

Integrated Visual Arts Graduate Program Handbook



**A Guide for
Faculty and Students**

Department of Art and Visual Culture

Compiled and Prepared by

Director of Graduate Education (DOGE)

Barbara Walton	2017- present
April Katz	2014-2017
C. Arthur Croyle	2010-2014

2018 – 2019

IVA Graduate Program Handbook Contents

Table of Contents & Introduction	p. 2
1. IVA Degree Program and Requirements	p. 3
2. Courses, Credits, and Grading	pp. 3, 4
3. Academic Probation & Admission Categories	p. 5
4. Professional Goals for Graduate Art Students	p. 6
5. The Graduate Program of Study (POS) & Committee	pp. 7-10
A. Paperless POSC Form	pp. 7, 8
B. POS Committee Makeup	p. 8
C. Developing the Program of Study	p. 8
D. POS Committee Responsibilities: A Summary	pp. 9, 10
6. Integrated Visual Arts Thesis & Writing Support	pp. 11, 12
7. Design on Main Graduate Studios	p. 12
8. Graduate Assistantship Policy for 2018-19	pp. 13-17
9. Procedures for Earning the MFA Degree (Department of Art & Visual Culture Timeline)	pp. 18-22
10. List of IVA Alumni, Dates, Thesis Titles	p. 23

Introduction

This handbook provides information to faculty and students about graduate education in the Integrated Visual Arts program at Iowa State University (ISU). The *Graduate College Handbook*, available online, compiles the general university graduate policies and procedures. You are advised to study the Graduate College website for the handbook and important policy, resource, and calendar/deadline information on a regular basis.

<https://www.grad-college.iastate.edu/handbook/>

<https://www.grad-college.iastate.edu/calendar/>

Elements in the Graduate College Handbook

Chapter 1.	Admissions
Chapter 2.	Registration, Fee Assessment, and Withdrawal Procedures
Chapter 3.	Graduate Student Financial Support
Chapter 4.	Degree Programs and Requirements
Chapter 5.	Courses, Credits, and Grading
Chapter 6.	The Graduate Program of Study
Chapter 7.	Finishing Up: Preparing for Graduation *
Chapter 8.	Opportunities and Services Provided by the Graduate College
Chapter 9.	Rights and Responsibilities
Appendix B:	Graduate College Forms and Publications

* This section is critical to study during your last year. It includes in-depth explanations of the thesis, the final oral examination, and the graduation application. Important deadlines are included here also.

1. IVA Degree Program and Requirements

The Integrated Visual Arts program requires a minimum of 60 credits.

Studio Courses	39 credits
ISA (27 credits)	
Outside of ISA (6 credits)	
Thesis [ART IS 699A: Research (3 credits) & ART IS 699B: Exhibition (3 credits)]	
Seminar Courses	6 Credits
[2 sections of ART IS 571 for 6 total credits or 1 section of ART IS 571 with ART IS 511 for 6 total credits]	
Graduate Seminar ART IS 571 (3 credits each section) *See Travel Policy on page 24	
ART IS 571A: Seminar: Critique, Creative Process	
ART IS 571B: Seminar: Grants, Residencies, Exhibitions, Entrepreneurialism	
Seminar in Teaching (ART IS 511, 3 Credits)	
Art History/Theory/Criticism *See Policy on page 4	12 credits
ART H 501 required (3 credits)	
Art History courses (9 credits)	
Related Courses (outside the IVA program)	3 credits
TOTAL	60 credits

2. Courses, Credits, and Grading

Graduate Courses

Iowa State University graduate courses are assigned numbers in the 500s or 600s.

Undergraduate Courses on Program of Study: Graduate College Policy

- With POS Committee approval, graduate students will be permitted to use undergraduate classes from both within and outside of their majors on POSC forms.
- No 100- or 200-level classes may be used, but all 300- and 400-level classes at Iowa State (not undergraduate classes from other institutions) will be eligible.
- Up to 15 credits from 300- and 400-level courses may be used on a POSC form, with a maximum 6 credits at the 300 level.
- For graduate students who enter degree programs in Spring 2018 and thereafter, the limit of 9 credits at the undergraduate level will be in effect, with a limit of 3 credits at the 300 level.
- If a 300-level class is used, it must be from outside the student's major.

Please note:

- Graduate students who take undergraduate classes are not required to do extra work or to be exposed to material more advanced than what is taught to undergraduates.
- In contrast, dual-listed courses (offered at both the undergraduate and graduate level) are required to expect more of graduate students who enroll at the 500 level.
- Individual graduate programs may prohibit the use of undergraduate classes or may make the use of undergraduate classes more restrictive than does the university-wide policy.

AVC Department's Program of Study Policy Regarding Art History Courses

- All Art History courses are subject to POS Committee approval
- ART H 501: Required
- At least one additional 500-level Art History course is required.
- We encourage IVA students to primarily enroll in graduate courses to meet the 12-credit Art History requirement.
- Students may take one 300-level Art History course.
- Students may take one or two 400-level Art History courses.
- Students must earn a "B" or above on 300- and 400-level Art History courses for them to be used on the Program of Study.

Research Credits

Credits for research for the purpose of completing a thesis or dissertation are assigned under the course number 699. These credits are not calculated in the student's grade point average (GPA). Six semester credits are required for the Thesis/Exhibition/Orals.

Special Topics or Independent Study Course Credit

Credits for independent study with a faculty member by an individual student or for a small group studying a specialized area are assigned under the course number 590.

