



OKLAHOMA STATE STILLWATER, OKLAHOMA UNIVERSITY

REVIEW

This handbook will be reviewed annually by the M.F.A. Faculty and recommended revisions will be updated by the M.F.A. Coordinator.

REVISION DATE

Aug. 28, 2018

PURPOSE

This handbook was prepared in order to establish a reference source for matters concerning the M.F.A. Graphic Design Program at Oklahoma State University. The instructions and procedures found in the graduate catalog are not repeated in this handbook. It is the responsibility of each graduate student enrolled in the M.F.A. Program to become familiar with all pertinent information disclosed in the Oklahoma State University graduate catalog.

MFA
IN GRAPHIC DESIGN
2017-18

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RESEARCH INTEREST

Visual Communication, Technology and Design
M-Learning, & Multi-cultural Design

EDUCATION

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- M.F.A. University of North Texas
- B.F.A. University of North Texas

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RESEARCH INTEREST

Visual Narrative , Empathic Design
Experience Design, Interdisciplinary Design
and Type Systems

EDUCATION

- M.F.A. Vermont College of Arts
- B.F.A. Oklahoma State University

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Graduate Coordinator of MFA Program
in Graphic Design

RESEARCH INTEREST

Typography & Interaction Design

EDUCATION

- M.F.A. Iowa State University
- B.F.A. Seoul National University of
Science & Technology

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RESEARCH INTEREST

Motion & Integrated Media, Curatorial Design,
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EDUCATION

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RESEARCH INTEREST

Motion Design, Lettering, and Type Design

EDUCATION

- M.F.A. University of Oklahoma
- B.F.A. Cameron University

ASSISTANTSHIPS

The Graduate Program offers financial assistance on a competitive basis annually; these awards are renewable. The major criteria for awarding fellowships and other financial aid are academic excellence and scholarly promise. Need is also taken into consideration.

The Art Department usually employs 4-6 half-time (50% FTE) assistantships each year. The number of assistantships depends upon the availability of funds, which is subject to change from year to year. Other research assistantships may be available through other offices within Oklahoma State University.

For the 2016–2017 academic year, the MFA program in Graphic Design will offer several half-time (50% FTE) graduate teaching assistantships (GTA) and graduate teaching lab assistantships (GTLA).

To apply for a graduate assistantship in the Graphic Design program, an Application for Employment form, with attached resume, must be filled out and submitted to the Graphic Design Graduate Coordinator. It is usually due in early March. (Please note this is a separate application from the one for admission to the program.)

ASSISTANTSHIP DETAILS

The MFA program awards several assistantships to support graduate students.

- Graduate Research Assistant (GRA)
- Graduate Teaching Assistant (GTA)
- Graduate Teaching Lab Assistant (GTLA)

Assistantship appointments that are half-time (50%) include, in addition to the monthly stipend, full non-resident tuition waiver, full resident tuition waiver, and health insurance benefits. To be considered for the graduate assistantship, you must indicate your interest during your graduate college application process. You may be required to provide additional information. These are available on a competitive basis and may be not awarded to all graduate students.

More information about assistantship can be found at <http://gradcollege.okstate.edu/assistantship>

For the 2015-2016 Academic Year, a 50% FTE GTA (20 hours/week) = \$1,222 stipend per month for 9 months. In addition to this stipend, GTAs receive single-person health insurance (through the summer) and a tuition waiver (which includes an out of state tuition waiver) for up to 6/6/3 (Fall/Spring/Summer) credit hours

ASSISTANTSHIP REQUIREMENTS AND DUTIES

Graphic Design GTAs will be teaching assistants for undergraduate courses. Duties may include grading and exam preparation, leading critiques, and demonstrating use of graphic design tools and software. More advanced students may be asked to teach a section of an undergraduate graphic design course. GTLA duties include supporting student learning in the Bartlett Center computer labs and the Visual Resource Center. It is the philosophy of the Department that assistantships are provided to give students the opportunity to devote his/her full attention to study and graduate research. To be successful in a graduate degree program, students must have a high degree of commitment and dedication. As a graduate student, you may expect a very large volume of classroom and research responsibilities requiring frequent evening and weekend work.

Efficient management of time is essential to success. Students are usually given flexibility in arranging their study and work schedules with the expectation that supervision of working hours will be unnecessary.

- 20 hours/week
- Students must be enrolled in at least 6 credit hours of eligible courses each semester

TUITION WAIVERS

Students with Graduate Teaching Assistantships and Research Assistantships pay in-state tuition rates; that is, the University waives the non-resident portion of their tuition. The University will also pay the remaining resident tuition for six hours of qualifying courses each fall and spring semester. Students who are eligible during a given Spring may receive a waiver of the non-resident portion of tuition for all courses taken the following summer, provided they are enrolled in at least 3 hours of eligible courses during the Summer term. In addition, teaching assistants also receive a monthly stipend during the academic year, and single-person health insurance. Students are responsible for resident tuition for courses taken in excess of this limit, and for all fees.

