



# 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.

Interim updates may be made with notification of students and the Art Department office.

## **REVISION DATE**

Aug. 28, 2019

## **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  
**2019-20**

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# GRADUATE PROGRAM PERSONNEL

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# THE GRADUATE GRAPHIC DESIGN FACULTY

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in Graphic Design

### RESEARCH INTEREST

Motion Design, Type and Lettering Design,  
Sound Design/Music Production

### EDUCATION

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

## JAMES EWALD, MFA

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Assistant Professor  
Graphic Design Student Club Co-Advisor

### RESEARCH INTEREST

Sensory Design, Graphic Novels, Independent  
Publishing

### EDUCATION

- M.F.A. Iowa State University
- B.F.A. Iowa State University

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307 Bartlett Center  
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Assistant Professor  
Graduate Coordinator of MFA Program  
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### RESEARCH INTEREST

Integrated Media, Curatorial Design,  
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### EDUCATION

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- B.F.A. California State University, Fullerton

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### RESEARCH INTEREST

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Design for Good, Human Condition,  
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### EDUCATION

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Information Design, Code-based Art, Chinese  
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- M.F.A. Sichuan Normal University
- B.F.A. Kansas State 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.

## Offers

The Art Department usually has 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 2019–2020 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).

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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 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 2019-2020 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 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 written 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**

Three Fall semester reviews, Three comprehensive End of Year 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 PROPOSAL REVIEW**

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

It is recommended that students conduct a mock proposal presentation with the presence of their Thesis Committee, and receive approval before arranging for their presentation date and time. Asking for the Thesis Committee chair to assist in creation of the presentation is essential.

The purpose of the Thesis Proposal 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.

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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 advisor and two additional advisory committee members. All committee members must have graduate faculty status, two must be from the Graphic Design program, 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.

## **INABILITY TO SECURE AN ADVISOR**

If a student is unable to secure an advisor for his or her Thesis Project, he or she may not continue in the program.

# GRADUATE 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 advisor 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 must take a proactive roll in producing their Plan of Study, by familiarizing his or herself with the sources and faculty the Oklahoma State University has to offer, and identify those that peak their interest in pursuing further.

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.

## PLAN OF STUDY (SAMPLE)

### 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]

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### NOTES:

- The MFA Program Coordinator will advise graduate students in their first semester.
- Plan of Study (POS) must be submitted before completion of the 17th credit hour (usually aligned with the end of the First Year).

## 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

### INCOMPLETE (I) GRADE

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" drop down 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.

# 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.

## 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.

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NOTE: The Graduate Coordinator will advise graduate students in their first year. Plan of Study (POS) must be submitted before completion of the 17th credit hour.

# YEARLY 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.

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

- Chosen an advisor 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 advisor, 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 and produced your Thesis exhibition
- Turned in the signed Results of Final Defense form to the Graduate Coordinator
- Turned in: Digital archive of all work and production files, Visual process book (PDF), Printed and binded Thesis book.
- Submitted the final copy of the thesis in accordance with the format guidelines at: <http://gradcollege.okstate.edu/student/thesis> .

# REQUIREMENTS FOR FORMAL PROGRESS REVIEWS AND GRADUATION

## **MASTER OF FINE ARTS, EXAMINATION, PROGRESS REVIEWS, AND THESIS**

Numerous formal progress reviews and a final Master's examination presided over by the Thesis Committee are required to complete the Masters of Fine Arts Degree in Graphic Design.

## **FALL SEMESTER REVIEW**

There will be a formal end of semester review at the end of each Fall semester to bring forth and update all Graduate Graphic Design faculty on the students development and progress, as well as challenges. This is intended to allow timely adjustments and interventions to take place between the complete graduate faculty body, beyond smaller Thesis committee meetings.

## **PERIODIC PROGRESS REVIEWS**

Other informal progress reviews may be conducted as deemed necessary by the Thesis Committee, or the MFA Program Graduate Coordinator, and upon notifying the students with reasonable time for preparation.

