

# **Integrated Visual Arts Graduate Program Handbook**



**A Guide for  
Faculty and Students**

## **Department of Art and Visual Culture**

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## Introduction

This handbook provides information to faculty and students about graduate education in the Integrated Visual Arts program at Iowa State University (ISU). The *Graduate College Handbook*, available online, compiles the general university graduate policies and procedures. You are advised to study the Graduate College website for the handbook and important policy, resource, and calendar/deadline information on a regular basis.

<https://www.grad-college.iastate.edu/handbook/>

<https://www.grad-college.iastate.edu/calendar/>

## Elements in the Graduate College Handbook

- Chapter 1. Admissions
- Chapter 2. Registration, Fee Assessment, and Withdrawal Procedures
- Chapter 3. Graduate Student Financial Support
- Chapter 4. Degree Programs and Requirements
- Chapter 5. Courses, Credits, and Grading
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  - C. Graduate Certificate Programs
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  - E. Professional Master’s Coursework Only Guidelines
  - F. Dual-Listed Courses
  - G. Graduate Faculty Membership & Associate Membership

\* This section is critical to study during your last year. It includes important deadlines, as well as in-depth explanations of the thesis, the final oral examination, and the graduation application.

# 1. IVA Degree Program and Requirements

The Integrated Visual Arts program requires a minimum of 60 credits.

<b>Studio Courses</b>		<b>39 credits</b>
ARTIS studio courses	27 credits	
Studio courses outside of ARTIS	6 credits	
Thesis	6 credits total, consisting of:	
ART IS 699A: Research	3 credits	
ART IS 699B: Exhibition	3 credits	
<b>Seminar Courses</b>		<b>6 Credits</b>
Select two courses (6 credits total) from:		
ARTIS 511 Seminar in Teaching (3 credits)		
ARTIS 571A: Seminar: Grants, Residencies, Exhibitions, Entrepreneurialism (3 cr)*		
ARTIS 571B: Seminar: Critique and Creative Process (3 credits)*		
*See Travel Policy on page 25		
<b>Art History/Theory/Criticism</b> (See policies on page 4)		<b>12 credits</b>
ARTH 501 required (3 credits)		
Art History courses (9 credits)		
<b>Related Courses outside the IVA program</b>		<b>3 credits</b>
	<b>TOTAL:</b>	<b>60 credits</b>

# 2. Courses, Credits, and Grading

## Graduate Courses

Iowa State University graduate courses are assigned numbers in the 500s or 600s.

## Undergraduate Courses on Program of Study: Graduate College Policy

- With POS Committee approval, graduate students will be permitted to use undergraduate classes from both within and outside of their majors on POSC forms.
- No 100- or 200-level classes may be used, but all 300- and 400-level classes at Iowa State (not undergraduate classes from other institutions) will be eligible.
- Students are limited to 9 credits at the undergraduate level, with a limit of 3 credits at the 300 level.
- If a 300-level class is used, it must be from outside of the student's major.
- Graduate students who take undergraduate classes are not required to do extra work or to be exposed to material more advanced than what is taught to undergraduates.
- In contrast, dual-listed courses (offered at both the undergraduate and graduate level) are required to expect more of graduate students who enroll at the 500 level.

## Art History Courses

- All Art History courses are subject to POS Committee approval
- ARTH 501 is required
- At least one additional 500-level Art History course is required.
- Students may take no more than two 400-level Art History courses.
- Students must earn a “B” or above on 400-level Art History courses for them to be used on the Program of Study.

## Research Credits

Credits for research for the purpose of completing a thesis or dissertation are assigned under the course number 699. These credits are not calculated in the student’s grade point average (GPA). Six semester credits are required for the Thesis/Exhibition/Orals.

## Special Topics or Independent Study Course Credit

Credits for independent study with a faculty member by an individual student or for a small group studying a specialized area are assigned under the course number 590.

## Grades and the Program of Study (POS)

Grade / Mark	Points / Credit	Performance Description/Comments
C	2.00	Minimum grade acceptable for courses on the POS.
C-	1.67	A course taken to satisfy degree requirements in which a student receives a C- is not satisfactorily completed and must be repeated, unless a strong case for not repeating is made in writing by the student’s committee and is approved by the dean of the Graduate College.
D+	1.33	Not used on the POS.
D	1.00	Not used on the POS.
D-	.67	Lowest passing grade in courses, not used on POS.
F	0.00	Not satisfactorily completed and course must usually be repeated. Only with extenuating circumstances can a student graduate with an F or NP on the permanent record. A written request must be made by the major professor to the dean of the Graduate College explaining those circumstances. <b>An F mark in a course taken S/F is counted in the GPA and is equivalent to an F in a regularly graded (A-F) course.</b>
S		Satisfactory completion (figured in total hours earned but not in GPA). No more than 20% of POS total credits, excluding 699 credits, may be earned on an S/F basis.
P		Passing grade under the P/NP system (figured in total hours earned but not in GPA). Pass/Not Pass Courses may not be used in a POS. (See Graduate Handbook.)
NP		Not passed under the P/NP system (not counted in total hours earned but not in grade point average).

## **Probation and Academic Standing**

If a graduate student does not maintain a cumulative 3.00 GPA on all course work taken, exclusive of research credit, the Dean of the Graduate College may place the student on academic probation. Grades earned by graduate students in undergraduate courses are included in the calculation of the GPA. Academic probation judgments are made on the basis of grades in course work only. Refer to the ISU Graduate College Handbook for additional information.

New, first-term, degree-seeking graduate students who fall below a 3.00 GPA at the end of their first semester at Iowa State University will be given a one-term grace period to bring their grades back to a 3.00 GPA. These students will receive a warning letter from the Graduate College.

## **3. Admission Categories**

### **Full Admission Status**

Full Admission Status may be granted to an applicant who either has achieved a grade point average (GPA) of 3.00 or greater (on a 4.00 scale), or ranks in the upper one-half of his or her undergraduate class.