TIME LIMITS

A teaching assistant, not on strict academic probation, is eligible for financial support under the following conditions. Graphic Design M.F.A. students can receive up to three years of support. Support is contingent upon satisfactory progress toward the degree. If exceptional circumstances exist, MFA students in the final year of financial support may petition the Head of the Art Department for an additional year's support. Such cases will be judged on an individual basis and in light of Departmental policies and staffing needs.

GUIDELINES FOR THE M.F.A. IN GRAPHIC DESIGN

The Master of Fine Arts (MFA) in Graphic Design at Oklahoma State University (OSU) is the only graduate program specializing in a unique combination of Interaction Design, Motion Design and Visual Communication in Oklahoma and in any other Higher Education Institution in the region. Interaction Design and Motion Design in particular are among the most rapidly expanding areas in the field of graphic design.

3 PRIMARY FOCUS AREAS IN THE M.F.A. IN GRAPHIC DESIGN

Interaction Design

Sometimes referred to as IxD, User Experience Design, or UX Design, Interaction Design offers a diverse range of research areas to explore through the practice of graphic design. The study of interaction design considers the role of graphic design within human-computer interaction, the ever-shifting role of the participant (user/consumer/participant), and design strategies for interface design and development. Other research areas explore the nature of design, communication and information in the context of crafting two-, three-, and four-dimensional experiences.

Motion Design

Sometimes referred to as motion graphics, Motion Design brings the function and principles of graphic design and visual craft to sequential media and screen-based experiences. A focus in motion design includes animated typography, graphic elements, video in film and television, advertising, information graphics, music video, and new media where elements of graphic design are set into motion, synced with sound, and in dialogue with audiences.

Visual Communication

Visual Communication invites interdisciplinary critical perspectives into visual media, considering the broad range of traditional as well as dynamic media. Emphasis is placed on innovative approaches to the communication of ideas and information within spectrum of existing and speculative environments, experiences and frameworks. The array of applications of interdisciplinary visual communication include branding, information design, navigation and environmental graphics systems, media design, amongst other broader less-charted realms.

All three focus areas aim to deepen a candidate's engagement in professional practice and design research while building a robust area of expertise within graphic design. Supported by an emphasis on research, presentation, and critical writing skills, the M.F.A. program is crafted to prepare graduates to contribute to the future of creative practices and design education through teaching, critical pedagogy, and outreach.

CRITERIA FOR AWARD OF THE MASTER OF FINE ARTS DEGREE

This is a three-year, sixty credit hour, and terminal degree that will develop students' expertise as graphic designers in Interaction Design and Motion Design, while developing their research, presentation and writing skills. MFA graduates will be able to respond to both the creative demands of the graphic design profession and the research and teaching requirements of academia. The OSU MFA Program in Graphic Design offers the terminal degree in this discipline required to teach at the university level. Graduate students must remain in residence at Oklahoma State University for the duration of the program

60 credit hours includes:

- Twenty-seven (27) to thirty (30) hours of graduate level studio classes within the program
- Nine (9) to twelve (12) hours of electives inside / outside the department
- Three (3) hours of Graduate Study in Graphic Design History (Art 5243)
- Three (3) hours of History of Art
- Three (3) hours of Graduate Special Topics in Graphic Design (Art 5440)
- Three (3) hours of Teaching Practicum (Art 5413)
- Three (3) hours of Internship (Option for elective) Graduate Graphic Internship (Art 5410)
- Six (6) to nine (9) hours of Thesis (Art 5400)

Completed master's thesis, thesis exhibition, and oral defense

Thesis and defense will be supervised and evaluated as to its success or failure by a committee of three (3) full-time faculty members with graduate college standing. At least two (2) members of the committee must be drawn from the Graphic Design faculty, with one of those being the committee chair.

MASTER OF FINE ARTS ASSESSMENT AND PROGRESS REVIEWS

Two formal progress reviews and a final Master's examination chaired over by the Thesis Committee are required. Other informal progress reviews may be conducted as deemed necessary by the Thesis Committee. It is recommended that the graduate student consult with the Thesis Advisor in preparation for each review. All design faculty are invited to attend these reviews.

First Year Review

Graduate students pursuing the MFA degree are subject to a formal First Year Review scheduled near the end of spring semester of the first year. All graduate faculty participate in the review. The schedule and format of the review is determined by the Graduate Studies Committee. In general, each student will have a designated area throughout the day of the review, and is expected to display and/or present work produced during the first year of study and to engage in discussion with faculty about potential research directions.

The purpose of the First Year Review is to determine satisfactory progress in the program. If the decision of the graduate faculty is that satisfactory progress has not been made, the student will be placed on probation for one semester, and a second progress review will be scheduled to take place during the next semester in which the student is enrolled. The review committee for a probationary review will consist of the Graduate Studies Committee or department Graduate Faculty appointed by the committee. If that review is not satisfactory, the student will be denied continuation in the program.

THESIS COMMITTEE REVIEW

Graduate students pursuing the MFA degree are required to have a formal review by their Thesis Committee during the spring semester of the second year. It is the responsibility of the student to schedule the Thesis Committee Review with all committee members present.

