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Welcome (welcome back) to the University of Florida School of Art and Art History (SA+AH).

The faculty and staff of the College of Fine Arts are here to encourage your artistic, academic, and personal growth through classroom courses, individual study, and related activities.

The SA+AH Graduate Student Handbook contains information specific to the School of Art + Art History. Information contained herein supplements information in the UF Graduate Catalog, which may be found at www.gradschool.rgp.ufl.edu/students/catalog.html. Please refer to these documents for requirements and procedural information.

The UF Graduate Catalog governs your study. It is your responsibility to become informed and to observe all regulations and procedures required by the program you are pursuing. You must be familiar with those sections of the UF Graduate Catalog that outline general regulations and requirements, specific degree program requirements, and the offerings and requirements of the SA+AH. Ignorance of a rule does not constitute a basis for waiving that rule. The Dean of the Graduate School must approve any exceptions to the policies stated in the Graduate Catalog.

You must also be familiar with and abide by deadlines and policies in the UF Graduate Student Handbook, published by the Graduate School. Additional SA+AH Supplementary handbooks include:
- Health & Safety Handbook (www.arts.ufl.edu/art/healthandsafety)
- Studio GTA Handbook

**UF SA+AH Graduate Office**
The SA+H office is here to assist you navigate your graduate studies. As everyone in the advising office also holds research, teaching and service appointments, please respect the time they have set aside to work with you and make every effort to communicate effectively with them. This includes following up on critical e-mails, announcements and procedures in a timely fashion. The office will not be responsible for lack of responsibility by any student. For more information about the SA+AH Graduate office see appendix A.

**UF Resources**

**Critical websites**
*Please take time to discover UF critical information and support programs through:*
  - www.ufl.edu
  - www.arts.ufl.edu
  - www.arts.ufl.edu/art
  - www.gradschool.ufl.edu

**GatorLink / GatorMail**
GatorLink is a computer account that allows access to a variety of campus computing services. Every student, faculty and staff member is expected to have a GatorLink account. Some free services are available to students, faculty and staff.
- UF faculty, staff and students receive the following services at no charge.
  - Internet mailbox - free email used through an Internet connection on Webmail or with an IMAP or POP mail software. This service gives you up to 50Mb of mail storage. Employees and students may elect to have GatorLink email
Wireless internet services are available throughout campus. Simply log on with your GatorLink account from any laptop to access the service.

- Computer lab access - access to computers (Macs and PCs) in the CIRCA computer labs. This includes an Internet connection, access to your email, popular word processing, printing, spreadsheets and graphic programs. This service is offered on a space-available basis. (https://labs.at.ufl.edu/)
- Internet webspace - free hosting of web pages accessed through FTP software.

When you first applied to UF, you were given a UFID, which will always remain your student identification. When you were admitted to the university, you were asked to create a GatorLink account. GatorLink is your computer identity (username and password) at the university. It allows you to access all computers on campus. It creates your username@ufl.edu email address. This is where official university communications are sent.

To open your GatorLink account, access www.gatorlink.ufl.edu. You must use your GatorLink account to establish your campus email through the webmail system used by the University of Florida, GatorMail.

MyUFL Portal (go to www.ufl.edu and click on myUFL)
The MyUFL Portal is the access site for news, course listings, job listings, your personal information and all other aspects of your life at UF. Sign on using your GatorLink ID and password. Please log on and familiarize yourselves with this very valuable site.

ISIS (Integrated Student Information System)
www.isis.ufl.edu
With your GatorLink username and password, you can logon to ISIS, the Integrated Student Information System. ISIS is the university's secure web site, and ISIS is your gateway to

- Course registration
- Schedule adjustment (drop/add)
- Fee payments
- Financial aid
- Grades
- Holds
- Address changes
- Degree audits
- Degree shopping
- Degree applications
- Your class schedule
- Transcripts
- Your directory information
- Federal loan interviews
- Course descriptions
- Textbook information

ISIS is available from 7:00 a.m. through 3:00 a.m., Monday through Saturday, and 10:00 a.m. to 3:00 a.m. Sunday (Eastern Time). Some services, such as registration and financial services are not always available. Transcript order system is closed daily from 3:30 p.m. through 4:30 p.m. EST. It often takes 24 hours after a working day for posts to update.