## **4. Professional Goals for Graduate Art Students**

Compiled by Professor April Katz, DOGE 2014-2017

(Revision of document by Professor Beauvais Lyons, University of Tennessee at Knoxville)

The Master of Fine Arts (MFA) is not the same as an undergraduate degree. It does not simply consist of successfully completing a prescribed number of courses. The goal is to develop a set of skills that will enable you to continue to work professionally as an artist.

The following list of professional goals is intended to help you realistically assess your strengths and weaknesses in preparation for your terminal degree. The list is based on professional experience, knowledge of the candidate pool as a search committee chairperson, and job descriptions from recent position listings. Even if you don't intend to seek a teaching position, this list can serve as a benchmark for preparation in related art fields.

### **I. Technical Skills**

1. Knowledge and demonstrated ability in a variety of skills related to your studio practice.
2. Knowledge and demonstrated ability in two or more of the following:
  - a) drawing
  - b) design and/or foundations
  - c) photography and photo-print methods
  - d) digital practice
  - d) three-dimensional forms
  - e) time-based studio practice

### **II. Theoretical Aptitude**

1. Ability to articulate comprehension of the history, contemporary practice, and aesthetics of art with an emphasis on your particular areas of focus.

### **III. Professional Skills**

1. Strong verbal skills (public speaking, critiquing, etc.).
2. Strong written expression (artist's statements, grant applications, reviews).
3. Organizational skills (project planning and implementation, budgeting,

- delegation of responsibilities).
4. Proven teaching experience.

#### **IV. Professional Goals before Graduation**

1. Develop a strong, ambitious body of work.
2. Inclusion in five or more national juried competitions.
3. One or more published articles or reviews (*art papers, media-specific newsletter, online journal*).
4. Present two or more lectures or public presentations.
5. Organize and curate an exhibition with a catalog.
7. Obtain gallery representation.
8. Develop a personal website.
9. Organize a regional symposium of graduate students.

#### **V. Professional Development Plan**

1. Service experience.
2. Communication experience.
3. Professional engagement: professional associations.

## **5. The Graduate Program of Study & Committee**

The Integrated Visual Arts Director of Graduate Education (DOGE) acts as a temporary academic adviser for new graduate students in the program during the first semester(s) of the student's residence. The DOGE guides the student in selection of a field of study and in development of a Program of Study (POS) until the major professor and POS Committee are selected.

Early selection of a major professor (expected by the end of the second semester), appointment of a POS Committee, and development of a POS are very important. **Students are highly encouraged to choose their POS Committee by the end of their second semester and no later than their third semester.** Failure to select the committee by this time has a serious negative impact on the overall quality of the graduate school experience. The major professor serves as a significant professional mentor. The POS Committee guides and evaluates the student during the remainder of graduate study.

### **A. Paperless POSC Form**

Students must discuss and seek approval of their desired Program of Study with their prospective major professor and committee members prior to entering information online.

#### **1. More information about the process is available at:**

- <https://www.grad-college.iastate.edu/posc/>
- <https://www.grad-college.iastate.edu/posc/help/>

#### **2. Alerts**

- Students will receive email reminders once per semester to complete the POSC.
- Students will receive notices to complete the POSC on their registration page after first semester.
- POSC information is available on the Graduate Student Access Page in AccessPlus.

### 3. POS/POSC Form

- First view worksheet here:  
<https://www.grad-college.iastate.edu/documents/forms/POSC.pdf>
- Fill out worksheet form by entering information including your graduation date, committee members, and courses for your Program of Study, etc. Make a print copy to work from.
- POSC Codes include Major Code: ART IS; Degree: MFA in Integrated Visual Arts; Department Name: Art & Visual Culture.
- Please share this POSC worksheet with your major professor before filing the official My POS/POSC Form > AccessPlus > Graduate Student Status Page.

### 4. My POS/POSC Form > AccessPlus > Graduate Student Status Page

- As you enter information, press the **Save** button on the bottom left and then the **Validate Form** button. The validation process will notify you of mistakes. Entering, saving, and validating information can be done repeatedly until complete. **SAVE OFTEN!**
- Program of Study Course Information includes multiple categories:
  - Courses taken as an undergrad (and not used for that degree).
  - Courses taken as an undeclared graduate student.
  - Transfer courses.
  - Courses taken (or to be taken) as a degree-seeking graduate student.
  - Research credits.
- To enter courses already taken, type in the department and course number and the rest of the information will automatically fill in.
- Once all information is entered and validated, press the **Submit for Approval** button.

### 5. Routing Approvals of the POSC Form

- At the top of the My POS/POSC Form, the Routing Log will appear after the form is submitted.
- Students and faculty can check the status of approvals.
- Routing goes to Major Professor > Committee Members > DOGE > Graduate College.
- Faculty will receive an email that there's a form to be approved:
  - AccessPlus > Lower Right Corner > In Basket > Action List (click on this).
  - Click on ID number to access POSC, review, comment if desired, and approve or not.

### 6. Modifications of the POSC Form

- Down Action Arrow by committee member's name includes Delete option.
- Down Action Arrow by course listing includes Delete option.
- Committee members and courses can be added.
- Online modifications will require new approvals by all parties again.

### 7. AccessPlus Graduate Student Status Page

- Bottom Right: My Program Audit.
- Once the POS is approved, this page will show the status of courses taken with color coding and links to make changes.

- It will indicate “Didn’t take class as expected,” completed, and failed courses. The audit helps to identify problems early, and students should check it at least once per semester.

## **B. POS Committee Makeup**

### **Major Professor**

The major professor must be a member of the graduate faculty in the student’s declared major. The major professor serves as Chair of the POS Committee. The major professor will have access to the Graduate Student Status page on AccessPlus.

### **Committee Makeup**

The POS Committee consists of at least three members of the graduate faculty. At least two members, including the major professor, must be from the declared major or program. At least one member must be from *outside* the student’s declared major or program.