The purpose of the Thesis Committee Review is for the student to present a thesis proposal for review by his or her Thesis Committee. Approval by the committee advances the student towards completion of the thesis and/or thesis project, and the MFA program. A formal written document must be given to all members of the Thesis Committee at least two weeks prior to the review.

CURRICULAR REQUIREMENTS AND RECOMMENDATIONS SPECIFIC TO THE M.F.A. IN GRAPHIC DESIGN

Students may select up to two of three areas of concentration among Interaction, Motion and Visual Communication in the M.F.A. Graphic Design program, one as a major area and the other as a minor. A selection of courses will be taken in these areas.

APPLICATION & ADMISSION

Admission to the MFA program in Graphic Design requires a Bachelor of Arts, Bachelor of Fine Arts or Bachelor of Science degree from an accredited institution of higher learning. Other qualifications and application materials appear below. Applicants should be mindful that meeting the minimum standards for admission does not guarantee admission.

Deadline: February 15.

ADMISSION STANDARDS

Candidates for the MFA in Graphic Design must be fully admissible to the Graduate College at Oklahoma State University.

Admission to the Master's program presupposes an undergraduate major in graphic design, a minimum of five (5) undergraduate courses in graphic design, or equivalent professional experience in graphic design. The MFA program welcomes applications from graduates with bachelor's degrees in other areas. Normally deficiencies in this basic requirement must be made up, without graduate credit, before admission to full standing. With the approval of the department, undergraduate courses in subjects directly related to the study of Graphic Design may be accepted as satisfying the minimum admissions requirement, but such approval must be requested in writing and obtained in advance.

Students who do not meet the minimum requirements for admission to full standing may apply for admission with provisional standing. This will permit them to enroll in undergraduate or graduate level courses to make up deficiencies after which they may be admitted to full standing.

1. Prerequisites to MFA coursework

Four (4) to eight (8) undergraduate courses in graphic design may be required for applicants who do not have a degree in graphic design or in a field related to graphic design. While many applicants will have majored in graphic design, the MFA program welcomes applications from graduates with a bachelor's degree in other areas. MFA students may take prerequisites; however, they will not count toward the 60 hours for MFA required for graduation. Candidates who lack the necessary prerequisites may be admitted to the MFA on a full or a provisional basis, at the discretion of the Coordinator of Graduate Studies and the graduate faculty in the Graphic Design Program. Those who are admitted on a provisional basis may be fully admitted into the program only after their completion of the necessary prerequisite courses and a successful review of their most recent work by the graphic design faculty who instructs the prerequisites.

- ART 3413, Typography 2, (3 credits)
- ART 3423, Graphic Design 2, (3 credits)
- ART 3643, History of Graphic Design, (3 credits)
- ART 3453, Motion Design 1, (3 credits)
- ART 3463, Interaction Design, (3 credits)
- ART 4420, Graphic Design Studio, (3 credits)
- ART 4450, Motion Design Studio, (3 credits)
- ART 4460, Interaction Design Studio, (3 credits)

2. Transfer of credits from another college or university

Following OSU's Graduate College requirements and guidelines, students may transfer up to nine (9) hours of graduate credit from another accredited institution if the following provisions are met:

- The student was formally admitted to graduate study at the institution;
- The course(s) is certified as graduate credit at the institution;
- The student earned a "B" or better in the course;
- The work transferred is expected to be in graphic design or related subject areas and must be approved by the student's advisor as part of an accepted plan of study;
- The work transferred must be recommended by the student's advisory committee and approved by the Dean of the Graduate College at the time the plan of study is prepared.

All applicants whose native language is not English, or who have not received a degree from an English-speaking university, must take the Test of English as a Foreign Language (TOEFL); the required minimum score is 550 if paper-based, or 79 if Internet-based.

GRADUATE COLLEGE RULES & REGULATIONS

There are many rules and regulations affecting graduate enrollment, tenure, examinations, thesis, and dissertations that are made by all the Graduate Faculty of Oklahoma State University rather than just the Art Department. Among the rules students should familiarize themselves with are those governing academic dishonesty or misconduct, especially those dealing with plagiarism. It is the student's responsibility to become informed about all Art Department, Graduate College, and University regulations.

The Oklahoma State University Catalog should be read closely by all those who are thinking about, or participating in, graduate studies in Graphic Design at Oklahoma State University. Copies are available free to all incoming graduate students at the Graduate College, 202 Whitehurst, or online at <http://registrar.okstate.edu/>

ADVISOR AND THESIS COMMITTEE

All graduate students must select an adviser and two additional advisory committee members. All committee members must have graduate faculty status, two must be from Graphic Design, and one may be from related disciplines.

ADVISOR

Students are expected to choose an advisor by the end of their first semester of coursework. If this is not possible, students should select an advisor by the end of their first year of graduate study. An advisor of an MFA student may be any member of the graduate faculty of the Graphic Design Program; in most cases, the advisor has expertise in the subject matter (major) in which the student plans to specialize.