## **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.

Upon formation of Thesis Committee (First or Second semester), it is recommended that the student consult with their Thesis Advisor in preparation for each review. All Design faculty are invited to attend these review.

## **SECOND YEAR REVIEW AND THESIS PROPOSAL REVIEW**

Graduate students pursuing the MFA degree are required to have a formal Second Year Review and Thesis Proposal 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 their development and Thesis directions.

The purpose of the Second Year Review and Thesis Proposal Review is for the student to present work produced during the second year.

## **THESIS PROPOSAL PREPARATION**

Students must consider Thesis interests and possible paths during their First year and be prepared to present their Thesis committee members with range of thesis topics, in the first weeks of the Second year. These topics will be explored and narrowed down with the guidance of the Thesis committee to arrive at two in-depth thesis proposal presentations during the Second year review.

The purpose of the thesis proposal is for the student to show their subject has the potential to develop into a viable thesis project, as well their capability as a researcher and maker to produce a successful Thesis project.

Approval by the Thesis 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 and all Graduate Graphic Design Faculty at least two weeks prior to the review.

This proposal must include:

- A proposed thesis title
- A stated argument or claim with supporting data
- Objectives, proposed contribution and description 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) to take place
- A proposed methodology
- Next steps (plan of study, production schedule, thesis outline, etc.)
- Possible outcomes and their dissemination paths

If the decision of the Graduate Faculty as concluded by the Graduate Coordinator 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 Proposal 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 Proposal 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.

# MFA IN GRAPHIC DESIGN : THESIS

## THE MFA THESIS

The MFA candidate normally prepares a study embodying original research, for the six hours of thesis credit in their Third year of study.

It is possible for the student to convert a course project of high quality into a thesis with additional research. A thesis project is composed of a creative component, an exhibit component, and a written component.

The creative component demonstrates the student ability to produce visual artifacts, the most essential aspect of the field of graphic design. Often these visual components directly result in the elements of the students Thesis Exhibit.

The written Thesis is governed by University policies pertaining production of a graduate Thesis. Student should participate in workshops pertaining to this matter throughout the academic year.

## 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

In general a two week minimum notification is required on all matters pertaining to the Thesis defense presentation:

The scheduling of the defense should be done by the student in consultation with their advisor and thesis committee. It is not recommended that the defense date be selected past the "dead week" (ie. Two weeks before the end of any semester). No thesis defense will be held during the summer.

## DEFENSE DATE NOTIFICATIONS

The Graduate Coordinator and the Department Office must be notified at a minimum of two weeks before prior to the thesis defense of the day, time, location of the defense, and the title of the thesis.

Thesis document must be submitted to Graduate Faculty for reading via PDF (email) as well as printed versions placed in the Graphic Design Graduate Faculty mailboxes in the Art Office, at a minimum of two weeks prior to the defense date.

## FINAL DELIVERABLES

- Digital archive of all work and production files.
- Visual process book (PDF)
- Printed and binded Thesis book.

In order for the official completion of the degree by the end of that semester, the above mentioned items are due at the latest 30 Days after graduation unless otherwise discussed with the graduate program coordinator or Thesis Advisor.

It is recommended that the above mentioned items be prepared throughout the year as the date graduation date approaches to avoid any possible problems.

# 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 advisor, 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 advisors 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 advisor 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 RESIDENCY SPACE : STUDIO 101

The MFA program at OSU is a residency based program, which requires a continuous presence on campus by all MFA student, creating camaraderie with their peers and Studio based learning environment. A dedicate and equipped graduate studio "Studio 101" allows for MFA students to create, study, research, and meet with their students (when teaching) and conduct academic related activities within restrictions of an scholastic and artistic practice.

## STUDIO USE & SUPERVISION

Student studio use is monitored on a regular basis. If there is evidence that a studio is not being used, it will be restricted, and may result probationary or dismissal of student.

