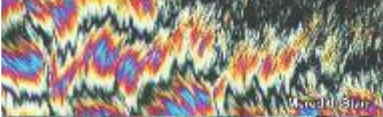











LIU Post
720 Northern Blvd.
Brookville, NY 11548-1300
516-299-2465 (office)
516-299-2858 (fax)

MFA GUIDELINES

2017 - 2018

MFA 2011 Thesis Exhibitions
C.W. Post Campus/ Long Island University

Group-1 March 28-April 18 Reception- Thurs March 31, 5pm-8pm.	Group-2 April 25-May 12 Reception- Thurs April 28, 5pm-8pm
 <p>David Star</p>  <p>Jessica Horn</p>  <p>Chris DeRosierino</p>	 <p>Shanna Taira</p>  <p>Allison Markwarber</p>  <p>Joseph Mohrle</p>
 <p>Robert Hixson</p>  <p>James Galabris</p>	 <p>Leigh Ann Klein</p>  <p>Jay Capone</p>

Hillwood Art Museum, 720 Northern Blvd., Brookville, New York 11548-1300 516-299-4073

Table of Contents

	<u>Page</u>
• Registering	3
• STSP	3
• Studio Space	4
• Graduate Assisting	5
• Critiques	6
• Thesis	7
• Graduating	7
• Appendix:	
FAQs	8
Contact Information	9

Registering

Registering for classes can be done online. MFA students should contact Cristina Lomangino in the Art Office to make sure you are registering for right classes. Cristina's telephone number is 516-299-2465. Refer to the Art Department Academic Calendar to determine registering dates.

STSP

If enrolled in the three-year program, student will need to select two advisors per semester: one advisor per three-credit hours. If enrolled in the two-year program, student will need to select three advisors per semester: one advisor per three-credit hours. A list of possible advisors and their contact information is listed in the Appendix of the Handbook.

Advisors are not limited to the student's primary medium. In fact, MFAs are encouraged to pursue an array of media and to experiment with different materials. It is up to the student to contact the advisors throughout the semester to meet and discuss the student's work. Time and place of the meeting are up to the student and the advisor to work out.

After selecting advisors for the semester, students must submit an Advisor Form to Professor Seung Lee or Cristina in the Art Office by the date specified on the sheet. If you are missing the form, Cristina has them in her office.

During the course of the semester, it is up to the student to discuss with his/her advisor what work he/she will be creating and how much to create. The student's advisor can give direction and guidance concerning this work. Advisors are resources in place of a structured class, so please take advantage of their advice and expertise.

A time log must be kept for each STSP advisor. Each meeting must be recorded with a date, place, time, and then signed by both the student and advisor. These time logs will be collected at the end of each semester by the advisor to be submitted with the student's grade. Each advisor will give a grade for the quality, quantity, and progress of the work produced by the student throughout the semester. Then, the two or three advisor grades earned will be averaged to make one grade worth six or nine credits (depending on whether the student is in the two-year or three-year program).

The maximum number of STSP advisees is six per faculty member.

Studio Space

Studio Access

Art Department Students may work in private and shared studio space during regular building hours. MFA graduate students assigned private studio space may work in their assigned studios as late as necessary and on weekends provided they obtain a building pass from the Art Department Office with approval from Public Safety (x2222). Building passes may be obtained in the Art Department Office.

Private Studio Policy

MFA students who have been assigned private studio space assume full responsibility for any damages to or theft of their personal property and artworks kept in the studio. Private studios are subject to inspection by the Nassau County Fire Marshall during the semester. Inspections may occur more than once during a semester if a violation is found.

Students are responsible for maintenance of their studio and are expected to repair any damage to studio walls before graduation. Students must obtain their own furniture, storage unit, easels and other equipment for use in the private studio. Students are expected to have their work and other belongings cleared out of the private studio before graduation. Artwork, furniture and other belongings left in the studios beyond the end of the graduating semester will be discarded and are not the responsibility of the Art Department. Students that are still currently enrolled in the MFA program may keep their work and belongings in the private studio space during the summer.

All MFA Students provided with a key are expected to return the key to the art department office before graduation. Under no circumstances are students who have graduated permitted to work in private studio space or store their personal materials.

