

# **WELCOME!**

## **Welcome to The University of Montana**

The University of Montana-Missoula pursues academic excellence as demonstrated by the quality of curriculum and instruction, student performance, and faculty professional accomplishments. The University accomplishes this mission, in part, by providing unique educational experiences through the integration of the liberal arts, graduate study, and professional training with international and interdisciplinary emphases. The University also educates competent and humane professionals and informed, ethical, and engaged citizens of local and global communities; and provides basic and applied research, technology transfer, cultural outreach, and service benefiting the local community, region, State, nation and the world.

## **The College of Visual and Performing Arts**

The University of Montana College of Visual and Performing Arts serves as the flagship for the arts in the State of Montana. Imbedded in our mission is a deep commitment to challenge each student with a professionally based process that provides extreme readiness for success in a highly competitive marketplace. Committed to excellence in performance and education, the College offers a full complement of undergraduate and graduate degrees from the Schools of Art, Theatre and Dance, Media Arts, and Music. The Creative Pulse, an innovative program within the College of Visual and Performing Arts, is an interdisciplinary summer graduate program for master teachers leading to a Master's Degree in Integrated Arts and Education. The College is also home to The Montana Repertory Theatre, a professional touring theatre company; The Colony, a summer playwrights' workshop; The Buddy DeFranco Jazz Festival, and the Gallery of Visual Arts.

## **The School of Art**

The School of Art provides a comprehensive instructional program in visual art that develops professional artists, art historians/critics, and art educators. Visual literacy is developed through rigorous studio practice and the continued analysis and research of works of art — contemporary and historical. Students and faculty are held to the highest standards of contemporary art practice. Engaging in visual communication by acknowledging its role as a dominant cultural language is central to the mission of the School of Art.

Graduate studies are a time of profound learning, rigorous questioning, intense studio practice and critical dialogue with both professors and peers. It is often said that this is the most challenging and rewarding of all education.

*Best of luck with your endeavors, and welcome to graduate school.*

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## **THE GRADUATE HANDBOOK**

This Graduate Handbook will help you understand the process and expectations of the Graduate Program in the School of Art. Please read carefully through the requirements for the progression and completion of graduate school. It is your responsibility to understand and achieve all of these requirements. This handbook is not a contract, but rather an explanation of the requirements and expectations of the program. For general graduate school requirements and procedures refer to the Graduate School website or the Graduate Catalog. This School of Art handbook is designed to acquaint prospective students with the School of Art graduate program, and serve as a guide to program participants, but is not intended to supersede or substitute information available through the UM Graduate School. This handbook is updated each summer; contents are current with University regulations as of August 2010. If you have any questions about the contents of this book, please contact the Graduate Advisor or School of Art office personnel.

## **SCHOOL HISTORY**

Since its foundation, The University of Montana has been the leader in the instruction of the visual arts in the state. The visual arts have been a part of its curriculum since the establishment of the state university in 1895, with the first drawing course offered in 1896. Painting easels and plaster casts of classical sculptures graced the University Hall when it opened its doors in 1898. From 1902 until 1937, the art studios occupied the gabled third floor of celebrated architect, A.J.Gibson and the beloved Main Hall.

Eloise B. Knowles, the first graduate of The University of Montana, was also its first art professor and chair of the Department of Art. She is largely responsible for the establishment of a progressive curriculum that balanced instruction in design and art history. The courses cited in the earliest University catalogs underscore the modern and comprehensive nature of that curriculum: free-hand drawing, applied design, oil painting, watercolor, history of modern sculpture, history of architecture, artistic anatomy, metalworking, photography, and cartooning, to name a few.

The University demonstrated its commitment to the visual arts by establishing the Department of Fine Arts in 1908 and offering a major in art the following year. The department grew steadily in numbers and prestige until after World War II when need for space led to a move into the old Student Union Building (built in 1935 and known as the Fine Arts Building since 1953). That steady growth has physically dispersed the department throughout the main campus: art education, art history and criticism, and the 2-dimensional arts (drawing, painting, photography, and printmaking) are taught in the Fine Arts Building; 3-dimensional art (ceramics and sculpture) are taught in the Art Annex; the Gallery of Visual Arts is located in the Social Science Building; and additional graduate studios are located on the ground floor of the old Schreiber Gymnasium.

