

University at Buffalo

Department of Visual Studies

**Orientation information for M.A. and M.F.A. students**

2009 - 2010

**The Department of Visual Studies at the University at Buffalo** unites the disciplines of art, art history and theory. Visual Studies is a growing academic discipline that seeks to explore and critique contemporary visual culture within a global context and in multiple locations and media like art, design, film, digital practices, mass culture, science and technology. It represents a paradigmatic shift in the education of artists, designers, art historians, theorists and curators by recognizing the need for a theorization of visibility that re-defines the scope of art and material culture, including the investigation of territories beyond visibility. Practicing artists are expected to cultivate the relationship of research, theory and history to their work, and, concurrently, historians, theorists and curators are compelled to engage multiple visual platforms and environments beyond the traditional discourse of art.

Visual Studies is a new intellectual project for hyper-linked media and image saturated 21<sup>st</sup> century cultural producers and “visual” scholars. The historical meanings, cognitive processes and material manipulations of how images convey cultural meaning and, indeed, affect the human condition, are explored throughout the range of programs in the department.

We hope that the Department of Visual Studies serves our graduate students well. Your commitment, rich production, lively intellectual exchanges, and feverish energy will resonate with us for a long time to come. We are proud to welcome you to the program. And we look forward to keeping in touch after you graduate and learning about your adventures and accomplishments out in the world at large.

## GRADUATE ADVISING

M.F.A. students: Adele Henderson, Director of Graduate Studies, B34 CFA; adeleh@buffalo.edu

See Professor Henderson for help with your program of study, advising, greivances, and related issues.

M.A. students: Dr. Charles Carman, 609 Clemens Hall; ccarman@buffalo.edu and/or Adele Henderson. See Dr. Carman for advising related to your course of study and the discipline. Professor Henderson can help with most administrative and programmatic issues and you are welcome to contact her.

All students: Debbie Swiatek, Graduate Program Administration, Secretary, 202 CFA; dswiatek@buffalo.edu  
See Debbie for help with registration, payroll, degree audits, forms, policy and procedures, and routine issues.

Individual Faculty advisors are assigned to all incoming Art History students. MFA students advisors are formed by members of their Thesis Committee. More information below.

Teaching assistants are assigned faculty teaching advisors. Please consult regularly with them about your class.

## VISUAL STUDIES FACULTY AND STAFF

The main office for the Department of Visual Studies is located in room 202, Center for the Arts (CFA).

All faculty and staff (with office locations) are listed on the wall directly across from the main office.

See the Department directory on the website for complete listing, contact information and bios.

### GRADUATE FACULTY

**Millie Chen**, Associate Professor,  
**Department Chair**

**Nancy Anderson**, Assistant  
Professor (on leave Spring 2010)

**Sylvie Bélanger**, Associate  
Professor (on leave Sp 2010 and Fall  
2010)

**Charles Carman**, Associate  
Professor, Assoc. Director of  
Graduate Studies - Art History

**Tyrone Georgiou**, Professor

**Adele Henderson**, Professor  
Director of Graduate Studies

**Bingyi Huang**, Assistant Professor

**George Hughes**, Assistant Professor

**Lori Johnson**, Assistant Professor

**Steve Kurtz**, Professor (on leave  
Spring 2010)

**Joan Linder**, Assistant Professor

**Megan Michalak**, Assistant  
Professor (on leave Spring 2010)

**Gary Nickard**, Assistant Clinical  
Professor

**Elizabeth Otto**, Assistant Professor  
(on leave fall semester 2009)

**Jack Quinan**, SUNY Distinguished  
Service Professor

**Reinhard Reitzenstein**, Associate  
Professor (on leave Fall 2009)

**Jolene Rickard**, Associate Professor  
(on leave fall and spring)

**Stephanie Rothenberg**, Assistant  
Professor

**Anthony Rozak**, Associate Professor

**David Schirm**, Professor

**Benjamin Van Dyke**, Assistant  
Professor

**Paul Vanouse**, Associate Professor  
(on leave Fall 2009)

**Livingston V. Watrous**, Professor

### ADMINISTRATIVE STAFF

**Kimberly Ferry**, Secretary

**Becky Koenig**, Assist. to the Chair  
131 CFA

**Deborah Swiatek**, Graduate  
Secretary

**Kim James Yarwood**,  
Undergraduate Advisor

### LAB TECHNICIANS

**Daniel Calleri**, Photography labs

**Joe Easterly**, Media Resource  
Center, 508 Clemens Hall

**Domenic J. Licata**, Communication  
Design and Emerging Practices labs

**Jeffery Sherven**, Printmaking labs,  
ePIC, BAP and ARC

**Chris Siano**, Sculpture labs

### OTHER VIPs

**Renee Ruffino**, Adjunct Professor  
and Creative Design Director,  
College of Arts & Sciences .

**Dorothy Tao**, Assoc. Librarian for  
Visual Studies; singtao@buffalo.edu

**Vince Harzewski**, Assistant  
Facilities Director; vh2@buffalo.edu

## DEPARTMENT OF VISUAL STUDIES RESOURCES AND POLICIES

### **MEDIA RESOURCE CENTER**

The Media Resource Center (MRC) is located in 508 Clemens Hall. The collection consists primarily of slides, DVD's and videotapes, and there is an increasing amount of resources available on the MRC database, which serves as a stakeholder's guide for the Media Resource Center, and includes access to the Visual Studies department's media collections, as well as general information, policies, procedures, and best practices. Joseph Easterly is the MRC technician for Visual Studies and is available to assist you. For policies, price list and hours see the VS website under "resources" (link on the bottom of each page).