Studio Health and Safety

MSDS (Material Safety and Data Sheets) must be provided to the Art Department and directors for any chemicals, paints, fiberglass, plastics or other potentially hazardous materials used in any studio. When working with these kinds of materials ensure that you are following all health and safety precautions and be aware of the health and safety concerns of other students that may be working in the studio.

All students must follow EPA State and Fire Regulations:

- * No Open Cans, Bottles and containers of paint or solvents when not in use.
- * All hazardous materials must be kept in fireproof cabinets.
- * All Solvents must be discarded to assigned drums – NOT IN THE SINK.
- * Solvent Soaked Rags/Paper Towels should be disposed of in the 30 gallon drum.
- * Walkways including fire exits must be kept clear of any objects.
- * All appliances and extension cords must be unplugged at the end of the day.

Graduate Assistants

Applications to be a Graduate Assistant can be found in Cristina's office and should be filled out while registering for the next semester. Graduate Assistants are selected primarily based on the availability of positions.

GRADUATE ASSISTANT RESPONSIBILITIES

- Follow the Teaching Faculty's instruction. Graduate Assistants are not permitted to make their own decisions regarding instruction of students or help with professor's administrative work.
- Conduct yourself as a role model for the undergraduate students who are just starting to define what it means to work as an artist.
- Offer to help the faculty with anything that needs to be done for the class.
- Arrive early to help set up the studio for class.
- Be prepared to stay after class to help clean up and put away equipment.
- Perform a variety of administrative tasks including taking attendance, sending attendance or progress reports on behalf of the faculty member, data entry and analysis, ordering and organizing supplies, delivering and picking up copies from Copy Services, etc.
- Assist faculty in the development of materials for their courses including image research, preparing Power Points, getting books from the library, making examples, or other preparations.
- Interaction with students and faculty member: Each faculty person has their own style of working with students and their GA, but expect to actively engage students during studio sessions. Circulate and offer assistance to students in support of objectives set out by the faculty. (This is not studio time for your own work. Nor is it time to sit back, passively waiting for your next faculty assignment. Anticipate what will be helpful to the learning situation and take the initiative.)
- Hours: Expect to work an average of four to seven hours per week in each studio class you are assigned. (Three hours per week in Art History classes.) Most hours will be during the stated class time, but some hours will be outside of class time. Expect to work during exam week at hours that may be different from the rest of the semester. There are also annual special events such as Portfolio Scholarship Day or University Open Houses where your help will be needed.
- Time Sheet: In order to be paid on time it is your responsibility to fill out your time sheet and turn it in to Emi Gomez in the Art Office the day before it is actually due to ensure he/she is paid on time, the day it is due. Emi Gomez in the Art Office has the timesheets and will collect them. Emi can provide any Graduate Assistant with a pay schedule so the student can follow it and submit timesheets on time

In Addition to the above, Graduate Assistants in ART 2/ART 3 will...

- Manage computers, color printer, and supplies in Studio A in coordination with Foundation Director.
- Assist Foundation students in Photo-Labs in coordination the Photo Lab Technician and ART 2 Photo Faculty Person.
- Assist Foundation students in the Wood Shop during class hours with the support of a wood shop employee.
- Supervise Studio Lab Hours on Fridays.

- Assist in day-long Mid-term and Final Critiques.
- Assist on field trips to New York City with attendance and transportation using LIRR and subway.
- Special opportunities depending on your assignment:
 - Assist Foundation Director with Foundation-wide events.
 - Conduct studio tours, assist at Portfolio Scholarship Day.
 - Assist with hanging departmental shows, show students how to repair walls, receive and return work, and perform clerical tasks.
 - Prepare, present, and teach a project with guidance of your faculty. (This is an optional responsibility. It depends of the interest and agreement of the G.A. and faculty involved. Our graduate students who are considering college level teaching have appreciated the introductory experience to teaching.)

GRADUATE ASSISTANT EVALUATION

G.A. Name:	Excellent	Good	Average	Minimum
Role model for students				
Helpfulness				
Arrives early to set up				
Stays after as needed to clean up				
Helpful with administrative tasks				
Assists in preparation of teaching materials				
Interaction with students				
Interaction with faculty member				
Reliability (Present for stated hours during semester and other specially arranged hours)				

Comments:

Critiques

Two critiques of MFA students’ work take place each semester: Midterm Review by MFA students and faculty as a part of MFA seminar class. Final Critique schedule will be emailed to the students about a week prior to the event. If the student has a scheduling conflict he/she knows about in advance, the student must email Seung Lee, the Graduate Director, before the schedule is made to ensure the student can be accommodated. Please be aware that only serious conflicts will result in schedule adjustment.