In the second half of the 20th century, the department distinguished itself through a rigorous curriculum and a faculty of professional artist/educators and art historians dedicated to the values of modern art as well as history and criticism. Directors of regional and national reputations Aden Arnold, James Dew, Walter Hook, and most recently Tom Rippon, have led the department. Its best-known chair was the internationally recognized artist and educator Rudy Autio. Celebrated artist/teachers Lela Autio, Tu Baixong, Maxine Blackmer, Dennis Voss, Don Bunse, Ken Little, James Todd, and Ted Waddell can be counted in the ranks of its past faculty. Its current, no less distinguished, faculty honors that legacy through its commitment to intellectual inquiry, creative research and service, and the continued education of UM's future artists and teachers.

*"History and Heritage: The University of Montana's School of Art" by H. Rafael Chacón*

## **RESIDENCY POLICY**

*Note: the information about establishing residency or “in-state status” in Montana is outlined on The University of Montana Graduate School web page: <http://life.umt.edu/grad>. Call the Graduate School Office at (406) 243-2672. Please read these. If a graduate student starts their education as an out-of-state resident, they will be considered a out-of-state resident as long as they are in school full time, even if they apply for residency as a full time student.*

The University of Montana classifies students, including applicants for admission, as either in state or out-of-state for tuition purposes. The following are general guidelines for a person wishing to establish in-state status:

A person must reside in Montana for 12 continuous months and not be out of the state more than a total of 30 days. The 12-month waiting period typically begins when a person takes one of the following actions:

- Registers an automobile in Montana (should be done immediately upon moving to the state)
- Obtains a Montana driver's license (should be done within 90 days of the start of the 12-month waiting period)
- Registers to vote in Montana
- Purchases a home in Montana
- Files a resident Montana individual income tax return (all taxable income earned during the 12-month waiting period and thereafter for as long as in-state status is desired, should be reported on a resident Montana individual income tax return)

During the 12-month waiting period, a person is expected to act in a manner consistent with Montana residency and do **all** those things required by law of a Montana resident. If you take the steps to establish residency **AFTER** course registration your instate status would not start until **AFTER** course registration the following year

*IMPORTANT: If attending school during the 12-month waiting period, registering for more than 6 credits per semester (including summer school) creates a strong presumption you are here for educational purposes and will likely disqualify you from achieving in-state status.*

## **ASSISTANTSHIPS**

### **Assistantship Opportunities:**

- Graduate Teaching Assistantships (GTA) are awarded to students in the School of Art graduate degree programs. These awards provide an annual stipend (approximately \$9,000 per year; \$4,500 per semester), and a tuition waiver for nine credits for in-state or out-of-state students. Teaching assistants are generally assigned one class each semester in a foundations-level course and/or entry-level studio course, and are required to complete 10 hours of service per week to the school. The school currently offers five assistantships at this level.

- Graduate Assistantships (GA) are awarded to graduate students to serve as assistants in our large lecture classes, including Art of World Civilization and Art Appreciation. These assistants receive \$1,000 per semester, no tuition waiver.
- Graduate students may also serve as Discussion Group Leaders (DGL) for ART 203, Introduction to Art Criticism. Each year there are four opportunities for discussion group leaders; they receive \$500 per semester. There is no tuition waiver associated with this position.
- On occasion, graduate students are asked to teach a three-credit class in the School of Art. This Graduate Instructor (GI) position is similar to an adjunct professor. There is no tuition waiver associated with this position, but students receive \$2000 per semester.

