: date taken, grade earned, course description, and verification that the course is at graduate level from the institution. A photocopy of the college catalog page describing the course along with the page explaining the course numbering system will be required. Transfer credits are subject to the approval of the Graduate Coordinator and Graduate Faculty, as well as the Division of Graduate Studies.

ADVANCEMENT TO CANDIDACY REVIEW

The Advancement to Candidacy Review must be completed no later than one semester prior to enrolling in ART 298 or ART 299 and is used to ascertain a student's readiness to engage in the culminating experience of the M.A. in Art Program. This is a formal review, requiring the formation of an ATC committee, consisting of a Chair (full-time/tenure-track faculty from student's area of study) and two other self-chosen members (full-time/tenure-track faculty.) In collaboration with the ATC committee chair, the student arranges for the committee to meet in order to review the student's current artwork (originals preferred) and/or written work, and evidence of research to assess readiness to enroll in Art 298: *Project* or Art 299: *Thesis*.

MATERIALS REQUIRED FOR ART 298: PROJECT ATC REVIEW

- **Portfolio:** 8–10 (or equivalent) examples of current artwork, originals are preferred.
- **Project Report:** Sections III and IV (*Introduction/Objectives* and *Influences/State of the Field* plus working bibliography, submitted at least one week prior to the scheduled review to the Advancement to Candidacy committee members for discussion during the interview. Consult with your committee chair AND the Graduate Program Coordinator to clarify the requirements for this document.
- **A.T.C. Petition:** Available from the DGS website; obtain A.T.C. chair's signature at A.T.C. Review. Submit to Graduate Coordinator for review and signature.
- **Exhibition Clearance Form:** Available in the Art and Design Office; obtain committee members' signatures at A.T.C. Review. Obtain Gallery Director's signature.
- **Art 298: Project Enrollment Form:** Available in the Art and Design Office. See below, Selection of Thesis/Project committee, for details.
- **Project Committee Assignment Form:** Available in the Art and Design Office.

MATERIALS FOR ART 299: THESIS ATC REVIEW

- **Writing Samples:** 1–2 samples of current written work; see art history faculty for details, submitted at least one week before the review.
- **Thesis proposal:** A written proposal for your Thesis, including an outline of objectives for completion of and a summary of the research related to your Thesis, submitted at least one week prior to the scheduled review to the Advancement to Candidacy committee members for discussion during the interview.
- **Completed A.T.C. Petition:** Available from the DGS website; obtain A.T.C. chair's signature at A.T.C. Review. Submit to Graduate Coordinator for review and signature.
- **Art 299: Thesis Enrollment Form:** Available in the Art and Design Office; see below, Selection of Thesis/Project committee, for details.
- **Art 299: Thesis:** Thesis Committee Assignment Form: submitted to the Dissertation/Thesis Office.

SELECTION OF THESIS/PROJECT COMMITTEE

The thesis or project requires the formation of a committee of three self-selected graduate faculty group members, consisting of a chairperson (who must be a full-time, tenured/tenure-track faculty member from the student's area of study) and two other members of California State University, Fresno Art and Design Department faculty.

Selected by the student in consultation with the chairperson of the committee, the thesis or project committee may (or may not) be a continuation of the Advancement to Candidacy committee. It is strongly recommended that the ATC committee members continue on as the Project or Thesis committee members. The student must meet with the project or thesis committee members to review the proposed work and come to an agreement regarding its nature and scope as well as the form and quality of the ultimate presentation of the project exhibition or thesis expected. A schedule of committee meetings shall be planned and conducted by the chairperson to monitor progress.

The student then files a completed **Thesis Committee Assignment Form** in the Graduate Division Office for Art 299, *Thesis*, or a **Project Committee Assignment Form** in the department office for Art 289, *Project*. A course schedule number is given to the student at this time for registration.

If a member of a committee is unavailable during completion of the project or thesis, then arrangement must be made by both the student and that professor in consultation with committee chairperson to find a replacement. See Guidelines for Thesis Preparation by the Division of Graduate Studies, California State University, Fresno.

APPLICATION FOR CULMINATING EXPERIENCE

Art 298, Project

Prior approval is required before registration in Art 298 is allowed. The course work consists of the production, design, and installation of original works of art or equivalent interior design project of the highest quality produced while engaged in the graduate program. The project committee must evaluate and approve both the work exhibited and the quality of the presentation. The planning, design, and execution of a printed announcement, in consultation with the Gallery Director is considered part of the exhibit.

Space for exhibitions in the Conley Art Gallery are to be reserved for the following Fall/Spring academic year by the previous April. If an alternative space is to be used (other than the Conley Gallery), approval must be given at least 6 months in advance by the Project Committee Chair, as well as the Graduate Coordinator, and arrangements must be made with the project committee and the Gallery Director. It is possible to arrange for exhibition space off campus in some instances with special permission of the Project 298 committee.

