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Foreword

The Imaging and Digital Arts (IMDA) program’s primary goal is to create a laboratory for the generation of new images and artistic solutions using the most relevant and engaging media available. Students in the IMDA M.F.A. program are given access to a continuously updated range of tools and methodologies for making art and to courses in art history and theory that reflect current critical discourse. As a whole, the Department of Visual Arts is committed to recognizing conceptual and technical changes in art and incorporating those changes into both our undergraduate and graduate curricula.

The IMDA course of study offers an interdisciplinary approach to new methods of image making in which students develop technical and intellectual flexibility. The program coordinates computer art, video, filmmaking, photography, installation, and interactive and hybrid forms of display, along with art theory and criticism. Students work toward gaining greater technical proficiency and conceptual understanding of several media, thereby extending the limits of any one specialized field or method of approach. The M.F.A. in Imaging and Digital Arts recognizes recent conceptual and technological transformations occurring in the visual arts. The program is committed to investigating these transformations within the broader context of the history of art. This exploration of emerging technologies gives rise to new processes that pose unique conceptual challenges. Answering these challenges is central to the student's course of study.

To reflect the nature of this program, the policies described in this handbook have been designed to be as flexible as possible in order to ensure a valuable education appropriate to the M.F.A. terminal degree.

This handbook has been prepared by the Department of Visual Arts Imaging and Digital Arts Graduate Program Committee and approved by the Visual Arts Faculty. The policies of the IMDA Graduate Program are updated regularly, and graduate students are invited to participate in this process. Please check with the IMDA Graduate Program Director to assure that you have the most recent version of this Handbook.
Student Status and Residency Requirements

Full-Time Status

For University purposes, the Graduate School uses a formula for determining full-time status that takes into consideration how many credits a student is enrolled in, what level of credits these are, and whether the student has been awarded a Graduate Research Assistantship. This formula is explained in detail in the Graduate School Catalog (print or on-line). The University uses this determination in all legal instances, such as student loans and visas.

For Department of Visual Arts purposes, full-time status is defined as a minimum enrollment of 6 credits per semester. This determination is primarily applied when considering the awarding of Research Assistantships (RA). A student receiving an RA must be enrolled as a full-time student.

Full-Time Enrollment

The Department of Visual Arts requires a student to maintain full-time status for the first three semesters in the program, whether receiving an RA or not.

To maintain access to University equipment and facilities, a student must be enrolled for an appropriate amount of course credits. This includes students who wish to work independently through the summer or for students who have elected to work for an additional (4th) year on their thesis. A student's Thesis Chair in conjunction with the Graduate Program Director will determine the amount of course credit a student should enroll in to maintain access to equipment and facilities.

Thesis Residency Requirement

The Department of Visual Arts requires that a student be present during the Thesis Exhibition and Oral Defense, but does not require a student to be in residence while he/she completes the work for the Exhibition or Thesis.

The Graduate School requires that a student register for at least 1 graduate credit during the semester in which he/she applies for graduation and presents his/her Exhibition and Thesis. A student on an assistantship or receiving student loans, however, must be registered full-time (6 credits) to maintain their full-time student status.
Admission to Candidacy Time Requirements

A student must advance to Candidacy (see page 9) by the end of his/her third semester in order to continue in the program.

Completion of Degree Time Requirements

A student must advance to candidacy at least two full sequential semesters before the date on which the M.F.A. degree will be conferred. A student must complete all program requirements for the degree, including the Thesis Exhibition, written Thesis and Oral Defense, within 5 years of admission into the program. Failure to complete all requirements within the time allotted requires another application for admission to the Graduate School and IMDA Graduate Program.

Leave of Absence

A student who wishes to continue in the IMDA Graduate Program, but who cannot register for a particular semester or year, is required to take a leave of absence with the approval of the IMDA Graduate Program Director and Graduate School. The student must notify the Graduate Program Director of his/her intention to take a leave of absence. The Graduate School will then notify the student when the leave is approved and will allow the student to maintain continuous registration status by enrolling in IMDA 999, a non-credit, no-cost "place saving" course.