A key is required for access to studio spaces and students are responsible for keeping studio spaces locked. Students who are assigned studio space are required to abide by the rules and regulations stated in the Studio Use Policy, and must sign a contract to that effect.

All items furnished by the Department of Art must be left in the space.

Students may only use the studio space / desk assigned to them and may not take over a studio that "appears" to be unused, unless discussed with all graduate students and notification of graduate coordinator.

If students exchange studio spaces with other students or allow other students to use their spaces, the changes must be reported to the graduate and Department of Art Office, or the original contract holder will be liable for the condition of the space and equipment .

Upon completion of the MFA program, students must vacate the studio by a time designated but no later than 1 month of official graduating and completion of courses. All personal belongings and works of art must be removed and the studio space returned to the condition in which it was originally occupied.

## SECURITY AND ACCESS

Students are responsible for locking studio spaces and the security of their items whenever they leave. Students are allowed 24-hour access to their studios.

## STUDIO KEY POLICY

Keys to the Graduate Studio will be assigned upon official graduate standing. Check with the Art office as each case is different. All keys must be returned 30 days after graduation, or as noted in the Key Contract.

## KEYS TO OTHER CLASSES CAMPUS FACILITIES.

Students may gain access to studios, workshop,

or classroom spaces for one semester with an instructor's permission by signing a Key Contract form, which they can obtain from their advisor or the Art Department Office. All keys must be returned by 30 days after graduation, or as note.

## MAILBOXES

The MFA students are given a single combined mailbox at the Art Office, and are expected to check and clear out their mailbox on a regular basis. In case of large mail or packages, someone from the Art Department office will call or email to notify recipient.

## UNIVERSITY PROPERTY & EQUIPMENT

As per university policy, students are responsible for properly using and maintaining all property assigned to their use. Students will be charged for the cost of restoring all property damaged or defaced through negligence or misuse. Department of Art equipment is to be used by students who have received direct permission of faculty or staff responsible for the equipment.

## REPAIR & MAINTENANCE

When students notice the need for repairs of the Graduate Studio facilities (electrical, carpentry, etc.) they should notify the Art Office and the Graduate Coordinator to notify them on such matters.

## CAMPUS POLICE & SECURITY SERVICES

Locations of the nearest security phones and quickest exit routes should always be noted. Campus police offers an escort service to take students between academic buildings and dormitories or to off-campus university housing or parking from 7 days a week upon request, response time may be dependent upon officer availability.

Take a moment to familiarize yourself with the OSU Safety Information at: <https://safety.okstate.edu/map>

# SAFETY & SECURITY

## **RAVE GUARDIAN MOBILE APP**

Oklahoma State University campus in Stillwater, the OSU Police Department has introduced Orange Shield mobile application. Download this free safety app, which enables you to reach police almost immediately through use of your smart phones.

## **IMPLEMENTING THE APP**

Register and set up an account: Users can add their name, campus address, medical notes and other pertinent information for campus safety in case of emergency.

Add and message guardians: By adding roommates, friends and family to their network, users can feel safer when walking alone, on or off campus. The student's emergency contacts can also be messaged directly through the app.

Set a safety timer: In the event a student feels unsafe, they can set a timer with their current location, indicating where they are going and when they should arrive. If they do not make it there and de-active the timer, their guardians or campus safety will be alerted.

Send anonymous tips: See something, say something. The app allows users to anonymously text suspicious activity to campus police, including photos.

The Rave Guardian app is also in use at OSUIT in Okmulgee, OSU Medicine and OSU-Tulsa. When visiting a different institution, use the settings wheel in the upper right corner of the app to choose a different campus.

## **ENVIRONMENTAL HEALTH AND SAFETY**

Students, faculty and staff live and work in a shared environment. Some materials and equipment used for art-making pose a potential hazard if students do not follow safe practice procedures. Federal and state laws require that students be informed regarding the materials used in the classroom. Safe practice procedures are an integral part of instruction in studio classes. Students are responsible for being aware of the properties of materials they use and the proper procedure for using equipment in the school.