Grades and the Program of Study (POS)

Grade / Mark	Points / Credit	Performance Description/Comments
C	2.00	Minimum grade acceptable for courses on the POS.
C-	1.67	A course taken to satisfy degree requirements in which a student receives a C- is not satisfactorily completed and must be repeated, unless a strong case for not repeating is made in writing by the student's committee and is approved by the dean of the Graduate College.
D+	1.33	Not used on the POS.
D	1.00	Not used on the POS.
D-	.67	Lowest passing grade in courses, not used on POS.
F	0.00	Not satisfactorily completed and course must usually be repeated. Only with extenuating circumstances can a student graduate with an F or NP on the permanent record. A written request must be made by the major professor to the dean of the Graduate College explaining those circumstances. An F mark in a course taken S/F is counted in the GPA and is equivalent to an F in a regularly graded (A-F) course.
S		Satisfactory completion (figured in total hours earned but not in GPA). No more than 20% of POS total credits, excluding 699 credits, may be earned on an S/F basis.
P		Passing grade under the P/NP system (figured in total hours earned but not in GPA). Pass/Not Pass Courses may not be used in a POS. (See Graduate Handbook.)

NP	Not passed under the P/NP system (not counted in total hours earned but not in grade point average).
----	------------------------------------------------------------------------------------------------------

Probation and Academic Standing

If a graduate student does not maintain a cumulative 3.00 GPA on all course work taken, exclusive of research credit, the dean of the Graduate College may place the student on academic probation. Grades earned by graduate students in undergraduate courses are included in the calculation of the GPA. Academic probation judgments are made on the basis of grades in course work only. Refer to the ISU Graduate Handbook for additional information.

New, first-term, degree-seeking graduate students who fall below a 3.00 GPA at the end of their first semester at Iowa State University will be given a one-term grace period to bring their grades back to a 3.00 GPA. These students will receive a warning letter from the Graduate College.

3. Admission Categories

Full Admission Status

Full Admission Status may be granted to an applicant who either has achieved a grade point average (GPA) of 3.00 or greater (on a 4.00 scale), or ranks in the upper one-half of his or her undergraduate class.

4. Professional Goals for Graduate Art Students

Compiled by Professor April Katz, DOGE 2014-2017
(Revision of document by Professor Beauvais Lyons, University of Tennessee at Knoxville)

The Master of Fine Arts (MFA) is not the same as an undergraduate degree. It does not simply consist of successfully completing a prescribed number of courses. The goal is to develop a set of skills that will enable you to continue to work professionally as an artist.

The following list of professional goals is intended to help you realistically assess your strengths and weaknesses in preparation for your terminal degree. The list is based on professional experience, knowledge of the candidate pool as a search committee chairperson, and job descriptions from recent position listings. Even if you don't intend to seek a teaching position, this list can serve as a benchmark for preparation in related art fields.

I. Technical Skills

1. Knowledge and demonstrated ability in a variety of skills related to your studio practice.
2. Knowledge and demonstrated ability in two or more of the following:
 - a) drawing
 - b) design and/or foundations
 - c) photography and photo-print methods
 - d) digital practice
 - d) three-dimensional forms
 - e) time-based studio practice

II. Theoretical Aptitude

1. Ability to articulate comprehension of the history, contemporary practice, and aesthetics of art with an emphasis on your particular areas of focus.

III. Professional Skills

1. Strong verbal skills (public speaking, critiquing, etc.).
2. Strong written expression (artist's statements, grant applications, reviews).
3. Organizational skills (project planning and implementation, budgeting, delegation of responsibilities).
4. Proven teaching experience.

IV. Professional Goals before Graduation

1. Develop a strong, ambitious body of work.
2. Inclusion in five or more national juried competitions.
3. One or more published articles or reviews (*art papers, media-specific newsletter, online journal*).
4. Present two or more lectures or public presentations.
5. Organize and curate an exhibition with a catalog.
7. Obtain gallery representation.
8. Develop a personal website.
9. Organize a regional symposium of graduate students.

V. Professional Development Plan

1. Service experience.
2. Communication experience.
3. Professional engagement: professional associations.

5. The Graduate Program of Study & Committee

The Integrated Visual Arts Director of Graduate Education (DOGE) acts as a temporary academic adviser for new graduate students in the program during the first semester(s) of the student's residence. The DOGE guides the student in selection of a field of study and in development of a Program of Study (POS) until the major professor and POS Committee are selected.

Early selection of a major professor (expected by the end of the second semester), appointment of a POS Committee, and development of a Program of Study are very important. **Students are highly encouraged to choose their POS Committee by the end of their second semester and no later than their third semester.** Failure to select the committee by this time has a serious negative impact on the overall quality of the graduate school experience. The major professor serves as a significant professional mentor. The POS Committee guides and evaluates the student during the remainder of graduate study.

A. Paperless POSC Form

Students must discuss and seek approval of their desired Program of Study with their prospective major professor and committee members prior to entering information online.

1. Powerpoint Explaining the Process is Available at:

<https://www.grad-college.iastate.edu/posc/> > [Help Notes - Students](#)

2. Alerts

- Students will receive email reminders once per semester to complete the POSC.
- Students will receive notices to complete the POSC on their registration page after first semester.
- POSC information is available on the Graduate Student Access Page in AccessPlus.

3. POS/POSC Form

- First view sample form here: <https://www.grad-college.iastate.edu/documents/forms/POSC.pdf>
- Fill out “sample worksheet” form by entering information including your graduation date, committee members, and courses for your Program of Study, etc. You may want to make a print copy to work from.
- POSC Codes include Major Code: ART IS; Degree: MFA in Integrated Visual Arts; Department Name: Art & Visual Culture.
- Please share this POSC worksheet with your major professor before filing the official My POS/POSC Form > AccessPlus > Graduate Student Status Page.