### **ART RESOURCE CENTER**

The Art Resources Center (ARC) is located in B41 of the CFA. The ARC was designed to provide a staffed nexus to check out Departmental AV Equipment, studio equipment, and purchase specialty items for course work, which are not readily available at local vendors. For policies, price list and hours see the VS website.

### **BIG ARCHIVAL PRINTS**

The Big Archival Prints (BAP) lab is located in B33 in the CFA. Large format printing available to UB students, faculty, staff who wish to print materials of a maximum width of 44" and a max length of 30'. This printing service is available to students and staff at a significantly reduced price compared to commercial options. For policies, price list and hours see the VS website.

### **OTHER LABS and RESOURCES INCLUDE**

- EMERGING PRACTICES LABS
- PRINT MEDIA STUDIOS
- SCULPTURE AND FOUNDRY STUDIOS

### **E-MAIL**

To reduce consumption of paper we rely on email to communicate with graduate students. Some will be time sensitive and could be critically important. It is your responsibility to make sure your UB-email account is correctly entered into our list-serve and check it regularly. If you prefer to keep an account outside of UB, you can set up your email to be forwarded to your existing provider. Go to <http://ubit.buffalo.edu/mail/> for information.

### **KEY POLICY**

Keys which you need can be signed out through Kim in 202 CFA. Please complete the Key Request Form and obtain appropriate faculty or tech signatures. You must return all keys when you finish your studies or pay for their replacement. Many rooms have key safes for access, check with the Techs for codes if you need access to these rooms. Teaching Assistants do not have the authority to sign key request forms for undergraduate students to obtain keys.

### **BUILDING ACCESS CODES**

M.F.A. graduate students and M.A. students with permission are permitted 24 access to the Center for the Arts. To receive an access code, you must complete the Center for the Arts Access Code Form. Debbie Swiatek will sign/approve the form and then you take the form to Vincent Harzewski, in Room 125 CFA to receive your access code. For safety reasons we ask that you not prop outside doors or give your access code to anyone (this could result in your access being revoked).

### **MAILBOXES**

All M.A. and graduate students have a mailbox in the Department Office, Room 202 CFA.

### **COPIER USE**

T.A.s may use the copier in C.F.A. 202 for syllabi and brief course material. No copying of chapters or long articles for day to day reading assignments is permitted.

The copier in Rm. 202 is also a scanner and can be used to scan and send files to a connected computer. Instructions are posted on or near the copier. To cut down on the use of paper, whenever possible, please scan the files you need and send them electronically, or use UB's web resources to post assigned readings and other course material. Information on how to set up a course website is on the "ublearns" website: <https://ublearns.buffalo.edu/index.html>

### **CENTER FOR THE ARTS SPACES**

The Atrium of the CFA may be used by students for public events and displays. However use of all CFA spaces (any part of the building other than the studio wing) including the atrium and hallways for art projects or performances requires pre-approval through the office of the CFA. An approval form and instructions are available in the art office.

## LAB FEES

All M.F.A. students will be charged a flat lab fee that will cover access to all facilities in the Department of Visual Studies. M.A. students wishing to take studio courses will be assessed a lab fee of \$100 per course.

## POLICY ON PLAGIARISM

1. Do not copy material directly from any source (author or fellow student) unless the material copied is enclosed in quotation marks and is credited to its true author in proper footnotes. In general, you should not quote directly from such secondary sources but, rather,

should use your own words and provide a footnote or endnote to indicate the source of the information.

2. Ideas used in your paper which are not your own must be credited to the proper source in footnotes. A good guide to footnoting is the MLA (Modern Language Association) Style sheet.

3. Do not make slight alterations of sources which seem to remove the necessity for utilizing quotation marks and footnotes. If footnoted, such work is only marginally plagiarized, but it will not be accepted in this department.

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## UB GRADUATE SCHOOL POLICIES AND PROCEDURES

**The Graduate School oversees all graduate programs to make sure they comply with stated curricular goals, and sets policies for all UB students. These policies cannot be over-ridden by the Department of Visual Studies.**

For example, the graduate school, not the Department, defines policies for:

- continuous registration, leave of absence, re-entry, full-time status, and withdrawals.
- Full-time status for purposes of tuition scholarships and loans
- New York State residency and the Tuition Assistance Program [TAP]
- Minimum academic requirements and monitoring academic progress
- Time limits for degree conferral (8 semesters)
- Application to Candidacy and degree conferral requirements and timetables/ deadlines
- Informal Courses, Independent Studies
- M.A. candidate requirements and checklists (including electronic thesis submission)
- M.F.A. candidate requirements and checklists
- Greivance procedures, academic standards, and policies on plaugerism

**We recommend that all students familiarize themselves with graduate school policies and forms:**

<http://www.grad.buffalo.edu>

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### **VERY IMPORTANT for Teaching Assistants! Tuition Assistance Program (TAP):**

The fundamental expectation is that domestic out-of-state students with T.A.s will establish NYS residency for the purpose of tuition scholarship before **December 1<sup>st</sup>. If you do not comply and fail to become a New York State resident, you will be personally responsible for the financial cost of in-state vs. out-of-state tuition.** Applications are available in the Student Response Center, located at 232 Capen Hall on the North Campus. The application is also available online.