If students bring their own potentially hazardous materials to the classroom, they are responsible for notifying the professor or technician in charge. All hazardous materials must be labeled and stored properly. If personally owned hazardous materials are stored on

university property (such as personal lockers or studios), proper labels must be posted and proper storage procedures must be followed. Hazardous materials left unattended in the studio will be removed by faculty or student.

## **NO-SMOKING**

Smoking is prohibited in all university facilities. The Department of Art conforms to the smoking policy of the university, which is described in full detail here : <https://americashealthiestcampus.okstate.edu/policies>.

## **NOXIOUS FUMES**

The spraying of noxious and odorous chemicals (spray paint, adhesives, etc.) is not permissible inside or around the school building. Students must spray outdoors on cardboard or paper. In buildings where they are allowed, all paints, solvents, cements and chemicals must be kept in properly labeled containers appropriate to their use. All such materials, when not in use, must be stored in safety cabinets provided. Whenever possible, non-toxic materials should be used. Thinners, solvents or oil-based paints should never be used in or near the sink areas which are for non-toxic water-based media use and clean-up only. Do not wash paint containers, excess paint, towels, rags or other debris containing paints into the sinks.

For questions, additional information, or to learn more about safe environmental practices, please contact Graduate Coordinator or the Art Office.

# IMPORTANT NUMBERS

## Emergency: 911

**Campus Police:**  
405-744-6523

**Community Policing Programs**  
405.744.4242

**Crime Prevention Programs**  
405.744.5191

**Crime Stoppers Tip Line**  
405-744-TIPS

**Environmental Health Services**  
405.744.7241

**Lost & Found**  
405.744.2844

**OSU Emergency Management**  
405.744.0470

**Psychological Services Center**  
405.744.5975

**Student Conduct Office**  
405.744.5470

**Student Disability Services**  
405.744.7116

**University Counseling Services**  
405.744.5472

**University Health Services**  
405.744.7665

# REQUIREMENTS FOR FORMAL PROGRESS REVIEWS AND GRADUATION

## MASTER OF FINE ARTS, EXAMINATION, PROGRESS REVIEWS, AND THESIS

Numerous formal progress reviews and a final Master's examination presided over by the Thesis Committee are required to complete the Masters of Fine Arts Degree in Graphic Design.

### FALL SEMESTER REVIEW

There will be a formal end of semester review at the end of each Fall semester to bring forth and update all Graduate Graphic Design faculty on the students development and progress, as well as challenges. This is intended to allow timely adjustments and interventions to take place between the complete graduate faculty body, beyond smaller Thesis committee meetings.

### PERIODIC PROGRESS REVIEWS

Other informal progress reviews may be conducted as deemed necessary by the Thesis Committee, or the MFA Program Graduate Coordinator, and upon notifying the students with reasonable time for preparation.

### 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.

Upon formation of Thesis Committee (First or Second semester), it is recommended that the student consult with their Thesis Advisor in preparation for each review. All Design faculty are invited to attend these review.

### SECOND YEAR REVIEW AND THESIS PROPOSAL REVIEW

Graduate students pursuing the MFA degree are required to have a formal Second Year Review and Thesis Proposal 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 their development and Thesis directions.

The purpose of the Second Year Review and Thesis Proposal Review is for the student to present work produced during the second year.

### THESIS PROPOSAL PREPARATION

Students must consider Thesis interests and possible paths during their First year and be prepared to present their Thesis committee members with range of thesis topics, in the first weeks of the Second year. These topics will be explored and narrowed down with the guidance of the Thesis committee to arrive at two in-depth thesis proposal presentations during the Second year review.

The purpose of the thesis proposal is for the student to show their subject has the potential to develop into a viable thesis project, as well their capability as a researcher and maker to produce a successful Thesis project.

# 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**

Email bi-weekly to:

Email bi-weekly to:

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



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