Failure to comply with this requirement to register each semester while away will be taken as evidence that the student has terminated his/her program of study and admission status in the Graduate School. A new application for admission with the consequent re-evaluation of the student's performance and portfolio will be required of a student wishing to resume his/her graduate course of study in the IMDA Graduate Program in this case.

Withdrawal from the IMDA Graduate Program

Please refer to the Graduate School Catalog.
Advisement

Graduate Student advisement is a three-stage process. For the first semester, incoming students are advised by the Graduate Program Director. At the end of the second semester, students are assigned an interim faculty advisor who continues to help with curriculum planning through the early stages of the program. Upon Advancement to Candidacy, the student will select the Chair of his/her Thesis Committee. The Thesis Chair will then function as the student's advisor/mentor, overseeing all aspects of the student's course work, research, written thesis, and thesis exhibition. At all times, the Graduate Program Director (GPD) is available for advise and consultation regarding procedural issues and questions relating to the IMDA program, Department of Visual Arts, Graduate School, and University.

Student Responsibilities with Respect to Advisement (from Graduate School Catalog)

- Communicate regularly with the GPD and Interim Advisor regarding progress, goals, and plans.

- Initiate contact with faculty members being considered for Thesis Committee Chair (following Advancement to Candidacy).

- Select major research advisor from the Visual Arts faculty who will serve in this capacity.

- Initiate contact with faculty members being considered as members of the Thesis Committee and Final Examination Committee.

- Select (together with the Thesis Committee Chair) members of the Thesis Committee and Final Examination Committee.

- Become familiar with and comply with all relevant policies and procedures as set forth by the Graduate School and the IMDA Graduate Program.

- Report problems that could delay progress in completing the M.F.A. degree to the GPD or the Department of Visual Arts Chair.
Curriculum

Required Course of Study

The M.F.A. in Imaging and Digital Arts consists of a minimum of 60 credits, of which 12 credits are reserved for the Thesis Exhibition and written Thesis. Six elective credits may be in upper level undergraduate courses that have been approved for graduate studies by the Department of Visual Arts IMDA Graduate Program Committee. A Thesis Exhibition, written Thesis, and Oral Defense, in addition to a grade of "B" or better in all course work, are required for completion of the M.F.A. degree.

Required Courses

- ART 610  Introduction to Imaging and Digital Arts Seminar        4 credits
- ART 620  History and Theory of Imaging and Digital Arts          4 credits
- ART 624  Contemporary Art, Theory, and Criticism                 4 credits
- ART 640  Imaging and Digital Studio (twice)                      8 credits
- ART 720  Seminar in Art History and Theory                       4 credits
- ART 740  Advanced Imaging and Digital Studio (twice)              8 credits
- ART 792  Exhibition and Thesis Preparation                        2 credits
- ART 798  Graduate Thesis                                          4 credits
- ART 799  Thesis Exhibition                                        8 credits

Electives                                           14 credits

Total                                               60 credits

Incomplete Grades

Incomplete grades are only given under extenuating circumstances and/or medical reasons. When an incomplete grade is given, the faculty member and student will create an Incomplete Contract (form available in Appendix A) that specifically establishes what work needs to be completed and a completion date, preferably during the following semester. If incomplete grades are left longer than two semesters the instructor must file a grade change to convert it to an "F". This conversion is irreversible. Note: in order to advance to Candidacy, all coursework enrolled in up to that review must be completed (see page 9).
**Pass/Fail Credits**

Pass/Fail credits earned from ART 638 Teaching Practicum and ART 639 Teaching Assistantships are counted toward the required 60 credits. The student and Thesis Chair (who verifies that all graduation requirements have been fulfilled) shall determine how many Pass/Fail credits are appropriate for the degree, but no more than 6 Pass/Fail credits may be used.

