

MFA CANDIDATE HANDBOOK

The University of Texas at San Antonio School of Art

PREFACE

Read and know your catalogue; it is your guide and contract with the University. You are ultimately responsible for your progress through the program here at UTSA. I have included, for your convenience, a sheet with all the major deadlines and expectations throughout your 3 years of study.

ENROLLMENT EXPECTATIONS

The MFA program requires student to reside in the San Antonio area and be immersed in their studies. MFA students are required to attend all classes in which they are enrolled in both studio and art history disciplines. Students are required to be full-time students, enrolling in a minimum of nine hours of credit each fall and spring semester. The majority of courses are weekday, daytime offerings. Students must produce their artwork on campus in the School of Art's instructional and graduate studio facilities. In rare cases, exceptions may be made, but this requires written authorization approved by both the GAR and the School Director. The community of working MFA students provides the rapport, support, and exchange that are essential to the learning process for this program.

ENGAGEMENT IN THE MFA PROGRAM

MFA students are expected to be actively engaged and visible in the MFA program and the art community at large. This means meeting all your academic and funding responsibilities such as; GTA (Graduate Teaching Assistant), GRA (Graduate Research Assistant), Gallery Preparator, or whatever job you are assigned. It means making every effort to attend all School of Art functions such as art openings, artist lectures, visiting artist studio visits, UTSA Days, and other organized events. Graduate students are expected to work in an environment that supports a peer group experience of mutual respect and support. The School of Art encourages a culture where it is safe to take risks and fail, as a process for artistic growth. MFA students represent The School of Art and UTSA, and are expected to act professionally in public. There are numerous opportunities for graduate students to engage the community such as interdisciplinary collaborative projects in public schools or with other schools or art departments. While San Antonio is the 7th largest city in the US, it also has a small-town feeling. It would serve you well to learn a little about the history of San Antonio, its people and culture.

REVIEWS

I. End of Semester Reviews:

At the end of each semester graduate students are reviewed on their current body of work and research. Most semesters, this will occur in the student's studio, or other agreed upon location, with a committee assigned by the GAR. Students will be provided with a list of prompts about their artwork and research, that they will be expected to address during the review. Students are also expected to submit in advance to their review committee, a current written artist statement for every semester. There are three benchmark reviews that will occur in addition to end of semester reviews: First Year Review, Advancement to Candidacy, Oral Comprehensive Examination.

End of Semester Review Evaluations

At the conclusion of each End of Semester Reviews, participating faculty will determine whether the student's work falls in one of two categories: Student's work is progressing satisfactorily or Student's work is unsatisfactory. Important Note: Students who receive evaluations of unsatisfactory for two of the semester reviews will be immediately reevaluated by the entire graduate faculty, who will determine whether the student will be permitted to continue in the MFA program. All MFA students must understand that they are expected to and required to produce new work each semester, for each and every semester of their MFA program.

II. First Year Review

All new graduate students will be reviewed near the end of their first year, usually Spring semester. The first year review evaluates the relative strengths of, and possible new directions for each of the new graduate students. It also identifies any issues that might hold a student back from satisfactory performance in future reviews.

This review takes place in front of all graduate faculty in the School of Art, including Art Historians. Students should, in consultation with their faculty mentor and the approval of the GAR, locate a space suitable for exhibiting work and accommodating the graduate faculty. Students not under review, who occupy adjacent studios, should exercise the courtesy of vacating their spaces during reviews to assure appropriate privacy. Students will prepare a brief statement in essay form, based on a list of prompts about the work presented, its relation to past work, its current direction and ground the work both historically and in relation to contemporary art issues and concepts.

The main body of work shown and discussed in the first year review should be complete and current. Work in allied areas, or work from the prior semester may be included in this review. The student should pay close attention to the remarks made by faculty during the review. These remarks are the response to and suggestions for the work. The student being reviewed may have one person present as a note taker.