4. My POS/POSC Form > AccessPlus > Graduate Student Status Page

- As you enter information, press the **Save** button on the bottom left and then the **Validate Form** button. The validation process will notify you of mistakes. Entering, saving, and validating information can be done repeatedly until complete. **SAVE OFTEN!**
- Program of Study Course Information includes multiple categories:
 - Courses taken as an undergrad (and not used for that degree).
 - Courses taken as an undeclared graduate student.
 - Transfer courses.
 - Courses taken (or to be taken) as a degree-seeking graduate student.
 - Research credits.
- To enter courses already taken, type in the department and course number and the rest of the information will automatically fill in.
- Once all information is entered and validated, press the **Submit for Approval** button.

5. Routing Approvals of the POSC Form

- At the top of the My POS/POSC Form, the Routing Log will appear after the form is submitted.
- Students and faculty can check the status of approvals.
- Routing goes to Major Professor > Committee Members > DOGE > Graduate College.
- Faculty will receive an email that there’s a form to be approved:
 - AccessPlus > Lower Right Corner > In Basket > Action List (click on this)..
 - Click on ID number to access POSC, review, comment if desired, and approve or not.

6. Modifications of the POSC Form

- Down Action Arrow by committee member’s name includes Delete option.
- Down Action Arrow by course listing includes Delete option.
- Committee members and courses can be added.

- Online modifications will require new approvals by all parties again.

7. AccessPlus Graduate Student Status Page

- Bottom Right: My Program Audit.
- To view sample: <http://www.grad-college.iastate.edu/common/POSC/Program%20Audit.pdf>
- Once the POS is approved, this page will show the status of courses taken with color coding and links to make changes.
- It will indicate “Didn’t take class as expected,” completed, and failed courses. It helps identify problems early on and should be checked by students at least once per semester.

B. POS Committee Makeup

Major Professor

The major professor, who must be a member of the graduate faculty in the student’s declared major, serves as chair of the POS Committee. The major professor will have access to the Graduate Student Status page on AccessPlus.

Committee Makeup

The POS Committee consists of at least three members of the graduate faculty. It must include two members, including the **major professor**, from the major or program. The committee must include member(s) from different fields of emphasis so as to ensure diversity of perspectives.

C. Developing the Program of Study

The student and the major professor develop the Program of Study with the consultation and approval of the POS Committee. This agreement between the student and the Graduate College should be submitted as early as possible for approval. Each student’s Program of Study should be designed to correct deficiencies in academic preparation, allow study of subject matter that most interests the student, and avoid repetition in areas where the student is well prepared. The POS Committee assures that program requirements are met before submitting the POSC form. It is highly recommended that the POS form be submitted during the third semester of graduate study.

The paperless POSC (Program of Study Committee) form must be approved by the Graduate College no later than the term before the final oral examination. In order for the form to be approved in any given term, it must be submitted to the Graduate College by the published deadline for that term.

D. POS Committee Responsibilities: A Summary

(Details are in the Graduate College Handbook)

Major Professor (Chair) Responsibilities

Procedural matters:

- Review and sign forms requiring the major professor’s approval.
- Preside at meetings of the POS Committee.
- Recommend to the dean of the Graduate College in writing that
 - Provisional admission be changed to full admission.

- Student be removed from probation or request to be allowed to register for satisfactory academic performance.
- Significant changes in the Program of Study are necessary.
- All conditions placed on a final oral examination may be removed.
- Time extension to complete the degree requested be granted.
- Graduation with less than the 3.00 GPA for extenuating circumstances.
- Changes in committee are made and approved by the Graduate College prior to a preliminary or final oral examination.
- Write letters of recommendation for students.

Research and thesis responsibilities:

- Guide the graduate student doing research by conferring regularly to review and evaluate progress.
- Guide and constructively criticize the visual components of the thesis.
- Guide the student in development of communication skills through assistance in preparing manuscripts for presentation or publication.
- Criticize constructively the written draft(s) of the thesis before it is circulated to other members of the POS Committee. Work with the student in editing the written draft(s) of the thesis.
- Approve and sign final submission copies of the thesis before it is submitted to the Graduate College Thesis Office.

The major professor's relationship with the student:

- Provide needed guidance without hampering creativity.
- Be accessible within a reasonable schedule for discussions with the student.
- Accept a student only if he or she has sufficient time to direct the student's program and can reasonably expect to have available facilities and sufficient funding to support the student to the completion of the degree.
- Write letters of recommendation for the student and aid with job placement.
- Inform the student of any special leave that may cause inconvenience or delay in the student's research progress or in the arrangement of the final oral exam.

POS Committee Member Responsibilities

Procedural matters:

- Review periodically the student's progress.
- Verify that the Program of Study meets the major's requirements and recommend approval to the Graduate College.
- Discuss and recommend changes in the student's program to the Graduate College.

Committee/student relationships:

- Inform the student of any circumstances that might cause inconvenience in arranging periodic meetings or the final oral examination.
- Write letters of recommendations for students.

Research and thesis responsibilities:

- Advise the student during development of the visual and written thesis work, either individually or in conference with other committee members.

- Critically evaluate the visual and written components of the thesis and suggest corrections.
- Conduct a comprehensive oral examination and recommend whether the degree should be granted.

Student Responsibilities

Procedural matters:

- Submit all forms requiring signatures in a timely manner (mostly online approval).
- Identify appropriate members to serve on the committee. Meet with them to verify availability and interest.
- Discuss the Program of Study with proposed major professor and POS Committee members.
- After obtaining agreement from the major professor, POS Committee, and the program's DOGE, complete the paperless POSC form online.