**Appeal of Grade**

A student who believes that a final grade in a course is improper and the result of arbitrary and/or capricious grading should first approach the Chair of the Department of Visual Arts. If after a discussion with the Chair, the student remains dissatisfied, he/she may appeal to the Associate Dean of the Graduate School. Please refer to the Graduate School Catalog for more information.

**Course Scheduling**

The M.F.A. program in Imaging and Digital Arts consists of a minimum of 60 credit hours. During the initial semesters there is a sequence of required courses, which provides a foundation for proceeding through the IMDA program. After Advancement to Candidacy, a student is considered to be working independently toward Exhibition and Thesis under the guidance of the Thesis Committee Chair.

On the following pages is a suggested schedule of courses, outlining how the program is usually completed over a three-year period. After Advancement to Candidacy, each student will have established his/her own set of priorities and thus will be working closely with the Thesis Committee Chair in determining when particular courses (required or elective) should be taken.
### First Semester - Fall

| Required:                        | ART 610  Introduction to Imaging and Digital Arts Seminar  
| ART 620  History and Theory of Imaging and Digital Arts  
| ART 640  Imaging and Digital Arts Seminar  |
| Possible Option:                | Available Elective  

Full-time status required. A student should be cautioned against taking more than 12 credits if he/she is working part-time or has a Research Assistantship.

### Second Semester - Spring

| Required:                        | ART 624 Contemporary Art, Theory, and Criticism  
| ART 640 Imaging and Digital Arts Seminar  |
| Possible Options:               | ART 638, ART 690, or Available Elective  

Full-time status required.

----- Possible Review for Advancement to Candidacy -----

### Third Semester - Fall

| Required:                        | ART 740  Advanced Imaging and Digital Studio  |
| Possible Options:               | ART 638, ART 720, ART 790, Available Elective  |

Full-time status required.

----- Review for Advancement to Candidacy -----

Upon Advancement to Candidacy, the student will select a Thesis Committee Chair
Middle Semesters as needed

Full-time status is no longer required. Possible course options include: Teaching Practicum, Electives, Independent Studies, and Internships. A student may be eligible, having passed through the Teaching Practicum course, to teach an undergraduate course offered by the Department of Visual Arts.

When the student and Thesis Committee Chair are planning the final semesters' course work, the following model should be considered. Please note that if a student takes ART 798 and/or ART 799 in the Spring Semester toward the completion of his/her written Thesis and Thesis Exhibition, all work must be submitted by March 1 (see "Exhibition and Thesis " section, page 10).

Spring Semester - one year prior to presenting Thesis Exhibition

Required: ART 792 Exhibition and Thesis Preparation [2 credits]
ART 740 Advanced Imaging and Digital Studio

Full-time status is no longer required. Possible options include: Teaching Practicum, Electives, Independent Studies, and Internships, etc.

Fall Semester - one semester prior to presenting Thesis Exhibition

Suggested: ART 798 Graduate Thesis [4 credits]
Optional: ART 799 Thesis Exhibition [1-8 credits]

Final Spring Semester

Required: ART 799 Thesis Exhibition [1-8 credits]

A student must be enrolled for at least 1 graduate credit in the final semester.
Graduate Review Day

Graduate Review Day is customarily scheduled over a one or two-day period between the end of the regular class schedule and the beginning of final exams. Each student will present his/her work for review by the entire Department of Visual Arts Faculty and Associate Staff at this time. Presentations are ongoing throughout the day and set up in locations throughout sites on campus and the Raleigh Building. Faculty and Associate Staff view presented work and discuss the work with graduate students at the presentation site. Following this period, the entire Faculty and Associate Staff will meet to review and evaluate presented work. All students will discuss this evaluation with their Interim Faculty Advisors or Thesis Committee Chairs.