## **C. Developing the Program of Study**

The student and the major professor develop the Program of Study with the consultation and approval of the POS Committee. This agreement between the student and the Graduate College should be submitted as early as possible for approval. Each student’s POS should be designed to correct deficiencies in academic preparation, allow for study of subject matter that most interests the student, and avoid repetition in areas where the student is well prepared.

The POS Committee assures that program requirements are met before submitting the POSC form. It is highly recommended that the POS form be submitted during the third semester of graduate study.

The paperless POSC (Program of Study Committee) form must be approved by the Graduate College **no later than the term before the final oral examination**. In order for the form to be approved in any given term, it must be submitted to the Graduate College by the published deadline for that term.

## **D. POS Committee Responsibilities: A Summary**

(Details are in the Graduate College Handbook)

<https://www.grad-college.iastate.edu/handbook/>

### **Major Professor (Chair) Responsibilities**

#### **Procedural matters:**

- Review and sign forms requiring the major professor’s approval.
- Preside at meetings of the POS Committee.
- Recommend to the Dean of the Graduate College in writing that
  - Student be removed from probation, or request to be allowed to register for satisfactory academic performance.
  - Significant changes in the Program of Study are necessary.
  - All conditions placed on a final oral examination may be removed.
  - Time extension to complete the degree requested be granted.
  - Graduation with less than 3.00 GPA be permitted for extenuating circumstances.
  - Changes in committee are made and approved by the Graduate College prior to a preliminary or final oral examination.



- Write letters of recommendation for the student.

#### **Research and thesis responsibilities of the major professor:**

- Guide the graduate student through their creative research by conferring regularly to review and evaluate progress.
- Guide the student in developing communication skills by assisting with preparation of manuscripts for presentation or publication.
- Criticize constructively the written draft(s) of a thesis before it is circulated to other members of the POS committee.
- Work with the student in editing written draft(s) of the thesis.

#### **The major professor's relationship with the student:**

- Provide needed guidance without hampering creativity.
- Be accessible within a reasonable schedule for discussions with the student.
- Accept the student only if sufficient time, facilities, funding, and other resources are available to direct the student's program through to completion of the degree.
- Write letters of recommendation for the student and aid with job placement, as appropriate.
- Inform the student of any special leave that may cause inconvenience or delay in the student's research progress or in the arrangement of the final oral exam.

#### **Resolution of major professor-student relationship problems:**

- When irreconcilable problems occur between the major professor and student, it may be advisable to dissolve the relationship. The DOGE is responsible for recommending to the Graduate College that the original POS committee be dissolved and that a new POS committee be formed.

### **POS Committee Member Responsibilities**

#### **Procedural matters:**

- Review periodically the student's progress.
- Verify that the Program of Study meets the major's requirements and recommend approval to the Graduate College.
- Discuss and recommend changes in the student's program to the Graduate College.

#### **Committee/student relationships:**

- Inform the student of any circumstances that might cause inconvenience in arranging periodic meetings or the final oral examination.
- Write letters of recommendations for the student.

#### **Research and thesis responsibilities:**

- Advise the student during development of the visual and written thesis work, either individually or in conference with other committee members.
- Read the dissertation, thesis, or creative component critically and suggest corrections.
- Conduct a comprehensive oral examination and recommend whether the degree should be granted.

## **Student Responsibilities**

### **Procedural matters:**

- Submit all forms requiring approval well in advance of Graduate College deadlines.
- Get to know faculty members and identify appropriate individuals to serve as members of the POS committee.
- After obtaining agreement from the major professor and committee members, complete the POSC form with assistance from the major professor. Submit it through AccessPlus for approval by the major professor, committee members, DOGE and the Graduate College. Remember, POSC forms must be approved by the Graduate College the semester before the semester of graduation.

### **Relationship with the major professor:**

- Meet with the major professor regularly to discuss research progress and/or problems, and to review the written and visual thesis components.
- Develop an agenda and timeline to graduation in consultation with the major professor.
- Submit to the major professor all required forms for signature in a reasonable time frame.
- Inform the major professor of personal leave and sick leave. Personal leave should be planned so it does not interfere with the student's duties.
- Be available and accessible to the major professor for discussion of research activities
- Respond quickly and thoroughly to communications from the major professor
- Provide drafts of written thesis to major professor in time for adequate review and revision before submission deadlines to the Thesis Office.

### **Relationship with the POS Committee:**

- Schedule all POS Committee meetings for discussion of research proposal, research progress, and final oral examination.
- Be available and accessible to committee members for discussion of research activities
- Respond quickly and thoroughly to communications from committee members
- Submit the complete written thesis in its final form to the committee members **at least two weeks** before the final oral examination.

### **Director of Graduate Education (DOGE)**

The DOGE is the graduate program coordinator for the Integrated Visual Arts program. Responsibilities include signing for the major, approval of POS Committees and Programs of Study, and general oversight of the graduate major. The DOGE also calls meetings of program faculty and leads discussions of issues important to the major.

## **6. Integrated Visual Arts Thesis**

“A master’s thesis is a scholarly composition that demonstrates the ability of the author to do independent and creative work. It explores in some depth a problem or issue related to the major field of study. Although considerable variations in format and style are acceptable, precise expression, logical construction, and meticulous attention to detail are essential... Since satisfactory completion of the thesis or dissertation can constitute one of the most gratifying experiences in graduate study, the document should reflect the highest standards of scholarship, serving as a measure of quality for the student, major professor, the program, and Iowa State University.

**Responsibility for writing and editing of the thesis or dissertation rests with the student, under the supervision of the major professor, and not with the Graduate College. The Graduate College does not permit joint authorship of theses or dissertations. It is the responsibility of the major professor to supervise the preparation of preliminary and final drafts of the thesis or dissertation, so as to assure the highest level of quality when the student presents the thesis or dissertation to the committee for final approval.”**

ISU Graduate Handbook section 7.1.5

## **The Three Integrated Visual Arts Thesis Components**

The graduate student will work with their graduate Program of Study (POS) Committee to establish the direction and goals for the written and visual thesis. The following considerations provide general guidelines for the MFA thesis in the Integrated Visual Arts program.

