UNIVERSITY OF CENTRAL FLORIDA

Emerging Media MFA: Studio Art & Design Program Handbook

Last updated June 6, 2023

Table of Contents

Handbook Overview ……..1
Welcome ……..1
Applying ……..2
Advising/Mentoring ……2
Planning ……..3
1st Year ……3
2nd Year……4
3rd Year……4
Critiques ……4
Financial Support ……4
Fellowships and Assistantships ……4
Graduate Teaching Assistantship Opportunities ……..5
Teaching Assistantship Resources ……..6
Interning ……6
Graduate Research ……7
Discipline/Dismissal ……7
Removal of GTA Policy and Procedures ……..8
Diversity Statement ……..9
Graduate Student Associations ……10
Professional Development ……11
Pathways to Success Workshops ……11
Travel Support for Research Presentations ……11
Scholarly Publications ……12
Departmental Awards via College and University ...12
Thesis ……13
Thesis Chair and Committee ……13
Thesis Defense ……14
University Dissertation Requirements ……14
Graduating ……15
Job Search ……15
Forms ……16
Useful Links ……16
SVAD Graduate Faculty ……17
Program Contact Info ……21

Emerging Media MFA: Studio Art & Design Handbook Overview

Together, the Graduate Student Handbook https://graduate.ucf.edu/student-handbook/ and this document, your Graduate Program Handbook, serve as the main guides for your graduate career. The Graduate Student Handbook includes university information, policies, requirements, and guidance for all graduate students. Your Graduate Program Handbook describes the details about graduate study and requirements in your specific program. While both handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the College of Graduate Studies.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- Academic Honesty http://graduate.ucf.edu/wp-content/uploads/2018/05/Academic-Honesty.pdf
- Academic Integrity Training - Open to all graduate students at no cost https://graduate.ucf.edu/pathways-to-success/#Academic%20Integrity%20Training
- Plagiarism https://graduate.ucf.edu/plagiarism/

Welcome

The Emerging Media: Studio Art & Design track provides opportunities to inform and enhance artistic careers combining studio practices and 21st century media. The use of electronic media is flexible to encompass many technologies intersecting contemporary art and design.

Students are invited to combine their backgrounds in traditional art or computer-related disciplines within a conceptually driven, interdisciplinary environment. Courses provide exposure to time-based media, performance art, video art, sound works, kinetic sculpture, computer-based art, and art using digital research and social media to understand how these forms are driving 21st century artistic practice and inform our understanding of contemporary cultural identities.

Basically, any combination of any studio practice with any digital technology fulfills the intent of the program. For example, some students devote over ninety percent of their efforts into traditional oil painting and journal digitally. Other students are sculpting and 3-D printing digitally and finishing the work by hand. Whatever the blend of digital and physical work, it reflects the contemporary dialog of art and design.

Total Credit Hours Required:
60 credit hours minimum beyond the bachelor's degree.

Applying

At any point students considering applying are invited to contact the Program Coordinator. Chats on the phone, video conference calls, or visits to campus with a tour of The School of Visual Arts & Design (SVAD) facilities and graduate studios are possible and welcome.

Students are encouraged to apply early. Applications received before the preferred and international deadline of January 15 are more likely to receive financial aid. However, applications will be received and reviewed through the July first University deadline.

The most important part of the application is the Portfolio of 20 artworks. This should be formatted in a clean and simple PDF document. Any software that produces PDFs is acceptable (Power Point, Keynote, Google, etc.). Please look to share a focused body of work showcasing your best skills. Quality is more important than breadth.

The second important component to the application is your Letter of Research Intent. This is not an Artists Statement but rather your initial personal plan for graduate school. What do you want to try, what are your goals, why is your work important; are possible questions to go into your Letter.

The two Refences are the third component of the application. They are preferably from Art faculty familiar with your practice, competencies, and creative capacity. However, references from other sources are acceptable if faculty are not.

Your Bachelor’s degree transcripts are the fourth important part of your application that will be reviewed. The initial transcript may be an unofficial transcript. Meaning it can be a scanned transcript. Once accepted into the program, an official transcript must be mailed directly from the student’s undergraduate institution.