Evaluation: A $\frac{2}{3}$ vote is required to pass the first year review. The recommendations of the first year review will fall under the following three categories: *Passing*, *Re-review*, *Failing*. Area Heads will inform each student of their results and any suggestions made by faculty during the discussion. A finding of *Re-review* requires that the student be evaluated at the end of the next semester as the First Year Review. If a student's work is assessed as needing to be re-reviewed twice, a formal letter will be written to the student suggesting remediation steps that might be necessary to elevate the level of the work, or suggesting termination of the student's enrollment in the MFA degree program. Students receiving an evaluation of *Re-review* three times, will be terminated from the program. Students receiving evaluations of *Failing* will be terminated from the program immediately. Questions concerning the results of the review should be addressed to the student's Area Head or to the GAR.

III. **Advancement to Candidacy Review (Usually 4th semester)**

At the beginning of the 4th semester of graduate study (or after 24 credits), the student should make a formal application for Advancement to Candidacy by making an appointment with the GAR. Together with the GAR, a degree plan will be developed showing courses completed and those proposed to be taken. Prior to the actual review, the student will also receive a list of prompts, which should be considered and answered in writing. These prompts (questions) are designed to help the student speak in an articulate manner about their current work. These responses should be emailed to the Chairperson of the committee 2 weeks prior and to the advancement , and to the rest of the committee one week prior to the scheduled review. The advancement review generally takes place in an appropriate location to view the work, often in the student's studio. Students must send an email to their assigned "Advancement Committee" to schedule the building, room number, date and time of the advancement review. The student must notify the GAR of the building, room number, date and time of the review.

The student's task is to demonstrate their readiness to produce a consistent and competent body of work for the MFA exhibition. This readiness will be evaluated through the review of the current body of studio work and the student's ability to defend that body of work in a coherent, knowledgeable, and articulate manner.

The GAR will appoint a committee of four Graduate Faculty members:

- A. The Chairperson of the committee shall be the student's major instructor or major proponent.
- B. A Professor who has not worked with the student prior to the review.
- C. A Professor from another area (e.g. a sculptor if the student is a painter, etc.).
- D. A Professor from Art History.

Graduate Faculty may be present and participate in the review, but only appointed Graduate Faculty Committee members shall vote. A majority vote is required for successful advancement.

Evaluation: The student will be advised, usually in-person by the committee, and in writing by the GAR as to the outcome of the review. In the event that the student should not be advanced to

candidacy, one of the following may be requested by the Advancement Committee:

1. During the next semester, the student is to continue with a specifically formulated schedule of study agreed upon by the chairperson and the GAR, and must, by the conclusion of that semester, pass the Advancement Review. A new review committee may be chosen.
2. The student withdraws from future enrollment in the MFA program.
3. The student requests a leave of absence from the MFA program.

In the case that a student does not pass a second Advancement Review, the entire faculty will review the work at the end of that same semester. Failing a 3rd review will result in the student being terminated from the MFA program.

A student may not, in any case, register for ART 6843 MFA Exhibition without first having been Advanced to Candidacy.

IV. MFA Oral Comprehensive Examination

This review takes place during, and is a major component of, the course work for the ART 6843 MFA Exhibition (Thesis Project). It occurs in the presence of the artwork, selected by the student in concurrence with the major instructor, normally at an exhibition or in the studio of the candidate. The student will receive a guideline for a written statement about the “thesis project” that the student will develop with advice from the chair of their graduate committee. The student will be asked to give an oral presentation which explains the nature of the work being reviewed in terms of its historical precedents and its current viability in the greater world of art. The committee will then ask questions of the student concerning the work (form and content) and/or the student’s statements concerning the work. To be successful the student must be able to orally defend both the work and their philosophy concerning it.

Evaluation: A majority vote by the committee is necessary for the student to pass the examination. Failure to pass will defer the examination until the following semester and result in an “RP” (repeat) grade for the course. The MFA Candidate must receive a passing grade (B or higher) in Art 6843 MFA Exhibition in order to complete the MFA degree. Failure to pass the Oral Examination after **3 attempts** will result in the letter grade “F” for this course and termination of the program.

Selection of the MFA Committee

Early during the students’ 5th semester, the MFA candidate will inform the GAR by email, a requested list of faculty they desire to serve as their MFA Thesis Project committee and selecting one of these to serve as chair. The committee should consist of at least 3 and not more than 4 graduate faculty members from the School of Art, and should include at least two studio faculty members. The student must coordinate with their graduate committee in advance, the specific date and time of their MFA Examination.

