MA & MFA Graduate Handbook
Introduction

This Texas A&M University-Corpus Christi Art Graduate Student Handbook is a guide to the policies, procedures and requirements of the Department of Art for the MA and MFA degree programs. For additional information or clarification, students should consult with faculty and staff of the Art department and with other University personnel who are available to assist them.

Please familiarize yourself with the contents of this Handbook. Changes made during the year will be announced and updated on the Department of Art’s web site at http://cla.tamucc.edu/art. An updated hardcopy edition will be published every year. Questions and suggestions will make subsequent editions more useful.

Dr. Kelly Quintanilla
Dean of the College of Liberal Arts

Dr. Mark Hartlaub
Associate Dean

Jack Gron
Art Department Chair and Graduate Coordinator

Julie Rodríguez
Art Department Administrative Assistant

Rachelle Stanley
Graduate Advisor
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MASTER OF ARTS

Program Description
The Master of Arts in Studio Art is designed to provide a level of skill and ability significantly beyond that of baccalaureate degrees in art. Students will develop an advanced level of proficiency in one or more areas of studio art, and a breadth and depth of understanding of art history, art criticism, and contemporary issues facing those who choose to be artists. This proficiency will enable graduates to function independently as studio artists and as superior teachers of art at the secondary or elementary level.

Students earning the MA in Art will demonstrate:
- an advanced level of proficiency in one or more areas of studio art;
- an understanding of the breadth and depth of art history, art criticism and contemporary art issues that confront professional artists/educators;
- the ability to clearly articulate their artistic direction in relationship to issues of contemporary art and art history

Degree Requirements
Students must complete 36 semester hours in art with a “B” average. Six courses in one studio area (18 semester hours) will develop content and an advanced level of proficiency in that area. The following areas may be selected for this concentration: painting, printmaking, drawing, photography, ceramics, or sculpture. Occasionally, a student may be permitted to elect a cross-media (mixed media) selection of courses to supplement study in the primary area of interest. A graduate student’s committee determines this permitting process. In addition to this major concentration area, one MA art studio seminar (3 semester hours) will be required. Two courses (6 semester hours) will be taken in art history and criticism. Two elective courses (6 semester hours) may be in studio or art history. If the elective courses are to be in studio, they should be taken outside the student's major studio area. The Project (ARTS 5394 3 semester hours) will consist of an exhibition, portfolio, research paper, or other activity approved by the student's committee. Because the program emphasizes development of studio art proficiency, on-going faculty critiques of student work will be held during the course of study. The distribution of requirements is seen in the following outline:

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Area of concentration (studio art courses in one area)</td>
</tr>
<tr>
<td>3</td>
<td>Art Seminar</td>
</tr>
<tr>
<td>6</td>
<td>Art History and Criticism</td>
</tr>
<tr>
<td>6</td>
<td>Art Elective</td>
</tr>
<tr>
<td>3</td>
<td>MA Project (exit requirement – ARTS 5394)</td>
</tr>
</tbody>
</table>

Total 36
Special Requirements

Periodic Critique
The major studio work of each student will be critiqued by the Department of Art faculty after the completion of 18 semester hours; subsequent faculty reviews of major studio work will occur each semester (see section on Semester Reviews).

Exit Requirements
Each student must prepare a creative project consisting of a one-person MA exhibition, portfolio, research paper or other approved activity, which must be reviewed favorably by the committee. An MA Project other than a research paper must be documented photographically. A CD of the images in the exhibition must be submitted to the Graduate Coordinator. The MA Project will be supported by a critical statement of 750-1,250 words (three to five pages), written by the student, discussing the development of his or her studio work. Passing an oral examination administered by the graduate faculty is also required before the degree may be awarded. Students have two chances to pass the oral examination. A second failure results in termination from the program.

MASTER OF FINE ARTS

Program Description
The MFA in Studio Art is designed to enable students to develop superior studio art proficiency, knowledge of studio procedures, and a depth of understanding of art history and criticism sufficient to allow them to function independently as studio artists after graduation.

MFA graduates will demonstrate:
- superior studio art proficiencies and knowledge of studio procedures;
- a depth of understanding of art history and criticism necessary to afford them the ability to function as studio artists and/or educators;
- their full comprehension of advanced principles and processes in a solo MFA final thesis exhibition of their work.