Relationship with the major professor:

- Meet with the major professor periodically, as often as possible or necessary, to discuss research progress and/or problems and to review the written and visual thesis components.
- Develop and, if necessary, regularly revise an agenda with the major professor.
- Inform the major professor of personal leave and sick leave. Personal leave should be planned so it does not interfere with the student's duties.
- Be accessible to the major professor periodically and within a reasonable schedule for discussion of various matters and/or assistance in research-related or teaching assistantship activities.
- Provide copies of thesis to major professor in time for adequate review before submission deadlines to the Thesis Office.

Relationship with the POS Committee:

- Schedule all POS Committee meetings for discussion of research proposal, research progress, and final oral examination.
- Be accessible periodically and within a reasonable schedule for discussion with members of the POS Committee.
- Submit the complete written thesis in its final form to the committee members at least two weeks before the final oral examination.

Director of Graduate Education (DOGE)

The DOGE is the graduate program coordinator for the Integrated Visual Arts program. Responsibilities include signing for the major, approval of POS Committees and Programs of Study, and general oversight of the graduate major. The DOGE also calls meetings of program faculty and leads discussions of issues important to the health of the major.

6. Integrated Visual Arts Thesis

“A master's thesis is a scholarly composition that demonstrates the ability of the author to do independent and creative work. It explores in some depth a problem or issue related to the major field of study. Although considerable variations in format and style are acceptable, precise expression, logical construction, and meticulous attention to detail are essential... Since satisfactory completion of the thesis or dissertation can

constitute one of the most gratifying experiences in graduate study, the document should reflect the highest standards of scholarship, serving as a measure of quality for the student, major professor, the program, and Iowa State University.

Responsibility for writing and editing of the thesis or dissertation rests with the student, under the supervision of the major professor, and not with the Graduate College. The Graduate College does not permit joint authorship of theses or dissertations. It is the responsibility of the major professor to supervise the preparation of preliminary and final drafts of the thesis or dissertation, so as to assure the highest level of quality when the student presents the thesis or dissertation to the committee for final approval.”

ISU Graduate Handbook section 7.1.5

The Three Integrated Visual Arts Thesis Components

The graduate student will work with his/her graduate Program of Study (POS) Committee to establish the direction and goals for the written and visual thesis. The following considerations provide general guidelines for the MFA thesis in the Integrated Visual Arts program.

1. Exhibition

The majority of work in the graduate thesis exhibition must be newly produced specifically for the thesis. Work created before thesis credit may be included in the exhibition, in a supplementary role, if it supports the thesis. The graduate thesis exhibition will consist of work(s) resulting from in-depth development of the student's chosen visual, technical, and conceptual concerns. The POS Committee must approve the venue for the thesis exhibition. Each student should work closely with their major professor and request critiques from their committee members as they develop their thesis work.

2. Written Component

Generally, the thesis for a visual artist is focused on the visual, technical, and conceptual foundation of their work with an analysis of its relationship to the larger art community. The student should be able to relate their work to other artists' works, both contemporary and historical. Other influences beyond art, such as cultural, scientific, psychological, etc., may also be addressed. The structure of the written thesis varies depending on each individual's focus. Visual examples of work as well as a bibliography must be included. For more detailed information and directions regarding required formatting, please refer to the Graduate College guidelines at http://www.grad-college.iastate.edu/current/thesis/organizing_thesis/index.php

Copies of all theses written since 2010 are available in Parks Library's University Digital Repository <http://lib.dr.iastate.edu/ir/>. The format and length of the written component has varied for IVA students from about 25 pages to close to 200, but that was an exceptional undertaking. Most theses are in the 30- to 40-page range.

3. Oral Examination

The oral examination by the POS Committee must occur once the exhibition has been installed but **before the opening**. The oral focuses upon the work(s), the overall exhibition, and the written thesis. The exhibition is the most important component of the entire thesis.

Academic Writing Support for Graduate Students

Center for Communication Excellence, Graduate College: <https://cce.grad-college.iastate.edu>
The program coordinates and implements opportunities for graduate students to master the

necessary communication skills as they move toward the attainment of their academic and career goals. The center offers the following services:

- **Graduate Peer Review Groups:** Join a small group of peers in the same or similar discipline to give and receive feedback on your research writing and to make revisions in real time. You can also observe how Peer Review Groups work.
- **Research Writing Seminar Series.**
- **Individual feedback and guidance:** Schedule appointments with the writing consultants of the Graduate Peer Mentor Program <https://cce.grad-college.iastate.edu/gpmp> or email gcgpmp@iastate.edu for information about:
 - **English Writing:** If you are an international student and need help with organization, structure, vocabulary, grammar, and fluency to ensure that your ideas are effectively communicated in English, work one-on-one with the English Writing Consultant.
 - **Research writing:** If you want to improve your abstract, introduction, methods, results, discussion, or conclusion sections/chapters, get feedback from the Disciplinary Writing Consultants.
 - If you need individual guidance at any stage of the writing process, visit the Graduate College Center for Communication Excellence <https://cce.grad-college.iastate.edu> Communication Consultants welcome graduate students from all disciplines. Bring any type of document, including portfolios, teaching philosophies, cover letters, research presentations, etc. Graduate consultation sessions can be walk-in or by appointment. Limited satellite hours are also available.