The Chairperson of the MFA Committee should be a Graduate Faculty member from the candidate's area of concentration. Exceptions to the assignment of the committee Chairperson must be approved by the GAR and the School Director. This committee supervises the candidate's progress throughout their (5th and 6th semesters) final year, and administers the Oral Comprehensive Examination on the specified place, date, and time.

Removal of incomplete grades prior to registration for the MFA Oral Comprehensive Examination.

Except in extraordinary circumstances all incompletes that the MFA candidate expects to count towards graduation should be resolved before registration for ART 6843 MFA Exhibition. Waiver of this requirement should be obtained in writing from the GAR and the Chairperson of the Candidate's MFA Committee prior to registration for Art 6843 MFA Exhibition.

Application for MFA Exhibition

An exhibition of the MFA candidates "thesis project" or artwork, completed after their advancement review is required for the completion of the MFA degree. The department provides a venue for these exhibitions via the Russell Hill Rogers Gallery on the Southwest campus Downtown or the Main Campus Gallery in the Arts Building. Students must submit an exhibition proposal to Dr. Scott Sherer the semester prior to their proposed exhibition. The work for this exhibition should only include artworks created in their last two semesters, and should not have been exhibited in its completed form prior to the MFA exhibition.

Documentation of MFA Exhibition

Documentation of the required MFA Exhibition in the form of digital images labeled with artist's name, dates, materials, dimensions of works, and written component, shall be submitted to the GAR and to the Visual Resource Center Manager prior to graduation, or their degree may be delayed.

PRACTICUM/INTERSHIP/STUDIO FACILITIES

Practicum in Teaching

ART 6043 Practicum is a course a graduate student takes (generally in their 2nd semester), to receive training to **become eligible** for assignment as a graduate instructor (Graduate Teaching Assistantship). To qualify, a student must have successfully completed at least 9 credit hours toward their MFA and passed their end of semester review. Students will work directly with a graduate faculty and assigned instructors in the appropriate lower division course that they have an interest in teaching. This Practicum in Teaching is an enrolled course and is counted toward the Emphasis Area credits in the 60-credit program of study for the MFA.

The possibility to teach future courses as “instructor of record”, after successfully passing the Teaching Practicum, depends on your overall performance in the MFA program and availability of courses.

*GTAs operate under supervision of the area head in which they teach. By university policy, GTAs are only permitted to teach lower division courses (1000 & 2000 levels).

Internships

ART 6033 Internships, provide UTSA students with a unique educational experience and exposure to a variety of preapproved art institutions, organizations and professional artists. It is hoped that the intern, the cooperating entity, and the UTSA School of Art faculty will work together to create and experience that is mutually beneficial. In some cases, an internship will also prepare the student for future employment with an arts institution in San Antonio, or elsewhere.

The student should contact the institution or artist they plan to do the internship with to make sure it is compatible with their schedule and career goals. The GAR must be informed of the student's intention to do an internship one semester in advance. Together with the Internship Coordinator, students will develop the details of the internship, the purpose and operation of any cooperating institution or organization as well as the expectations of the supervising professional(s). The intern's duties, whether administrative, archival, curatorial, technical, or involving preparation and installation, should be clearly outlined by the supervising professional at the beginning of the internship. A brief description in writing that states the schedule and project(s) on which the intern will be working should be provided to the internship coordinator.

Interns are required to complete 150 hours of work over the semester to earn credit for their degree plan. Interns are expected to work on their internship for approximately 10 hours per week throughout the 15-week semester. Hours may be flexible to allow shorter or longer work weeks, depending on the cooperating entity's needs and the student's schedule, but should average out to 10 hours per week.

Intern's responsibilities: Interns are expected to perform their duties efficiently and to completion. They should take an active role in the internship by carrying out all assigned tasks to the best of their abilities, discussing with supervisors any difficulties or lack of understanding. Interns should double-check instructions to make sure they understand precisely what they are being asked to do, taking notes if necessary. If the intern has any special knowledge or skill that would benefit the art entity, the supervising professional should be informed so that these skills can be put to use.