**Conditions of Assistantships:**

- Graduate students are required to take the Graduate Teaching Assistant Seminar / Professional Development (Art 502) before being considered for a teaching assistant award. Incoming graduate students will be considered for a teaching assistant award, but will be required to complete Art 502 concurrent with their teaching assignment.
- Ability as an artist as demonstrated by his/her artwork. This evaluation is made by the department faculty and is not exclusively determined by a grade point averages.
- The programmatic needs of the school. In order to maintain the undergraduate program, the school employs students with various skills and abilities. Consideration will be given to those students who exhibit strengths in the needed areas.
- Level of maturity and ability to work cooperatively with the faculty and the candidate's potential to teach at the college level.
- Candidate's ability to fulfill TA responsibilities without hampering his/her thesis responsibilities. Responsibilities may include assisting or teaching beginning courses, studio maintenance, and ordering supplies. At the end of each semester the faculty and director will determine TA assignments for the following semester. The foundations coordinator will supervise foundation assignments and training. Beginning class assistance assignments and training will be supervised by the class instructor.
- Improper conduct, as determined by the director of the school, will immediately exclude the teaching assistant from the classroom and his/her award will be terminated.

**Applying for Assistantships:**

Different assistantships have different requirements for the applications. The Graduate student must have a GPA of 3.0 and demonstrated exceptional talent in both technical and creative abilities. The School of Art will announce when applications are due via email. These letters will only be sent to University of Montana email accounts. For students to be considered they must apply, though a faculty member or director of the school can suggest them for a position.

GTA and GI application requirements include:

- Cover letter
- One set of ten images in a powerpoint format. Images must be labeled

with title, applicants name, and corresponding inventory list.

- Teaching Philosophy
- 16 Week syllabus with grading plan
- Resume
- Transcripts (from Cyberbear)
- Images of student work is optional – these images should be presented in the same fashion as listed above

GA application requirements include:

- Cover letter
- Teaching Philosophy
- Resume
- Transcripts (from Cyberbear)

Discussion application requirements include:

- Letter of interest
- Transcripts (from Cyberbear)

## **SCHOLARSHIPS**

Scholarships are available for graduate students in the School of Art. During the past few years, these awards have averaged \$2,000-10,000 for each graduate student for each year at the graduate level. First-year students who are accepted into the graduate program are automatically considered for scholarships. Once enrolled, it is the graduate student's responsibility to apply for additional scholarships within the school or on campus. Selection is based on the creativity and uniqueness of the artist, as well as the donor's preferences (if applicable). Graduate Students are NOT GUARANTEED the same award each semester. The amounts awarded can vary based on student performance, number of students in the program, and available funding.

## **HEALTH & SAFETY**

Each student must take responsibility for a safe working environment. Please be careful and mindful of your own safety and of the students and professors around you. It is expected that students will always consider and research safe solutions to any problems and will work with equipment and materials with which they are comfortable. Some studios may require safety training. Unique problem-solving or artwork does not give license for creating dangerous environments or for endangering one's health or that of others. Please be careful, considerate, and cautious when using potentially dangerous materials or machinery in the studios. MSDS manuals with material safety data sheets are provided in each studio. In some studios there is a requirement of graduate students to purchase their own safety equipment: respirators, gloves, safety glasses etc. Please discuss safety needs of a specific studio with the professors or technicians who work there.

Dear Faculty and Graduate Students,

The University has concerns about fire safety and our use of extension cords and surge protectors. The OSHA regulations and National Electric Code related to these devices is as follows:

Extension cords are to be used for only temporary wiring for up to 90 days. An extension cord can be used when it is running directly from the appliance to the wall, but only as temporary wiring. Multi-plug adaptors used on the end of the extension cords or plugged into outlets are prohibited. Extension cords are not to be used to energize surge protectors far from outlets. Increased cord length increases total electrical resistance and results in heat generation, increasing the chance for fire.

Surge protectors (SPs) are designed for use with a number of low-powered loads such as computers, peripherals or audio-visual components, protecting them from electrical surges or spikes. Underwriters Laboratory (UL) surge protectors need to be directly connected to a permanently installed branch circuit receptacle; they are not to be series connected (daisy-chained or piggy-backed) to other surge protectors. Daisy-chaining surge protectors can cause them to become overloaded, leading to their failure and a possible fire. Surge protectors were not designed to be used as additional outlets in lieu of properly hard-wired outlets.