All applications are reviewed by the School of Visual Arts & Design Studio Art Graduate Admissions Committee. The Committee has either five, seven, or nine faculty so there are no ties and it takes a block of several votes to be admitted or denied. This same committee awards Graduate Teaching Assistantships for SVAD.

Advising/Mentoring

Students receive guidance from the Program Coordinator (the program advisor) and Thesis Chair.

The Program Coordinator will be your primary academic advisor and will provide guidance on overall academic requirements, and program and university policies and procedures. Be sure to consult with them regularly--at least once per semester--to discuss your academic progress.

At the end of the second-year students form their Thesis Committee. The Program Coordinator is available to consult and assist. The Chair and Committee Members should be selected carefully and for clear purposes. These relationships may last well beyond graduation as mentors, career counselors, professional network, and friends.

Planning

The Studio Art & Design MFA track is composed of a minimum of 60 credit hours, to be acquired in three years: six full-time semesters in fall and spring excluding summers. Degree credit is obtained in studio courses, theory courses, electives, and supervised research. All courses must be approved by the Program Coordinator. The thesis consists primarily of a body of artistic work, secondarily accompanied by a written thesis, defense, and a culminating exhibition. Students should remain with their cohort to stay in good academic standing and graduate on time.

Graduate students must maintain a 3.0 or better GPA in all course work to complete the program. Continuation in the MFA program requires a positive annual evaluation by the Program Coordinator in the School of Visual Arts and Design and by the Graduate Committee of the School of Visual Arts & Design.

A student's Graduate Plan of Study document is the listing of courses that the student will take to earn the degree. To write a Graduate Plan of Study, a student simply follows the guidelines given in the next section to select their courses. The specific course of study is jointly formulated by the student and the Program Coordinator before completion of the first 9 hours of the program, usually in the fall section of ART 6930 Graduate Seminar. Flexibility in course choices occurs only in elective courses. The student may make changes to the plan of study at any time via elective courses chosen with the approval of the Program Coordinator. The Graduate Plan of Study is easy to update by filling out a new copy and reviewing with the Program Coordinator.

1st Year

Fall	Spring
ARH 5897: Advanced Seminar in Art History (3)	ART 6911: Studio Concentration (3)
ART 5284: Design Theory and Methods (3)	ART 6930: Graduate Seminar (1)
ART 6911: Studio Concentration (3)	Elective (3)
ART 6930: Graduate Seminar (1)	Elective (3)
Semester Total: 10 credit hours	Semester Total: 10 credit hours

2nd Year

Fall	Spring
ART 6911: Studio Concentration (3)	ART 6911: Studio Concentration (3)
ART 6930: Graduate Seminar (1)	ART 6930: Graduate Seminar (1)
Elective (3)	ART 6687: Research Concentration (3)

Elective (3)	Elective (3)
Semester Total: 10 credit hours	Semester Total: 10 credit hours

3rd Year

Fall	Spring
ART 6971: Thesis (9)	ART 6971: Thesis (9)
ART 6930: Graduate Seminar (1)	ART 6930: Graduate Seminar (1)
Semester Total: 10 credit hours	Semester Total: 10 credit hours

Typical Elective Courses

Restricted Electives
ART 5280 - Serial Content (3)
ART 5284 - Design Theory and Methods (3)
ART 5696 - Art, Design and Human Interactions (3)
ART 5811 - The Professional Practice of Art (3)
ART 6683 - Time Arts (3)
Unrestricted Electives
ART 5410C - Advance Printmaking (3)
ART 5585C - Advanced Painting (3)
ART 5390C - Advanced Drawing (3)
ART 5796C - Advanced Ceramics (3)
PGY 5108C - Photo Theory and Processes (3)

Critiques (Examination Requirements)

Examinations occur in the MFA in the Studio Art & Design degree program in the form of critiques. Two critiques take place each semester, one at mid-term and another at the end of the semester. All students are required to attend these sessions. Dates and times will be released each term. Critique format may change from each instance. Usually, the mid-term is more casual or experimental. While the final critique of the semester is formal and structured. Most often the critiques are in the graduate studios. However, they may occur at various locations as opportunities arise. Graduate faculty and degree candidates attend the presentations and discussions ensue. Ultimately, through this critique process the graduate faculty arrive at the student's semester grades.