Off-campus supervisor's responsibilities: The supervising professional should remember that the intern is not an employee but a student who is learning about the operations and programs of the cooperating individual or institution by helping with a variety of tasks. In exchange for the volunteered services of the intern, the cooperating entity is asked to contribute to the student's

education by assigning constructive tasks that are within the student's abilities and offering guidance and constructive criticism that will help the student complete the assigned work successfully. Duties assigned should be worthy of three semester hours of college credit and appropriate to the elected discipline (Studio Art [ART] or Art History and Criticism [AHC]).

If the supervisor professional is dissatisfied with any aspect of the intern's performance, he or she should first discuss the problem and a solution with the intern. Un-resolvable conflicts should be addressed to the internship coordinator and to the GAR at UTSA.

It is required that the intern keep a journal documenting activities, tasks and assignments. The journal should be submitted periodically to the intern's primary professor in their area of research at UTSA. Instructors may require alternative or supplemental assignments. The completed journal must be turned in at the close of the internship.

It is recommended that the supervising professional file a midterm and a final report with the intern's primary professor. Grades will be determined by the instructor in consultation with the supervising professional.

*AHC Internships may only be used for the completion of Art History degree programs Bachelor's of Art in Art History and Masters of Arts. Rare exceptions to this rule require Graduate Advisor of Record and Chair approval.

Transfer Credits

As determined by the Graduate school, Graduate students may transfer a total of six credit hours toward the completion of the program of study for the MFA. Please note: this includes prior graduate coursework from an outside institution including study abroad institutions.

Graduate Studios

Studios are assigned by the GAR based on your emphasis area and availability. MFA Graduate Students have 24/7 access to their studios except in the case of necessary maintenance or emergencies. These studios are considered laboratories and as such are subject to routine inspection by UTSA safety office. Student may have to complete yearly special training relating to their studio/lab assignment. Students are expected to comply with studio/lab safety rules and regulations. Failure to comply with these studio/lab safety rules may result in the student's dismissal from the MFA program.

Use of Art Facilities

Students are expected to follow all rules and regulations concerning safety and best practices when using all UTSA art facilities and equipment. Students must receive approval from their instructor or lab (tech) manager prior to using any tools or equipment, particularly in printmaking, sculpture and ceramics. If you don't know how to use a tool or piece of equipment, ASK FIRST. Students should contact Area Heads in the area they plan to work in at the beginning of the

semester for a list of demonstrations on how to use specialized equipment and tools they might plan to use. Students may not use equipment or tools when there are regularly scheduled courses taking place in that lab; ask Area Heads or lab managers for the available facility times. Failure to comply with safety regulations may result in the student losing access to that art facility.

MFA Students with Funding Packages

MFA students with funding packages are required to work between 9.5 to 19 hours per week for the UTSA School of Art. Examples of their work duties might include, 3-D studio monitor, gallery assistant, reader/grader, art office assistant, studio instructor (once practicum is completed satisfactorily), monitor for 2-D studios, woodshop monitor, Visual Resource Center monitor, printmaking technician, ceramics technician, etc. These work duties may take place on Main Campus or the SW Campus downtown. Work duties are assigned based on the students' experience, skill and are rotated among their peers. Students are required to keep accurate records of the day, time and task performed for each work-day, to be turned in to their supervisors in a timely manner. Students must inform their supervisors in advance if they are not able to meet a scheduled work hour so a replacement may be found. Students not meeting the requirements of their funding packages may have their funding withdrawn.

Leave of Absence

Students enrolled in the MFA program may apply for a leave of absence each term (Fall or Spring), not to exceed one year, when events such as illness or injury, active military service, or the need to provide care for a family member prevent active participation in the degree program. Please note, students must be registered by census date of the third continuous semester or they must reapply for admission. When possible, a leave of absence must be approved in advance by the Graduate Advisor of Record (GAR) and the Director of the School of Art using the MFA leave of absence form. A leave of absence is required for any Fall or Spring semesters that an MFA student is not registered. Without an approved leave of absence form, any MFA funding may not be guaranteed upon return. Students are responsible for contacting the Office of Financial Aid with questions regarding financial aid or loan status.

A student returning from a leave of absence must enroll for the following Fall or Spring semester or provide a written request for a leave of absence extension (a leave of absence may not exceed one year throughout the student's degree program). It is the student's responsibility to maintain contact with the GAR. Any student who does not register or who does not secure an approved leave of absence extension after one year will be considered to have withdrawn from the MFA program.