Advancement to Candidacy

At the end of the third semester, during Graduate Day, the Department of Visual Arts Faculty and Associate Staff will review a student's research, grades, and overall participation in the IMDA Graduate Program for Advancement to Candidacy. A student advances to Candidacy when the Faculty and Associate Staff perceive both a clear direction within the student's work and the student's ability to articulate a position on how that direction was formed. After a student advances to Candidacy, he/she has permission to select a Thesis Committee Chair and begin the research that will form the Exhibition and Thesis. If a student is not approved for Candidacy at this time, he/she will not be allowed to continue in the program.

It is possible that a student may petition the Department to be reviewed for Candidacy at the end of the second semester during Graduate Review Day. A petition for an early review takes the form of a letter addressed to the IMDA Graduate Program Director (GPD) and must be received at least 30 days prior to the end of the second semester. Students not approved for Candidacy at this time will be reviewed again at the end of the third semester and must receive a favorable review in order to continue in the program.

After a student is reviewed for Candidacy, he/she will receive from the GPD a letter granting or denying Advancement to Candidacy. The letter is signed by all voting members of the Department of Visual Arts Faculty and Associate Staff present at Graduate Review Day and indicates each member's vote. Students who do not receive Candidacy at the end of the third semester and who wish to continue in the program must re-apply, abiding by all official Graduate School and IMDA Program application procedures and deadlines.
Exhibition and Thesis

Formation of Thesis Committee

Upon Advancement to Candidacy, a student will select a Thesis Committee Chair, and together they will select the other members of the Thesis Committee. The Thesis Committee consists, at minimum, of a Chair and two additional full-time faculty members affiliated with the Department of Visual Arts. A fourth member may also be included.

The Chair of the Thesis Committee will serve as the student's advisor through the completion of graduate studies, taking over the role of principal advisor from the Interim advisor. At the start of each semester, the Thesis Chair will authorize the student to register for whatever courses are needed. The additional committee members, in conjunction with the Chair, will advise and assist the student while work proceeds on the written Thesis and Thesis Exhibition. The selection of the Thesis Committee members should be finalized by the first month of the semester following the student's Advancement to Candidacy. The names of all committee members should be submitted to the IMDA Program Graduate Program Director, using the IMDA Program Thesis Committee Form, included in Appendix A.

Scheduling of Course Work for Exhibition and Thesis

Three courses (ART 792, 798, and 799) totaling 14 credits are reserved specifically for the preparation and completion of the Thesis Exhibition and written Thesis. The Chair of the Thesis Committee will mentor the student throughout these courses and give the final grade for each course. The Student, consulting with the Chair of the Thesis Committee, should carefully consider how these courses will be scheduled. (See Course Scheduling, page 8).

ART 792 Exhibition and Thesis Preparation

In this course, the student will work closely with the Chair of the Thesis Committee on work leading to the Exhibition and Thesis. The main requirements of this course are the completion of a 250-word preliminary Abstract for the Exhibition and Thesis and the approval of the Abstract by the Thesis Committee. The Abstract will outline the conceptual concerns of the Exhibition and will briefly describe the work to be produced. Students enrolled in ART 792 during the same semester may meet together periodically to discuss issues of mutual concern (eg: Thesis Exhibition planning with CVAC staff).
ART 798 Graduate Thesis

The written Thesis should present the conceptual basis of the student's artwork and should address the following: historical context, influences, conceptual/philosophical/theoretical foundations, and future directions. The format of the Thesis is meant to act as a structure for containing the contents of a hypothetical 45-minute artist's talk. It is expected that visual material will be integrated into the text of the thesis to support its points. All visual material should be captioned appropriately and cross-referenced in the text. (See the Graduate School's guidelines Instructions for Preparing Final copies of Master's Theses and Doctoral Dissertations for additional specific requirements.) Within two weeks following the Thesis Exhibition, professional and archival documentation of the exhibition will be prepared by the student and added to the Written Thesis as an appendix.