7. Design on Main Graduate Studios

Design on Main is the College of Design's satellite facility on Main Street in downtown Ames. Studio space at Design on Main will be allocated for up to three years. We hope that you will establish a strong identity and relationship to this facility. It is critical that all students show consideration to each other and respect the property that is being rented by the College of Design for student use. You will be issued a door pass code and have 24/7 access to the studio. All students using the studio must sign the "Integrated Visual Arts Studio Contract" each year. It presents the terms and conditions for use of the space. You must remove all of your belongings before the start of the semester following graduation, or three years of use, whichever comes first.

8. Graduate Assistantship Policy for 2018-19

Graduate students who are awarded a teaching, research, or administrative assistantship receive both a stipend and a tuition scholarship. Per ISU policy, students pursuing an MFA, the discipline's accepted terminal degree, who are awarded a quarter-time assistantship receive a tuition scholarship equal to one-half resident graduate tuition. Details on this policy can be found at <http://www.grad-college.iastate.edu/common/finance/tuitionscholarships/>

When a graduate assistantship is awarded by the Department of Art and Visual Culture, the department pays for the stipend and the tuition scholarship. When a unit outside of the College of Design awards a graduate assistantship to an IVA student, the hiring unit pays the stipend, but the College of Design is responsible for the tuition scholarship.

There are a limited number of assistantships available each semester. For an IVA student to be considered for an assistantship within the department, the highest priority will be given to graduate students who meet the following requirements:

- Have a minimum of a 3.00 GPA.
- Enroll in at least 9 credits each semester they are on assistantship.
- Meet departmental deadlines toward matriculation as defined in the *Procedures for Earning the MFA Degree* (pp. 19-25).
- Have less than six semesters of assistantships (IVA assistantships will generally be awarded for a maximum of six semesters).
- Receive positive evaluations (see below).

Graduate Assistant Evaluation Policy

Each Graduate Assistant must be assessed toward the end of each semester of employment. Faculty supervisors are expected to discuss their evaluations with the GA assigned to them. Students have the opportunity to respond to their evaluations. At least one classroom observation for **teacher-of-record TAs** during the first semester of teaching is required. The faculty member will submit the original to the Director of Graduate Education (DOGE) and to the Graduate Assistant. (Evaluation forms are included below.)

Graduate Assistant Evaluation

Please provide an accurate and candid assessment of your Graduate Assistant's work toward the end of each semester of employment. Faculty supervisors are expected to discuss their evaluations with the GA assigned to them. Students also have the opportunity to respond to their evaluations. At the time of the discussion between the GA and the faculty supervisor, both parties should complete both sides of this form and sign it. The faculty member will submit the original to the Graduate Secretary in the COD Administrative Services Office, Room 146. They will also give a copy to the Director of Graduate Education (DOGE) and to the Graduate Assistant.

Semester _____ Year _____ Class/Research Title _____
 GA Name _____ Faculty Name _____

Supervisor Ranking of GA Only as Applicable	Exceeds Expectations	Meets Expectations	Below Expectations	N/A	Comments (Required if Unsatisfactory)
Dependability: Sense of responsibility, punctuality, etc.					
Consistent communication with supervising faculty.					
Ability to work in a disciplined fashion.					
Initiative: Works independently, solves problems.					
Professionalism: Attitude, maturity, collegiality.					
Grading: Knowledge of material, fairness, timeliness.					
Preparation for each week's work.					
Knowledge/skills/conceptual understanding.					
Research: Technique, diligence, accuracy.					
Teaching: Lectures, discussions, demonstrations, availability.					

Studio/facility/technological maintenance.					
--------------------------------------------	--	--	--	--	--

At least one classroom observation for **teacher-of-record TAs** during the first semester of teaching is required.
 (If first observation is okay, additional observations are not needed but may be requested by the GA or faculty in the future.)

Observation Attached Yes No Not Applicable **Date of Observation**

Did the GA report for work during the first contract week?
 Did the GA maintain contact with supervisor?

Overall Ranking: **Exceeds Expectations** **Meets Expectations** **Below Expectations**

Additional Comments?

(GAs have the right after discussing and signing the evaluation with the faculty supervisor to submit their own self-evaluation and comments to the DoGE)

 FACULTY SIGNATURE

 DATE

 STUDENT SIGNATURE

 DATE

Graduate Assistant Teaching Observation Form

Please provide an accurate and candid assessment of your Graduate Assistant's teaching. Teaching assistants are expected to provide and discuss their course syllabus with their supervisor prior to the scheduled observation. During the review of the observation report, both parties should sign the form. The faculty member will submit the original to the Graduate Secretary in the COD Administrative Services Office, Room 146. They will also give a copy to the Director of Graduate Education (DOGE) and the Graduate Assistant.

Name of Graduate Assistant Instructor: _____

Date: _____

Course Number and Name: _____

Name of Evaluator: _____

Course Syllabus and Schedule

1. The Graduate Assistant wrote the syllabus (yes/no) or followed a prescribed syllabus (yes/no)?
If the GA designed and wrote the syllabus, answer questions b – e below)

- | | |
|--------------------------------------------------------------------------------------|-----|
| a) Does the syllabus set out clear learning objectives for the course? | Yes |
| No | |
| b) Is the syllabus well organized and conceptualized? | Yes |
| No | |
| c) Is the instructor covering the major areas that should be covered in this course? | |
| Yes No | |
| d) Does the syllabus make clear the basis for grading? | Yes |
| No | |
| e) The GTA adhered to the course schedule and syllabus? | Yes |
| No | |

Course Observation

1. Non-evaluative description of the class you visited. Which of the following did it include?
- a) Lecture Yes
 No
- b) Discussion Yes
 No
- c) Critique Yes
 No
- d) Demonstration Yes
 No
- e) Other? _____