Financial Support

Fellowships and Assistantships

Overview: MFA in Emerging Media, Studio Art and the Computer students are eligible for three kinds of support:

- **Need-based assistance:** The university provides need-based scholarships funded by the federal government. These are based on financial need as determined by the FAFSA form and are awarded in the middle of April. We encourage all students to complete a FAFSA application form online at https://studentaid.gov/h/apply-for-aid/fafsa.

- **Fellowships:** These competitive, merit-based awards are usually reserved for newly admitted students. These awards pay a stipend and/or provide a tuition waiver. Fellows are nominated by the Art Department. To be eligible, students must have their entire application on file by January 15.

- **Assistantships:** These merit-based awards may be applied for at any point in the MFA in Emerging Media: Studio Art & Design track degree program. Different assistantships have different eligibility criteria. For example, graduate teaching assistantships may only be awarded to students who have completed all mandatory university training (available after admissions and before the start of the first semester).

Different assistantships also have different requirements. Some of these requirements include in-depth professional development activities. Consult with the Program Coordinator for more information on which assistantships are available and what they require.

Applicants do not need to complete a special application for assistantships or fellowships. However, please let the Program Coordinator know of your interest. Financial support is offered only to full-time degree seeking students.

Graduate Teaching Assistantship Opportunities

Graduate students often receive assistantships in their departments or other university offices while pursuing graduate studies. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may become Graduate Teaching Associates, Assistants, or Graders (GTAs), Graduate Research Associates or Assistants (GRAs), or Graduate Assistants (GAs). Due to the evolving nature of the assistantship program, please consult the Graduate Studies website for the most current information: https://funding.graduate.ucf.edu/.

Within SVAD we promote a progression of GTA roles to train and cultivate better, more prepared faculty. Typically, in the first year of a GTA assignment a student works as a Grader in a large course section. This is the easiest type of GTA, commenting on students' online assignments and grading online written exams. In the second year the GTA works Assisting a senior faculty in a studio course. This provides mentorship, guidance, and hands on experience. In the third year, the student works as Instructor of Record. They are "flying solo" in their own section of the course in which they

previously assisted. This progression across three years is designed to produce best outcomes for the Graduate Teaching Assistant and their undergraduate students.

The selection of courses for a GTA begins with a consultation between the GTA and Program Coordinator. They look for one lower-level and one upper-level course that match the students' interest, competency, and long-term aspirations. By pairing introductory and advanced courses, the program can prepare students to be more effective teachers and competitive in future job searches and opportunities.

Teaching Assistantship Resources

If you received a graduate teaching assistantship, you may be assigned teaching responsibilities as part of your stipend. The following information will be useful in fulfilling your teaching duties:

Instructor Training and Development: The Faculty Center for Teaching & Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. To that end, it offers several programs for the professional development of Graduate Teaching Assistants at UCF.

GTA Training (mandatory for employment as a GTA): This two-day workshop provides information and resources for students who will be instructors. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.

Preparing Tomorrow's Faculty Program: This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information about GTA Training, see http://fctl.ucf.edu/ > Events > GTA Programs.

Interning

Criteria for Internship

The basic criteria for designation as an internship course at UCF include student experiential learning which:

- Relates directly to a student's academic major or major-related career goal.
- Occurs in business, industry, non-profit, educational, or governmental agencies.
- Involves collaboration between campus and business community that aims to increase students' work, personal, and academic competencies.
- Provides appropriate supervision both on site through a professional with related training and skills and through guidance from faculty.
- Involves structure for learning, including application of classroom content and assignments for reflection that would result in the development of student competencies and go beyond simple

assignment of a student completing a set number of hours experience in a setting outside the academic classroom.

- Involves a minimum of 45 hours per credit per semester at the participating work site to provide applied experience and to promote interaction between students and professionals toward the development of professional attitudes and behavior (more hours may be required; fewer hours may be justified by the concentration of the experience or the learning objectives).

All Directed Research, Independent Study and Internship must be accompanied by a syllabus with expectations and due dates. This document serves as a contract between the graduate faculty and the student for the grade is determined. The syllabus is attached to a Restricted Registration Form initiated by the student.