At the Midterm Review, the Committee, comprised of all the student’s advisors, will meet the student in his/her studio or an assigned building/space as determined by the advisors. There, the student hands out his/her artist statement (usually 10-12 statements are necessary), explains the work, and receives feedback from the advisors. The purpose of this critique is to evaluate the student’s ideas and progress, giving feedback before his/her project is totally complete. The student may choose to include sketches, trials, or failures in critique as to illustrate progress in the first half of the semester.

The Final Critique is open, and anyone can attend the critiques. All MFA students are required to attend each other’s critiques, and they are encouraged to participate and offer suggestions to their peers. Students again are required to hand out copies of their artist statements and explain their work before they are evaluated fully. Again, the student may want to include more trials,

sketches, or failed attempts of his/her work to illustrate progress and the amount of work produced over the course of the semester.

Thesis

The Thesis Proposal is written in the “Art 550; Art Criticism for Artists” class.

The instructor will detail the requirements for this paper, which will be submitted by **the end of the fall semester** prior to the student’s Thesis show in the spring.

In brief, a Thesis Proposal should detail:

- ❖ The Creative concept within the work
- ❖ The Technical aspects of the work
- ❖ The Exhibition, as the student plans to present it

The proposal **MUST** have a title, and it should be 5-10 typewritten pages.

Students will select two full-time studio faculty members to be their Thesis Committee members whose purpose is to review the student’s Thesis Proposals at the end of the fall semester. The Committee members must sign a Thesis Committee Form to prove that they have read the essay and are working with the student on their Thesis Proposal. This Thesis Committee Form will act as a cover page for the Thesis paper. Again, the Paper and Form will be turned in by the end of the semester prior to the student’s last semester. The Proposal will be kept on file with the student’s permanent record.

Graduating

A meeting will be called to discuss the arrangements concerning the Thesis show usually on the first Thursday of December at the Steinberg Museum. There the students and professors will discuss the arrangement and dates for the show.

More specific information about the Thesis Show will be provided at the meeting in the Museum. Non-graduating MFAs will be expected to host these shows by serving food and wine at receptions.

After the show is hung, students are expected to photographically document their work and take individual shots of their pieces. They should include those pictures and their Final Thesis paper on a CD/Flash Drive and in hard-copy form and give them to Seung Lee. The Paper and printed images should be bound in a notebook or some other presentation book along with the CD/Flash Drive. The materials can be left in Seung’s mailbox.

The Final Thesis Paper is a revisiting of the Thesis Proposal. If the original Proposal is still valid, there is no need to edit the paper. Simply include the paper with the images of the show for Seung Lee. If the concept or the form of the Thesis work changed after the Thesis Proposal was submitted, the Paper must be altered to reflect those changes.

When the student completes the necessary 60 MFA credit hours, finishes with a B or better average, arranges the Thesis show, and submits the Final Thesis Paper, the student is eligible to graduate. The Graduate Committee will evaluate all materials to ensure the Master’s Degree of Fine Arts is earned by the student.

Appendix

FAQs

Q: Do I have to change advisors every semester?

A: No, but students are encouraged to seek a variety of opinions considering their work.

Q: Is there an opportunity to review previous students' Thesis?

A: Yes, make an appointment with Seung Lee (seung.lee@liu.edu) and he can help you.

Q: What are some available grants and other financial opportunities?

A: The O'Malley Grant is offered each semester to help Fine Arts students with money for supplies and travel expenses. The Grant is offered once a semester. Look for notices in the Fine Arts Building, the Sculpture Building, and the Art Office for notices with due dates. Other places to explore for grant information are NYFA.org, artcalendar.com, artdeadline.com, and CAA.org.

Q: Who may I contact to sit in on a class?

A: Contact the professor of that class directly. Contact information for full-time and adjunct professors is included in this packet.

Q: Who is responsible for coordinating students' schedules?

A: Cristina or Emi in the Art Office has all the information concerning scheduling classes.