ADVISORY COMMITTEE

1. Thesis and defense will be supervised and evaluated as to its success or failure by a committee of three (3) full-time faculty members with graduate college standing.
2. At least two (2) members of the committee must be drawn from the Graphic Design faculty, with one of those being the student's advisor (and committee chair) in the student's major field, and the faculty member in their selected minor field or thesis topic related field.

CHANGES

To change an advisor or advisory committee, a student must complete a Committee Change Request form, to be signed by all committee members and the Department Head, and submitted to the Graduate College.

PLAN OF STUDY

A plan of study is a listing of coursework the student intends to take for completion of the degree, and an estimated time schedule. The student must develop the plan with his/her adviser and advisory committee. The Graduate College requires MFA students to file a plan of study with the Graduate College before completing the 17th hour of graduate credit.

Students may download a Plan of Study form and instructions from the Graduate College downloads page.

<https://gradcollege.okstate.edu/planofstudy>

The student should consult with the M.F.A. Graduate Coordinator to complete a draft version of the form.

PLANNING MEETING

Prior to the completion of the 17th hour of graduate study, students should schedule a meeting with their advisory committee. During that meeting, the student and advisory committee will discuss the student's preparation, professional goals, and plans for graduate study. The student and committee should agree upon:

- A plan of study
- Tentative plans for the thesis (research areas, references, project prompts)

SUBMITTING THE PLAN OF STUDY

The student will finalize the typed version of the plan, obtain signatures from all members of the advisory committee, and file the signed form with the Graduate Coordinator. The Graduate Coordinator will review and sign the form, and file the completed form with the Graduate College. The signed plan must be filed with the Graduate College prior to the completion of the 17th hour of graduate study.

CHANGES

Changes to the Plan of Study can be made with the approval of the Advisory Committee. A revised plan should be submitted to the Graduate College at the beginning of the intended semester of graduation. Students make revisions on a copy of the approved plan stamped by the Graduate College. Specific instructions are included with the downloaded the Plan of Study form file.

TEN-YEAR RULE

A final plan of study may not include any course more than ten years old at the time of actual graduation.

CHECKLISTS

RESPONSIBLE CONDUCT OF RESEARCH FOR GRADUATE STUDENTS

OSU policy requires all graduate students to complete, on a one-time-only basis early in their graduate study, an online module about responsible conduct of research (RCR), designated for the humanities. All new graduate students should plan to complete the module in their first semester. When you're done, print the completion certificate and take it to your department office for filing.

BY THE END OF THE SECOND FULL SEMESTER OF ENROLLMENT, YOU SHOULD HAVE:

- Chosen an adviser in your major area of study
- Chosen your thesis committee
- Met with your committee and discussed your plan of study
- Filed your plan of study
 - Twenty-seven (27) to thirty (30) hours of graduate level studio classes within the program
 - Nine (9) to twelve (12) hours of electives inside / outside the department
 - History/Theory/Critical Analysis
 - Interdisciplinary/Collaborative
 - Studio/Labs
 - Three (3) hours of Graduate Study in Graphic Design History (Art 5243)
 - Three (3) hours of History of Art
 - Three (3) hours of Graduate Special Topics in Graphic Design (Art 5440)
 - Three (3) hours of Teaching Practicum (Art 5413)
 - Three (3) hours of off campus internship (Option for elective) Graduate Graphic Internship (Art 5410)
 - Six (6) hours of Thesis (Art 5400)
 - The plan of study must be signed by the adviser, committee members, and The Graduate Coordinator
 - All courses, including 4000-level, must be taken for graduate credit
 - No more than 9 hours of coursework taken as special student or transferred from another institution

- No course work may be used to complete requirements for another degree
- Students prepare a thesis embodying original research, and pass a defense of the thesis / exhibition.

BEFORE YOU ARE ELIGIBLE TO GRADUATE, YOU MUST HAVE:

- Maintained a GPA of 3.0 or above on all graduate coursework
- Filed an approved plan of study with the Graduate College and the Graduate Coordinator
- Filed a Graduation Clearance form (and a revised plan of study, if applicable)
- Filed a Diploma Application
- Submitted the defense copy (Final Draft) of your thesis by the Graduate College deadline
- Passed your oral defense / exhibition (Final Examination) and turned in the signed Results of Final Defense form to the Graduate Coordinator
- Submitted the final copy of the thesis in accordance with the format guidelines at: <http://gradcollege.okstate.edu/student/thesis>

COURSE REQUIREMENTS

REQUIRED COURSES

The Graphic Design program requires the following class for all MFA students. The following requirements govern MFA coursework.

- Three (3) hours of Graduate Study in Graphic Design History (Art 5243)
- Three (3) hours of Graduate Special Topics in Graphic Design (Art 5440)
- Three (3) hours of Teaching Practicum (Art 5413)
- Three (3) hours of Graduate Graphic Design Studio
- Three (3) hours of Graduate Interaction Design Studio
- Three (3) hours of Graduate Motion Design

ELECTIVES

Students are required to take at least six credit hours outside of the Graphic Design program but related to the student's area of study (but no more than 12). Students choose the remaining hours of coursework in consultation with the graduate advisor and their advisory committees. Course selection should take into account the student's thesis subject and professional goals.