The MFA requires a student to have a close working relationship with faculty and an intensity of sustained studio effort to realize the expected level of creative output. If efforts by the student are scattered by time and distance, this working relationship is compromised and the student's achievements diminish. Enrollment will be limited to ten to fifteen students committed to an intense two-to-three year course of study in the program.
Enrollments in the following courses will be restricted to students admitted into the MFA program: ARTS 5312, ARTS 5313, ARTS 5314, ARTS 5315, ARTS 5316, ARTS 5317, ARTS 5318, ARTS 5391, ARTS 5395, and ARTS 5398.

Subject to the recommendation of the graduate faculty, transfer students may have up to 9 hours (not including exhibition) of graduate credit applied to the Master of Fine Arts program. The credits must have been earned as degree-eligible post-baccalaureate work. Credit that is more than seven years old will not be counted toward the MFA degree. Upon faculty approval graduate students may transfer up to 30 hours earned from an accredited graduate degree program from another institution.

**Degree Requirements**

All students must complete with a grade of “B” or better a total of 60 semester hours in art. Students will take a minimum of ten courses (30 semester hours) in the single area of studio art that they select as their major area. Students may choose a major studio area from among painting, printmaking, drawing, photography, ceramics, electronic imaging, and sculpture (ARTS 5302-5308, 5312-5318). Occasionally, a student may be permitted to elect a cross-media (mixed media) selection of courses to supplement study in the primary area of interest. Graduate student’s committee determines this permitting process. Students may now choose up to 9 hours of elective credits that can serve as a minor area of concentration.

The distribution of requirements is seen in the following outline:

<table>
<thead>
<tr>
<th>Semester Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>A. Area of concentration: studio art courses in one area chosen from among seven offered</td>
</tr>
<tr>
<td>B. Art seminar</td>
</tr>
<tr>
<td>C. Designated electives in Art History and Criticism</td>
</tr>
<tr>
<td>D. Studio elective</td>
</tr>
<tr>
<td>E. MFA exhibition (exhibit requirement ARTS 5398)</td>
</tr>
</tbody>
</table>

Total 60

**Special Requirements**

**Periodic Critique**

The major studio work of each student will be critiqued by the Department of Art faculty after the completion of 18 semester hours; subsequent faculty reviews of major studio work will occur each semester (see section on Semester Reviews).

**Exit Requirements (MFA)**

Each student must prepare a professional one-person MFA exhibition that must be reviewed favorably by the graduate faculty. Passing an oral comprehensive examination administered by the graduate faculty is also required before the degree may be awarded. The oral comprehensive examination may be repeated once. A second failure will result in termination from the program. Successful
completion also includes submission of all required documentation and thesis project.

**Advisement**

Advisement of graduate students in both the MA and MFA degree programs occurs on several levels. Faculty mentors informally provide specific information regarding career opportunities as well as specifics in addressing topics germane to the student’s major area of concentration. For example, if the area of interest is in painting, then that major professor addresses all aspects of the student’s activities and work in progress toward his/her thesis exhibition. The graduate program coordinator in Art assists the College Graduate Advisor in matters of specific program administration, resolving scheduling conflicts and other issues that are program related.

**Space**

Space for the MA and MFA Graduate Programs is currently divided among three separate buildings, including one that is off campus.

1. **Center for the Arts**-campus
   The majority of the programmatic offerings occur in the Center for the Arts. This facility also houses most faculty offices (except Art History), Graduate TA and Adjunct offices as well as the Weil Gallery and the Art Department Administrative offices.

2. **Cess Building Classroom West**-campus
   A block of rooms on the second floor is primarily dedicated to MFA, MA and BFA graduating students.

3. **Hamlin Center in Hamlin Shopping Center** at Staples and Doddridge,
   This is a large open space with high ceilings and good lighting. The work area is divided into graduate studios for MA and MFA painting students.

   There is also instructional space in CCH computer labs for graphic design and photography.
Facilities and Resources

Galleries

The Weil Gallery in the Center for the Arts is a good facility with high ceilings, and excellent lighting. This is a very well used facility that serves not only the Department of Art but the entire campus community as well as greater Corpus Christi.

This space provides an important educational component in teaching all aspects of gallery practices. Many graduate students serve in the capacity as interns, assistant curators and preparators. The gallery storage space is a small space that does not provide the security or protection of works of art either in preparation for installation or for shipping.

Islander Art Gallery-Hamlin Center at Staples and Weber Sts. This is a large expansive exhibition space that provides a main gallery plus two smaller ones and a tiny office with minimal storage. This is an excellent venue that shares a portion of the space with the graduate painting studios.