Extension cords can be used for power tools, clamp lights, etc. for temporary power connections. The cord must have a grounding pin (3-prong-plug) or be polarized (one blade is wider than the other) and be in good condition. A cord with damaged outer insulation, crushed outer jacket, or exposed wires must not be used. Extension cords may not be fastened with staples or otherwise hung in such a fashion as could damage the outer jacket or insulation. Only one cord can be used for powering one piece of equipment. When using three-prong plugs, use only the proper grounding type of extension cord (one with three prongs). Polarized electrical plugs should be used only with polarized or grounding type extension cords.

Portable electric equipment and flexible cords used in highly conductive work locations (such as those inundated with water or other conductive liquids), or in job locations where employees are likely to contact water or conductive liquids, shall be approved for those locations.

Surge protectors with cord length up to 15 feet are available through the Electric Shop. I will be happy to request them for you.

Thank you.  
Julia Galloway

## **GRADUATE STUDIO SPACES**

Every graduate student has a place to work, whether a studio space or office in which to research. These spaces are assigned and managed by the coordinator of each division. The division coordinator from the area in which the student was accepted determines the location of a graduate student's space. The location of your graduate space may vary over the course of study. As much as possible, division heads try to accommodate the production needs of the student. Spaces are assigned the week before classes start or by appointment with division coordinator. Upon completion of his or her thesis exhibition, the graduate student should vacate his or her studio space in a timely fashion. Studio spaces must be returned to the same condition which they were originally presented.

## **STUDENT RESPONSIBILITY**

### **Mail:**

Each student has a labeled mail box in the main office. Students may receive official school business mail at their box. In addition this is where the students will receive inter campus mail, readings and handouts, faxes, and exhibition announcements. It is suggested that graduate students check their mailboxes twice per week. Students can receive mail at: c/ the School of Art, FA 305, 32 Campus Drive, Missoula, MT 59812

### **Email:**

Each student is assigned a grizmail email address. You can obtain your email account from Information Technology. The email address that you are assigned is a umontana address through the form of: [first.last@umontana.edu](mailto:first.last@umontana.edu). It is STRONGLY recommended that you use a umontana email address through Cyberbear. If you use an outside email address (yahoo, hotmail, Gmail) please inform the Art Office. We will try to use outside accounts, but do not guarantee this method of communication. Much of the needed information from the School of Art (scholarship deadlines, visiting artist information) will come via email. We strongly suggest that you check your email daily.

### **Graduation:**

The candidate is responsible for seeing that all requirements for the degree are completed and that all approvals are obtained within the times stated on the Graduate School semester calendar. Failure to meet the deadlines will result in a delay in the granting of the degree.

## **GRADING POLICY**

Students must maintain a B average in courses taken for graduate credit at The University of Montana; no grade below C will be accepted toward any degree requirement. The student is automatically placed on academic probation if the cumulative grade point average falls below 3.0, and the program or the Graduate School may place limits on the time allowed for the student to remedy the academic problem.

- Pass grades are not included in grade point calculations, but may apply toward degree requirements when earned in courses offered only on a Pass/Not Pass

basis.

- Graduate students may retake up to 6 semester credits, with approval of the director.
- Only N (Continuation), NCR (no credit received) and CR (credit) grades are awarded for research or thesis work. The grades of CR and NCR are not defined in terms of their relationship to traditional grades for graduate courses, but rather if the student completed the required work or not. Grades of I (Incomplete) not removed within one year revert to the alternate grade, usually F, or a grade assigned by the instructor when the incomplete is submitted.
- The process for challenging courses provided in the UM General Catalog is not applicable for graduate credit.
- If enrolled in an UG (undergraduate / graduate) designated 300 - and 400 - level courses, graduate students will be evaluated in a manner different from that of undergraduate students, and will complete an additional increment of graduate-level work as assigned by the instructor.
- Information pertaining to the I grade (Incomplete) can be found on the university course catalogue. Remember that:
  - The instructor sets the conditions for the completion of the course work and notes these conditions on the final grade report.
  - When a student has met the conditions for making up the incomplete, the instructor will assign a grade based upon an evaluation of the total work done by the student in the course.
  - An incomplete which is not made up within one calendar year will automatically revert to the alternate grade which was assigned by the instructor at the time the incomplete was submitted.
  - An incomplete remains on the permanent record and is accompanied by the final grade, for example, IA, IB, IC, etc.