4000-LEVEL COURSES

Only those 4000-level courses marked by an asterisk in the OSU University Catalog are available for graduate credit. All graduate coursework should include a research project or other appropriate project. In the instance of a 4000-level course that may not require such a paper or project, the student should, with the consent of the instructor involved, arrange for such a project to supplement the assigned work. (Many Graphic Design courses are listed as both 4000 and 5000 level – graduate students should enroll in the 5000-level course.)

TRANSFER HOURS

Students may transfer up to nine graduate hours from another university granting a Master's of Fine Arts Degree in Graphic Design. A student's advisory committee shall determine the number of hours of transfer credit to be awarded. If a student uses the hours for a degree at the previous institution, the hours are not applicable to the MFA degree at OSU.

PLAN OF STUDY

1ST YEAR

Fall: 9 Credits

- ART 5413 - Teaching practicum [3 credits]
- ART 5420 - Graduate Graphic Design Studio [3 credits]
- ART 5423 - Graduate Graphic Design History [3 credits]

Spring: 9 Credits

- ART 5450 - Graduate Motion Design Studio [3 credits]
- ART 5460 - Graduate Interaction Studio [3 credits]
- DHM 5013 - Research Developments in Design, Housing and Merchandising [3 credits]

Summer

- ART 5410 - Graduate Summer Internship or Elective

2ND YEAR

Fall:

- ART 5440 - Graduate Special Topics in Graphic Design [3 credits]
- ART 5XXX - Graduate Design Studio [3 credits]

Spring:

- ART 5XXX - Graduate Design Studio [3 credits]

Summer

- ART 5410 - Graduate Summer Internship or Elective

3RD YEAR

Fall:

- ART 5400 - Graduate Study: Graphic Design Thesis [3 credits]
- ART 5XXX - Graduate Design Studio [3 credits]

Spring:

- ART 5400 - Graduate Study: Graphic Design Thesis [3 credits]
- ART 5XXX - Graduate Design Studio [3 credits]

SAMPLE CURRICULAR TRACKS

YEAR 1 (21 Credits)

- ART 5413 - Teaching practicum [3 credits]
- ART 5420 - Graduate Graphic Design Studio [3 credits]
- ART 5423 - Graduate Graphic Design History [3 credits]
- ART 5450 - Graduate Motion Design Studio [3 credits]
- ART 5460 - Graduate Interaction Studio [3 credits]
- DHM 5013 - Research Developments in Design, Housing and Merchandising [3 credits]
- ART 5410 - Graduate Summer Internship [3 credits] or Elective Studio [3 credits]

YEAR 2 (21 Credits)

- ART 5440 - Graduate Special Topics in Graphic Design [3 credits]
- Art History [3 credits]
- Graduate Design Studio X 2
- Design/Elective Studio X 2
- ART 5410 - Graduate Summer Internship [3 credits] or Elective Studio [3 credits]

YEAR 3 (18 Credits)

- Graduate Design Studio X 2
- Design/Elective Studio X 2
- ART 5400 - Thesis X 2

GRADE OF INCOMPLETE

The following regulations apply to students who receive what at OSU is termed the "composite incomplete" grade ("IB," "IC," "ID," or "IF") for any of their course work within the Department:

- Students must complete coursework within one calendar year, after which time the preliminary grade (expressed by the second letter of the composite) becomes permanent in accordance with University policy. Individual faculty members, however, may establish a shorter time limit for completing course work. Faculty will identify time limits in the "remarks" dropdown of the electronic grade sheet.
- Graduate teaching assistants or research assistants having more than two incomplete grades on their records will not be recommended for reappointment, and will not be recommended for summer employment.
- Students should familiarize themselves with Section 6.2 of the University Academic Regulations found in the University Catalog for a full explanation of University policy governing incomplete grades.

REQUIREMENTS FOR FORMAL PROGRESS REVIEWS AND GRADUATION

MASTER OF FINE ARTS EXAMINATION, PROGRESS REVIEWS, AND THESIS

Two formal progress reviews and a final Master's examination presided over by the Thesis Committee are required. Other informal progress reviews may be conducted as deemed necessary by the Thesis Committee. It is recommended that the graduate student consult with the Thesis Advisor in preparation for each review. All Design faculty are invited to attend these reviews.

FIRST YEAR REVIEW

Graduate students pursuing the MFA degree are subject to a formal First Year Review scheduled near the end of spring semester of the first year. All graduate faculty participate in the review. The schedule and format of the review is determined by the Graduate Studies Committee. In general, each student will have a designated area throughout the day of the review, and he/she is expected to display and/or present work produced during the first year of study and to engage in discussion with faculty about potential research directions.

The purpose of the First Year Review is to determine satisfactory progress in the program. If the decision of the Graduate Faculty is that satisfactory progress has not been made, the student will be placed on probation for one semester, and a second progress review will be scheduled to take place during the next semester in which the student is enrolled. The review committee for a probationary review will consist of the Graduate Studies Committee or department Graduate Faculty appointed by the committee. If that review is not satisfactory, the student will be denied continuation in the program.