Time for Submission: A Leave of Absence request should be submitted to the GAR no later than or during the semester prior to the requested leave. In the event that this is not possible, the request should be submitted as soon as the student is aware that they will not be able to register for any given semester.

MFA CANDIDATE TIPS

The University of Texas at San Antonio School of Art

1. Read your Graduate Catalog and understand it! If you don't understand it, ASK. It is your contract with the University.
2. Your 60 hours of Graduate study for MFA should be taken as listed in the chart at the back of this handbook. Please keep up with your progress and if you have questions concerning which courses count for what, contact the GAR.
3. Enrollment in the MFA Program is full time only. (9 plus graduate hours per semester) Summer, and sometimes your last semester, are the exceptions.
4. You will also be required to pass at least three oral reviews as you work towards your MFA, as well as perform satisfactorily at the End of Semester Reviews. They are explained in your Graduate Handbook. If you have any questions or special needs about these please notify the GAR
 - a. First Year Review
 - b. Advancement to Candidacy Review
 - c. MFA Oral Comprehensive Examination
5. If you have any conflicts or problems with your teachers or your fellow students, try first to resolve it directly with them. If that is not sufficient, then see the GAR. If after speaking with the GAR the student feels the conflict is not resolved, students may choose to contact the School of Art Director and the COLFA Dean where the process gets very formal.
6. Studios are assigned by the GAR based on your emphasis area and availability. You will be assigned a semi-private studio and you should have access to your studio 24/7. It is your responsibility to keep it secure, safe, and reasonably clean for yourself and your fellow students. The use of radios, CD players, solvents, and other potentially harmful substances will be addressed by your professor and your online lab training module. **TO MAINTAIN SAFETY AND SECURITY OF THE STUDIOS, DO NOT GIVE THE LOCK COMBINATION TO OTHER PEOPLE. THIS IS FOR THE GRADUATE STUDENTS ONLY!**
7. Work with the staff in the art office. They are on your side.
8. Faculty and office staff use the email associated with your ASAP profile. Please update your information regularly with the GAR, with your preferred phone number and alternative email address.
9. In all dealings with Financial Aid, get instructions in writing. Keep the name of the person you work with.
10. There are State Laws and strict University regulations on parking, against the use of alcohol, and illegal drugs on campus. This is part of your relationship to the State of Texas.
11. As of August 1, 2016 it is legal to carry a concealed weapon on the UTSA campus. Students who plan to carry a concealed weapon should follow all provisions of the law, obtain the required License to Carry a Concealed weapon, and know and observe all rules for excluded areas.

MFA CANDIDATE DEGREE PLAN

The University of Texas at San Antonio School of Art

3 Year Plan (1 summer and 1 twelve-credit long semester):

Students can plan to take the 9 required credits per semester with course work (3 credits) during the two summer sessions to complete the degree requirements in 3 years. Students may also take two long semesters of 12 credits each and the other It is recommended that students contact financial aid to understand coverage during summer terms. Some aid is available for graduate students planning to take summer credit, but students need to apply for this funding in advance.

Year 1	FALL 20__ <input type="checkbox"/> Art History (AHC 5123) _____ <input type="checkbox"/> Graduate Seminar _____ <input type="checkbox"/> Graduate Critique _____ Semester Hours: 9	SPR 20__ <input type="checkbox"/> Practicum (ART 6043) _____ <input type="checkbox"/> Graduate Seminar _____ <input type="checkbox"/> Graduate Critique _____ Semester Hours: 9
	<input type="checkbox"/> SUM 20__ <input type="checkbox"/> Art History _____ Semester Hours: 3	
Year 2	FALL 20__ <input type="checkbox"/> Art History _____ <input type="checkbox"/> Graduate Seminar _____ <input type="checkbox"/> Graduate Critique _____ <input type="checkbox"/> Elective (Internship or extra studio) _____ Semester Hours: 12	SPR 20__ <input type="checkbox"/> Graduate Seminar _____ <input type="checkbox"/> Graduate Critique _____ <input type="checkbox"/> Art History _____ Semester Hours: 9
Year 3	FALL 20__ <input type="checkbox"/> Graduate Seminar _____ <input type="checkbox"/> Graduate Critique _____ <input type="checkbox"/> Professionalism _____ Semester Hours: 9	SPR 20__ <input type="checkbox"/> Graduate Seminar _____ <input type="checkbox"/> Graduate Critique. _____ <input type="checkbox"/> MFA Thesis Exhibition _____ Semester Hours: 9
6 Grad Seminar, 6 Grad critique, 4 Art History, 1 Free Elective (internship), 1 Practicum, 1 Professionalism, 1 MFA Thesis Exhibition		
60 Degree Hours		