Note that although establishing residency in NY State “generally” takes about a year, this DOES NOT preclude our tuition scholarship holders from establishing residency in a shorter period and should not deter them from applying by the December 1<sup>st</sup> deadline.

### **Application to Candidacy**

The Application to Candidacy form is available at the Graduate School website and indicates that the student is entering the final stages of degree completion. The deadlines are usually Jan for Sept. conferral and Oct. for Jan conferral. Candidates must file their Application to Candidacy by the specified deadlines. Allow two to three months for candidacy approval.

Minor amendments in the Application to Candidacy which become necessary through changes in registration (e.g., adding or deleting anticipated courses or credits) must be formalized through Graduate Student Petition. Petition forms are available on the Grad School website. This form must be endorsed by the director of graduate studies or chair of the student’s department. These amendments are then reviewed by the Graduate School.

# IMPORTANT INFORMATION FOR STUDENTS IN THE M.A. ART HISTORY PROGRAM, DEPARTMENT OF VISUAL STUDIES

Each student, with the guidance of a faculty advisor, will plan a program of study designed to facilitate his/her personal and professional goals. All new students are assigned a faculty advisor in AHI. ***Please contact your advisor early in your first semester to discuss your interests and gain advice on your program of study.*** Later on, usually in the 2nd year, after deciding upon the topic of your Thesis, you will invite a member of the Faculty to Chair your Thesis Committee, along with another Faculty to serve as a Second Reader on your committee. After you have a Thesis Chair, this person will become your primary advisor, replacing the initial advisor if it is a different person.

## SUMMARY OF M.A. IN ART HISTORY

### PROGRAM REQUIREMENTS

#### 1. **Successful completion of 36 hours of coursework to include:**

- AHI 690 Methods of Art History (3 credits)
- thesis guidance (6 credits)
- "5 area requirements" - one course in five of the following six departmental areas: ancient, renaissance/baroque, global, architecture, modern, and contemporary (15 credits). Seminars listed under VS (as opposed to AHI) usually fulfill for the contemporary area requirement, and sometimes the Modern area.
- academic electives (12 credits). Electives include, but are not be restricted to *relevant graduate* level offerings that are considered academic courses. Usually anything indicated as a seminar counts as an academic. Museum Studies courses may be taken as AHI electives, but are required to qualify for a Museum Studies Specialization (see below). Relevant courses will be found in the departments of Visual Studies (look under AHI and VS), Classics, and the School of Architecture. Occasionally courses will be available in Media Studies Modern Languages and Literature, Caribbean Studies, Asian Studies, History, English and possibly other programs. Courses that do not count as an academic elective (for example studio courses in VS or Media Study, undergraduate courses, or language courses) may be taken (and do not cost extra tuition for full time students) however they will not count towards your degree credit requirements.

#### 2. **Each student must demonstrate a proficiency in a language other than English through a language examination.** These consist of a written

translation (with a dictionary) of a selected text. First year graduate students are encouraged to take a language exam their first semester. *Students are expected to have passed their language exams in the fall semester of their second year, in order to file for candidacy by February 1 for June conferral.* SUNY Distinguished Professor Jack Quinan usually conducts language exams. He will send out a notice of dates each semester. You may contact him with questions about the exam.

3. **Each student must pass the Art History Minor examination.** A ninety minute, written exam will be given in an area outside of your primary research focus (i.e. thesis). In preparation for the exam, the student is to consult with the faculty member(s) in the chosen minor area. Preparation should begin in the second semester of study. Choose a distribution area different from your thesis and approach the instructor closest to that knowledge area to administer your exam. You and your minor field instructor will agree upon two questions, one of which will appear on your exam. Preparation for the exam will consist of guided reading done during the summer on both questions. Early in the fall, after the student has successfully reported on his/her reading, students should schedule an early date for taking the exam. It is expected that full-time students will schedule their exam by October 30 in their third semester and take it by the end of that semester. In the case of part-time students, the examination will take place after the completion of 24 credit hours. All students must pass the minor exam before beginning their thesis work.  
INCOMING Fall 2009 STUDENTS PLEASE NOTE THAT THE MINOR EXAM FORMAT IS UNDERGOING REVISIONS. You will be notified soon regarding any changes.
4. **A cumulative B (3.0) grade average must be maintained for the M.A. program.** See the graduate school for more information.
5. **Successful completion of a Master's Thesis.** The thesis is a well written report on a project of original research, either art historical or curatorial, conducted under the supervision of an Art History faculty member. The first major step in beginning the thesis is to submit a carefully prepared proposal to the faculty member you would like to chair your thesis committee. For full-time students this submission should take place early in the third semester. The proposal should outline the procedures, goals, and format of the thesis and

should include an annotated, complete and up-to-date, bibliography. *In the case of a curatorial project, an exhibition catalog and essay may constitute a portion of the thesis (see below).* Before you can register for AHI 661, Thesis Supervision, you must obtain permission from the faculty member to do so. There is a form in the office for this or the faculty member can email the Director of Graduate Studies directly to grant permission. Once you have permission to register, Debbie Swiatek will register you in the course. Please note that it is not uncommon for the thesis to take an additional semester or two beyond the fourth semester. This is fine as long as you maintain continuous registration (minimum of 1 credit hour) each semester as required by the graduate school. After the Thesis is approved, obtain the signatures of your committee members on the "M" form, and submit it to the Graduate School. For M.A. degrees, electronic submission of a master's thesis is mandatory. Refer to the *Guidelines for Thesis and Dissertation Preparation and Submission* on the Graduate School website.