SECOND YEAR REVIEW AND THESIS COMMITTEE REVIEW

Graduate students pursuing the MFA degree are required to have a formal Second Year

Review and Pre Thesis Committee Review near the end of the spring semester of the second year. All graduate faculty and his or her Thesis Committee participate in the review. The schedule and format of the review is determined by the Graduate Studies Committee. In general, each student will have a designated area throughout the day of the review, and is expected to display and/or present work produced during the second year of study and to engage in discussion with faculty about Thesis directions.

The purpose of the Second Year Review and Thesis Committee Review is for the student to present work produced during the second year and a thesis proposal for review by his or her Thesis Committee. Approval by the committee advances the student towards completion of the thesis and/or thesis project, and the MFA program. A formal written document must be given to all members of the Thesis Committee at least two weeks prior to the review. This proposal must include:

- A proposed thesis title
- A stated argument or claim with supporting data
- A proposed contribution and definition of audience
- Relevant references or sources
- Description of approaches that were considered prior to final direction
- Description of a primary research activity (generation of research, practice or experimentation)
- A proposed methodology
- Next steps (plan of study, production schedule, thesis outline, etc.)

The purpose of the Second Year Review and Thesis Committee Review is to determine satisfactory progress in the program and thesis proposal.

If the decision of the Graduate Faculty is that satisfactory progress has not been made, the student will be placed on probation for one semester, and a second progress review will

be scheduled to take place during the next semester in which the student is enrolled. The review committee for a probationary review will consist of the Graduate Studies Committee or department Graduate Faculty appointed by the committee. If that review is not satisfactory, the student will be denied continuation in the program.

In the event that the Committee rejects the proposal, the graduate student will have one semester to reformulate the proposal based on the Committee's recommendations. A second progress review must be scheduled the following semester. A student may only have one such supplementary progress review. The Thesis Committee Review Form and a written progress report must be approved by the Thesis Committee and filed with the Graduate Studies Committee by the end of the semester. The Thesis Committee Review Form is an addendum to this document.

FINAL EXAMINATION: THESIS DEFENSE

The purpose of the Master's Comprehensive Examination is to determine the candidate's qualification to be granted the degree.

The content of the examination generally concerns, but is not limited to, the area of study pursued. Unanimous approval by the Master's Examination Committee is necessary for satisfactory completion of this requirement. A formal written document must be given to all members of the Thesis Committee at least one week prior to the review.

All members of the Thesis Committee must be present for the Examination. A Master's Examination in Design is a maximum duration of two hours. The Thesis Advisor determines the format and conducts the proceedings of the Examination. Typically, the candidate submitting a research thesis will answer challenges to the thesis argument as well as questions on the thesis subject. The thesis defense occurs after the student has submitted a complete draft of the thesis to all committee members.

All Design faculty may attend Master's Examinations. Design Undergraduate / Graduate Students may also elect to attend. The student has the option of inviting

additional guests in consultation with the Thesis Advisor. The Thesis Advisor has the option of dismissing all visitors during the committee's question and answer session. In all cases, comments or questions by visitors can be made only when allowed for and called upon by the Thesis Advisor.

The Graduate School accepts thesis documents in electronic format only. Hard copies of the thesis or project documentation are required for submission to the Design Department, in addition to hard copies for the Thesis Advisor and members of the Thesis Committee.

THESIS

The MFA candidate normally prepares a study embodying original research for the six hours of thesis credit. It is possible for the student to convert a course project of high quality into a thesis with additional research.

PREREQUISITES

In order to defend a thesis, students must:

- have a grade point average of at least 3.0 on all graduate work taken beyond the baccalaureate degree. All courses carrying graduate credit, including transfer hours on the approved plan of study, will be calculated in this grade point average.
- have an approved plan of study on file with the Graduate College and with the Graphic Design Graduate Coordinator.
- submit a completed Intent to Defend form in the first three weeks of the semester in which they intend to defend
- meet all Graduate College deadlines and requirements.

DEFENSE COPY (FINAL DRAFT)

The defense copy of the thesis should contain all of the chapters in a completed form and full documentation.

Final Copy: If, as a result of the defense, revisions to the thesis are required, committee members will not sign the thesis until they are satisfied with the revisions.

INTENT TO DEFEND FORM

Candidates will file a non-binding Intent to Defend form with The Graduate Coordinator within the first three weeks of the semester in which they expect to defend the thesis. Each member of the committee will sign this form before it is filed with the Graduate Coordinator. If a student does not defend in the semester when the Intent to Defend form is filed, he or she should resubmit the form when he or she is prepared to defend.

SCHEDULING OF THESIS DEFENSE

Under no circumstances should a completed thesis be submitted to any committee member for reading less than two weeks before the defense. The Graduate Coordinator and the Department Office must be notified no less than two weeks before the thesis defense of the day, time, and location of the defense, and the title of the thesis. The scheduling of the defense should be done by the student in consultation with their advisor and thesis committee. No thesis defense will be held during the summer.