### **1. Exhibition**

The majority of work in the graduate thesis exhibition must be newly produced specifically for the thesis. Work created before thesis credit may be included in the exhibition, in a supplementary role, if it supports the thesis. The graduate thesis exhibition will consist of work(s) resulting from in-depth development of the student's chosen visual, technical, and conceptual concerns. The POS Committee must approve the venue for the thesis exhibition. Each student should work closely with their major professor and request critiques from their committee members as they develop their thesis work.

### **2. Written Component**

Generally, the thesis for a visual artist is focused on the visual, technical, and conceptual foundation of their work with an analysis of its relationship to the larger art community. The student should be able to relate their work to other artists' works, both contemporary and historical. Other influences beyond art, such as cultural, scientific, psychological, etc., may also be addressed. The structure of the written thesis varies depending on each individual's focus. Visual examples of work as well as a bibliography must be included. For more detailed information and directions regarding required formatting, please refer to the Graduate College guidelines at <https://www.grad-college.iastate.edu/thesis/>

Copies of all theses written since 2010 are available in Parks Library's University Digital Repository. **A list searchable by last name is available here:** <https://dr.lib.iastate.edu/browse/author>. The format and length of the written component has varied for IVA students from about 25 pages to nearly 200; but most theses are in the 30- to 40-page range.

### **3. Oral Examination**

The oral examination by the POS Committee must occur once the exhibition has been installed but **before the opening**. The oral focuses upon the work(s), the overall exhibition, and the written thesis. The exhibition is the most important component of the entire thesis.

## **Academic Writing Support for Graduate Students**

Center for Communication Excellence, Graduate College: <https://cce.grad-college.iastate.edu>

The program coordinates and implements opportunities for graduate students to master the necessary communication skills as they move toward the attainment of their academic and career

goals. The center offers the following services:

- **Graduate Peer Review Groups:** Join a small group of peers in the same or similar discipline to give and receive feedback on your research writing and to make revisions in real time. <https://cce.grad-college.iastate.edu/writing/gpwg> You can also observe how Peer Review Groups work. Contact the PRG Coordinator, Tanzeel, at [turehman@iastate.edu](mailto:turehman@iastate.edu)
- **Research Writing Seminar Series.**
- **Individual feedback and guidance:** Schedule appointments with the writing consultants.
  - **English Writing:** If you are an international student and need help with organization, structure, vocabulary, grammar, and fluency to ensure that your ideas are effectively communicated in English, work one-on-one with the English Writing Consultant.
  - **Research writing:** If you want to improve your abstract, introduction, methods, results, discussion, or conclusion sections/chapters, get feedback from the Disciplinary Writing Consultants.
  - Communication Consultants welcome graduate students from all disciplines. Bring any type of document, including portfolios, teaching philosophies, cover letters, research presentations, etc. Graduate consultation sessions can be walk-in or by appointment. Limited satellite hours are also available.

## 7. Graduate Studios

We hope that you will establish a strong identity and relationship to this facility. It is critical that all students show consideration to each other and respect the College of Design property that you will occupy. You will be issued a door pass code and have 24/7 access to the studio. All students using the studio must sign the “Integrated Visual Arts Studio Contract” each year. It presents the terms and conditions for use of the space. You must remove all of your belongings and restore the space to the condition you found it, before the start of the semester following graduation, or three years of use, whichever comes first.

## 8. Graduate Assistantship Policy for 2022-23

Graduate students who are awarded a teaching, research, or administrative assistantship receive both a stipend and a tuition scholarship. Per ISU policy, students pursuing an MFA, the discipline's accepted terminal degree, who are awarded a quarter-time assistantship receive a tuition scholarship equal to one-half resident graduate tuition. Details on this policy can be found at <http://www.grad-college.iastate.edu/common/finance/tuitionscholarships/>

When a graduate assistantship is awarded by the Department of Art and Visual Culture, the department pays for the stipend and the tuition scholarship. When a unit outside of the College of Design awards a graduate assistantship to an IVA student, the hiring unit pays the stipend, but the College of Design is responsible for the tuition scholarship.

There are a limited number of assistantships available each semester. For an IVA student to be considered for an assistantship within the department, the highest priority will be given to graduate students who meet the following requirements:

- Have a minimum of a 3.00 GPA.
- Enroll in at least 9 credits each semester they are on assistantship.
- Meet departmental deadlines toward matriculation as defined in the *Procedures for Earning the MFA Degree* (p. 19-25).
- Have less than six semesters of assistantships (IVA assistantships will generally be awarded for a maximum of six semesters).
- Receive positive evaluations (see below).

### Graduate Assistant Evaluation Policy

Each Graduate Assistant must be assessed toward the end of each semester of employment. Faculty supervisors are expected to discuss their evaluations with the GA assigned to them. Students have the opportunity to respond to their evaluations. At least one classroom observation for **teacher-of-record TAs** during the first semester of teaching is required. The faculty member will submit the original to the Director of Graduate Education (DOGE) and to the Graduate Assistant. (Evaluation forms are included below.)

## Graduate Assistant Evaluation

Please provide an accurate and candid assessment of your Graduate Assistant's work toward the end of each semester of employment. Faculty supervisors are expected to discuss their evaluations with the GA assigned to them. Students also have the opportunity to respond to their evaluations. At the time of the discussion between the GA and the faculty supervisor, both parties should complete both sides of this form and sign it. The faculty member will submit the original to the Graduate Secretary in the COD Administrative Services Office, Room 146. They will also give a copy to the Director of Graduate Education (DOGE) and to the Graduate Assistant.

Semester \_\_\_\_\_ Year \_\_\_\_\_ Class/Research Title \_\_\_\_\_  
 GA Name \_\_\_\_\_ Faculty Name \_\_\_\_\_

Supervisor Ranking of GA Only as Applicable	Meets Expectations	Below Expectations	N/A	Comments (Required if Unsatisfactory)
Dependability: Sense of responsibility, punctuality, etc.				
Consistent communication with supervising faculty.				
Ability to work in a disciplined fashion.				
Initiative: Works independently, solves problems.				
Professionalism: Attitude, maturity, collegiality.				
Grading: Knowledge of material, fairness, timeliness.				
Preparation for each week's work.				
Knowledge/skills/conceptual understanding.				
Research: Technique, diligence, accuracy.				
Teaching: Lectures, discussions, demonstrations, availability.				
Studio/facility/technological maintenance.				