Safety

This document is a work in progress and cannot be viewed as a complete safety guide to the Center for the Arts.

Preamble

It is critical that all activities in the Center for the Arts and the Hamlin studios be done safely. Safe use of tools and materials is critical not only to your own safety but the safety of others. In addition graduate students set an example that undergraduate students are likely to follow. It is important that this example be a good one.

Always be sure you know how to use a tool or material safely before using it. Questions about safe use of tools should be directed to the supervisor(s) of the studios they belong to or the woodshop manager.

The campus emergency number is 4444 on any campus phone. From off campus or a cell phone, the number is 361-825-4444. The safety office number is 5555. It is prudent to call for help early and explain the circumstances that brought you to call too early rather than wait until it is too late.

Specific rules

*Hazardous materials that are brought into a studio should be brought in with the knowledge and approval of the supervisor of the studio.
*When hazardous materials are purchased for use in the Center for the Arts an MSDS or Material Safety Data Sheet must be obtained. A copy of that sheet should be given to the Building Coordinator and a copy should be kept with the material. Most stores and online suppliers have these sheets. They are required to give them to you free or for cost. Often they are available online.

*Flammable liquids, strong acids, strong bases and other chemically reactive or particularly hazardous materials should not be stored in student lockers.

*There is NO allowed use of sprayed fixatives or paints within the center for the arts. All spraying must be carried out in the outside area. Please allow the solvent to dry out before bringing the sprayed item inside.

*Whenever possible use wet cleanup techniques to eliminate dust. Sweeping of many of the materials used in ceramics and sculpture creates airborne hazards. Wet cleaning minimizes these hazards.

*It is expected that graduate students will need access to materials and tools in areas other than their majors. They must contact the individual studio supervisors first.

*Extended graduate hours and a graduate students’ key are not intended as a means to allow selected undergraduates after hours’ use of the studio. Where safety is concerned, if a graduate student needs the help of an undergraduate to help or observe, the access is allowed for that purpose.

**Financial Assistance**

**University Level Scholarships**

Texas A&M University-Corpus Christi offers a number of scholarships, which recognize scholastic potential and achievement. Academic Scholarships are based on high academic achievements, educational objectives and goals, evidence of leadership and service, and an explanation of how this scholarship will help achieve educational objectives. You can find the application on-line at [http://gradschool.tamu.edu/fundinginfo.html](http://gradschool.tamu.edu/fundinginfo.html).

**Transfer of Credit**

In addition to the University’s general policy on transfer of credit, the following regulations will apply to the MFA in Studio Art. Subject to the recommendation of the graduate faculty and a portfolio review, students may have up to 30 semester hours (not including exhibition) of graduate credit applied to the Master of Fine Arts program. The credits must have been earned as degree-eligible post-baccalaureate work. Credit that is more than seven years old will not be counted toward the MFA degree.
No course with a grade of less than a “B” and no course that has counted toward the earning of another graduate degree will be accepted as transfer credit. Credit that is more than seven years old will not be counted toward the MA or MFA degree.

For Additional Information

Web site:  http://cla.tamucc.edu/art/
Campus address:   Center for the Arts (CA), Room 105; phone: (361) 825-2317
Mailing address:  Department of Art, Unit 5721
Texas A&M University-Corpus Christi
6300 Ocean Drive
Corpus Christi, Texas 78412-5721

Semester Reviews

MA and MFA students are expected to show regular progress with their creative work throughout the programs and must meet with their graduate advisory committee at the end of every semester. Although first-year students are expected to take an exploratory approach to their work, evidence of substantial work is expected by the end of that year. At that time a continuation review will be conducted with the entire Art department faculty serving as committee members. Students will be evaluated as to whether they are performing at an acceptable level for their degree paths. Students not meeting criteria will be reviewed a second time. For MFA students, by the end of the second year, evidence of a developing focus is expected. This focus is to culminate with a comprehensive thesis, an exhibition, and presentation at the end of the third year. At the end of the second year, the MA students are expected to prepare a creative project consisting of a one-person MA exhibition, portfolio, research paper or other approved activity, which must be reviewed favorably by the committee.

Continuation in the MA program requires successful completion of Semester Reviews after the first year. Continuation in the MFA program requires successful completion of Semester Reviews after the first and second years. Awarding of the MFA degree requires successful thesis presentation and review after the third year. The reviews are carried out by the student’s graduate advisory committee.