Graduate Research

UCF has three fundamental responsibilities to graduate student research. They are to: support an academic environment that stimulates the spirit of inquiry, develop the intellectual property stemming from research, and disseminate the intellectual property to the public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state, and federal regulations that relate to research. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g., surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: http://www.research.ucf.edu/ > Compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details. https://www.ucf.edu/catalog/graduate/#/home

Dismissal/Discipline

Probationary Status means that the student is at risk (academic, professional, or ethical) within the program. A student cannot graduate from the program while on probationary status.

Academic Probation: Per College of Graduate Studies' policy, if the graduate status GPA falls below the required 3.00, the student will have 9 credit hours to bring the GPA above a 3.00 to have the Academic Probation removed. Students will receive notice in writing from the College of Graduate Studies.

Conduct Probation: Any violation of the professional conduct expectations listed in the handbook may result in conduct probation. The Program Coordinator will determine the severity of violation by reviewing the documentation provided and will notify the student based on the procedures outlined in the following section. A severe conduct violation, which may lead to dismissal from the program, will always require the review of an ad-hoc disciplinary committee as described below.

Conduct Violation Process:

1. If a violation of a conduct policy occurs, it will be reported to the Program Coordinator in writing. This should include specifically which aspects of the professional conduct policy the student has allegedly violated, when these violations allegedly took place, and any available evidence to support the allegation, to allow the Program Coordinator to understand the situation and counsel the student appropriately.

2. The Program Coordinator will evaluate the matter and determine an appropriate course of action, ranging from a written warning to convening an ad-hoc disciplinary committee of the Studio Art faculty for evaluation, based on the egregiousness of the violation. The committee will be comprised of faculty members who do not have a relationship with the student as adviser, thesis committee member, or supervisor and who are not involved in the complaint. The Program Coordinator will serve as an ex officio member of the committee unless barred by the relationships listed above.

3. If a disciplinary committee is convened, members will discuss the student's professional conduct. The committee will consult the complaining party, the student, and the student's adviser, and recommend appropriate action based on the severity of the violation, up to and including program dismissal.

Removal of Graduate Assistants (GTA, GRA) Policy and Process

Assistantships are normally offered for a period of three years on admission to the program or at the change of years. However continued funding is contingent on satisfactory performance in the assistantship.

Expectations:

1. Assistants must work their scheduled number of hours (standard: 10 hours per course for no more than a total of 20 hours per week).

2. Assistants are expected to communicate with their supervisor consistently, as discussed at the beginning of the assistantship. It is the responsibility of the assistant to be proactive in starting the conversation with their supervisor. If an assistant is having trouble communicating with their supervisor, they should contact the Program Coordinator for help.

3. Teaching Assistants must hold class as scheduled, grade student work in a timely fashion, respond to student emails, hold regular office hours in accordance with the policy of the Assistantship department, and submit final grades by the deadline each semester. Further, they must be mindful of the power relationship between themselves and the students in their classes and maintain a professional relationship with students, without social interactions, for the duration of the course.

Procedure:

1. A faculty member supervising an Assistant who is not meeting the expectations of their assistantship will first inform the student in writing, reminding them of the expectations and clearly indicating which expectations are not being met and when the failures to meet expectations have taken place.

2. If, after the faculty member has communicated with the student, the expectations continue not to be met, they will notify the Program Coordinator in writing. This should include specifically which expectations are not being met, when the failures to meet expectations have taken place, and any other pertinent information to allow the Program Coordinator to understand the situation and counsel the student appropriately.

3. The student will be provided with a Letter of Counseling/Instruction from the Program Coordinator about the expectations of their assistantship, in addition to having a face-to- face or videoconference meeting with the Program Coordinator to discuss the expectations.

4. Any further failure to meet the expectations of the Assistantship after official counseling should be documented as above and provided to the Program Coordinator in writing.

5. Students who establish a pattern of failure to meet the expectations of their assistantship will not be offered a continuing assistantship in subsequent terms.

Diversity Statement

One way to promote a safe and caring classroom community is to encourage each student's unique voice, perspective, and presence. The following diversity statement gives professors language for explaining how students' contributions will be valued:

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at https://letsbeclear.ucf.edu and http://cares.sdes.ucf.edu/.