## **DIVISIONS (AREAS OF STUDY)**

Graduate students focus their studies in one of the following divisions: Art History and Criticism, Ceramics, Drawing, Painting, Photography, Printmaking, or Sculpture. Students are welcome to work with faculty from all areas. The School of Art strongly supports cross-media and multidisciplinary education, research and studio work.

## **GRADUATE STATUS AND REQUIREMENTS**

Nine credits per semester are required to maintain full-time status. These initial credits are assessed at one tuition rate; twelve credits and above at a different tuition rate. Please see the Tuition and Fee's section of The University of Montana web page at <http://www.umt.edu/finaid/cost.htm> for clarification of tuition.

Full graduate status is granted to students working toward an advanced degree and whose applications present clear promise of satisfactory graduate work, with reference to the amount and level of performance in prior academic preparation, possession of a bachelor's degree (BFA or equivalent credits to enter the MFA program) from an accredited institution, and satisfactory letters of recommendation.

Graduate students in degree programs must register for credits each autumn and spring

semester.

50% of the total degree credits, minus the thesis, must be at the 500 level or higher. Credits at the 300-400 level must have UG designation and are limited to six credits at the 300 level.

## **EXPLANATION OF DEGREES**

The School of Art offers MA in Art History, MA in Studio Art and MFA in Studio Arts, Students may also earn a dual degree of MFA - Studio Arts and MA - Art History. Sample advising sheets are located in the appendices as well as a PDF format on the School of Art web page: [www.umt.edu/art](http://www.umt.edu/art). All required course work and total number of credits are found on these advising sheets.

### **The Masters of Art (MA) - Art History**

The MA in Art History is a 30-credit program that consists of upper division course work in art history, art criticism studio art, research, writing and methodologies. This research-intensive program requires: seminar level research papers, a comprehensive language requirement examination for a thesis or non-thesis track degree.

### **The Masters of Art (MA) - Studio Art**

The MA in Studio Art is a graduate level degree that allows in-depth exploration of studio mediums and Art History and Criticism topics. This 30-credit program consists of upper - division course work and a thesis exhibition.

### **The Masters of Fine Arts (MFA)**

The MFA is a graduate level degree that allows for an area of concentration (Painting, Drawing, etc.). This 60-credit program consists of upper division course work, critique seminars, and a thesis exhibition.

In the School of Art, graduate students have a graduate advisor, typically the Director. For questions about the graduate program, please contact the Director through the School of Art office at 406 243 4181.

## **DEGREE REQUIREMENTS**

### **Master of Fine Arts**

A minimum of 60 graduate credits is required with 40 credits taken in studio courses (to include thesis project credits). Graduate degrees from the University are required to include at least one-half from 500+ level courses.

- ART 501 - Graduate Critique, 7 credits
- Art history (at the graduate level), 6 credits
- Art 503 - Art criticism (at the graduate level), 3 credits
- Studio elective (various), 2 credits
- Open electives, 6 credits
- Studio (in area of specialization), 30 credits
- Art 699 - Thesis, 6 credits

Thesis (Art 699) is taken during the last semester, and includes a professional paper and thesis exhibition. The thesis project and distribution of credits are to be approved by the student's thesis committee. Special approval must be received from the Graduate

School upon recommendation of the graduate student's program director if a student wishes to count more than six (6) credits of 300-level UG courses toward their graduate degree.

### **Master of Arts - Art History**

A minimum of 30 graduate semester credits beyond the BA is required (20 credits from classes to include thesis project credits). One-half of the credits must be at the 500-level or above.

- Art history (at graduate level), 15 credits
- Thesis writing, 3-6 Credits
- Allied fields, 3-6 credits
- Studio art, 3 Credits (300 level or higher)
- Methodologies, 3 Credits

The Thesis project (Art 699) is taken during the last semester, and includes a professional paper and oral examinations. The thesis project and distribution of credits are to be approved by the student's thesis committee. In addition, there are two required research papers and a language requirement. The language requirement is one introductory sequence with a minimum grade of C or reading proficiency exam.