Class Evaluation

Rating Scale:

	4 – Strongly Agree	3 – Agree	2 – Disagree	1 – Strongly Disagree	
a) The GTA is professional, punctual, and prepared for class.	4	3	2	1	Not Observed
b) The GTA communicated interest in the subject.	4	3	2	1	Not Observed
c) The GTA has a thorough knowledge of the material.	4	3	2	1	Not Observed
d) The GTA encouraged student participation.	4	3	2	1	Not Observed
e) The GTA asked questions or made comments that generated critical thinking.	4	3	2	1	Not Observed
f) The GTA interacted well with students and addressed students’ needs and questions.	4	3	2	1	Not Observed
g) The GTA made appropriate use of (<i>technology/instruments/texts/readings</i>).	4	3	2	1	Not Observed
h) The material was well organized.	4	3	2	1	Not Observed

i) The material was well clearly presented.

4 3 2 1 Not Observed

j) Time was well utilized.

4 3 2 1 Not Observed

Overall Assessment of Instruction:

Exceeds Expectations

Meets Expectations

Below Expectations

Comments if Needed:

Graduate Assistant's Signature/Date

Supervising Instructor's Signature/Date

9. MFA PROCEDURES

Department of Art & Visual Culture Timeline

Year One (First 20 Credits)

Adviser	<p>Department DOGE serves as your adviser.</p> <p>Speak with and show your work to as many faculty members as possible, both within and outside of the department, with the goal of identifying your major professor and committee members.</p> <p>By the end of the first year, students are expected to identify AVC department POS Committee members (including the major professor). All parties should be in agreement.</p>
Courses	<p>Four ART IS studio courses.</p> <p>One ART H course.</p> <p>One section of ART IS 571: Graduate Seminar or ART IS 511: Seminar in Teaching.</p> <p>One course outside the department or college, in a field of interest.</p> <p>One semester should include 9 credits and the other 11. (If you take ART IS 511 you will have either 10 or 12 credits.)</p>
Thesis	<p>First-Semester Research Requirements:</p> <p>Your focus for the first semester is exploration in both studio and research:</p> <ul style="list-style-type: none"> • You are expected to arrange meetings to discuss your work with a minimum of 3 faculty that you are not currently working with. • You are expected to attend the midterm review and give a <u>5-minute introductory artist's talk with 5 slides of previous work and 3 slides of new and/or current work.</u> • Consider the overall layout/design. <ul style="list-style-type: none"> • All images should be high-quality reproductions. • Include captions <ul style="list-style-type: none"> ▪ <i>Title italicized</i> ▪ Date ▪ Size (height x width x depth) ▪ Medium <p>Second-Semester Research Requirements:</p> <ul style="list-style-type: none"> • One PowerPoint is required, covering all current studio coursework. • Review the second-semester requirements and discuss the PowerPoint content with each of your studio faculty prior to submission. • Maximum 15-minutes: Practice what you will say and time it before the review.

Year One (First 20 Credits) *continued from previous page*

Professional Activities	Begin or continue to develop professional engagement, including exhibitions, lectures, gallery work, website, etc.
Graduate College Procedures	Non-native English speakers meet the Graduate English requirement.
	<ul style="list-style-type: none"> • Introduce 5 artists, including at least 3 who are working today, that influence your current artwork. At least 1 artist should be in a medium that is new to you: <ul style="list-style-type: none"> • Include 1-2 slides for each of the 5 artists. • Explain who each artist is, their ideas and motivation, as well as the type of work they create and how it relates to your practice. • Include images of your work to clarify your relationship to the artists chosen. • Consider the overall layout/design. • All images should be high quality reproductions. • Include captions <ul style="list-style-type: none"> ◦ Title italicized ▪ Date ▪ Size (height x width x depth) ▪ Medium <p>First- and Second-Semester End-of-Semester Review Requirements:</p> <ul style="list-style-type: none"> • Public exhibit of current visual work for review by all AVC faculty and IVA students. • Include wall labels and an artist statement.

Year Two (Up to 40 Credits)	
Adviser	<p>By the end of this period, identify a major professor and POS Committee (POSC) members.</p> <p>Work with committee to design your Program of Study (POS).</p> <p>Complete the online POSC form.</p>
Courses	<p>Three ART IS studio courses.</p> <p>Two ART H courses.</p> <p>One section of ART IS 571: Graduate Seminar or ART IS 511: Seminar in Teaching.</p> <p>One studio course outside the department.</p> <p>One semester should include 9 credits and the other 11. (If you take ARTIS 511 you will have either 10 or 12 credits.)</p> <p>*Note: Read the 699 Course Fee Registration Policy before registering for the next year's thesis credits http://www.design.iastate.edu/wp-content/uploads/2016/12/ISA699LabFeeRegistrationPolicy.pdf</p>
Thesis	<p>Third-Semester Research Requirements:</p> <p>Announce your Program of Study Committee at the midterm reviews. It is expected that you have discussed this with the faculty and they have agreed to serve on your committee prior to the midterm review. Discuss the paper with each of your POSC faculty prior to submission; it should be circulated to your POSC faculty two weeks prior to the DOGE's submission date.</p> <ul style="list-style-type: none"> • One 2-part paper (for a maximum 1,000 words total) is required, covering all current studio coursework. • Label your paper "Third Semester Research Paper: (Insert your name)." Label Part 1: "Artist Statement" and Part 2: "Thesis Proposal Abstract." • Choose a major work or series of works you completed during your first three semesters at Iowa State. • In the artist statement, include the following: <ul style="list-style-type: none"> ▪ Describe the work, including content, style and medium. ▪ How does it relate to or depart from your previous work? ▪ What did you learn from working on it? • In the thesis proposal abstract, describe an anticipated direction(s) you would like to pursue. • Use images of your work (in color if appropriate) to illustrate either your artist statement and/or your abstract of a proposed thesis statement/direction. The images should be high-quality reproductions. • Include captions <ul style="list-style-type: none"> ▪ <i>Title italicized</i> ▪ Date ▪ Size (height x width x depth) ▪ Medium • Consider the overall layout and design of your paper. Text and images should support each other. • Faculty responses to the writing will focus on the content, not the form, of the writing. Suggestions will include artists or processes to research. • Link to theses by former students http://lib.dr.iastate.edu/design/