## SUMMARY OF M.A. IN ART HISTORY WITH A SPECIALIZATION IN MUSEUM STUDIES

### PROGRAM REQUIREMENTS

A Specialization (Certificate) in Museum Studies may be earned simultaneously to the M.A. degree. The certificate option is available to students who are matriculating in the standard M.A. program. Completion of the certificate program is noted on final transcripts along with the Masters Degree conferral. The following is a checklist for meeting requirements for the M.A. Program with a Specialization in Museum Studies:

1. **Register your intention to take the Museum Studies track** by submitting a completed *Museum Studies Certificate Form* (available in the VS office).
2. **Successful completion of 36 hours of coursework to include:**
  - AHI 690 Methods of Art History (3 credits)
  - thesis guidance (6 credits). If you plan to integrate a curatorial project into your masters thesis see additional information below.
  - 5 "area requirements" - one course in five of the following six departmental areas: ancient, renaissance/baroque, global, architecture, modern, and contemporary. *Note that most Museum Studies courses will also fulfill area requirements, so one course will fulfill two requirements. For example, AHI 553 Historic Preservation meets the Museum Studies and Architecture "area requirements".*

Contact the Director of Graduate Studies if you have questions about which courses meet area and/or Museum Studies requirements.

- Museum Studies I and II or acceptable alternate.
  - AHI 598 Graduate Museum Internship (3 credits). All students taking internships for credit must fill out an Internship application before registration form. You should consult with your faculty advisor about internship options. Internships may be taken at the UBAG or Anderson Gallery (with permission of UB Art Gallery Director, Dr. Sandra Olsen), or another location (approved by your advisor and the Director of Graduate Studies).
  - academic electives to fulfill remaining credit hours needed for the degree. Electives include, but are not be restricted to *relevant graduate* level offerings that are considered academic courses (see M.A. Program Requirements above).
3. **Each student must demonstrate a proficiency in a language other than English through a language examination** (identical to M.A. Program Requirements above).
  4. **Each student must pass the Art History Minor examination** (identical to M.A. Program Requirements above). A cumulative B (3.0) grade average must be maintained for the M.A. program.
  5. **Successful completion of a Master's Thesis** (identical to M.A. program requirements above).

### A CURATORIAL PROJECT AS PARTIAL FULFILLMENT OF THE MASTERS THESIS

- You may undertake a project, such as the research and preparation of an exhibit and/or catalog with a curator as a partial fulfillment of the Masters degree thesis. This is welcome as long as the primary thesis research goes into the exhibition (as well as the thesis), and the exhibition is thematized as part of the thesis. However the production of an exhibition (and any accompanying catalog) is not acceptable in lieu of the standard written thesis project. Additionally, a short written essay or paper in addition to the curatorial project is not sufficient to meet the thesis requirement.
- The curatorial process becomes part of, not a substitute for, the Masters thesis.
- A curatorial project and thesis is very difficult to achieve in the normal degree time-span of two years, therefore you should begin work towards the exhibition early in your first year of study. It is normal for a curatorial project and thesis to require an additional year beyond the completion of coursework.
- Details regarding any specific requirements as to the length and content of the project and written thesis can and should be worked out with your thesis advisors. Please inform the Director of Graduate Studies if you plan to integrate a curatorial project into your thesis.

**Full-Time Status.** All graduate students must be registered for a minimum of 12 credit hours during each fall and spring semester or a minimum of 9 hours if the student holds a graduate, teaching, or research assistantship to be considered full-time by certain outside agencies/organizations such as lending institutions, health insurance carriers, the U.S. Citizenship and Immigration Service, etc. Under certain circumstances, students can be certified full-time even though they are registered for fewer than 12 credits (or fewer than 9 credits if they concurrently hold an assistantship). A student must have on file an Application to Candidacy approved through departmental level, must be registered for between 1 and 11 credits, and must be working on his/her thesis, final project, or dissertation, or preparing for a comprehensive exam, or participating in a University-approved foreign exchange program extensively enough according to the the schedule available on the Graduate School website. Note that we recommend below that unsupported students to take 6 credits in their 3rd semester. If you need to be considered a full-time student for whatever reason, you should petition the graduate school for full-time status. There is a form and information on the graduate school website.