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services. https://sas.sdes.ucf.edu/

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – OIE http://oie.ucf.edu/ & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – http://sas.sdes.ucf.edu/ & sas@ucf.edu
- Diversity and Inclusion Training and Events – www.diversity.ucf.edu
- Student Bias Grievances – Just Knights response team – http://jkrt.sdes.ucf.edu/
- UCF Compliance and Ethics Office – http://compliance.ucf.edu/ & complianceandethics@ucf.edu
- Ombuds Office – http://www.ombuds.ucf.edu

Graduate Student Associations

College Art Association (CAA) includes among its members those who by vocation or avocation are concerned about and/or committed to the practice of art, teaching, and research of and about the visual arts and humanities. Visit the College Art Association website for more information http://www.collegeart.org/.

National Association of Schools of Art and Design (NASAD) is an association of approximately 300 schools of art and design, primarily at the collegiate level, but also including postsecondary non-degree-granting schools for the visual arts disciplines. Follow NASAD for understanding best practices and highest accreditation standards. Please visit the National Association of Schools of Art and Design website for more information https://nasad.arts-accredit.org/.

The Conference of Southern Graduate Schools is an organization of over 200 graduate schools in fifteen states of the southern region of the United States. The Conference's purpose is to consider topics relating to graduate study and research which are of mutual interest and concern to the member institutions. For more information visit the Council of Southern Graduate Schools website http://www.csgs.org/.

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational, and professional experience. To learn more or get

involved, please visit https://www.facebook.com/groups/UCFgsa/ For individual department or graduate program organizations, please see program advisor.

SECAC is a national non-profit organization devoted to education and research in the visual arts. SECAC provides advocacy and support for arts professionals and engenders opportunities for the exchange of scholarship and creative activities through an annual conference and publications. It is now the second largest national organization of its kind https://secacart.org.

Foundations in Art: Theory and Education (FATE) is an educational association dedicated to the promotion of excellence in the development and teaching of college-level foundation courses in both studio and art history. They specialize in networking around the instruction of foundational art courses. For over three decades FATE, has collectively sharpening the methodologies and theories of instruction during the first years of college https://www.foundationsart.org.

Professional Development

Pathways to Success Workshops: Coordinated by the College of Graduate Studies, the Pathways to Success program offers free opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit https://graduate.ucf.edu/pathways-to-success/.

Travel Support for Research Presentations: While extra-curricular conference presentations and in particular, participation in juried art exhibitions outside UCF are not required for the MFA in Emerging Media, Studio Art & Design degree, such experiences are professionally important and graduate students are encouraged to pursue them. Your faculty members will likely mention opportunities in your classes, or you will receive email announcements about them. Not all opportunities require travel; some are held at UCF. For more information about how to pursue these opportunities, consult with a faculty member, a member of your thesis committee, or the Program Coordinator.

Funding is available to pay some expenses for graduate students who are speaking at a conference or undertaking comparable creative activity at a professional meeting. Contact the Student Government Association https://ucfsga.com/ at 407-823-5648 for more information.

The College of Graduate Studies offers a presentation fellowship that provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a professional meeting or conference. More information can be found on the Graduate Studies Funding website: https://graduate.ucf.edu/presentation-fellowship/.

All graduate students traveling to professional workshops and conferences should obtain an approved Travel Authorization Request (TAR) from the department, particularly if the travel occurs

during the same semester as a Graduate Assistant/Graduate Research Assistant/Graduate Teaching Assistant contract.

Scholarly Publications

Scholarly publications are not required for the MFA in Emerging Media, Studio Art & Design degree, but such publications may be significantly professionally beneficial. For more information about how to pursue these opportunities, consult with a faculty member, a member of your thesis committee, or the Program Coordinator.

Departmental Awards via College and University

The university provides several achievement awards:

Graduate Excellence Awards: Each year, students may apply for nomination to College and University level awards of excellence. These are intended to showcase student excellence in academic achievement, teaching, research, leadership, and community service.

- **Award for Excellence by a Graduate Teaching Assistant:** This award is intended for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (This award is not intended for students who are Instructor of Record.)