At least one classroom observation for **teacher-of-record TAs** during the first semester of teaching is required.  
(If first observation is okay, additional observations are not needed but may be requested by the GA or faculty in the future.)

**Observation Attached**    Yes    No    Not Applicable                      **Date of Observation**

Did the GA report for work during the first contract week?  
Did the GA maintain contact with supervisor?

**Overall Ranking:**                      **Meets Expectations**    **Below Expectations**

**Additional Comments?**

**(GAs have the right after discussing and signing the evaluation with the faculty supervisor to submit their own self-evaluation and comments to the DoGE)**

\_\_\_\_\_  
FACULTY SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

## Graduate Assistant Teaching Observation Form

Please provide an accurate and candid assessment of your Graduate Assistant's teaching. Teaching assistants are expected to provide and discuss their course syllabus with their supervisor prior to the scheduled observation. During the review of the observation report, both parties should sign the form. The faculty member will submit the original to the Graduate Secretary in the COD Administrative Services Office, Room 146. They will also give a copy to the Director of Graduate Education (DOGE) and the Graduate Assistant.

Name of Graduate Assistant Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Course Number and Name: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

### Course Syllabus and Schedule

1. The Graduate Assistant wrote the syllabus (yes/no) or followed a prescribed syllabus (yes/no)?  
**If the GA designed and wrote the syllabus, answer questions b – e below)**

- |  |     |
|--|-----|
| a) Does the syllabus set out clear learning objectives for the course?               | Yes |
| No   |     |
| b) Is the syllabus well organized and conceptualized?                                | Yes |
| No   |     |
| c) Is the instructor covering the major areas that should be covered in this course? |     |
| Yes      No  |     |
| d) Does the syllabus make clear the basis for grading?                               | Yes |
| No   |     |
| e) The GTA adhered to the course schedule and syllabus?                              | Yes |
| No   |     |



## Course Observation

1. Non-evaluative description of the class you visited. Which of the following did it include?

- |                  |     |    |
|------------------|-----|----|
| a) Lecture       | Yes | No |
| b) Discussion    | Yes | No |
| c) Critique      | Yes | No |
| d) Demonstration | Yes | No |
| e) Other? _____  |     |    |

## Class Evaluation

### Rating Scale:

**4 – Strongly Agree    3 – Agree    2 – Disagree    1 – Strongly Disagree    Not Observed**

- |   |   |   |   |   |              |
|---|---|---|---|---|--------------|
| a) The GTA is professional, punctual, and prepared for class.                         | 4 | 3 | 2 | 1 | Not Observed |
| b) The GTA communicated interest in the subject.                                      | 4 | 3 | 2 | 1 | Not Observed |
| c) The GTA has a thorough knowledge of the material.                                  | 4 | 3 | 2 | 1 | Not Observed |
| d) The GTA encouraged student participation.  | 4 | 3 | 2 | 1 | Not Observed |
| e) The GTA asked questions or made comments that generated critical thinking.         | 4 | 3 | 2 | 1 | Not Observed |
| f) The GTA interacted well with students and addressed students' needs and questions. | 4 | 3 | 2 | 1 | Not Observed |
| g) The GTA made appropriate use of ( <i>technology/instruments/texts/readings</i> ).  | 4 | 3 | 2 | 1 | Not Observed |
| h) The material was well organized.   | 4 | 3 | 2 | 1 | Not Observed |
| i) The material was well clearly presented.   | 4 | 3 | 2 | 1 | Not Observed |

j) The GTA used time well.

4

3

2

1

Not Observed

**Overall Assessment of Instruction:**

**Meets Expectations**

**Below Expectations**

Comments if Needed:

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Graduate Assistant's Signature/Date

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Supervising Instructor's Signature/Date

## 9. MFA PROCEDURES

### Department of Art & Visual Culture Timeline

#### Year One (First 20 Credits)

<b>Adviser</b>	<p>Department DOGE serves as your adviser.</p> <p>Speak with and show your work to as many faculty members as possible, both within and outside of the department, with the goal of identifying your major professor and committee members.</p> <p>By the end of the first year, students are expected to identify AVC department POS Committee members (including the major professor). All parties should agree.</p>
<b>Courses</b>	<p>Four ARTIS studio courses.</p> <p>One ARTH course.</p> <p>One section of ARTIS 571: Graduate Seminar or ARTIS 511: Seminar in Teaching.</p> <p>One course outside the department or college, in a field of interest.</p> <p>One semester should include 9 credits and the other 12.</p>
<b>Thesis</b>	<p><b>First-Semester Research Requirements:</b></p> <p>Your focus for the first semester is exploration in both studio and research.</p> <ul style="list-style-type: none"> <li>• You are expected to arrange meetings to discuss your work with a minimum of 3 faculty with whom you are not currently working.</li> <li>• You are expected to attend the midterm review and give a <u>5-minute introductory artist's talk with 5 slides of previous work and 3 slides of new and/or current work.</u></li> <li>• Consider the overall layout/design.             <ul style="list-style-type: none"> <li>• All images should be high-quality reproductions.</li> <li>• Include captions                 <ul style="list-style-type: none"> <li>▪ <i>Title italicized</i></li> <li>▪ Date</li> <li>▪ Size (height x width x depth)</li> <li>▪ Medium</li> </ul> </li> </ul> </li> </ul> <p><b>Second-Semester Research Requirements:</b></p> <ul style="list-style-type: none"> <li>• One PowerPoint is required, covering all current studio coursework.</li> <li>• Review the second-semester requirements and discuss the PowerPoint content with each of your studio faculty prior to submission.</li> <li>• Max 15 minutes: Practice what you will say and time it before the review.</li> <li>• Introduce 5 artists, including at least 3 working today, who influence your current artwork. At least 1 artist should be in a medium that is new to you.             <ul style="list-style-type: none"> <li>• Include 1-2 slides for each of the 5 artists.</li> </ul> </li> </ul>