All students receiving an MA in Art History and Criticism participate in a public presentation on their thesis work. Students must communicate with their thesis committee and the gallery director regarding scheduling of their presentation. The student is responsible for scheduling room reservations (x2414) and any needed equipment for their presentation. The student is also responsible for designing and writing all publicity for their presentation, which must be approved by the graduate advisor and thesis committee.

### **Master of Arts - Studio Art**

A minimum of 30 graduate semester credits beyond the BA is required, with 20 credits from studio classes (to include thesis project credits). One-half of the credits must be at the 500-level or above.

- Art history (at graduate level), 6 credits
- Art 503 - Art criticism (at the graduate level), 3 credits
- Studio electives, 3 credits
- Area of studio concentration, 12 credits
- Art 699 - Thesis, 6 credits

### ***Master of Arts - Studio Art (continued)***

Thesis (Art 699) is taken during the last semester, and includes a professional paper and thesis exhibition. The thesis project and distribution of credits are to be approved by the student's thesis committee. Special approval must be received from the Graduate School upon recommendation of the graduate student's program director if a student wishes to count more than six (6) credits of 300-level UG courses toward their graduate degree.

## **TRANSFER CREDITS**

It is uncommon for the School of Art to accept transfer credits to be used towards a MA or MFA degree. Graduate-level classes from NASAD-approved schools may be considered. The student must meet with the Graduate Advisor in all cases. If the Director supports these transfer credits, he or she will send the request to the Graduate School.

Transfer of credit regulations are stated in the Graduate Catalog. Please consult the catalog for current information and restrictions. Courses with a grade of "C" or lower are not transferable. In all cases, a minimum of one academic year in residence is required. No more than one full summer session may be applied toward this requirement.

## **PRE-CANDIDACY**

The Pre-Candidacy Review is a meeting with the full faculty and the graduate student to determine if they can continue towards the completion of their Masters Degree. The student mounts a small exhibition of their work. They describe the process and content of the work as well as a brief explanation of the "path" they have taken to date. The student needs to show the faculty how their thesis work is developing and have a clear sense of the body of work they are creating for their thesis exhibition. An active question and answer discussion follows. At the end of this discussion, the student is asked to leave the review and the faculty discuss privately as to the students success. At this time the faculty vote to Pass or No-Pass the student. If a student does not pass their Pre-Candidacy they can re apply the following semester. It is strongly suggested that the student work closely with the professor in their area of study to prepare for their pre-candidacy.

The Pre-Candidacy Review must be successfully completed after 50% - 65% of the required degree credits are completed. The student should meet with their advisor for a consultation during the semester before your Pre-Candidacy Review. The graduate student selects their thesis committee after his or her Pre-Candidacy Review, but before the end of that semester.

## **THESIS**

### **Thesis Committee**

The student will form a Thesis Committee in consultation with their academic advisor. The committee is composed of a minimum of three faculty members, and must be done within two weeks of the successful Pre-candidacy Review. Two of these committee members are from the School of Art, one of the committee members must be from outside of the School of Art. It is strongly recommended that at least one of the committee members be from the student's specific area of study. The graduate student should ask their prospective members to serve on their committee in a professional manner. The student must fill out the Graduate Committee Form and turn it in to the Graduate Advisor. The Director of the School shall forward the nominations to the Associate Provost for Graduate Studies for his/her approval. The student forms their thesis committee after, but during the same semester as their Pre-Candidacy.

A "qualified" graduate committee member is one satisfying the following standards:

1. He or she must have a degree which is at least at the level of the degree to be awarded. Programs may petition for exemption to this policy on the grounds that a prospective member possesses specialized experience and expertise relevant to the student's thesis, professional paper, or dissertation. All such petitions must be submitted to and approved by the dean of the Graduate School.