The exhibition will open not later than four weeks prior to the last day of classes for a degree to be awarded that semester. The project report will be submitted to the graduate committee chair no later than two weeks prior to the last day of classes. The graduate coordinator must receive the project report at least one week before the last day of classes. Missing these deadlines or submitting a report of unacceptable quality will delay the granting of the degree by at least one semester.

REQUIREMENTS FOR PROJECT REPORT

- **Style:** consistent use of a recognized professional style, such as Chicago Style, MLA, or APA, is required for the Project Report.
- **Number of pages (words):** 15 – 20 or 3000 – 3500 words excluding Bibliography.
- **Illustrations:** include high quality images of the student's work and images of other artistic/creative influences.

- **Binding:** Hardbound or Velo-bound **at the Kennel Copy Center only.**
- **Evaluation of ART 298: Project:** the *Project Report* is worth 20%, the *Project Exhibition* is worth 80%.
- **Evaluation of Project Report:** a grade of less than a 'C' earned on a *Project Report* is not acceptable for completion of the Project Report requirement. Incomplete Project Reports will result in failure of ART 298: Project.

PROJECT REPORT OUTLINE

I. TITLE PAGE

Title Page of Project Report

II. FACULTY APPROVAL PAGE

Faculty signature page approving completed report, including chair of committee, committee members, and graduate program coordinator (use Approval Page template in Graduate Guide)

III. INTRODUCTION/OBJECTIVES

The Introduction is a brief description of the purpose and scope of the project. This is the section for providing a concise overview of:

- a) the content, meaning, and/ or PURPOSE of the project. (What is this show about? What are you trying to accomplish, or to communicate?)
- b) the form or SCOPE of the project. (What medium are you working in? How many, how big, etc? What are your main strategies of conveying meaning?)
- c) the relation of the work to contemporary and/or historical art forms, issues and ideas.
- d) the discussion of intended outcomes for an audience (this subsection may apply to some projects more than others).

IV. INFLUENCES/State of the Field

The Influences section is a more extended discussion of contemporary and/or historical art and ideas that have contributed to your thinking.

What artists, art movements, and/or cultural contexts have inspired you? What do you find compelling in their work, and how have you tried to extend their approach or adapt it to your own purposes? What theoretical or philosophical writings have informed your process? How so?

V. SIGNIFICANCE

The Significance section is a more extended discussion of the purpose or source of value related to the project.

The discussion of significance may be rooted in personal motivation, a key life experience, or a philosophical belief. The discussion of significance may address a social, cultural, or political issue (for example, a focus on social equity in post-colonial studies, or a focus on the changing nature of communication in new media studies.)

The discussion of significance may address issues in the forms and strategies of contemporary visual art (for example, a focus on the viewer's interaction with the art as addressed in theories of installation art.)

The discussion of significance should include discussion of readings in a discipline related to the content of the project.

VI. PROCESS

A discussion of the development of the ideas of your work.

A discussion of your materials, technique and working process.

A discussion of the obstacles and discoveries encountered in working with materials, tools, and processes.

VII. DESCRIPTION OF THE WORK

A discussion of each work individually, including the form, content and significance of each work.

Illustrations may be inserted here, with each descriptive passage. Or, they may follow at the end of the paper.

VIII. EVALUATION

Discussion of the body of work as a whole.

Discussion of the exhibition, as an installation and as an experience.

IX. CONCLUSIONS

X. BIBLIOGRAPHY

Additional Departmental Requirements for Completion of Culminating Event:

- **Exit Portfolio:** For Art 298: Project students only. Complete digital documentation of the Art 298 Project Exhibition (on a CD) and/or video of the Project exhibition to be produced by the student and submitted (to the Art Office) to become property of the department (stored in Slide Library).
- **Bound Project Report:** For Art 298: Project students only. A bound and complete copy of the Project Report is to be submitted in the Art Office to become the property of the department.
- **Bound Thesis:** For Art 299: Thesis students only. A bound and complete copy of the Thesis is to be submitted in the Art Office to become the property of the department.
- **Exit Survey:** All students in the M.A. in Art program must complete a brief Exit Survey evaluating the M.A. in Art Program. All information will be kept confidential and use solely for purposes of self-evaluation of the program and future improvements.

CURRENT PROGRAM REQUIREMENTS AND LIMITATIONS

Refer to this information when forming the proposed program for *Screening, Review for Petition for Advancement to Candidacy*, and for program adjustment requests.

Required Courses for All Graduate Students in the M.A. in Art Program:

- Art 230: *Seminar in Art Theory* or Art 260: *Seminar in Art History*, and the Graduate Writing Requirement (a component of the course).
- Art 298: Project or ART 299: Thesis (6 units).