**Year One (First 20 Credits) *continued from previous page***

	<ul style="list-style-type: none"> <li>• Explain who each artist is, their ideas and motivation, as well as the type of work they create and how it relates to your practice.</li> <li>• Include images of your work to clarify your relationship to the artists chosen.</li> <li>• Consider the overall layout/design.</li> <li>• All images should be high quality reproductions.</li> <li>• Include captions             <ul style="list-style-type: none"> <li><i>Title italicized</i></li> <li>▪ Date</li> <li>▪ Size (height x width x depth)</li> <li>▪ Medium</li> </ul> </li> </ul> <p><b>First- and Second-Semester End-of-Semester Review Requirements:</b></p> <ul style="list-style-type: none"> <li>• Public exhibit of current visual work for review by all AVC faculty and IVA students.</li> <li>• Include wall labels and an artist statement.</li> </ul>
<b>Professional Activities</b>	Begin or continue to develop professional engagement, including exhibitions, lectures, gallery work, website, etc.
<b>Graduate College Procedures</b>	Non-native English speakers meet the Graduate English requirement.

<b>Year Two (Up to 40 Credits)</b>	
<b>Adviser</b>	<p>By the end of this period, identify a major professor and POS Committee (POSC) members.</p> <p>Work with committee to design your Program of Study (POS).</p> <p>Complete the online POSC form.</p>
<b>Courses</b>	<p>Three ARTIS studio courses.</p> <p>Two ARTH courses.</p> <p>One section of ARTIS 571: Graduate Seminar or ARTIS 511: Seminar in Teaching.</p> <p>One studio course outside the department.</p> <p>One semester should include 9 credits and the other 12. *Note: Read the 699 Course Fee Registration Policy before registering for the next year's thesis credits <a href="https://www.design.iastate.edu/wp-content/uploads/2016/12/ISA699BLabFeeRegistrationPolicy.pdf">https://www.design.iastate.edu/wp-content/uploads/2016/12/ISA699BLabFeeRegistrationPolicy.pdf</a></p>
<b>Thesis</b>	<p><b>Third-Semester Research Requirements:</b></p> <p>Announce your Program of Study Committee at the midterm reviews. It is expected that you have discussed this with the faculty and they have agreed to serve on your committee prior to the midterm review. Discuss the paper with each of your POSC faculty prior to submission; it should be circulated to your POSC faculty two weeks prior to the DOGE's submission date.</p> <ul style="list-style-type: none"> <li>• One 2-part paper (for a maximum 1,000 words total) is required, covering all current studio coursework.</li> <li>• Label your paper "Third Semester Research Paper: (Insert your name)." Label Part 1: "Artist Statement" and Part 2: "Thesis Proposal Abstract."</li> <li>• Choose a major work or series of works you completed during your first three semesters at Iowa State.</li> <li>• In the artist statement, include the following: <ul style="list-style-type: none"> <li>▪ Describe the work, including content, style and medium.</li> <li>▪ How does it relate to or depart from your previous work?</li> <li>▪ What did you learn from working on it?</li> </ul> </li> <li>• In the thesis proposal abstract, describe an anticipated direction(s) you would like to pursue.</li> <li>• Use images of your work (in color if appropriate) to illustrate either your artist statement and/or your abstract of a proposed thesis statement/direction. The images should be high-quality reproductions.</li> <li>• Include captions <ul style="list-style-type: none"> <li>▪ <i>Title italicized</i></li> <li>▪ Date</li> <li>▪ Size (height x width x depth)</li> <li>▪ Medium</li> </ul> </li> <li>• Consider the overall layout and design of your paper. Text and images should support each other.</li> <li>• Faculty responses to the writing will focus on the content, not the form, of the writing. Suggestions will include artists or processes to research.</li> <li>• Link to theses by former students <a href="https://dr.lib.iastate.edu/browse/author">https://dr.lib.iastate.edu/browse/author</a></li> </ul>

	<p><b>Fourth Semester Research Requirements:</b> Attend/participate in research review (mid-semester). With the guidance of your committee and Graduate College resources, complete the following by the end of the year:</p> <ul style="list-style-type: none"> <li>• Draft a thesis abstract.</li> <li>• Outline your written thesis.</li> <li>• Set a timeline for thesis writing.</li> <li>• Make a list of readings and research directions.</li> <li>• Schedule a committee meeting to respond to the above.</li> <li>• <b>Reserve a gallery space for your thesis exhibition</b> (see Final Oral Examination, Final Semester notes below).</li> </ul> <p><b>Third Semester End-of-Semester Requirements:</b></p> <ul style="list-style-type: none"> <li>• Publicly exhibit your current visual work for review by all AVC faculty and IVA students.</li> <li>• Include wall labels and artists statement.</li> </ul> <p><b>Fourth Semester End-of-Semester Requirements:</b></p> <ul style="list-style-type: none"> <li>• Schedule a committee meeting near the end of the semester.</li> <li>• Invite additional faculty if you or the committee feel that would be helpful.</li> <li>• Show work completed during the current semester.</li> <li>• Discuss plans for thesis exhibition, and share work completed for exhibition and written thesis.</li> <li>• Notify DOGE when review is complete.</li> <li>• Failure to meet with the committee each of these two semesters indicates you are not meeting departmental deadlines toward matriculation. Benefits such as assistantships may be withdrawn.</li> <li>• Attend the end-of-semester review. You have the option to display your work in that exhibit, but you must make a request with the DoGE in advance. The DoGE will grant approval based on space availability.</li> <li>• If displaying work in the end-of-semester review, include wall labels and artist statement.</li> </ul>
<p><b>Professional Activities</b></p>	<p>Continue to develop professional engagement, including exhibitions, lectures, gallery work, website, lectures, etc. Assume a leadership role in your professional activities.</p> <p>During academic breaks (summer/winter):</p> <ul style="list-style-type: none"> <li>• Work on your artist’s statement, resume, cover letters, etc.</li> <li>• Document your visual work and research employment opportunities.</li> </ul>