A period of one and one-half hours is scheduled for each Semester Review. During the first half of the review, students carry out a well-planned summary presentation of their work to date in the program and their plans and ambitions for the coming year(s) and how these plans relate to development of the student’s thesis work.

The second half of the review will be spent as a faculty/student advising session. This session is an opportunity for you to have a conversation with your faculty committee to discuss themes and focus found in your work and education experience. You will have an opportunity to ask faculty for recommendations and will be expected to bring questions with you for discussion.
Purpose
• In-depth reflection by the student on achievements, challenges, and risks taken within the program.
• Faculty assessment of the student’s work and progress to date.
• Students will define future plans and goals with the opportunity to receive advice and feedback from faculty.

Pre-Review
• Two weeks prior to the review, students will submit 4 copies of the following items to a designated staff member:
  • One-page summary of planned presentation. The structure of the presentation will be focused on the growth of your conceptual and visual work and your development as an artist/designer and individual.
  • One-page summary of ALL courses (academic and studio) completed to date with instructors and grades.
  • One-page summary of all assigned assistantships and advisors to date.
  • Current resume, including URL of personal website.
  • Statement on future plans and how these plans relate to development of thesis work.
  • Questions for Faculty members.

Evaluation Criteria
You will be evaluated and measured on the following items:
• Evidence of intellectual development
• Evidence of imagination/creativity/risk-taking
• Evidence of realization skills: Have you successfully manifested your concepts?
• Evidence of work ethic/motivation/passion/commitment
• Evidence of critical reflection
• Articulation of future goals

Review Committees
The student will select a committee which will review and supervise the work, exhibit and thesis.

Post-Review Procedure for Semester Reviews
The review committee will recommend one of the following actions:

• Continue in the program.
• Re-review at a specified time.
• Withdraw temporarily from the program, with re-entry conditions specified.
• Withdraw permanently from the program.

The review committee may recommend a qualified version of any of the above actions, or may recommend an alternate course of action.
The review committee’s recommendation, a copy of which is provided to the student, becomes part of the student’s record.

**Third Year Review**
The Third Year Review will be carried out in conjunction with the presentation/approval of the MFA thesis and MFA exhibition.

**Thesis**

Graduating MA students must prepare a creative thesis project consisting of a group MA exhibition, portfolio and research paper, which must be approved and favorably reviewed by their committee. The MA project must be supported by a critical statement of three to five pages written by the student which describes the development of his/her studio work. A final requirement is the successful completion of an oral examination administered by the graduate faculty. The final step in earning this degree is the successful completion of the oral examination that is administered by the graduate faculty committee.

Graduating MFA students must prepare a professional one-person MFA thesis exhibition, which is reviewed by the graduate faculty members. The MFA thesis exhibition must be supported by a critical statement of five to ten pages written by the student, which describes the development of his/her studio work. A final requirement is the successful completion of an oral examination administered by the graduate committee. The final step in earning this terminal degree is the successful completion of the oral examination that is administered by the graduate faculty committee.

Both MA and MFA projects must be bound with two copies placed in the library in addition to one copy submitted to the Department of Art office.

**Thesis Guidelines**
This document is intended to assist students in the preparation of physical copies of theses/dissertations for binding as required by each graduate program. Please contact the Bell Library website for format and style guidelines.

Writing the thesis will enhance the student’s ability to bring work into the public sphere by:

- Producing a lasting documentation of creative work
- Integrating visual material with written material
- Engaging academic coursework within the creative work
- Developing analytical skills
- Developing writing skills
- Developing research skills
- Encouraging rigor in thinking and expression
- Providing the basis for a manuscript adaptable for publication
Content
The thesis elucidates and documents the student’s creative work as informed by coursework, research, and life experiences. It is a rigorous presentation of the student’s work and ideas and can include expressve elements as they serve to communicate this work. Language, style, and content must be accessible to a reader who is reasonably conversant with our culture as well as to colleagues with specialized backgrounds.

Body of Thesis
The body of the thesis will contain the following sections.

Introduction
The introduction presents the questions and issues that will be addressed in the thesis and briefly suggest their relevance or importance.

Contextual Information and Literature Review
This section provides historical and theoretical background and puts this work in context with other work that has been done in the area of this thesis. Citations are included for published works that have influenced development of the ideas in the thesis. (See “References” below for formatting citations)

Creative Work
Present the creative work. Use prose, figures, illustrations, tables, poetry, animations, and other representations to thoroughly represent the results of the creative work and research.