Thesis Requirements

- 250-word introductory abstract
- 5,000-word text (plus or minus 250 words); word count does not include abstract, captions under visual material, footnotes, or appendices.
- Written format should follow the guidelines of the Graduate School (available on their website or catalog).
- 2 unbound copies: one submitted to the CVAC on behalf of the Department of Visual Arts, and the other to the Graduate School (later to be bound and archived in the permanent collection of the UMBC Library).
- Each copy shall include the exhibition documentation as an appendix.

ART 799 Thesis Exhibition

The student will present her/his final work in a professional context at the Center for Visual Art and Culture in a show of all graduate students completing their M.F.A. degree work. This Exhibition is held in April of each year. When a student's work crosses the boundaries of traditional exhibition venues associated with the Center for Visual Art and Culture (galleries, screening rooms, performance spaces), consideration must be given to the accessibility of the work to the public and the Department of Visual Arts community. If the student elects to show in an alternative location beyond the CVAC, she/he must consult with the Thesis Committee and submit a proposal to the IMDA Graduate Program Committee through the GPD. If the alternative exhibition plan is approved, a display element summarizing or encapsulating the off-site exhibition must be presented at the Center for Visual Art and Culture's Gallery at the time of the MFA Exhibition.
Oral Defense of Exhibition and Thesis

Final Examination Committee and Selection of Questioners

The formation of the Final Examination Committee should adhere to Graduate School guidelines for completion of Masters Degrees.

- The Chair of the Final Examination Committee must be an Associate or Regular member of the University of Maryland Graduate School of Baltimore (UMGSB) Graduate Faculty.
- There will be a minimum of 3 and a maximum of 5 members on the Final Examination Committee (including the Chair), of whom at least 3 must be members of the UMGSB Graduate Faculty. All must hold at minimum the M.F.A. degree, or equivalent.
- To propose an individual who is not a member of the UMGSB Graduate Faculty, submit to the Graduate Program Director a curriculum vitae, including professional affiliation and credentials.

In most cases, the Final Examination Committee will consist of members of the student's own Thesis Committee. The Final Examination Committee has ultimate responsibility for accepting the student's Thesis, Thesis Exhibition, and Oral Defense. Should two members vote no to accepting all or part of this work, the work is not accepted. If a student's Thesis, Thesis Exhibition, and Oral Defense are rejected twice, the student is dismissed from the program.

The nomination of members of the Final Examination Committee will be submitted to the Graduate School, which will appoint one person to serve as Representative of the Dean of the Graduate School. Submit the form Nomination of Members for the Final Masters' or Doctoral Examination Committee two months prior to the Oral Defense (see Appendix A). In addition to the Final Examination Committee, the student in consultation with the Thesis Committee will also nominate to the Graduate Program Director the names of 3 individuals who will serve as Questioners at the student's Oral Defense. The Questioners' qualifications should adhere to the requirements of members of the Final Examination Committee. One Questioner may be a member of the Final Examination Committee.
Oral Defense

The Oral Defense (also referred to as the Final Examination by the Graduate School) will last approximately one hour. The Defense will take place at the site of the student's Thesis Exhibition. The student, Final Examination Committee, and Questioners will be in attendance. The Defense is open to all members of the Graduate Faculty, members of the Visual Arts community, and outside invited guests. The Oral Defense will be recorded and archived by the Department of Visual Arts.

The Chair of the student's Final Examination Committee will act as moderator, and questions based on the Exhibition and Thesis will be addressed to the student primarily by the designated Questioners. During the final minutes of the Defense, the Chair will open the discussion to other members of the Final Examination Committee. At the conclusion of the Defense, the Final Examination Committee and Questioners will meet in private to discuss the strengths and weaknesses of the student's work. While the Questioners will advise the Final Examination Committee in this regard, they will not cast a vote. Acceptance of the Exhibition, Thesis, and Oral Defense rests with the Final Examination Committee. Once the Final Examination Committee has left to convene with the Questioners, the student can open the discussion of her/his Exhibition and Thesis to the assembled attendees.