Specific Program Limitations

- A minimum of 21 units at the 200 level.
- A maximum of 6 units of 190/290 Independent Study.
- A maximum of 9 approved units at the 100 level of courses in art. These are courses beyond the BA degree requirements.
- The minimum grade point average expected is 3.0 for all coursework applied to the approved program.
- There is a five-year limit on completing the program. Courses complete prior to five years before completion of the program normally will be deleted from the program.
- A minimum of 21 units of the program must be taken at California State University, Fresno.

NOTE: A student must obtain prior permission from the Graduate Coordinator and the Area Advisor to take **Summer Arts** (must be 600-level graduate courses) courses for credit to be used toward the student's 30-unit program of study.

Other limitations

- Work for one course is not to be submitted for credit in another course.
- There is no foreign language requirement.

- Credit by examination will not apply toward the program requirements but may be used to fulfill deficiencies prior to classification.
- Extension coursework and student teaching credit is not normally accepted for the program.

The following courses are specifically excluded from the degree program.

- Weekend University classes.
- 1-99 series and 300 series courses or their equivalent.
- Courses required for classification, such as remedial, undergraduate major coursework, or equivalency coursework.

Note: Art 298 may not be limited or concluded in the department during the summer or winter recess.

GRADUATE COURSES

Art 220T: Topics in Studio Processes (3; max total 9)

Prerequisite: permission of instructor. Investigation of advanced studio topics selected by the department. Coursework includes studio productions, their critiques and evaluations.

Art 230: Seminar in Art Theory (3; max total 9)

Prerequisite: permission of instructor. Theories of the visual arts as developed by artists, critics, and philosophers, and their application to art criticism in our time. Oral presentation and defense of critical papers required. Meets the graduate writing skills requirement.

Art 240: Seminar in Art Studio (3 max; total 15, max 9 in one area)

Prerequisite: permission of instructor. Work individually with selected staff in chosen area of concentration. Concurrent obligation to meet regularly scheduled seminars for group progress reports and critiques.

Art 241: Graduate Painting (3; max total 9)

Prerequisite: Art 141 or Portfolio for review. Studio courses in painting for graduate students. Selected concepts and problems in contemporary painting. Emphasis on individual exploration and development of personal direction. (6 lecture-lab areas)

Art 253: Graduate Sculpture (3; max total 9)

Prerequisite: Art 153 or submission of portfolio review. Faculty guided independent research and studio practice. Includes consultation, critiques, and portfolio development. Relates sculptural form to ideas, aesthetic concepts, and contemporary issues; Emphasis on professionalism and personal direction. (6 lecture-lab hours)

Art 260: Seminar in Art History (3; max total 9)

Prerequisites: 6 units of upper-division art history and permission of instructor. Research problems applicable to art history student or studio artists. Meets the graduate writing skills requirement.

Art 290: Independent Study (1-3) max total 6)

See *Academic Placement – Independent Study*. Approved for SP grading. (Course fee variable.)

Art 298: Project (2-6; max total 6)

Prerequisite: permission of the Art and Design Department graduate coordinator; see Criteria for Thesis and Project, Preparation, production, design, and installation of original design project works produced while engaged in the graduate program. Exhibit committee must approve of the work, location, and quality of installation. Abstract required. Approved for SP grading. (Course fee variable.)

Art 299: Thesis (2-6, max total 6)

Prerequisite: permission of the Art and Design Department graduate coordinator; see *Criteria for Thesis and Project*. Preparation, completion, and submission of an acceptable thesis for the master's degree. Approved for SP grading.

UNDERGRADUATE ART MAJOR EQUIVALENT

Students with non-art undergraduate degrees are required to complete the Undergraduate Art Major Equivalency consisting of 33 units. The Equivalency is a prerequisite to the Screening Review and these courses are not to be counted toward the 30-unit graduate degree program of study.

Lower Division: 15 Units

	<u>Units</u>	<u>To Take/Taken</u>	<u>Spring</u>	<u>Fall</u>	<u>Year</u>
• Art 13: <i>Design</i>	3	___/___	__Spring	__Fall	__Year
• Art 20: <i>Drawing</i>	3	___/___	__Spring	Fall	Year
• Art History 10: <i>The Ancient and Primitive World</i>	3	___/___	__Spring	Fall	Year
• Art History 11: <i>The Modern World</i>	3	___/___	__Spring	Fall	Year
• Lower Division Art Elective	3	___/___	__Spring	Fall	Year

Upper Division: 9 Units

	<u>Units</u>	<u>To Take/Taken</u>	<u>Spring</u>	<u>Fall</u>	<u>Year</u>
• Art 101: <i>Content and Form</i> Art History 132: <i>20th Century Modern Art</i>	3	___/___	__Spring	__Fall	__Year
• or Art History 136: <i>Contemporary Art</i>	3	___/___	__Spring	Fall	Year
• Art 112: <i>Gallery Techniques*</i> <small>*Not required for Art History emphasis</small>	3	___/___	__Spring	Fall	Year

Upper Division Art Electives: 9 Units

There are 9 art elective units which must be from **one** of the following areas: ceramics, crafts, design, drawing/painting, photography, printmaking, sculpture, art history, art education, or computer design. (Those with an interest in Art History, please contact an Art History faculty member before choosing electives.)