Discussion
Interpret the work, explain the work, and put the work in the context of what others have shown and published. Suggest how and why this work is important or compelling.

Conclusion
Briefly restate the questions and issues addressed in the thesis, why they are important and what has been learned from this work. Identify new questions that arise from this thesis work and suggest areas for future work
**Preceding Body of Thesis**
The following sections will precede the body of the thesis.

*Title Page*
See the sample at the end of the Thesis Guidelines.

*Abstract*
The abstract is a summary of the thesis in no more than 250 words written in the third person.

[Acknowledgements] - optional
The acknowledgements section can be used to recognize individuals and organizations providing important support and encouragement toward the completion of the degree.

*Table of Contents*
The table of contents lists the sections of the thesis and indicates the page number where each section begins. It includes the page numbering for the abstract page, acknowledgements, and table of contents, as well as the page numbering for sections of the body of the thesis, references, and appendices. The title page and copyright page are not numbered.

[List of Tables and Figures] - optional
The list of tables and list of figures identify each table or figure number, each table or figure title, credits for tables and figures (where appropriate), and the page number for each table and each figure.

**Following Body of Thesis**
The following sections will follow the body of the thesis:

*References*
List citations at the end of the thesis in a bibliography in alphabetical order by author/editor and chronologically for each author/editor.

[Appendices] - optional
Document highly technical and detailed material in the form of appendices at the end of the thesis. Appendices are numbered and referred to in the text by that number.
Sections of Thesis

Title Page
Abstract
Copyright Page or Blank Page
[Acknowledgements] *
Table of Contents
[List of Tables and Figures]*
Body of Thesis
Introduction
Contextual Information, literature review
Creative Work
Discussion
Conclusion
References
[Appendices] *

* Items in brackets [] are optional.

All theses are bound in blue buckram with white lettering. If the thesis/dissertation has an accompanying CD, please notify the department dropping off the copies, or Periodicals staff directly. The Periodicals Department recommends the student buy flat adhesive CD holders to attach to the returned bound theses/dissertations.

Print & Paper Requirements

- All copies of theses and dissertations must be printed on only one side of the paper, unless otherwise approved by the thesis/dissertation committee.
- Print must be letter quality: dark, crisp, clear, and straight on the pages. A word processor should be used to produce the text. Dot matrix printers should not be used.
- The Department recommends producing photocopies at a professional copy store.
The student is responsible for ensuring that all pages are present and in order within each copy. Theses/Dissertations will be bound in the order and condition received.

The University's required copies must be duplicated onto standard size (8 1/2" x 11") 25%, 50%, or 100% cotton, 20- or 24-pound acid-free white bond paper with a plain finish. This ensures that copies will not deteriorate rapidly.

Students may submit personal copies for binding. Personal copies may be on any kind of paper. All copies not printed on 25%, 50%, or 100% cotton, 20- or 24-pound acid-free white bond paper with a plain finish must be clearly marked as personal copies.

All copies must be delivered unpunched and unbound. The Periodicals Department recommends inserting a colored sheet of paper between each copy to better tell the copies apart.

Theses/Dissertations more that 2 1/2 inches thick must be divided into two separate volumes.
- The student must pay for each separated volume.
- Each volume should be separated at the end of a major division.
- Each volume must have its own title page, all of which are identical except for the designation Volume I, Volume II, etc., which is placed just below the title.
- These title pages should not be counted or numbered.
- The remaining preliminary pages (table of contents and acknowledgments) are part of Volume I only.
- Text (including references and appendices) is numbered continuously from Volume I through all subsequent volumes.

### Binding Theses

- All copies, should be made according to the Print & Paper Requirements listed above.
- Students must go to the [University Business Office](#) (in the Round Building) to pay for the number of copies that will be bound. This includes the two copies that Bell Library will be retaining, plus all personal and departmental copies.
- A copy of the Business Office receipt and the copies of the thesis should be delivered to the Periodicals Department in the Bell Library.
- Periodicals Department staff will ensure the number of copies matches the receipt. They will then prepare the theses for shipment to the bindery, which is located out of state. This process can take up to two months.
- Periodicals Department staff will check the returned theses for quality and contact the person who delivered the thesis to the Periodicals Department. Library staff will catalogue and add the two retained copies to the appropriate library collections.
- Before the thesis committee signs the signature page of the thesis project, the candidate must provide a receipt substantiating that the binding process has been set in motion.
Electronic Documentation Guidelines:

File names

All images, movies, sounds and text items must be labeled in the following manner: The file name consists of your first name followed by your last name with no space and the first letter capitalized. After the name either title the piece or number the file. After the number or name the appropriate suffix should be included as in ReynoldsBurt07.jpg or ReynoldsBurtLeaningTower.jpg. Please use leading zeros for numbered slides as in: ReynoldsBurt07.jpg rather than ReynoldsBurt7.jpg, so that they alphabetize in numerical order.