	<p>Fourth-Semester Research Requirements: Attend/participate in research review (mid semester). With the guidance of your committee and Graduate College resources, complete the following by the end of the year:</p> <ul style="list-style-type: none"> • Thesis abstract. • Outline of thesis. • Timeline for thesis writing. • List of readings and research directions. • Schedule a committee meeting to respond to the above. • Reserve a gallery space for your thesis exhibition (see Final Oral Examination, Final Semester notes below). <p>Third-Semester End-of-Semester Requirements:</p> <ul style="list-style-type: none"> • Must publicly exhibit your current visual work for review by all AVC faculty and IVA students. • Include wall labels and artists statement. <p>Fourth-Semester End-of-Semester Requirements:</p> <ul style="list-style-type: none"> • Required to schedule a committee meeting near the end of the semester. • May choose to invite additional faculty related to the work if you or the committee feel that would be helpful. • Must show work completed during the current semester. • Discuss plans for exhibit and work completed for visual and written thesis. • Notify DOGE when review is complete. • Failure to meet with committee each of these two semesters indicates you are not meeting departmental deadlines toward matriculation. Benefits such as assistantships may be withdrawn. • Attend the end-of-semester review. You have the option to display your work in that exhibit to be reviewed. In advance, you must notify the DOGE, who will give approval based on space availability. • Include wall labels and artist statement.
<p>Professional Activities</p>	<p>Continue to develop professional engagement, including exhibitions, lectures, gallery work, website, lectures, etc. Assume a leadership role in your professional activities.</p> <p>During academic breaks (summer/winter):</p> <ul style="list-style-type: none"> • Work on your artist’s statement, resume, cover letters, etc. • Document your visual work and research employment opportunities.

Year Three – Fifth Semester (Over 40 Credits)	
Adviser	<ul style="list-style-type: none"> • Meet with major professor regularly throughout the semester. • Schedule at least one committee meeting during the semester to gauge progress.
Courses	<p>Two credits 699A: Research: Thesis (written). One credit 699B: Research: Thesis Exhibition (visual). One ART IS studio course. One section of ART IS 571: Graduate Seminar or ART IS 511: Seminar in Teaching. One studio course outside the department. This semester includes 11 (or 12) credits.</p>
Thesis	<p>If you haven't, reserve a gallery space for your thesis exhibition. With the guidance of your major professor, other committee members, and Graduate College resources (see below), complete a rough draft of the thesis that includes:</p> <ul style="list-style-type: none"> • Artist's statement. • Historical, artistic, and conceptual context. • Discussion of your earlier work. • Preliminary thoughts about proposed visual thesis work and exhibit. <p>For thesis organization refer to: http://www.grad-college.iastate.edu/current/thesis/organizing_thesis/</p> <p>Fifth-Semester End-of-Semester Review Requirements:</p> <ul style="list-style-type: none"> • Required to schedule a committee meeting near the end of the semester. • May choose to invite additional faculty related to the work if you or the committee feel that would be helpful. • Must show work completed during the current semester. • Discuss plans for exhibit and work completed for the visual and written thesis. • Notify DOGE when the review is complete. • Failure to meet with the committee each of these two semesters indicates you are not meeting departmental deadlines toward matriculation. Benefits such as assistantships may be withdrawn. • Attend the end-of-semester review. • You have the option to display your work in that exhibit to be reviewed. In advance, notify the DOGE, who will give final approval based on space availability. • Include wall labels and an artist's statement.
Professional Activities	<p>Refine artist's statement, resume, cover letters, etc. Complete a thorough documentation of your visual work. Continue to research employment opportunities and apply for positions. Continue involvement in professional activities.</p>

Year Three – Final Semester (Over 51 Credits)	
Adviser	Meet with major professor regularly throughout the semester. Schedule at least one committee meeting during the semester to gauge progress before the final oral exam.
Courses	One credit 699A: Research: Thesis (written). Two credits 699B: Research: Thesis Exhibition (visual). One ART IS studio course. One ART H course. This semester includes 9 credits.
Thesis	With the guidance of your major professor, other committee members, and Graduate College resources, complete the written and visual theses and plan the exhibition details.
Professional Activities	Complete documentation of your visual work and related professional engagement.
Grad College Procedures	Apply for Graduation (Check deadline: early in semester). The requirements and deadlines related to graduation can be found at: http://www.grad-college.iastate.edu/graduation/masters_thesis.php Submit Request for Final Oral Examination through the Graduate College at least 3 weeks before the examination date. The Oral Examination: <ul style="list-style-type: none"> • Must occur while your exhibition is up. • Must be scheduled when all committee members can be present. • Must be scheduled before the last approved date for oral exams. • You must provide your completed thesis to committee members at least 2 weeks before final examination. It should be ready for publication at this point. • Successfully pass Final Oral Examination and immediately submit report form to Graduate College. <ul style="list-style-type: none"> • Once you pass your final oral exam and make all the requested changes to your thesis, the major professor(s) and DOGE will sign your Graduate Student Approval Slip for Graduation. All incompletes and Non-Report grades from previous terms must be submitted, and any