**M.A. PROGRAM - RECOMMENDED PROGRAM OF STUDY (Based on Fall Admission)**

	<b>unsupported full-time students</b>	<b>supported students (with T.A.s)</b>	<b>part-time students</b>
<b>1st semester</b>	<u>Total of 12 credits including</u> <ul style="list-style-type: none"> <li>• Methods of Art History I (fall only)</li> <li>• 3 courses which meet "area" requirements</li> <li>• take language exam (arranged)</li> </ul>	<u>Total of 9 credits including</u> <ul style="list-style-type: none"> <li>• Methods of Art History (fall only)</li> <li>• 2 courses which meet "area" requirements</li> <li>• take language exam (arranged)</li> </ul>	<u>Total of 6 credits including</u> <ul style="list-style-type: none"> <li>• Methods of Art History (fall only)</li> <li>• 1 course which meets "area" requirements</li> <li>• take language exam (arranged)</li> </ul>
<b>2nd semester</b>	<u>Total of 12 credits including</u> <ul style="list-style-type: none"> <li>• 2 courses which meet "area" requirements</li> <li>• 2 academic elective courses</li> <li>• Begin preparing for the minor exam</li> <li>• File your "Application to Candidacy" with the Graduate School</li> </ul>	<u>Total of 12 credits including</u> <ul style="list-style-type: none"> <li>• 3 academic courses which meet "area" requirements</li> <li>• 1 academic elective course</li> <li>• Begin preparing for the minor exam</li> </ul>	<u>Total of 6 credits including</u> <ul style="list-style-type: none"> <li>• 2 courses which meet "area" requirements</li> </ul>
<b>3rd semester</b>	<u>Total of 6 credits including</u> <ul style="list-style-type: none"> <li>• a Museum Internship if you are pursuing a Museum Studies specialization</li> <li>• remainder of credits in courses which meet program requirements</li> <li>• develop your final thesis topic in consultation with your thesis chair and second reader.</li> <li>• take the minor exam (arranged)</li> <li>• note that 6 credits is not considered full time. You must "petition" the Graduate School for full-time study!</li> </ul>	<u>Total of 9 credits including</u> <ul style="list-style-type: none"> <li>• a Museum Internship if you are pursuing a Museum Studies specialization</li> <li>• remainder of credits in courses which meet program requirements</li> <li>• develop your final thesis topic in consultation with your thesis chair and second reader.</li> <li>• take the minor exam (arranged)</li> <li>• complete the Application to Candidacy (see the Graduate School website)</li> </ul>	<u>Total of 6 credits including</u> <ul style="list-style-type: none"> <li>• 2 courses which meet "area" requirements</li> <li>• Begin preparing for the minor exam</li> </ul>
<b>4th semester</b>	<u>Total of 6 credits</u> <ul style="list-style-type: none"> <li>• AHI 661 Thesis Supervision.</li> <li>• note that once you begin your thesis you can qualify as a full-time student (for loan purposes). See the grad school website.</li> </ul>	<u>Total of 6 credits</u> <ul style="list-style-type: none"> <li>• AHI 661 Thesis Supervision.</li> <li>• note that once you begin your thesis you can qualify as a full-time student (for loan purposes). See the grad school website.</li> </ul>	<u>Total of 6 credits including</u> <ul style="list-style-type: none"> <li>• 2 academic elective courses</li> <li>• take the minor exam (arranged)</li> </ul>
<b>5th semester</b>	If you haven't finished your thesis you must maintain continuous registration (1 credit minimum) or apply for a leave of absence. <u>You must be registered in the semester conferred.</u>	If you haven't finished your thesis you must maintain continuous registration (1 credit minimum) or apply for a leave of absence. <u>You must be registered during the semester you are conferred.</u>	<u>Total of 6 credits including</u> <ul style="list-style-type: none"> <li>• 2 courses which meet program requirements</li> <li>• complete the Application to Candidacy (Graduate School)</li> </ul>
<b>6th semester</b>			<u>Total of 6 credits</u> <ul style="list-style-type: none"> <li>• AHI 661 Thesis Supervision</li> </ul>
<b>7th - 8th semesters</b>			If you haven't finished your thesis you must maintain continuous registration. <u>You must be registered in the semester you are conferred.</u>

## ART HISTORY M.A. in ART HISTORY CHECKLIST

Note that required courses are offered only one semester per year. Special topics courses change each semester and may not be repeated.

Contact the Director of Graduate Studies if you have questions about which courses meet area and/or Museum Studies requirements.

**Start date** (semester and year) \_\_\_\_\_

### Required Courses:

AHI 590 Methods of Art History – 3 credits

AHI 661 Thesis Supervision - 6 credits

### Area Courses – 15 credits - 1 course each from five of the areas below:

(list semester/year and course #/title)

ancient \_\_\_\_\_

renaissance/baroque \_\_\_\_\_

global \_\_\_\_\_

architecture \_\_\_\_\_

modern \_\_\_\_\_

contemporary \_\_\_\_\_

### Electives: 4 academic elective/seminar courses in AHI/ VS or related thesis area – 12 credits

(list semester/year and course #/title)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Exams: both exams must be successfully completed before registration for Thesis Supervision

Language Exam            Date Passed \_\_\_\_\_

Minor Exam                Date Passed \_\_\_\_\_

**Application to Candidacy filed with the Graduate School**    Date \_\_\_\_\_

This is due in Jan for June conferral; Oct. for Jan conferral. See the Grad School website.

**Total credit hours required: 36**

## ART HISTORY M.A. WITH A SPECIALIZATION IN MUSEUM STUDIES CHECKLIST

Note that required courses are offered only one semester per year. Special topics courses change each semester and may not be repeated.

Contact the Director of Graduate Studies if you have questions about which courses meet area and/or Museum Studies requirements.