SAMPLE MFA DEGREE PLAN

3 Year Plan (including 2 summers):

Students can plan to take 9 required credits per year (fall and spring) for 3 years plus, 3 credits for two summer sessions, or 6 credits (2 courses) for one summer session (usually study abroad). It is recommended that students contact financial aid to understand coverage during summer terms. Some aid is available for graduate students planning to take summer credit and travel abroad funding, but students need to apply for this funding in advance.

FALL	First Semester
AHC 5123	Research Methods (Art History)
ART 6023	Graduate Seminar
ART 6653	Graduate Critique
SPRING	Second Semester
ART 6043	Teaching Practicum
ART 6023	Graduate Seminar
ART 6653	Graduate Critique
SUMMER 1	Art History
FALL	Third Semester
ART 6023	Graduate Seminar
ART 6033	Internship (ArtPace) or another graduate level university course (elective)
AHC 5813	Art History
SPRING	Fourth Semester
ART 6023	Graduate Seminar
ART 6653	Graduate Critique
AHC 5813	Art History
SUMMER 2	ART 6973 Grad (Studio) Special Problems
FALL	Fifth Semester
ART 6023	Graduate Seminar
ART 6653	Graduate Critique
ART 6763	Professionalism
SPRING	Sixth Semester
ART 6023	Graduate Seminar
ART 6653	Graduate Critique
ART 6843	MFA Thesis Exhibition
<p>20 Classes at 3 hours each = 60 Total Degree Hours Mfa handbook page 11</p>	

MFA CANDIDATE PROGRAM DEADLINES

The University of Texas at San Antonio School of Art

MFA students are responsible for knowing the requirements for their degree program, the classes they are required to take and deadlines below. Please check your UTSA Student email, the official method of communication between you and UTSA.

Year 1: Discovery and Challenge- *Challenging your comfort zones by engaging in experimentation, research, and discovery; letting failure show.*

Before the semester begins

- Make sure your schedule is correct.
- Visit Onestop online and plan to get your ID, parking pass, UTSA email account, etc.
<https://onestop.utsa.edu>
- Register for the New Graduate Student Orientation through the graduate School:
<https://graduateschool.utsa.edu>
Get your studio assignment from the GAR and move into your studio. This is a 30-minute process, not just handing over a key, LOL.
- FALL SEMESTER
- Attend required MFA student orientation meeting (1st week of classes)
- Census day. This is the closing day for all drop and adding classes. Make sure you are in the classes you want to be in.
- Get your semesters' work assignment from the GAR (GTA, GRA, or other)

Midterm Critiques

- Good time to gauge how you are doing so far. Invite 2-4 faculty you have not met yet, for individual studio visits (including art historians), once you have work.
- Consult with your faculty mentor in your area for possible Teaching Practicum courses for Spring semester. Let the GAR know your preference.
- Last week in October; The GAR will schedule a time to check in with you to discuss your progress, next semesters courses and the First Year Review, and next semesters' work detail.

Before the end of the semester

- End of Semester Reviews (after the last day of classes); Do your best to present your work as professionally as possible, and practice delivering your presentation to your peers. Have artist statement (1 week in advance), answers to prompts, and title cards ready for all work presented.
- SPRING SEMESTER- Practicum and 1st Year REVIEW
- March 1st Scholarship Applications due with letter of recommendation.
- The GAR will meet with all grads taking a teaching practicum before midterm, to go over essential information related to pedagogy and developing a Teaching Portfolio, that will be due before the end of the semester.
- Make sure that you are learning how to use CANVAS with your supervisor, entering weighted grades, attendance, get ready to enter mid-term grades with comments.
- Invite faculty you have not met yet, for individual studio visits (including art historians).
- Consult with your faculty mentor for a possible course you could teach in the Fall. Let the GAR know via email.
- With the GAR's help, identify the location of your **first-year review**.