All images should be listed in a slide or documentation list or index included on the disk and in the printed statement.

Powerpoints®

It is acceptable to include a PowerPoint of the images but the images must also be submitted separately as .jpegs, .tifs or .png images. Twenty still images are expected. Movies may be included in the documentation but like with PowerPoints there should also be still images. Please use a common codec for movies such as one played by Windows Media Player® or Apple QuickTime®.

Other concerns

Text documents on the CD should be in Word®, RTF, plain html, or text format. If your documentation is more complex than these guidelines allow then please discuss your needs/concerns with your committee well (a semester is suggested) in advance of the deadline so that a suitable format can be agreed upon. As well as including a CD with your material for the library please make a copy for your committee chairperson and the chair of the department. Label the CD’s clearly with your name, the year and the words “Thesis Documentation” as in

Burt Reynolds
1984
Thesis Documentation
## Thesis Schedule and Deadlines for MA degree

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle of first semester</td>
<td>MA/MFA Graduate Student Committee selection and Semester Reviews begin</td>
</tr>
<tr>
<td>End of second semester</td>
<td>Focused work begins</td>
</tr>
<tr>
<td>Mid third semester</td>
<td>Outline of the thesis to committee Chair. Include sections as described in Format requirements below.</td>
</tr>
<tr>
<td>Two weeks later</td>
<td>Outline comments returned from chair.</td>
</tr>
<tr>
<td>First week of Sept or February</td>
<td>Thesis first draft to committee Chair. Include all sections as described in Format requirements below.</td>
</tr>
<tr>
<td>Two weeks later</td>
<td>First draft comments returned from chair.</td>
</tr>
<tr>
<td>First week of Oct. or March</td>
<td>Thesis second draft, one copy to each committee member. Include all sections (with illustrations/figures/tables/animations/video/sequences/sound-bites) as described in Format requirements below.</td>
</tr>
<tr>
<td>Two weeks later</td>
<td>Second draft comments returned from committee.</td>
</tr>
<tr>
<td>Middle of Nov. or April</td>
<td>Thesis final draft to committee Chair.</td>
</tr>
<tr>
<td>One week later</td>
<td>Final draft suggested revisions returned from chair.</td>
</tr>
<tr>
<td>On date grades are due</td>
<td>Signed thesis to College of Liberal Arts Dean</td>
</tr>
</tbody>
</table>

## Thesis Schedule and Deadlines for MFA degree

<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle of first semester</td>
<td>MA/MFA Graduate Student Committee selection.</td>
</tr>
<tr>
<td>End of second semester</td>
<td>Semester Reviews begin</td>
</tr>
<tr>
<td>End of fourth semester</td>
<td>Thesis proposal (Yearly Review).</td>
</tr>
<tr>
<td>After fourth semester</td>
<td>Focused work begins</td>
</tr>
<tr>
<td>Mid fifth semester</td>
<td>Outline of the thesis to committee Chair. Include sections as described in Format requirements below.</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Two weeks later</td>
<td>Outline comments returned from chair.</td>
</tr>
<tr>
<td>First week of Sept or February</td>
<td>Thesis first draft to committee Chair. Include all sections as described in Format requirements below.</td>
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<td>Thesis second draft, one copy to each committee member. Include all sections (with illustrations/figures/tables/animations/video/sequences/sound-bites) as described in Format requirements below.</td>
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<td>Second draft comments returned from committee.</td>
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<tr>
<td>Middle of Nov. or April</td>
<td>Thesis final draft to committee Chair.</td>
</tr>
<tr>
<td>One week later</td>
<td>Final draft suggested revisions returned from chair.</td>
</tr>
<tr>
<td>On date grades are due</td>
<td>Signed thesis to College of Liberal Arts Dean</td>
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**Frequently Asked Questions**

**What style and format should I use?**

Your graduate department is responsible for all style and formatting guidelines.

**Can I just make photocopies of my thesis/dissertation to be bound?**

For your personal copies, plain photocopies are fine. However, the two University copies and one departmental copy, must conform to the Paper & Print Requirements listed above.