**Start date** (semester and year) \_\_\_\_\_

- AHI 590 Methods of Art History – 3 credits
- AHI 598 Graduate Museum Internship – 3 credits
- Museum Studies 1 or alternate qualifying course \_\_\_\_\_
- Museum Studies 2 or alternate qualifying course \_\_\_\_\_
- AHI 661 Thesis Supervision - 6 credits

**Area Courses –1 course each from five of the areas below.** These requirements may be met with Museum Studies courses (list semester/year and course #/title)

- ancient \_\_\_\_\_
- renaissance/baroque \_\_\_\_\_
- global \_\_\_\_\_
- architecture \_\_\_\_\_
- modern \_\_\_\_\_
- contemporary \_\_\_\_\_

**Electives:** academic elective/seminar courses in AHI/ VS or related thesis area – 3 credits  
(list semester/year and course #/title)

\_\_\_\_\_

**Exams:** both exams must be successfully completed before registration for Thesis Supervision

- Language Exam            Date Passed \_\_\_\_\_
- Minor Exam                Date Passed \_\_\_\_\_

**Application to Candidacy filed with the Graduate School**    Date \_\_\_\_\_

This is due in Jan for June conferral; Oct. for Jan conferral. See the Grad School website.

**Total credit hours required: 36**

# IMPORTANT INFORMATION FOR STUDENTS IN THE M.F.A. PROGRAM, DEPARTMENT OF VISUAL STUDIES

The MFA is interdisciplinary in nature. Students are invited to work across disciplines and to employ media appropriate to their research.

Graduate students meet regularly with faculty and peers to shape their research and progress. The program culminates in a thesis project which consists of 3 parts:

- 1) the thesis exhibition or alternative public presentation
- 2) a written thesis and documentation
- 3) the thesis defense

## M.F.A. PROGRAM REQUIREMENTS

### 1. Successful completion of 60 hours of coursework to include:

- Intro to Critical Theory, ART521 (3 credits).
- Graduate Seminar 1 & 2, ART509/510 (6 credits). This is a studio/seminar led by two faculty members and brings together first and second year students.
- Studio electives (30 credits). This refer to all graduate level studio courses and includes ART599 and ART699, *Graduate Research 1* and 2, practice based tutorials that can be taken with one or more individual faculty members for between 1-6 credits.
- Academic electives (12 credits). Academic electives may be taken in UB graduate level programs including Visual Studies (seminars) and AHI courses. All academic electives must have a substantial written component. Courses listed as "seminars" are considered academics. Independent Study or Research Tutorials will NOT count towards academic electives (Graduate School Policy).
- Open electives - studio or academic (3 credits). Internships would fit nicely into this category.
- Graduate Project Supervision, ART690 (6 credits). Begin by taking one credit hour of ART690 in both your second and third semesters of study, and register for 3 credits in your final semester. Register with the faculty member chairing your Thesis. A grade will be assigned in accordance with progress made towards its development including meetings with committee members and completion of artist and thesis statements.
- If you are a Teaching Assistant you must register for one credit of Supervised Teaching per semester in addition to regular classes. These credits do not count in the 60 hour degree requirement.
- Extra Service requirement: If you have a T.A./tuition scholarship, as part of your employment contract you must contribute 10 hours per week in extra service to the department. Extra service assignments run from the first to last week of classes.

### 2. A cumulative B (3.0) grade average must be maintained.

See the Graduate School website for policies.

### 3. Participation in the following events

- Two MFA group exhibitions: 1st year students collaborate on a group exhibition. This usually opens in Feb or March of the spring semester, while 2nd year students exhibit their work together early in their third (fall) semester. These exhibitions are organized by the graduate students.
- Open Studios: Two afternoon/evenings each year will be designated for graduate studio visits. The purpose of this is to give all faculty and grads an opportunity to meet and discuss work informally and in the context of your studio. It is a constructive exchange and not a grueling critique. Second Year grads have their studio visits in the fall and First Year grads have their studio visits in the Spring.

### 4. The Master's Thesis Project includes completion of the following steps:

- Form your Thesis Advisory Committee. Before the end of the first semester, invite and obtain signatures from three graduate faculty to serve on your committee. Individually and collectively, this committee is responsible for the careful critical analysis of your progress, and this is the primary means by which you are evaluated and supported. The composition of this committee can be changed up until the start of the 3rd semester of study. Signatures from faculty must be obtained and on record with the Graduate Director.
- Meet with your full committee 2 times each semester. When appropriate, these meetings will be followed up with a brief written report to create a record of the discussions and related issues including problems and accomplishments.
- An Artist's Statement is developed by the end of the first semester and presented to your committee at your first full meeting for feedback. By the end of the first year, a comprehensive Artist's Statement is required. This will contribute towards a clear beginning of their thesis proposal.
- Develop a comprehensive thesis proposal during the third semester. The first draft is due to your committee by Oct. 1 and is carefully honed throughout the fall and spring semesters, resulting in the final written thesis.
- The program culminates in a thesis project which consists of 3 parts: 1) the thesis exhibition or public presentation. This must take place during the academic year and at a local venue which is accessible to faculty and students. You are responsible for finding an appropriate location for your thesis exhibition; 2) a written thesis and documentation (see guidelines below). This must be presented to your committee at least one week prior to your defense; and 3) The thesis defense is to be arranged by you with your all committee members

present and serves as a critique of both the exhibition and written thesis. The Thesis

Committee will assign the grade of the three remaining 3 credits.

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## M.F.A. PROGRAM - RECOMMENDED PROGRAM OF STUDY

<b>First semester (15 credits total)</b>	<b>Credits</b>	<b>Notes</b>
ART 509 Graduate Seminar I	3	offered in Fall semesters only
Academic elective	3	
ART 521 Intro to Critical Theory	3	offered in Fall Semesters only
Studio electives	6	any combination of ART 599 and studio courses

**September to mid-November:** Meet ad hoc with various faculty for potential MFA Thesis Committee Members. It is up to you to contact faculty and initiate these meetings.