2. For UM faculty, he or she must be involved in on-going scholarship, creative works, or professional activities relating to his or her discipline and must continue to receive normal salary increases. At the close of the annual or biennial faculty evaluation process, any faculty member receiving a less-than-normal salary increase due to deficiencies in scholarship, creative works, or professional activities shall lose his or her eligibility to serve on graduate committees until completion of the next review. The dean of the Graduate School is responsible for requesting a list of these faculty members from the academic deans and notifying them in writing of their lost eligibility.

### **The Thesis Exhibition**

The majority of Graduate Students exhibit in the Gallery of Visual Arts. In rare circumstances, students may exhibit in other venues. However, they must obtain permission from their committee and the Graduate Advisor. The semester prior to the thesis exhibition, the Gallery Director and Curator conducts a meeting with all exhibiting graduate students. The following procedure for the thesis exhibition must be followed:

- **A week after the Pre-Candidacy Review**  
The student meets with the Gallery Director to discuss an anticipated time line for their thesis exhibition.
- **Semester prior to Thesis Exhibition**  
The student meets with the Gallery Director before midterms of the semester PRIOR to their exhibition semester (excluding summer and winter sessions). The Gallery Director schedules all exhibitions.
- **16 weeks before the exhibition opening**  
The student meets with the Gallery Director to discuss their installation needs, deadlines, budget, and publicity options; this includes painting of the walls, lighting, pedestals and any other display or publicity concerns.
- **6-8 weeks prior to opening**  
The graduate student produces and funds his or her own exhibition announcements. The Gallery Director approves the announcement before it goes to print. The GVA produces and mails a group announcement for the MFA exhibitions. Graduate students submit an image for possible inclusion on this group announcement. Graduate students are also encouraged to work with the Gallery Director on the design of the card.
- **3 - 4 weeks prior to opening**  
The student provides the Gallery Director with a brief 4-6-sentence paragraph about his or her work and an image for press release purposes.
- **1 week before opening (set-up)**  
Students design and install their thesis exhibition. The gallery is open from 8:00-5:00 with no exceptions. Basic hand tools and hardware are provided; however all special needs must be approved by the Gallery Director and furnished by the

student. All installation materials are the responsibility of the student. All exhibitions must comply with health and safety standards.

- **The opening reception**

Generally, receptions are scheduled on Thursdays, 5-7 pm. The GVA supplies refreshments served at the opening reception within the allotted budget. The student is expected to help with all set-up and clean-up responsibilities.

- **Exhibition take-down**

Students take down their work and return the gallery space to its pre-existing condition by the deadline established by the Gallery Director. This includes spackling, sanding and repainting walls. The Gallery Director must sign off on a check list for approval of the gallery condition. This checklist is turned into the Graduate Advisor. The final thesis grade is not awarded until this process is complete.

### **Thesis Oral Examination**

This is a formal oral examination between the graduate student and his or her committee. The time for the oral examination is arranged by the graduate student and approved by the student's committee two weeks before the orals take place. Graduate students should show up for their oral examination ten minutes early to set up chairs or address any other concerns in the gallery.

An announcement to the general public about the Thesis Oral Examination is made through the School of Art office. Although the general public is invited to attend, they do not take part in the discussions and / or deliberations of the committee.

The average oral examination takes one hour. After the examination, the committee meets without the candidate and decides if the graduate student has successfully completed his or her oral examination and votes to pass or not pass the student. If the student does not pass his or her examination, the student is allowed to repeat the examination once.

### **Written Thesis**

Information about the written thesis can be found on the Graduate School web page. <http://life.umt.edu/grad/name/themastersdegree>. In addition, samples of previous theses are available in the School of Art Resource Center and the Mansfield Library. Students are required to submit their thesis both electronically and via hard copy to the Graduate School.

### **TIME LIMITS**

All degree requirements for the master's degree in the School of Art, including the use of transfer and non-degree credits, must be completed within five years (five year rule). Courses that fall outside this time limit must be recertified for currency of knowledge by the School of Art. Students are not given a studio space or office facilities after three years.

## **GRADUATION**

Students MUST apply for graduation one semester BEFORE their graduation date. For the specific dates and paperwork requirements, please visit the Graduate School web page under Timeline Navigation: Graduation <http://life.umt.edu/grad/name/ggradapp>.