NOTE: The thesis should be a serious effort of exhibition quality and publishable.

STUDENT TENURE

Students must complete all requirements for the MFA degree within seven semesters from their first enrollment in courses for the MFA program.

LENGTH OF FINANCIAL SUPPORT FOR GRADUATE TEACHING ASSISTANTS/ GRADUATE ASSISTANTS

A teaching assistant who has not been placed on strict academic probation and who is making satisfactory progress toward the degree is eligible for financial support for a maximum of three years.

If exceptional circumstances warrant, a student in the final year of financial support may petition the Head of the Art Department for an additional year's support. Such exceptional cases will be judged on an individual basis and in light of Departmental policies and staffing needs.

INELIGIBILITY FOR THE MFA DEGREE

The Graduate Coordinator may upon proper cause declare a student ineligible for a graduate degree from the Art Department at Oklahoma State University. Upon determining that such cause exists, The Graduate Coordinator will immediately notify the student's adviser, who will discuss the matter with the student and respond to The Graduate Coordinator within fifteen working days. Should The Graduate Coordinator still believe that proper cause exists, he or she will write a letter to the student indicating the reasons for the decision. The student may then appeal to the Graphic Design faculty within ten working days for a hearing.

The Graphic Design faculty will review the appeal and report its findings to the Graduate Coordinator, who will notify the student. The student may then appeal that decision to the full Graduate Faculty in Graphic Design. The decision of that group shall end the Departmental appeal process.

APPEALS AND PETITIONS

All appeals involving grades or charges of academic dishonesty or misconduct must be directed to the OSU Academic Appeals Board. Contact the Provost's office (101 Whitehurst) for information and forms. Petitions involving teaching assistantships must be directed to the Department Head.

All other petitions or appeals must be directed in writing to the Graduate Coordinator, who will then forward the petition to the appropriate body, usually one of the following: The Graphic Design Graduate Faculty (for exceptions to Art Department policy), or the Graduate Council (for exceptions to OSU policy). Students are urged to discuss matters with their advisers and with The Graduate Coordinator before making a formal petition or appeal.

If the Graduate Coordinator does not act upon a student's written request within a reasonable amount of time, a student and/or adviser may appeal directly to the Department Head. If a student has exhausted all appeals procedures within the Department and is still not able to resolve the problem, he or she may appeal to the Graduate College.

GRADUATE GRAPHIC DESIGN INTERNSHIP

Oklahoma State University / Department of Graphic Design / **ART 5410**

The program is designed to assist students in developing competencies pertaining to professional roles and responsibilities. The curriculum is planned to provide for individual needs in the development of skills pertaining to professional design practice and practical experience. The student serves an approved and supervised internship for credit and will comply with the provisions outlined in this program.

REQUIREMENTS

Departmental requirements for the Master of Fine Arts degree in graphic design make the student internship optional rather than mandatory. Internships are, however, highly recommended. Each credit hour is the equivalent to 60 hours of work experience. Students may enroll for credit in one-hour increments up to three hours at any one time and may repeat for a total not to exceed six credit hours of internship.

COURSE DESCRIPTION

ART 5410 graphic design internship is one to three credits, maximum 6 credits. Prerequisite: Completion or concurrent enrollment in ART 5420, 5450, 5460 and consent of the internship coordinator. An internship for credit must be under the direction of a design professional having proper training and experience.

COURSE OBJECTIVES

ART 5410: Graphic Design Internship—this internship shall provide opportunities to develop competencies in areas of individual need and exposure to professional practice while increasing appreciation and motivation for the practice of graphic design. This internship is designed to provide a professional base for the acquisition and application of knowledge directly under the supervision of a professional designer or someone of significant stature in a design related field.

STUDENT CRITERIA SHEET

1. In order to get approval from the internship coordinator, complete and file the forms from the internship packet registering yourself and your host site with the program. This step must be done prior to starting the internship.
2. Duplicate the biweekly activities log for each week of your internship. Retain one copy.
3. Mail or email the activities log on a biweekly basis. Intern and host must sign each log submitted.
Send to:

**Graphic Design Intern Coordinator 108
Bartlett Center, Oklahoma State university
Stillwater,
OK 74078**

(or email to) _____@okstate.edu

4. Leave the final evaluation form with your host to be completed and submitted to the intern coordinator upon completion of your credit hour requirement.
5. Prepare a detailed, typed, double spaced, 2-5 page report discussing your internship experience. Mail or email this paper to the coordinator no later than two weeks after completion of your credit hour requirement.

INCLUDE YOUR REPORT

1. Introduction.
2. Description of the host business including names of the principal supervisors and the nature of the business.
3. Details of your activities and experiences.
4. Knowledge gained benefits and / or shortcomings of the experiences.
5. Summary.

RESPONSIBILITIES OF THE STUDENT

1. Submit an application to the intern coordinator.
2. Obtain employment in an ART department approved business or agency (student must work guidance of a graphic designer with a degree of equivalent experience in graphic design).
3. Enroll for credit period.
4. Complete the minimum intern. Agreed upon by the student and intern coordinator.
5. Maintain log for internship experience and made to intern coordinator by biweekly. (see internship log for activities attached)
6. Prepare a summary of the internship experience with the business, firm, or agency in which the internship was served (typed, double space and 2 to 5 pages in length).