E-Learning System
www.lss.at.ufl.edu/

E-learning is the on-line course management system used by the University of Florida. Faculty and GTAs can set up an account with Academic Technology and put their course online.
Assignments, readings, and grades can all be posted online. After the course is registered online, students access the site with their GatorLink account.

**Gator1 UFID Card**
www.gator1.ufl.edu/

You will need a student ID, known as a *Gator 1* card. Gator 1 includes your picture, your status (student, faculty and or staff) and your UFID number. The Gator 1 Card makes campus life easier. Students use the Gator1 Card daily for access to the RTS bus service, access buildings, UF Library services and to access Prepaid Vending, Gator Dining and Bookstore accounts.

The ID Card Services main office is the official home of Gator 1 Central. ID Card Services is located on the ground floor of the UF Bookstore & Welcome Center. ID Card Services offers passport photos, notary services and copying services in addition to producing Gator 1 Cards. To obtain your Gator 1 Card, bring an official Photo ID (Passport or Driver's License) and $15.00 (cash, check, Visa or MasterCard, or debit card).

**Student Recreation**
The Division of Recreational Sports at the University of Florida provides an opportunity for every student to participate in an athletic or recreational activity on a voluntary basis.
www.recsports.ufl.edu

**Student Health**
The University of Florida infirmary and pharmacy can be accessed through the above link. Each student is assigned an infirmary team that they see for health issues. Please refer to the website for information about the health care center and how to find your health team.
www.shcc.ufl.edu

Eligible graduate students also receive health insurance provided by GatorGrad Care. Graduate students with assistantships and fellowships receive free health insurance. Other students may purchase the health care plan. Please refer to the following website for information about the application and services.
www.gatorgradcare.com

**Security Services provided by the University Police Department**
The University of Florida Police Department, located at the intersection of Museum Road and Newell Drive, provides service 24 hours a day. (352)392-1111

**Student Nighttime Auxiliary Patrol (SNAP)**
SNAP provides on request nightly campus escorts to the University community.
*SNAP Point-to-Point Service & Walking Escorts:* (352)392-SNAP (7627)
UPD Patrol Officers will be available to provide escorts after SNAP closes.
Please call (352)392-1111.

**Students with Disabilities**
www.dso.ufl.edu/drp/
The Dean of Students, Disability Resources, provides assistance for students with disabilities. Services vary depending on individual needs and include, but are not limited to, individual campus orientation, academic accommodations, help in securing auxiliary learning aids, and
assistance in general University activities. Students with disabilities are encouraged to contact this office located in 202 Peabody Hall 392-1261 or 392-3008 (TDD). For students with hearing or speech impairments use the Florida Relay Service at (800) 955-8771(TDD).

Handi-Van for permanent or temporary disabilities can call the Dean of Students Office at (352) 392-1261 and ask for the disability resource center. This service is also free.

Regional Transit System

Find bus routes, schedules, and other important information at the Regional Transportation System: www.go-rts.com

School of Art and Art History Office
SA+AH Office Hours
8:00 AM – 5:00 PM Weekdays
Closed Noon – 1:00 PM

Office Administrative and Support Staff
See Appendix C for a description of each position below
Director
Assistant Director/ Graduate Coordinator
Director of Operations
Graduate Program Assistant
Office Assistant
Undergraduate Advisor
Undergraduate Advising Assistant
Work Study and GA’s

SA+AH Faculty and Staff Contact Information
See Appendix O

Graduate Student Mailboxes
Each graduate student is assigned a mailbox. Internal, as well as external, correspondence and packages, will be placed in your mailbox. Check it regularly. Please keep noise to a minimum due to the proximity of mailboxes to staff offices.