**Mid-November :** Invite faculty to serve on your MFA Thesis Committee. Submit signed form to Debbie Swiatek by Dec 1. *Note: MFA Thesis Committee Members can be changed at a later date but must be recorded in writing.*

**Dec 1 -10:** First full committee meeting with MFA Thesis Committee should be completed by this time. All Faculty on committee to be present if possible. It is the students responsibility to set up this meeting. The first draft of your artist statement should be presented to your committee at this meeting (or before if possible).

<b>Second semester (15 credits total)</b>	<b>Credits</b>	<b>Notes</b>
Studio electives	8	any combination of ART 599 and studio courses
ART 690 Graduate Project Supervision	1	register with the chair of your thesis committee
Academic electives	6	

**Mid-late February:** The first full committee meeting of the semester with your committee should be completed. A second, more developed draft of your artist statement (in preparation for the thesis proposal) should be submitted directly to committee members at least one week prior to your meeting.

**Sometime between Feb and April/ TBA:** First year M.F.A. exhibition (group show).

**March 15 (tentative/TBA):** Open Studio Visits for all 1st year MFA students and all faculty.

**Mid-late April:** You should call the second full/final committee meeting of the semester.

<b>Third semester (15 credits total)</b>	<b>Credits</b>	<b>Notes</b>
ART 510 Graduate Seminar II	3	Fall semester only
Studio electives	8	any combination of ART 699 and studio courses
Academic electives	3	
ART 690 Graduate Project Supervision	1	register with the chair of your thesis committee

**October 1:** Thesis proposal due to your committee.

**October 15:** Full committee meeting with MFA Thesis Committee should be completed by this date.

**Nov. 1 (tentative/TBA)** Open Studio Visits for 2nd year MFA students with all faculty.

**Sometime between Sept and Nov/ TBA:** Second year M.F.A. exhibition (group).

**December 1:** Second full thesis committee meeting accompanied by a refined draft of your thesis proposal.

<b>Forth semester (15 credits total)</b>	<b>Credits</b>	<b>Notes</b>
Studio electives	8	any combination of ART 699 and studio courses
Open electives (studio or academic)	3	If you do an internship, this will count as an open elective
ART 690 Graduate Project Supervision	4	register with the chair of your thesis committee

**February 1:** File "Application for Candidacy" for June graduation (see Graduate School website)

**February 15:** A full committee meeting with MFA Thesis Committee should be completed by this date. For the remainder of the semester, consult with your committee individually and/or as group, as directed by your committee.

**April-May:** Exhibition and defense to be arranged in consultation with committee.

## M.F.A. CHECKLIST

Note that required courses are offered only one semester per year. Special topics courses change each semester and may not be repeated.

Contact the Director of Graduate Studies if you have questions.

**Start date** (semester and year) \_\_\_\_\_

- ART 521 - **Intro to Critical Theory** – 3 credits (fall only)
- ART 509 - **Graduate Seminar 1** – 3 credits (fall only)
- ART 510 - **Graduate Seminar 2** – 3 credits (fall only)
- ART661 - **Graduate Project Supervision** - 6 credits combined over 3 semesters
- TAs only - **Supervised Teaching** for each semester (no credit towards degree)
- 30 credits studio electives (include 599 and 699 Graduate Research).**  
List semester/year, course, credits earned

_____	_____
_____	_____
_____	_____
_____	_____

- 12 credits academic electives.** List semester/year, course, credits earned

_____	_____
_____	_____

- 3 credits open electives (grad level studio or academic)** \_\_\_\_\_

- Application to Candidacy filed with the Graduate School** Date \_\_\_\_\_  
This is due in Jan for June conferral; Oct. for Jan conferral. See the Grad website.

- Total credit hours required: 60**

## THESIS PROJECT REQUIREMENTS

- Thesis Advisor Committee \_\_\_\_\_  
Deadline Dec. 1, 1st sem      Chair                      member                      member

- Comprehensive thesis proposal due Oct. 1, 3rd sem. to the Dir. of Graduate Studies and committee members

- Thesis exhibition (or event) and defense. Your written thesis including documentation must be submitted to your committee one week prior to your defense.

- All thesis documentation turned in to Director of Graduate Studies and committee members. M- form signed and delivered to the Graduate School.

# M.F.A. THESIS PROJECT GUIDELINES

## THE MFA THESIS

During the second and final year of MFA study students will maintain their directed studio practice and production, conduct research, produce a written thesis accompanied by visual documentation, and present the results of this research and production to a group of faculty and students. *All of this activity is referred to as the MFA Thesis.*

### Documentation required by the Department of Visual Studies for graduation:

The following documentation must be given to the Department, c/o Debbie Swiatek by May 5. This is requirement for graduation. Each member of your thesis committee should also receive copies of your final thesis in hard copy and/or digital format (whatever they prefer).

1. Written thesis in hard copy: one copy, printed in portrait (not landscape) orientation on (8 1/2 x 11 inches).

2. CD-ROM: one CD-ROMs or DVDs containing a PDF or MS Word document file of the written thesis and visual documentation of the thesis exhibition and creative work in JPEG or TIFF file formats. Time-based files should be included on the same CD or DVD and will be saved in standard file formats (.mov, .qt, .avi, .html,). The Thesis Committee Chair should approve other file formats for time-based work. See the next section for instructions on producing appropriately sized illustrations and images.