The Chair of the Final Examination Committee will meet with the student immediately following the Final Examination Committee's meeting to summarize the discussion, to announce the Committee's decision, and to indicate any minor changes the Committee felt should be made to the Exhibition and/or Thesis before acceptance is granted. A timetable for implementing these revisions will be established at this time. For a student to be awarded the M.F.A. degree during the semester of her/his Oral Defense, all corrections to the Thesis and/or Exhibition must be submitted to the Final Examination Committee by April 25. The final version of the Thesis must be submitted to the Graduate School around May 6. Check for the exact date of this deadline, as well as other relevant graduation requirements at:

http://www.umbc.edu/gradschool/policies_proc.html#gradreq

Awarding of the Master of Fine Arts Degree

The Final Examination Committee's acceptance of the Thesis Exhibition, written Thesis, and Oral Defense, in addition to a minimum grade of "B" or better in all required course work, are required for awarding the M.F.A. degree.
Scheduling Thesis Exhibitions

The Department of Visual Arts will present Thesis Exhibitions once a year in early April. The following outline approximates deadlines leading to completion of Thesis work:

**October 15**  
- Initial meeting with Thesis students, Thesis Chairs, and CVAC staff to discuss Exhibition planning.

**December 1**  
- Thesis Committee gives preliminary approval of Exhibition and Thesis.
- Request for space and equipment due to CVAC Director of Programs.

**December 15**  
- For those students completing their entire Exhibition and Thesis during the Fall semester and plan to be a non-resident student for the Spring semester, the Exhibition and Thesis must be approved for presentation by the Thesis Committee and the Final Examination Committee must have deemed it defensible.

**January 15**  
- Commitment of space and equipment by CVAC and Department of Visual Arts is made to the student.

**February 1**  
- Preliminary installation plan and schedule due to the CVAC.
- Application for May graduation due to Graduate School.
- Student must enroll for at least one graduate credit.

**February 15**  
- Image and information for CVAC poster and announcement due.
- **Fulfillment of Course Requirements** form due to Graduate School.  
  (Use form in Appendix A.)
- Final Examination Committee and Questioners nominated by student and Thesis Committee Chair; nominations submitted to GPD and Graduate School.  (Use **Nomination** form in Appendix A.)

**March 1**  
- Exhibition approved for presentation by Thesis Committee.
- Designated area of CVAC gallery assigned to student.
- **Certification of Completion of Thesis** form (Appendix A) submitted to Graduate School.
- Written Thesis submitted to Final Examination Committee.
- Date and time of Oral Defense scheduled with GPD.

**March 15-30**  
- Installation of Thesis Exhibition by student

**April 1-15**  
- Thesis Exhibition, including Opening Reception and Oral Defense

**April 25**  
- If applicable, changes and revisions to Thesis submitted to Final Examination Committee.
May 1  - Final deadline for Exhibition and Thesis to be accepted by Final Examination Committee.

May 6  - Final Deadline for submission of revised written Thesis to Graduate School.

It is possible for a student to be finished with all course work, the written Thesis, and all preparatory work for the Thesis Exhibition by the end of the Fall semester. In such a case, the department does not require a student to be in residence during the Spring semester in which their Oral Defense will take pace (see Thesis Residence Requirement, page 2). Please note, however, that the initial approval of the Exhibition and Thesis by the Thesis Committee must take place by December 15. If a choice is made to not be in residence following this approval, the student will be then required to return to UMBC in late March for the Exhibition and Oral Defense. The student must enroll for at least one credit of ART 799 Thesis Exhibition during this last semester.