- **Award for Excellence in Graduate Student Teaching:** This award is for students who serve as Instructor of Record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

- **Award for the Outstanding Master's Thesis:** This award recognizes graduate students for excellence in the master's thesis. The focus is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as (but not limited to): publications in refereed or peer reviewed journals, the candidate's juried exhibitions and awards record, recognitions and awards from professional organizations, and praise from faculty members and other colleagues in the field. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline corresponds to the annual submission request.

For more information about these awards, please see the College of Graduate Studies administrative website: https://graduate.ucf.edu/awards-and-recognition/.
For more information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, please see their website: http://www.csgs.org/ >Awards

Thesis

The thesis consists of a full body of advanced artistic work at professional standards. It is accompanied by a written Thesis, a verbal defense, and a culminating exhibition. The graduate students present a Thesis Exhibition of selected works from the cumulative body of works produced during their three years of residency. The final oral review (defense) before the supervisory thesis committee occurs near the end of the sixth semester, usually during the Thesis Exhibition (see Thesis and Oral Defense of Thesis).

The components of a written thesis include an abstract, artist's statements, research intentions, references, process documentation, results, citations, the body of the creative works produced, and any other appropriate sections to fully explain the innovation and success of the work. The Thesis should conclude with future plans based upon the thesis experience. Students are required to submit an electronic version of the thesis to UCF College of Graduate Studies. After approval by UCF College of Graduate Studies, the UCF Library will add it to its archives and make the electronic version of the thesis accessible online.

Thesis Chair and Committee

At the end of the second year fourth semester, students assemble their Thesis Committee. The first step is to meet with the Program Coordinator with a proposed list of committee members. After discussion, the student contacts potential members to ask for their participation. Once a Thesis Chair and at least two additional Thesis Committee members from among the graduate faculty that are approved by Graduate Studies for the MFA in Emerging Media, Studio Art & Design (see Graduate Catalog https://www.ucf.edu/catalog/graduate/). Your Thesis Chair serves as your mentor, providing guidance on your research, professional opportunities, and other areas of academic interest. Your committee members and other graduate faculty in the department will offer additional useful input and advice. You are encouraged to confer with your faculty at least once weekly as you progress towards your degree. At the beginning of both semesters five and six, you must complete the CAH Graduate Restricted Registration Form which includes a complete accounting of your assignments and expectations for each semester in ART 6971 Thesis.

As the UCF Graduate Catalog makes clear (http://www.graduatecatalog.ucf.edu/ > Policies > General Graduate Policies > Student's Responsibility), you are responsible for staying informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived, nor exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed. Please be certain to inform the department whenever your Contact information changes and be sure to read your UCF email. Missing email is not acceptable. The Graduate Catalog is the university's official record of graduate policies, and this Graduate Handbook must be consistent with university policy. In any case where the two documents appear to disagree, the Graduate Catalog is the final authority.

Thesis Defense

The oral Defense of the MFA student's thesis should occur during the period of their final exhibition and should be approximately one to two hours long. About twenty to forty minutes of the allotted time should be devoted to a presentation by the degree candidate that outlines the subject of their thesis proposal, a technical explanation of the principal medium chosen to research the subject, and a brief statement explaining why they believe their research is valid, and meaningful. NASAD guidelines clearly state the work of the graduate should be the equal of professionals in their chosen field. Following the candidate's presentation their research will be challenged in open debate by professionals who will ask questions that call on you to discuss the theoretical, methodological, and substantive aspects of your research.

The graduate committee should assess the candidates' knowledge of their research subject, their knowledge of current research activity in their chosen field, and their response to the questions posed by the practicing professionals during the question-and-answer period.

The committee will use the assessment of the oral Defense of the Thesis as part of the overall review of the thesis. This assessment should include (but is not limited to) the following topics: Clear presentation and explanation of thesis content. Note: content does not necessarily mean subject matter, though subject matter is a part of content.

- Concise and clear explanation of research process that explains choice of research medium and the effectiveness of that choice in subsequent work leading to the final thesis.
- Clarity of verbal expression when addressing questions by professionals from the candidates chosen discipline.
- Verbal evidence that the candidate understands the major work currently being produced in their chosen field and can relate their own work to the major research of others in the discipline.
- The ability to present a convincing argument that the continuation of the candidates' research might lead to innovative and significant work in their chosen discipline.