**How many copies should I make?**

The Department of Art will require one bound copy and the Bell Library will always retain two of the copies for its collection. Make sure you factor these two copies into the number of departmental and personal copies you will need.

**Where do I pay for binding the copies?**

Go to the University Business Office (in the Round Building) to pay for the copies. You will be paying for all copies, including the two copies retained by Bell Library.
**Where do I take the copies to be bound?**  
Bring all thesis copies and a copy of your Business Office receipt to the Periodicals Department in Bell Library.

**Where is the Periodicals Department?**  
The Periodicals Department is located in the Bell Library, in Room 112H. When you enter the library, head straight past the Reference Desk towards the cubby with some of the Electronic Resource computers. The office is in front of those computers.

**When will my thesis/dissertation be ready?**  
The binding process is done out of state and follows a pre-set pickup schedule. Therefore, the process of readying the shipment, then having the shipment picked up, processed and returned can take upwards of two months.

**When can I pick up my thesis/dissertation?**  
If you dropped off the thesis/dissertation, the Periodicals Department will contact you once the shipment is returned and checked for binding quality.

**My thesis/dissertation has a CD to accompany it. What do I need to do differently?**  
The Periodicals Department recommends that you buy flat adhesive CD holders to be placed in the back of the returned bound thesis/dissertation. The bindery can provide a paper pocket, but Periodicals staff feels it is an inappropriate size and quality to properly store a CD. However, you are welcome to use this pocket. Let your department staff or the Periodicals staff know when you drop off your thesis/dissertation that you will require the bindery's CD pocket.

**Why does the Library keep two copies of my thesis/dissertation?**  
The University requires that the Bell Library retain two copies of all theses and dissertations that are brought for binding. One copy is kept in the circulating collection and the other in the University Archives.
This Thesis is submitted in partial fulfillment of the requirements for the degree of

MASTER OF FINE ARTS in Art

Thesis Title

By

Candidate’s Name

Date of submission

Approved by:

_________________________________________
(Committee Chair’s Name), Committee Chair

_________________________________________
(Committee Member’s Name), Committee Member

_________________________________________
(Committee Member’s Name), Committee Member

Approved for the College of Liberal Arts:

_________________________________________
(Dean’s Name), Dean

Date Degree Conferred: Month 20XX
GRADUATE COURSES

ARTS 5301.  1-6 sem. hrs.
WORKSHOP IN ART
Current trends and approaches in art with emphasis on contemporary processes and techniques in studio work. May be repeated when topics vary. Offered on sufficient demand.

ARTS 5302.  3 sem. hrs.
STUDIO IN ART: CERAMICS
Individual study and direction in ceramics. Prerequisite: 3300 level studio course in ceramics. May be repeated.

ARTS 5303.  3 sem. hrs.
STUDIO IN ART: DRAWING
Individual study and direction in drawing. Prerequisite: 3300 level studio in drawing. May be repeated.

ARTS 5304.  3 sem. hrs.
STUDIO IN ART: ELECTRONIC IMAGING
Individual study and direction in electronic imaging. Prerequisite: 3300 level studio course in that medium. May be repeated.

ARTS 5305.  3 sem. hrs.
STUDIO IN ART: PAINTING
Individual study and direction in painting. Prerequisite: 3300 level studio course in painting. May be repeated.

ARTS 5306.  3 sem. hrs.
STUDIO IN ART: PHOTOGRAPHY
Individual study and direction in photography. Prerequisite: 3300 level studio course in that medium. May be repeated.

ARTS 5307.  3 sem. hrs.
STUDIO IN ART: PRINTMAKING
Individual study and direction in printmaking. Prerequisite: 3300 level studio course in printmaking. May be repeated.

ARTS 5308.  3 sem. hrs.
STUDIO IN ART: SCULPTURE
Individual study and direction in sculpture. Prerequisite: 3300 level studio course in sculpture. May be repeated.
ARTS 5312. 3 sem. hrs.
MFA STUDIO IN ART: CERAMICS
Individual study and direction in ceramics. Prerequisite: Two ceramics 5302 courses. May be repeated.

ARTS 5313. 3 sem. hrs.
MFA STUDIO IN ART: DRAWING
Individual study and direction in drawing. Prerequisite: Two drawing 5303 courses. May be repeated.

ARTS 5314. 3 sem. hrs.
MFA STUDIO IN ART: ELECTRONIC IMAGING
Individual study and direction in electronic imaging. Prerequisite: Two electronic imaging 5304 courses. May be repeated.