RESPONSIBILITIES OF THE PROFESSIONAL HOST

1. Be a business program or agency related to graphic design.
2. Agreed to provide on the job experience to the student in an area related to graphic design.
3. Enable the student intern to participate in, and observe, various kinds of activities, and help the student meet objectives approved by the intern coordinator.
4. Evaluate student performance and submit to intern coordinator. (See evaluation form attached).

RESPONSIBILITIES OF INTERN COORDINATOR

1. Provide each student with internship guideline.
2. Assist student in establishing performance goals.
3. Record all forms, assignments and evaluation received from the student and from the professional host.
4. Assess and record all evaluations and determine final grade credit earned.

INTERN APPLICATION AND INFORMATION SHEET

Oklahoma State University / Department of Graphic Design / **ART 5410**

First Name _____ Last name _____

Hours enrolled _____ Semester enrolled _____ GPA overall _____ GPA major _____

ADDRESS WHERE YOU MAY BE REACHED DURING YOUR INTERNSHIP

Street _____ City _____

State _____ Zip Code _____ Phone _____ Email _____

PERMANENT ADDRESS

Street _____ City _____

State _____ Zip Code _____ Phone _____

PROFESSIONAL HOST INFORMATION

Supervisor Name _____

Business name _____

Street _____ City _____

State _____ Zip Code _____ Phone _____ Email _____

PROFESSIONAL AFFILIATION OF DESIGNERS

AIGA _____ ACD _____ SEGD _____ TAD _____ Other _____

Educational institutions represented by designers or supervisor _____

AREAS OF QUALIFICATION OF THE FIRM/BUSINESS

Corporate Identity _____ Advertising Design _____ Information Design _____

Package Design _____ Publication & Print Design _____ Exhibition Design _____

Other _____ Other _____

I certify the above statements are true. I agree to follow the guidelines of Oklahoma State University, the Graphic Design Internship program, and the rules and regulations of the position of the internship appointment. I understand that infraction of either the expectations of the University, the Department and/or the employer will constitute dismissal from the internship and result in a grade of "F" for course.

Signature of student _____ Date _____

INTERN LOG OF ACTIVITIES (To be completed by the students)

Oklahoma State University / Department of Graphic Design / **ART 5410**

Week of _____, 20____. Hours completed for week _____

Total hours completed _____

Please type:

Activities performed:

Activities Observed:

Skills or Information Gained:

Other Comments:

Signature of student

Date

Signature of host

Date

Mail bi-weekly to:

or e-mail bi-weekly to:

_____, Intern Coordinator
Department of Art, Graphic Design and Art History,
108 Barlett Center, Oklahoma State University,
Stillwater, OK 74078-4085

@okstate.edu

HOST EVALUATION FORM

Intern Name: _____ Firm Name: _____

Firm Address: _____ Phone: _____

Directions: Please rate the performance of the intern in each area by circling the most appropriate number.

A. INTEREST IN FIELD OF STUDY /

	Excellent	Above Average	Average	Below Average	Unsatisfactory	N.A. or observed
1. Desires to acquire knowledge	1	2	3	4	5	6
2. Takes advantage of opportunities offered	1	2	3	4	5	6
3. Accepts assigned tasks and completes them satisfactorily	1	2	3	4	5	6

B. PERSONAL ABILITIES /

1. Is Punctual	1	2	3	4	5	6
2. Is Thorough	1	2	3	4	5	6
3. Understands assignments or asks for assistance	1	2	3	4	5	6
4. Is enthusiastic	1	2	3	4	5	6
5. Has appropriate dress	1	2	3	4	5	6
6. Has good manners	1	2	3	4	5	6
7. Has ability to work under stress	1	2	3	4	5	6
8. Has good employee / employer relationship	1	2	3	4	5	6
9. Meets scheduled deadlines	1	2	3	4	5	6
10. Follows instructions	1	2	3	4	5	6
11. Keeps up and follows through on details	1	2	3	4	5	6
12. Takes constructive criticism	1	2	3	4	5	6
13. Assists coworkers	1	2	3	4	5	6
14. Demonstrates good telephone manners	1	2	3	4	5	6

C. SKILLS IN AREAS THAT APPLY /

1. Drawing / Drafting	1	2	3	4	5	6
2. Layout / Composition / Design	1	2	3	4	5	6
3. Use of Typography	1	2	3	4	5	6
4. Computer Skills	1	2	3	4	5	6
5. Office Tasks	1	2	3	4	5	6

D. WOULD YOU BE WILLING TO TAKE ANOTHER INTERN BASED ON THIS EXPERIENCE?

Comments:

Please send this form via email to
or by conventional mail to:

Host Signature _____

Host Name _____

**Department of Art, Graphic Design and Art History,
108 Barlett Center, Oklahoma State University,
Stillwater, OK 74078-4085
Fax# 405 744 5767**



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