	<u>Units</u>	<u>To Take/Taken</u>	<u>Spring</u>	<u>Fall</u>	<u>Year</u>
<input type="checkbox"/> _____	3	___/___	__Spring	__Fall	__Year
<input type="checkbox"/> _____	3	___/___	__Spring	Fall	Year
<input type="checkbox"/> _____	3	___/___	__Spring	Fall	Year

Undergraduate Art Major Equivalent
TOTAL NUMBER OF UNITS = 33

I certify that _____ has completed the requirements for the Undergraduate Art Major Equivalent with a minimum G.P.A. of 3.0.

 Graduate Program Coordinator or Area Graduate Advisor

 Date

SAMPLE SIGNATURE FORM
To be placed at the beginning of the Project Report

APPROVED

Department of Art and Design
California State University—Fresno

(Project Committee Chair)

(Project Committee Member)

(Project Committee Member)

(M.A. in Art Graduate Program Coordinator)

SAMPLE SIGNATURE FORM
To be placed at the beginning of the Project Report

TERMINOLOGY & DEFINITIONS

ADMISSION TO THE UNIVERSITY

Please refer to the Division of Graduate Studies in the current General Catalog for guidelines. Admission into the University does not guarantee admission into the Master's Degree Program in Art.

GRADUATE STANDING

Conditionally Classified The applicant granted *Conditionally Classified* graduate standing

- has been admitted to the university
- has not yet satisfied all program admission requirements.

Classified

The applicant granted *Classified* graduate standing

- has been admitted to the university
- has fulfilled all program admission requirements.

POSTBACCALAUREATE STANDING

Unclassified

Also known as “undeclared,” the applicant granted *unclassified postbaccalaureate* standing has

- been admitted to the university
- not been admitted to a graduate degree, certificate, or credential program.

PROGRESS TO DEGREE

Advancement to Candidacy

Advancement to Candidacy is a procedure that provides the student with a program of study that has been officially reviewed and approved by both the student's program faculty and by the graduate dean. Students who have been advanced to candidacy have official permission to proceed toward qualifying for the degree.

“Petitions of Advancement to Candidacy” forms are available in the Division of Graduate Studies.

REPETITION OF COURSES/ GRADE SUBSTITUTION

Students pursuing a graduate degree program may repeat a course; however, grade substitution is not allowed.

REQUIRED G.P.A.

For graduation, a 3.0 minimum on all coursework listed on his or her approved degree program. **Note:** No courses with grades below “C” may be listed on the “Petition for Advancement to Candidacy.”

UNDERGRADUATE ENROLLEMENT IN 200-LEVEL COURSES

Last-semester undergraduate seniors wanting to enroll in 200-level courses must meet all criteria listed on the “Undergraduate Petition to Enroll in Graduate (200-Level) Courses” form, available from the Division of Graduate Studies.

THE PROJECT

Catalog Definition

A project is a significant undertaking of a pursuit appropriate to the fine and applied arts or to professional fields. It must evidence originality and independent thinking, appropriate form and organization, and a rationale. It must be described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation.

Paperwork

- A project committee form, signed by the committee members and the graduate coordinator, is required.
- The "Masters Degree Clearance" form, signed by the graduate coordinator and the project chair, must be submitted to the Division of Graduate Studies by the posted deadline at the end of the semester/term.

Eligibility Criteria

"Petition of Advancement to Candidacy" must have been filed one semester previous to signing up for units in the department.

Procedure

- Project committees consist of three committee members.
- Format and content are determined by the program.
- Signatures on the project approval page attest to the approval of committee members regarding form and content of the project.

THE THESIS

Catalog Definition

A thesis is the written product of the systematic study of a significant problem. It clearly identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation. Normally, an oral defense of the thesis will be required.

Eligibility Criteria

A "Petition of Advancement to Candidacy" form must have been filed with the Division of Graduate Studies one semester previous to signing up for thesis units in the department.

Paperwork

- Signatures of all committee members and the graduate coordinator.
- "Masters Degree Clearance" form. The grade for thesis units is registered on this form by Coordinator for final processing.

Procedure

The committee consists of three members; the chair and at least one other committee member are expected to be members of the graduate faculty in the student's program.