<b>Year Three – Fifth Semester (Over 40 Credits)</b>	
<b>Adviser</b>	<ul style="list-style-type: none"> <li>• Meet with major professor regularly throughout the semester.</li> <li>• Schedule at least one committee meeting during the semester to gauge progress.</li> </ul>
<b>Courses</b>	<p>Two credits 699A: Research: Thesis (written).            One credit 699B: Research: Thesis Exhibition (visual).            One ARTIS studio course.            One section of ARTIS 571: Graduate Seminar or            ARTIS 511: Seminar in Teaching.            One studio course outside the department.            This semester includes 12 credits.</p>
<b>Thesis</b>	<ul style="list-style-type: none"> <li>• If you haven't, <b>reserve a gallery space</b> for your thesis exhibition.</li> <li>• With the guidance of your major professor, committee members, and Graduate College resources, complete a draft of the thesis including:</li> <li>• Artist's statement.</li> <li>• Historical, artistic, and conceptual context.</li> <li>• Discussion of your earlier work.</li> <li>• Thoughts about proposed visual thesis work and exhibit.</li> <li>• For thesis tips and resources refer to: <a href="https://www.grad-college.iastate.edu/thesis/">https://www.grad-college.iastate.edu/thesis/</a></li> </ul> <p><b>Fifth-Semester End-of-Semester Review Requirements:</b></p> <ul style="list-style-type: none"> <li>• Required to schedule a committee meeting near the end of the semester.</li> <li>• Invite additional faculty if you or the committee feel that would be helpful</li> <li>• Show work completed during the current semester.</li> <li>• Discuss plans for thesis exhibition, and share work completed for exhibition and written thesis.</li> <li>• Notify DOGE when the review is complete.</li> <li>• Failure to meet with the committee each of these two semesters indicates you are not meeting departmental deadlines toward matriculation. Benefits such as assistantships may be withdrawn.</li> <li>• Attend the end-of-semester review. You have the option to display your work in that exhibit, but you must make a request with the DoGE in advance. The DoGE will grant approval based on space availability.</li> <li>• If displaying work in the end-of-semester review, include wall labels and artist statement.</li> </ul>
<b>Professional Activities</b>	<p>Refine artist's statement, resume, cover letters, etc.            Document your visual work with professional-quality images.            Continue to research employment opportunities and apply for positions.            Continue involvement in professional activities.</p>

Year Three – Final Semester (Over 51 Credits)	
<b>Adviser</b>	Meet with major professor regularly throughout the semester. Schedule at least one committee meeting during the semester to gauge progress before the final oral exam.
<b>Courses</b>	One credit 699A: Research: Thesis (written). Two credits 699B: Research: Thesis Exhibition (visual). One ARTIS studio course. One ARTH course. This semester includes 9 credits.
<b>Thesis</b>	With the guidance of your major professor, other committee members, and Graduate College resources, complete the written and visual theses and plan the exhibition details.
<b>Professional Activities</b>	Complete documentation of your visual work and related professional engagement.
<b>Grad College Procedures</b>	<p>Apply for Graduation (Check deadline: early in semester). The requirements and <b>deadlines</b> related to graduation can be found at: <a href="http://www.grad-college.iastate.edu/graduation/masters_thesis.php">http://www.grad-college.iastate.edu/graduation/masters_thesis.php</a> Submit <b>Request for Final Oral Examination</b> through the Graduate College at least 3 weeks before the examination date.</p> <p>The Oral Examination:</p> <ul style="list-style-type: none"> <li>• Must occur while your exhibition is up.</li> <li>• Must be scheduled when all committee members can be present.</li> <li>• Must be scheduled before the last approved date for oral exams.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>• You must provide your <b>completed</b> written thesis to committee members at least 2 weeks before final examination.</li> <li>• You must successfully pass the Final Oral Examination and your major professor must immediately submit the report form to Graduate College.</li> <li>• Once you pass your Final Oral Examination and make any the requested changes to your thesis, the major professor(s) and DOGE will sign your Graduate Student Approval Slip for Graduation. All incompletes and Non-Report grades from previous terms must be resolved, and any conditions placed on the final oral examination must be removed.</li> <li>• The signed Graduate Student Approval Form must be submitted to the Graduate College by the deadline of the appropriate term.</li> </ul>



	<ul style="list-style-type: none"> <li>• Complete the Thesis Checklist:  <a href="http://www.grad-college.iastate.edu/current/thesis/checklist/">http://www.grad-college.iastate.edu/current/thesis/checklist/</a>            At the end of the list is the link to upload your thesis to ProQuest.            Note deadline for uploading.</li> <li>• Upon e-mail acceptance by the Graduate College, you will be able to graduate.</li> </ul>
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**\*Note Regarding ART IS 571: Seminar Course Field Trips**

Trips away from campus as part of a course are often appropriate educational experiences. They may not, however, take place during the first or last week of the semester, nor may they extend over more than two consecutive class days (Monday-Friday); these regulations may be waived only by special permission of the dean of the college in which the course is offered. Students should consult with instructors whose classes will be missed. If a mutually satisfactory agreement between the instructors and the student cannot be reached, the student cannot be required to attend the curricular-related activity or be penalized by the instructor for missing the curricular-related activity.

Special fees are often charged to cover the costs of field trips. Field trip fees are noted in the Schedule of Classes.

**Office of Equal Opportunity**

The Office of Equal Opportunity serves ISU faculty, staff, and students in ensuring equal access to employment and educational opportunities. The Office advances diversity, equity, inclusion, and fairness. We do this through outreach, education, training, and complaint resolution, as well as through the advancement of ISU’s anti-discrimination/ harassment and affirmative action policies. We provide resources for individuals who have experienced discrimination or harassment based on identity and protected class, and for those who have experienced power-based interpersonal violence. The Office provides individuals a safe environment for consultation and advice prior to choosing any particular next steps in their situation. Interactions with The Office of Equal Opportunity are low-risk and private.