Midterm Critique

- Make sure to enter mid-term grades in both ASAP and CANVAS for your students. The administration frowns on missing this deadline.
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- Last week in March; Schedule a meeting with the GAR to register for **summer and fall classes** and performance check-in. Summer/Fall options may include internship, art history or free elective (study abroad?). Note: There are 6 credits (2 courses) you must take in addition to your 3 years full-time (9 credits per semester Fall & Spring). It is recommended you take a summer course at some point during your studies, plus a 12-credit long semester (4 courses), Fall or Spring.
- It is also recommended you take 1 Art History course each semester of year 2, (if you did not already take a Summer Art History course). Also consider an internship or Free Elective in year 2. Consult the MFA Handbook for more information.

Before the end of the semester

- Teaching Portfolio, (due 1 week prior to student study days, near the end of the semester). Based on an actual class you plan to teach, or dream course. The Teaching Portfolio includes a CV, "CANVAS Simple Syllabus", 3 sample projects (with objectives and point values for each), grading rubrics for each project, 16-week calendar, and your general Teaching Philosophy (not course specific). Faculty will consider the quality of your Teaching Portfolio when assigning your own art courses in the future, as available. Consult MFA Handbook for more information.
- **FIRST YEAR REVIEW** (after the last day of instruction. Formal review in front of all the graduate faculty (about 10 people). Have artist statement, answers to prompts, and title cards ready for all work presented. Consult MFA Handbook for details on the process.
- <https://colfa.utsa.edu/art/students/mfa-candidate-handbook-nov-2024.pdf>

Year 2: Analysis- *Guidance in contextualizing your work; Reading, Writing, Research.*

- FALL SEMESTER
- Syllabi for all UTSA courses due posted on CANVAS, 2 weeks prior to the beginning of the semester. Note the course you're teaching and be well prepared.
- Census day. Closing for all drops and adding classes. Make sure everyone in the class your teaching appears on your roster. It's a mess if you don't catch it early.
- Invite faculty you have not met yet, for individual studio visits (including art historians), once you have work to talk about. Usually 2-4 faculty per semester is average.

Midterm Critiques

- Make sure to enter mid-term grades in both ASAP and CANVAS for your students. The administration frowns on missing this deadline.
- Consult with your faculty mentor in your area for possible courses to teach in the Spring semester. Let the GAR know via email.
- Last week in October; Schedule a meeting with the GAR to register for spring classes and performance check-in. This is also a good time to discuss any concerns you have about the First Year Review.

Before the end of the semester

- Let the GAR know of needed changes of studio or classes for next semester.
- Check with mentor, finalized teaching assignment for spring semester.
- End of Semester Reviews (after the last day of classes); Do your best to present your work as professionally as possible, and practice delivering your presentation to your peers. Have artist statement (1 week in advance), answers to prompts, and title cards ready for all work presented. Have artist statement (1 week in advance), answers to prompts, and title cards ready for all work presented. Note: If you are doing a "re-review" you will meet with all the faculty again.
- Enter grades for all your students before the deadline, in CANVAS and ASAP. Take a picture of your screen in case the grades disappear.
- SPRING SEMESTER
- Syllabi for all UTSA courses due posted on CANVAS, 2 weeks prior to the beginning of the semester. Note the course you're teaching and be well prepared.
- Census day. Closing for all drops and adding classes. Make sure everyone in the class your teaching appears on your roster. It's a mess if you don't catch it early.
- March 1st Scholarship Applications due with letter of recommendation.

- Invite faculty you have not met yet, for individual studio visits (including art historians).
- Consult with your faculty mentor for a possible course you could teach in the Fall. Let the GAR know via email.
- With the GAR's help, identify the location of your Advancement Review. See MFA Handbook for details. <https://colfa.utsa.edu/art/students/mfa-candidate-handbook-nov-2024.pdf>

Midterm Critiques

- Make sure to enter mid-term grades in both ASAP and CANVAS for your students. The administration frowns on missing this deadline.
- Last week in March; Schedule a meeting with the GAR to register for **summer and fall classes** and performance check-in. Summer options include internship, art history, extra studio or free elective. You must take ART 6763 Professionalism in Fall and ART 6843 MFA Exhibition in Spring. **Note:** There are 6 credits (2 courses) you must take in addition to your 3 years full-time (9 credits per semester Fall & Spring). It is recommended you take a summer course at some point during your studies, plus a 12-credit long semester (4 courses), Fall or Spring.