	<p>conditions placed on the final oral examination must be removed.</p> <ul style="list-style-type: none">• The signed Graduate Student Approval Form must be submitted to the Graduate College by the deadline of the appropriate term.• Complete the Thesis Checklist: http://www.grad-college.iastate.edu/current/thesis/checklist/ At the end of the list is the link to upload your thesis to ProQuest. Note deadline for uploading. <ul style="list-style-type: none">• Upon e-mail acceptance by the Graduate College, you will be able to graduate.
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

University Non-discrimination Statement

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3350 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515-294-7612, Hotline: 515-294-1222, email: eooffice@iastate.edu.

10. IVA ALUMNI & THEIR THESES

Name	Date	Thesis Title
Leising, Rachel	F04	<i>Self-Representations: Exposure/Disguise</i>
Atwell, Robert	F02	<i>Dot on a Walk</i>
Faber, Carol	S04	<i>Fragments of Nature/Laid to Rest</i>
Holtze, Mary	S06	<i>Amalgamations</i>
Grover, Trent	F08	<i>Dream of the Techno-Shaman</i>
Vredenburg, David (Zane)	F07	<i>Food Fight</i>
Thompson, Nancy	S08	<i>Ode to the White Rock Conservancy</i>
Robinson, Eric	S09	<i>Perception, Understanding & Belief Through Wood Cut & Monotype Prints of the Parable of the Sower & the Crucifixion of Jesus Christ</i>
Kamrath, Jon	S08	<i>Family Tools</i>
Stanley, Michael	S08	<i>Katrina's Crescendo</i>
Okumura, Hiromi	F09	<i>State of Being-Perpetual Motion: Beauty Spreading Like Water</i>
Hong, Sunki	S10	<i>Nature, Culture, & Emotion: Objects of Wood, Metal & Stone</i>
Hood, Amanda	S10	<i>Nearly Gone</i>
Seidle, Larrison	F11	<i>An Uncertain Stability</i>
Kral, Anastasia	S11	<i>Memory: Beauty, Fragmentation & Image</i>
Streeter, Paula	F11	<i>Turned Pates/The Artist Book in the Age of Technology</i>
Corones, Matthew	S12	<i>Analytic Hyperrealism in Photography Remodeling the Study of Light Through Computational Modes of Exploring Image Making</i>
Friend, Naomi	S13	<i>Arable Visions</i>
Weyand, Kara	S13	<i>Into the Hinterland</i>
Hall, Amanda Hall	Sum13	<i>Playing House: Exploring Domesticity Gone Awry</i>
Nagel, Molly	Sum13	<i>Beasts of Earth & Spirit</i>
Stamy, Celinda	S14	<i>Tunnel Vision</i>
Lynch, Wyeth	Sum14	<i>Constructing Realities</i>
Dao, Stephanie	S15	<i>Collective World: Interdisciplinary Collaboration & Communication in the Visual Arts</i>
Jomepour, Rahele	S15	<i>Women in Iran: Ancient History to Modern Times, & Back</i>

Lee, Sodam	S15	<i>Changing Perceptions & the Impact of Culture</i>
Nissen, Lindsay	S15	<i>Metaregionalism</i>
Pan, Hua	S15	<i>Women in a Box</i>
Rock, Earle	S15	<i>The Lens of Empathy</i>
Whittlesey, Heather	S15	<i>Tensegrity</i>
Friess, Nick	S15	<i>art I facs</i>
Kummitha, Rohini	Sum15	<i>Magic Masala</i>
Sloan, Devin Vaughn	F15	<i>Curious cut-aways</i>
Ishikawa, Josianne	S16	<i>Transitory Nature</i>
Dwyer, Alexis	S16	<i>Casey Land Rambles</i>
Xue, Fei	Sum16	<i>An Examination of Chinese Philosophical Concepts and Audience Through Animation</i>
Liu, Xin	Sum16	<i>Mr. Acephalous: The procedure of the individual stop-motion animation</i>
Chen, Xiaohan	S17	<i>World in a Flower</i>
Alsbury, Bridgette	S17	<i>Food Pirates: An Exploration of Food, Technology, and the Future Through Sequential Art</i>
Greiner, Mathew B.	S17	<i>Inconsequential Plan for Reorganizing the Value of Art in the Public Sphere</i>
Obbink, Matthew Brian	F17	<i>Building Eugene</i>
Che, Xin	F17	<i>Culture and My Art</i>
Rice, Kristina	S18	<i>Left/Over Objects</i>
Jinkins, Robert	S18	<i>Rezə'rekSH(ə)n : Resurrection</i>
Deutmeyer, Rachel	S18	<i>Traces: A Farm in Eastern Iowa</i>

***Note Regarding ART IS 571: Seminar Course Field Trips**

(ART IS 571 seminar courses often include a field trip.)

Trips away from campus as part of a course are often appropriate educational experiences. They may not, however, take place during the first or last week of the semester, nor may they extend over more than two consecutive class days (Monday-Friday); these regulations may be waived only by special permission of the dean of the college in which the course is offered. Students should consult with instructors whose classes will be missed. If a mutually satisfactory agreement between the instructors and the student cannot be reached, the student cannot be required to attend the curricular-related activity or be penalized by the instructor for missing the curricular-related activity.

Special fees are often charged to cover the costs of field trips. Field trip fees are noted in the Schedule of Classes.