3. [Illustrations] optional. When appropriate, illustrations, diagrams, photographs, video clips, sound clips, animations, and other visual materials should be inserted as numbered figures. All figures will have a brief figure legend. The PDF file contains links to time-based material on a single CD or DVD disk. The printed thesis only shows a figure number and legend for time-based material. Details for producing and including illustrations can be developed in conjunction with the MFA Committee. Keep image files at or near screen resolution in order to meet the PDF file size requirement. Image files should be 5 MB or smaller each. Use additional files as insets for details of images.

4. One copy of the thesis exhibition or event announcement(s). *Please note: all exhibition announcements/ flyers/ mailers must acknowledge that the exhibition is part of the UB Visual Studies MFA Thesis degree.*

## THE WRITTEN PORTION OF THE MFA THESIS

### Objectives of written thesis

- Produce a written documentation of creative work
- Integrate visual material with written material
- Engage academic coursework within the creative work
- Develop analytical skills
- Develop writing skills
- Develop research skills
- Encourage rigor in thinking and expression

- Provide a foundation for extended studio practice and preparation for the field

### Content of the written thesis

The written thesis documents and contextualizes the creative work. It elucidates the creative work as informed by coursework, research, and life experiences. It is a rigorous presentation of the student's creative work and ideas and can include expressive elements as they serve to communicate this work. Language, style, and content should be accessible to a reader who is reasonably conversant with visual culture as well as to colleagues with specialized backgrounds.

### Body of written thesis

*It is suggested* that the body of the thesis contain the following material:

**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 work that has influenced development of the ideas in the thesis. (See "References" below for formatting citations)

**Creative Work:** Present the creative work. As needed, use prose, figures, illustrations, tables, poetry, animations, and other representations to thoroughly present the creative work and research.

**Discussion:** Interpret the work, reflect on the work, and/or explain the work. Suggest how and why this work is compelling or important.

**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.

**Length:** The body of the written thesis should be a minimum of 10 pages, double-spaced. Many will be longer. This does not include the items preceding or following the body of the thesis described below.

### Preceding the body of the written thesis

It is suggested that the following sections precede the body of a thesis.

1. **Title Page:** See the sample at the end of the Thesis Guidelines.
2. **Abstract:** The abstract is a summary of the thesis in no more than 250 words (usually written in the third-person but can be written in the first person). This could also be considered as the "short" version of the *Artist Statement*.
3. **[Acknowledgements] - optional.** The acknowledgements section can be used to recognize individuals and organizations providing important support and encouragement toward the completion of the degree.

4. [Table of Contents] optional. 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.

5. [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 the body of the written Thesis**

The following sections should follow the body of the thesis:

1. References. List citations at the end of the thesis in a bibliography in alphabetical order by author/editor and chronologically for each author/editor.
2. [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.

### **Summary: sections of a standard written Thesis**

Title Page

Abstract

[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.

### **Resources**

The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers,  
University of Chicago Press Staff.

University of Michigan Sweetland Writing Center

<http://www.lsa.umich.edu/swc/grads/>

SWC 630: Advanced Writing for Graduate Students.

MLA Handbook for Writers of Research Papers, Sixth edition; Joseph Gibaldi.

<http://www.mla.org/store/CID24/PID159>

## **FACILITIES POLICIES FOR M.F.A. STUDENTS**

### **M.F.A. STUDIOS**

- Health and safety regulations require ALL containers with liquids or chemicals in private MFA studios be labeled as to their contents and that all solvents and hazardous materials have lids and be safely stored.
- The current ventilation system circulates solvent fumes throughout the building unpredictably and can affect others with chemical sensitivities. This has been a particular problem in the 2nd floor grad studios. The university will be doing an upgrade over the winter break that should alleviate this problem. Until then we kindly request that you find and use alternatives for turps, damar varnish and other volatile solvents.
- We no longer require a damage /cleaning deposit for studios, however we still require that you leave your studio in a reasonably clean condition. If your studio is left in unacceptable condition or if damage due to your willful negligence requires repair, you will be charged a repair/cleaning fee which will be billed to your account.

### **LAB USE and ACCESS The following pertains to communal labs managed by staff technicians in:**

- design and emerging practices (Dominic Licata)
- photography (Daniel Calleri)
- print media (Jeffery Sherven) and
- sculpture (Chris Siano)

**Graduate students are welcome to make use of all departmental facilities as long as policies and procedures (administered by the lab technicians) are**

**followed. Of utmost importance is safety to all concerned and the concept of "do no harm" to the facilities or equipment:**

- The technicians for each area have responsibility to keep all students safe and the labs/equipment in good working order. Technicians have authority to grant or deny your access to a particular lab.
- All graduate students must consult with the lab technician at the start of any project. This is required each semester you intend to use a specific lab. Use policies for individual labs vary and available through the lab tech.
- Access to the labs is considered a privilege that may be revoked if abused. All students are expected to take care of the facilities. The technicians and lab monitors are not expected to clean up after students. If you want to use a lab during a class session, and there is any chance of disturbing the class, you should ask permission from the instructor.
- Keep in mind that as a graduate student, undergraduates watch and emulate your actions, especially in regard to safety and care of the facilities.
- All graduate students will be assessed a flat lab fee for access to all department facilities which will be billed to your account. This does not include personal supplies and consumables. There will be no pro-rated or exceptions for those who choose not to use the VS facilities. For students taking courses in other departments (such as Media Study), the lab fee policy of that department will be in effect.