Before the end of the semester

- After Spring Break (3rd week in March), **Advancement Review**- Formal Mid-Program Review with a diverse committee (3-4 Grad Faculty) assigned by the GAR. Be prepared in advance, with best environment/space to experience/critique your work with 3-4 assigned faculty. Have artist statement (1 week in advance), answers to prompts, and title cards ready for all work presented. Consult the MFA Handbook for details. <https://colfa.utsa.edu/art/students/mfa-candidate-handbook-nov-2024.pdf>
- Enter grades for all your students before the deadline, in CANVAS and ASAP. Take a picture of your screen in case the grades disappear.

Year 3: Professionalism -*Helping students develop into working artists. MFA Thesis Project, Exhibition, and documentation.*

- **FALL SEMESTER**
- Syllabi for all UTSA courses due posted on CANVAS, 2 weeks prior to the beginning of the semester. Note the course you're teaching and be well prepared.
- Census day. Closing for all drops and adding classes. Make sure everyone in the class your teaching appears on your roster. It's a mess if you don't catch it early.
- If you did not pass your Advancement Review, you will be asked to Review again in the month of October.
- Select your Thesis Committee (3-5 faculty) Art Historians included.

Midterm Critiques

- Make sure to enter mid-term grades in both ASAP and CANVAS for your students. The administration frowns on missing this deadline.
- Consult with your faculty mentor in your area for possible courses to teach in the spring semester. Let the GAR know via email.
- Last week in October; Schedule a meeting with the GAR to make sure your on track to graduate, any petitions must be submitted now, performance check-in.

Before the end of the semester

- You will also have deadlines to the UTSA Gallery Director, if you intend to exhibit thesis work in the UTSA Galleries. (Press release, images, title of thesis, etc)
- End of Semester Reviews (after the last day of classes); be prepared in advance, with best environment/space to experience/critique your work with 3-4 assigned faculty. Have artist statement (1 week in advance), answers to prompts, and title cards ready for all work presented.
- Enter grades for all your students before the deadline, in CANVAS and ASAP. Take a picture of your screen in case the grades disappear.
- Apply for Spring Graduation at UTSA Onestop <https://onestop.utsa.edu>

- SPRING SEMESTER

- Syllabi for all UTSA courses due posted on CANVAS, 2 weeks prior to the beginning of the semester. Note the course you're teaching and be well prepared.
- Census day. Closing for all drops and adding classes. Make sure everyone in the class your teaching appears on your roster. It's a mess if you don't catch it early.
- Meet frequently with your thesis committee, especially the Chair, for advice as the project comes together in this last semester.
- Be on the look-out for emails from the UTSA Graduate School asking if you plan to attend graduation, the title of your Thesis Project, and your name as you want it to appear in print.

Midterm Critiques

- Make sure to enter mid-term grades in both ASAP and CANVAS for your students. The administration frowns on missing this deadline.
- End of March or Early April, Thesis writing due to your committee chair for review, and later to all the committee. Begin delivering work to the Gallery and installation of artwork.

Before the end of the semester

- Email the GAR, professional documentation of your thesis exhibition including photos, video, audio, thesis statement and thesis supplementary project outlined at the beginning of your 3rd year.
- MFA Thesis Project Oral Comprehensive Examination, Formal review process with a thesis committee of the students choosing, in front of the exhibited artwork. Consult MFA Handbook for details. <https://colfa.utsa.edu/art/students/mfa-candidate-handbook-nov-2024.pdf>
- Enter grades for all your students before the deadline, in CANVAS and ASAP. Take a picture of your screen in case the grades disappear.
- Please adhere to the studio move out date and do not leave anything behind. Unwanted items go in the dumpster please! Leave the studio clean, including spackling the holes and painting. Please empty the trash or anything that can rot.
- May- Graduation Commencement Ceremony, Alamo dome? We have a separate "Hooding Ceremony" for our MFA graduates