### **Campus Resources**

Mansfield Library	<a href="http://www.lib.umt.edu/default.php">http://www.lib.umt.edu/default.php</a> (243-6866)
Adams Center (gym)	<a href="http://life.umt.edu/CREC/">http://life.umt.edu/CREC/</a> (243-2802)
Pool	(243-2763)
Book Store	<a href="http://www.montanabookstore.com/">http://www.montanabookstore.com/</a> (243-1234)
University Theatre	<a href="http://www.umt.edu/ut/">http://www.umt.edu/ut/</a> (243-2853)
UC Theatre	<a href="http://life.umt.edu/uc/name/uctheater1">http://life.umt.edu/uc/name/uctheater1</a> (243-5082)
Montana Rep. Theatre	<a href="http://www.montanarep.org/">http://www.montanarep.org/</a> (243-6809)
Gallery of Visual Art (GVA)	<a href="http://www.umt.edu/art/areas/GVA">http://www.umt.edu/art/areas/GVA</a> (243-2813)
Montana Museum of Art and Culture (MMAC)	<a href="http://www.umt.edu/montanamuseum/">http://www.umt.edu/montanamuseum/</a> (243-2019)
University Center	<a href="http://life.umt.edu/uc">http://life.umt.edu/uc</a> (243-5082)
Public Safety	<a href="http://www.umt.edu/publicsafety/">http://www.umt.edu/publicsafety/</a> (243-6131)
Career Services	<a href="http://life.umt.edu/career/">http://life.umt.edu/career/</a> (243-2022)
Curry Health Center	<a href="http://www.umt.edu/curry/">http://www.umt.edu/curry/</a> (243-2122)
Disability Services for Students	<a href="http://life.umt.edu/dss">http://life.umt.edu/dss</a> (243-2243)
Financial Aid	<a href="http://life.umt.edu/finaid">http://life.umt.edu/finaid</a> (243-5373)
Foreign Student and Scholar Services	<a href="http://life.umt.edu/fsss">http://life.umt.edu/fsss</a> (243-2226)
Graduate School	<a href="http://life.umt.edu/grad">http://life.umt.edu/grad</a> (243-2572)
Graduate Student Association	<a href="http://life.umt.edu/gsa">http://life.umt.edu/gsa</a>
Griz Card Center	<a href="http://life.umt.edu/qcc">http://life.umt.edu/qcc</a> (243-6943)
Griz Central	<a href="http://life.umt.edu/grizcentral/">http://life.umt.edu/grizcentral/</a>
Residence Life Office	<a href="http://life.umt.edu/rlo">http://life.umt.edu/rlo</a> (243-2611)
Student Employment	<a href="http://www.umt.edu/studentjobs/">http://www.umt.edu/studentjobs/</a> (243-5627)
Testing Services	<a href="http://life.umt.edu/testing">http://life.umt.edu/testing</a> (243-5866)
Renter Center	<a href="http://www.umt.edu/asum/rentercenter">www.umt.edu/asum/rentercenter</a> (243-5340)

## **Off-Campus Resources**

**Missoula Art Museum** 335 North Pattee, St, Missoula 728-0447  
[www.missoulaartmuseum.org](http://www.missoulaartmuseum.org)

**Historical Museum at Fort Missoula** Bldg. 322, Missoula, 728-3476  
<http://www.fortmissoulamuseum.org>

**The Clay Studio of Missoula** 1106 Hawthorne St. Missoula 543-0509  
[www.theclaystudioofmissoula.org](http://www.theclaystudioofmissoula.org)

**Missoula Public Library** 301 East Main St. Missoula 721-2665  
<http://www.missoulapubliclibrary.org/>

**Rocky Mountain School of Photography** 216 N Higgins Ave, Missoula 543-0171  
<http://www.rmisp.com>

**Ceretana Art Studio** 801 Sherwood Street, Missoula  
<http://www.myspace.com/ceretana>

**Brunswick Building Art Studios** Building 223 W Railroad St. Missoula 549-3348

**Zootown** 235 N 1<sup>st</sup> West Missoula, 549-7555  
<http://www.zootownarts.com>