University Dissertation Requirements

The College of Graduate Studies Thesis and Dissertation page https://graduate.ucf.edu/thesis-and-dissertation/ contains information on the university's requirements for dissertation formatting, format review, defenses, final submission, and more. All university deadlines are listed in the Academic Calendar http://calendar.ucf.edu/. Our program has earlier deadlines. Please consult our SVAD MFA in Emerging Media: Studio Art & Design program calendar for our internal earlier deadlines.

The following requirements must be met by dissertation students in their final term:

- Submit a properly formatted file for initial format review by the format review deadline.
- Submit the Thesis and Dissertation Release Option form well before the defense.
- Defend by the defense deadline.

- Receive format approval (if not granted upon initial review).
- Submit signed approval form by final submission deadline.
- Submit final dissertation document by final submission deadline.

Students must format their thesis according to the standards outlined in Thesis and Dissertation Webcourse.

The College of Graduate Studies offers several thesis and dissertation Workshops each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at editor@ucf.edu.

Graduating

To graduate, students must complete an online Intent to Graduate Form during the first week of your last term. You can find this form on myUCF in the Student Center. If you do not succeed at graduating in the indicated semester, you must complete another form at the beginning of your new semester of graduation. You must bring an unusual circumstance like delayed graduation to the attention of the Program Coordinator as soon as possible.

The student must be registered in their graduating semester. If you have completed all the hours required in your degree plan, including thesis and all thesis requirements, you may register IDS 6999: Graduation Requirement. Specifically, this follows UCF policy that once Thesis hours are begun, they must be maintained continuously until graduation, or the degree is considered abandoned.

Commencement information is available online at https://graduate.ucf.edu/commencement/.

Job Search

Career Services and Experiential Learning: Graduate career development issues are unique and include evaluating academic and non-academic career choices, discussing graduate school effect on career choices, as well as learning, evaluating, and refining networking and interviewing skills. Whatever your needs, the offices of Career Services and Experiential Learning offer services and resources to aid in the career exploration and job search of Master and Doctoral students in every academic discipline (please see http://career.ucf.edu/).

Forms

College of Graduate Studies Forms and References: A complete listing of general forms and references for graduate students, with direct links, may be found here https://graduate.ucf.edu/forms-and-references/.

Graduate Petition Form: When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process https://graduate.ucf.edu/wp-content/uploads/2018/01/GraduatePetitionForm_Online-6.pdf.

Thesis Advisory Committee Form: This form must be completed prior to a student enrolling in thesis hours https://graduate.ucf.edu/wp-content/uploads/2018/01/Thesis-Advisory-Committee-Form_Online-1.pdf.

Traveling Scholar Form: If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved https://graduate.ucf.edu/wp-content/uploads/2018/01/Traveling-Scholar-Request-Form_Online-1.pdf.

Useful Links

Studio Art & Design website http://svad.cah.ucf.edu/program/studio-art-mfa/
College of Arts & Humanities website https://www.cah.ucf.edu/
College of Graduate Studies https://graduate.ucf.edu/
Academic Calendar http://calendar.ucf.edu/
Bookstore
https://ucf.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=16552&catalogId=10001&langId=-1
Campus Map https://map.ucf.edu/
Counseling Center https://caps.sdes.ucf.edu/
Faculty Center for Teaching and Learning http://fctl.ucf.edu/
Financial Assistance http://finaid.ucf.edu/
Golden Rule Student Handbook https://goldenrule.sdes.ucf.edu/
Graduate Catalog http://catalog.ucf.edu/index.php?catoid=4
Graduate Student Association https://www.facebook.com/groups/UCFgsa/
Graduate Student Center https://graduate.ucf.edu/graduate-student-center/
Housing and Residence Life http://www.housing.ucf.edu/
Housing, off campus https://ucf.offcampuspartners.com/
Institutional Review Board http://www.research.ucf.edu/Compliance/irb.html
Knights Email https://extranet.cst.ucf.edu/kmailselfsvc soon to change, please keep updated.