View Iowa State University’s [Non-Discrimination Statement](#)

<https://www.eoc.iastate.edu/> Tel. [515 294-7612](tel:5152947612), [515 Morrill Road, 3410 Beardshear Hall, Ames, IA 50011](#)

## 10. LIST OF IVA ALUMNI & THEIR THESIS TITLES

Name	Date	Thesis Title
Leising, Rachel	Fall 04	<i>Self-Representations: Exposure/Disguise</i>
Atwell, Robert	Fall 02	<i>Dot on a Walk</i>
Faber, Carol	Spr 04	<i>Fragments of Nature/Laid to Rest</i>
Holtze, Mary	Spr 06	<i>Amalgamations</i>
Grover, Trent	Fall 08	<i>Dream of the Techno-Shaman</i>
Vredenburg, David (Zane)	Fall 07	<i>Food Fight</i>
Thompson, Nancy	Spr 08	<i>Ode to the White Rock Conservancy</i>
Robinson, Eric	Spr 09	<i>Perception, Understanding &amp; Belief Through Wood Cut &amp; Monotype Prints of the Parable of the Sower &amp; the Crucifixion of Jesus Christ</i>
Kamrath, Jon	Spr 08	<i>Family Tools</i>
Stanley, Michael	Spr 08	<i>Katrina's Crescendo</i>
Okumura, Hiromi	Fall 09	<i>State of Being-Perpetual Motion: Beauty Spreading Like Water</i>
Hong, Sunki	Spr 10	<i>Nature, Culture, &amp; Emotion: Objects of Wood, Metal &amp; Stone</i>
Hood, Amanda	Spr 10	<i>Nearly Gone</i>
Seidle, Larrison	Fall 11	<i>An Uncertain Stability</i>
Kral, Anastasia	Spr 11	<i>Memory: Beauty, Fragmentation &amp; Image</i>
Streeter, Paula	Fall 11	<i>Turned Pates/The Artist Book in the Age of Technology</i>
Corones, Matthew	Spr 12	<i>Analytic Hyperrealism in Photography Remodeling the Study of Light Through Computational Modes of Exploring Image Making</i>
Friend, Naomi	Spr 13	<i>Arable Visions</i>
Weyand, Kara	Spr 13	<i>Into the Hinterland</i>
Hall, Amanda Hall	Sum 13	<i>Playing House: Exploring Domesticity Gone Awry</i>
Nagel, Molly	Sum 13	<i>Beasts of Earth &amp; Spirit</i>
Stamy, Celinda	Spr 14	<i>Tunnel Vision</i>
Lynch, Wyeth	Sum 14	<i>Constructing Realities</i>
Dao, Stephanie	Spr 15	<i>Collective World: Interdisciplinary Collaboration &amp; Communication in the Visual Arts</i>
Jomepour, Rahele	Spr 15	<i>Women in Iran: Ancient History to Modern Times, &amp; Back</i>
Lee, Sodam	Spr 15	<i>Changing Perceptions &amp; the Impact of Culture</i>
Nissen, Lindsay	Spr 15	<i>Metaregionalism</i>
Pan, Hua	Spr 15	<i>Women in a Box</i>
Rock, Earle	Spr 15	<i>The Lens of Empathy</i>
Whittlesey, Heather	Spr 15	<i>Tensegrity</i>
Friess, Nick	Spr 15	<i>art I facs</i>

Kummitha, Rohini	Sum 15	<i>Magic Masala</i>
Sloan, Devin Vaughn	Fall 15	<i>Curious cut-aways</i>
Ishikawa, Josianne Marie	Spr 16	<i>Transitory Nature</i>
Dwyer, Alexis	Spr 16	<i>Casey Land Rambles</i>
Xue, Fei	Sum 16	<i>An Examination of Chinese Philosophical Concepts and Audience Through Animation</i>
Liu, Xin	Sum 16	<i>Mr. Acephalous: The procedure of the individual stop-motion animation</i>
Chen, Xiaohan	Spr 17	<i>World in a Flower</i>
Alsbury, Bridgette	Spr 17	<i>Food Pirates: An Exploration of Food, Technology, and the Future Through Sequential Art</i>
Greiner, Mathew B.	Spr 17	<i>Inconsequential Plan for Reorganizing the Value of Art in the Public Sphere</i>
Obbink, Matthew Brian	Fall 17	<i>Building Eugene</i>
Chen, Xin	Fall 17	<i>Culture and My Art</i>
Rice, Kristina	Spr 18	<i>Left/Over Objects</i>
Carlson, Taylor M.	Spr 18	<i>The power of belief: Implementing self-efficacy in the studio and the classroom</i>
Jenkins, Robert David	Spr 18	<i>Resurrection</i>
Deutmeyer, Rachel	Spr 18	<i>Traces: A Farm in Eastern Iowa</i>
Zandt, Andrew	Spr 19	<i>Time, Action Wear Memory</i>
Segner, Anna Noel	Spr 19	<i>Toy (with) Animals</i>
Long, Judy Jane	Spr 19	<i>The Veil</i>
Johnson, Dan	Fall 19	<i>Transmogriphy</i>
Godfrey, Sarah	Spr 20	<i>Shards and Scraps</i>
Gray, Cameron	Spr 20	<i>The Coronation</i>
Nutt, Daniel	Spr 20	<i>Sediments of Identity</i>
Beul, Jasmine	Fall 20	<i>The Alien Landscape</i>
Holzbauer, Paige	Spr 21	<i>Restoration</i>
Liu, Nan-Teng	Spr 21	<i>Unforgotten</i>
Yanulis, Christopher	Fall 21	<i>Thinking Out Loud</i>
Chiavetta, Christopher	Spr 22	<i>Becoming Ecological</i>
Lee, Youeun	Sum 22	<i>Cultural Storytelling: Korea</i>