ARTS 5315. 3 sem. hrs.
MFA STUDIO IN ART: PAINTING
Individual study and direction in painting. Prerequisite: Two painting 5305 courses. May be repeated.

ARTS 5316. 3 sem. hrs.
MFA STUDIO IN ART: PHOTOGRAPHY
Individual study and direction in photography. Prerequisite: Two photography 5306 courses. May be repeated.

ARTS 5317. 3 sem. hrs.
MFA STUDIO IN ART: PRINTMAKING
Individual study and direction in printmaking. Prerequisite: Two printmaking 5307 courses. May be repeated.

ARTS 5318. 3 sem. hrs.
MFA STUDIO IN ART: SCULPTURE
Individual study and direction in sculpture. Prerequisite: Two sculpture 5308 courses. May be repeated.

ARTS 5390. 3 sem. hrs.
MA SEMINAR IN STUDIO ART
Various thematic discussion and projects pertaining to studio work under the guidance of a studio faculty member with possible guest lecturers and artists.

ARTS 5391. 3 sem. hrs.
MFA SEMINAR IN ART
Various thematic discussions and projects pertaining to studio work under the guidance of a studio faculty member, and possible guest lecturers and artists. Prerequisite: One 5390 seminar.
ARTS 5393. 3 sem. hrs.
SEMINAR IN ART HISTORY AND AESTHETICS
Study in specific areas of art history and aesthetics. May be repeated when topics vary. Prerequisite: an upper-division course in art history.

ARTS 5394. 3 sem. hrs.
MA PROJECT
Public exhibition, portfolio, research paper or other creative activity approved by the student's supervisory committee and accompanied by a final oral examination. Photographic documentation is required for any project other than professional paper. Written statement of three to five pages required of project other than research paper. Prerequisite: approval of the student's supervisory committee.

ARTS 5395. 3 sem. hrs.
MFA TEACHING ASSISTANT PRACTICUM
This course is for graduate teaching assistants and includes discussion of individual advising, group discussion of current experience, guest lectures by experienced artists/teachers. Offered on demand.

ARTS 5396. 1-3 sem. hrs.
INDIVIDUAL STUDY
A carefully planned special study on an academic topic not offered as part of the regular graduate curriculum. Directed Individual Study (DIS) is a tutorial, directed and evaluated by a member of the graduate art faculty. Enrollment is restricted to graduate students who have demonstrated both academic ability and the capacity for independent work. Complete applications must be filed and approved by a committee of the graduate art faculty and the Dean of Arts and Humanities in advance of registration. Prerequisites: 1) At least 6 semester hours of graduate course work in the field at Texas A&M University-Corpus Christi. 2) A minimum GPA of 3.0 on all work in the field at Texas A&M University-Corpus Christi. 3) At least one previous course with the supervising instructor. A maximum of 6 semester hours of 5396 may be counted towards the graduate degree. Offered on application to the program coordinator.

ARTS 5398. 6 sem. hrs.
MFA EXHIBITION
A public exhibit to be approved by the student's supervisory committee and accompanied by a final oral examination, photographic documentation and written statement of problem. Prerequisite: approval of the student's supervisory committee.

ARTS 5399. 3 sem. hrs.
GALLERY AND MUSEUM PRACTICES
Study of the functions of galleries and museums: curating, preparation, grantsmanship, crating, documentation, and publicity. Visits to galleries and museums will be made around South Texas as well as Houston.
Faculty

Amanda García, Associate Professor  

Jack Gron, Professor  

Louis Katz, Professor  

Nicholas McMillan, Assistant Professor  

Ryan O’Malley, Assistant Professor  
B.F.A. University of South Dakota, 2002; M.F.A. Louisiana State University, 2005.

Joe Peña, Assistant Professor  

Laura Petican, Visiting Assistant Professor  
B.A. University of Western Ontario, 1997; M.A. University of Western Ontario, 2003; Ph.D. Jacobs University (Bremen, Germany), 2009.

Greg Reuter, Professor  

Barbra Riley, Professor  
B.A., California State University (Sacramento), 1972; M.A., California State University, 1974.

Carey Rote, Professor  
B.A., Texas Christian University, 1977; M.A., Tulane University, 1980; Ph.D., The University of Texas (Austin), 1987.

Amber Scoon, Assistant Professor  
B.S. New York University, 2002; M.F.A., American University, 2004; Ph.D., European Graduate School, 2011.