Graduate Research Assistantships

Research Assistantships (RA) are awarded annually by the Department of Visual Arts. A 10-month assistantship starts (approximately) August 17 and ends June 15. Students who receive a full or half assistantship sign a contract with the department agreeing to provide service to the department during the course of that time period. Normally, a full Research Assistantship provides a stipend (currently approximately $13,800), 9 credits of tuition remission per semester, and entry to one of two university health plans in exchange for 20 hours of service per week to the department.

Service assignments are made by the Graduate Program Director. Usually, an assignment will last for the entire academic year, however it is possible for assignments to change at the end of the fall semester. A Faculty or Associate Staff member of the department will be designated as a Supervisor for each Research Assistantship. Service responsibilities will be entered onto an RA Assignment form at the start of each semester, as agreed to and signed by both the RA and the Supervisor. At the end of each semester, the Supervisor will complete an RA Evaluation form and submit it to the GPD for review. Research Assistantships are competitive, merit-based awards and are reviewed for renewal annually. Note: RA’s cannot be awarded for more than 3 years.
Teaching Opportunities

Teaching Practicum

An IMDA graduate student can teach an undergraduate course in the Department of Visual Arts by successfully completing ART 638 Teaching Practicum and advancing to Candidacy. It is possible that one or both of these requirements waived by the IMDA Graduate Committee due to previous college-level teaching experience.

ART 638 Teaching Practicum is designed for graduate students desiring to gain teaching experience at the university level. This course will help the student develop effective strategies for teaching by providing the practical and conceptual skills necessary to teach a (usually lower-level undergraduate) course independently.

ART 638 requires that a graduate student assist a full-time Visual Arts faculty member in all aspects of teaching an undergraduate course: designing a syllabus; presenting lectures and technical demonstrations; leading a critique; evaluating and grading work, etc. It is also expected that both the faculty member and graduate student will attend all class meetings for the class under consideration. Any other type of assistantship (serving as a lab assistant or reader, for example) is not appropriate for ART 638 and thus will not satisfy the requirements for future teaching within the department.

ART 638 is a Pass/Fail course. The supervising faculty member determines the final grade. Undergraduate student evaluations are taken into consideration. A passing grade indicates to the Chair of the Department that the graduate student will complete the Practicum in the same lower-level introductory undergraduate course that she/he might eventually teach for the Department. Any exceptions need to be cleared with the IMDA Graduate Program Committee and Faculty members in the intended teaching area.

A graduate student interested in taking ART 638 must submit a proposal to the GPD by the dates indicated below. (Use form in Appendix A.)
Teaching for the Department

The Department of Visual Arts Chair establishes the teaching assignments for full-time and part-time Faculty and will determine what courses the Department may offer graduate students. Neither the IMDA Graduate Program Committee, the GPD, Thesis Committee Chairs nor members of the Faculty can guarantee a teaching position for a graduate student within the department.

It is possible that a graduate student can be paid a stipend by the Department of Visual Arts to teach a course for the Department. Another possibility allows for the student to fulfill part of her/his Research Assistantship service for teaching a course. A graduate student who is teaching a course for the Department can enroll in ART 639 Teaching Internship to earn graduate credit for teaching the course. ART 639 can be taken whether or not the student is being paid by the department to teach the course.

When a graduate student is given a course to teach in the department, a faculty member in that area will oversee the course as a Sponsor, helping the graduate student if problems arise. Usually, this will be the same faculty member who served as Supervisor for the graduate student's Teaching Practicum.

Requests for enrolling in ART 638 Teaching Practicum or for teaching a course within the Department of Visual Arts must be presented to the Visual Arts Chair and GPD in writing by the dates below. Please use the appropriate forms in Appendix A.

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<tr>
<th>Semester Requested</th>
<th>Request is due to the GPD and Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>by the preceding February 1</td>
</tr>
<tr>
<td>Winter Semester</td>
<td>by the preceding September 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>by the preceding September 1</td>
</tr>
<tr>
<td>Summer Sessions</td>
<td>by the preceding December 1</td>
</tr>
</tbody>
</table>