Library https://library.ucf.edu/
NID Help https://extranet.cst.ucf.edu/PWSelfReset/pages/NidCheck.aspx
Pathways to Success https://graduate.ucf.edu/pathways-to-success/
Recreation and Wellness Center http://rwc.sdes.ucf.edu/
Shuttles Parking Services https://parking.ucf.edu/shuttles/
Student Accessibility Services http://sas.sdes.ucf.edu/
Student Government Association https://ucfsga.com/
Student Health Services http://shs.sdes.ucf.edu/
Thesis and Dissertation (ETD) https://graduate.ucf.edu/thesis-and-dissertation/
UCF Global http://global.ucf.edu/
University Testing Center http://utc.sdes.ucf.edu/
University Writing Center http://uwc.cah.ucf.edu/

SVAD Graduate Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as chair, co-chair, or vice chair.

Abbas, Hadi *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: hadi.abbas@ucf.edu

Abraham, Charlie *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Charlie.Abraham@ucf.edu

Adams, JoAnne *
College: College of Arts & Humanities
Disciplinary affiliations: Digital Media
Research interests: Digital art generated from manipulation of my own original digital photography
Contact info: joanne.adams@ucf.edu

Aiosa, Bobby *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: robert.aiosa@ucf.edu

Burrell, Jason *
College: College of Arts & Humanities
Disciplinary affiliations: Art

Research interests: Drawing, Painting, Contemporary Art, Fine Art, Visual Arts, Animation, Photoshop, Adobe Photoshop
Contact info: jason.burrell@ucf.edu

Cabrera, Michael (not listed) *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Michael.Cabrera@ucf.edu

Christie, Christina
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: christina.christie@ucf.edu

Clercx, Byron *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Byron.Clercx@ucf.edu

Colon Mendoza, Ilenia *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Ilenia.ColonMendoza@ucf.edu

Cooper, Larry *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Larry.Cooper@ucf.edu

Davila, Victor
College: College of Arts & Humanities
Disciplinary affiliations: Digital Media
Contact info: Victor.Davila@ucf.edu

Dierdorff, Brooks *
College: College of Arts & Humanities
Disciplinary affiliations: Digital Media
Contact info: BrooksDierdorff@ucf.edu

Dombrowski, Matthew *
College: College of Arts & Humanities
Disciplinary affiliations: Digital Media
Contact info: mattd@ucf.edu

Dukes, Demetrius
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: demetrius.dukes@ucf.edu

Geppert, Melissa *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: melissa.geppert@ucf.edu

Kalemba, Nicholas
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: nicholas.kalemba@ucf.edu

Haran, Kevin
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Kevin.Haran@ucf.edu

Kim, Joo *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Joo.Kim@ucf.edu

Kobaslija, Amer *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: amer.kobaslija@ucf.edu

Lindsey, Shannon *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Shannon.Lindsey@ucf.edu

Lotz, Theo *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Theo.Lotz@ucf.edu

Lucey, Theresa *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: theresa.lucey@ucf.edu

Mathieson, KJ
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: kj.mathieson@ucf.edu

McDaniel, Rudy *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: rudy@ucf.edu

Nolan, Justin (not listed) *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Justin.Nolan@ucf.edu

Poindexter, Carla *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Carla.Poindexter@ucf.edu

Starr, Debi *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Deborah.Leitch@ucf.edu

Sung, Stella *
Disciplinary affiliations: Digital Media
Research interests: Music, digital media, film
Contact info: stella.sung@ucf.edu
Websites: www.stellasung.com; www.create.cah.ucf.edu

Taylor, Ashley *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: ashley@ucf.edu

Watson, Keri *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Keri.Watson@ucf.edu

Wyatt, Laine *
College: College of Arts & Humanities

Disciplinary affiliations: Art
Contact info: Laine.Wyatt@ucf.edu

Zaho, Margaret *
College: College of Arts & Humanities
Disciplinary affiliations: Art
Contact info: Margaret.Zaho@ucf.edu

Program Contact info
Jason Burrell
Assistant Director, Graduate Coordinator, Senior Lecturer
Email: jason.burrell@ucf.edu
Phone: 407-362-8460

Office location:
Visual Arts Building, room 105-0
12400 Aquarius Agora Dr.
Orlando, FL 32816

Graduate studios:
Orlando Tech Center – Building 600
12461 Research Pkwy
Orlando, FL 32826