Office Equipment and Inventory
Slide projectors are maintained in the SA+AH Office and are available for use by faculty and graduate assistants on a one-day basis. Students who wish to check out a projector, must do so through the Visual Resource Center located in room 118, Fine Arts Building C.

Equipment such as data projectors, laptop computers, cameras, audio players and video cameras can be checked out for teaching use from the Classroom Support Media Center in Room 1215, Turlington Hall. http://www.at.ufl.edu/classrooms/mobile.html

You may check out a dolly or ladder from the SA+AH Director of Operations.
Copy Machines
The copier for faculty and graduate assistant use is located outside of FAC 101. Each eligible user will be assigned an access code by the SA+AH Office. The graduate students eligible to use the copier are students that are currently teaching a course. GTAs who are TAs for a faculty member must use their faculty’s code. GAs using the copier for their supervisor must use their supervisor’s code. GTAs and GAs not teaching their own course will not be assigned their own code.

In order to preserve the copy machines, please use great care when operating them. In case of malfunction, do not attempt to repair the machine yourself. Please ask one of the office staff for assistance. There is a daily limit on copy machines.

Large Copying Jobs
If eligible graduate students have a large copying job, they must have the job printed off-site. If they want to be reimbursed then they must have a purple Target Copy Requisition form filled out, approved and signed by the director. The large copy job form is located in the SA+AH Office beside the copy machine. **SA+AH copy machines are for professional, not personal use. Do not copy personal notes or papers, theses, dissertations or any non-classroom related materials.**

SA+AH Facilities and Equipment
If graduate students see a need to have repairs or maintenance work (beyond the daily cleaning) performed on equipment or the facilities in their areas shall make a request to the SA+AH Director of Operations via email or memo outlining the specific work that needs to be accomplished. **Students must not call or submit work requests directly to the Physical Plant Division (PPD).**

University and SA+AH equipment, classrooms, laboratories, and any other University property are for use by employees and current students. Friends and former students are not permitted to borrow or otherwise use University property. Students are not allowed to take home any University and SA+AH property.

Faculty, staff and graduate students should be aware of equipment in the areas in which they work. Lost or stolen UF property or equipment must be reported to the Director of Operations and the University Police non-emergency number: 352-392-5447.

SA+AH Guidelines for Students Using University Facilities and Grounds/ Rules Governing Creation and Exhibition of Artwork for Academic Credit

*See SA+AH Safety Program website: [www.arts.ufl.edu/art/healthandsafety](http://www.arts.ufl.edu/art/healthandsafety)*
All Studio and Art Education graduate students must attend the annual fall Health and Safety Training.
*Failure to attend will result in a hold on records.*

Key Policy
Graduate students eligible to receive keys are:
- MFA studio graduate students
• Graduate teaching assistants
• Graduate assistants

Graduate assistants and teaching assistants may request keys to their classrooms and other assigned offices and studio spaces from the School of Art and Art History Office Director of Operations. You must provide authorization (e-mail or in writing from your supervisor) to the SA+AH Director of Operations.

All university keys must be returned to the SA+AH Office when students change assignments or graduate. If a student does not turn in a key that was checked out to him/her, a hold may be placed on his/her record until the key is returned.

Do not accept or give keys to other students. Students are responsible for all keys checked out to them. If students attempt to turn in a key that was not checked out to them, it will not be accepted.

Key Pads
Access codes for rooms with keypad entry will be distributed by the faculty coordinator for that room. The keypad outside FAD 2nd Floor is used for nighttime and weekend student access to the building. The key code will be given out to all applicable students at the beginning of each semester or you can inquire at the SA+AH office. FAC will have a limited access keycard system. If you are locked out, notify the Director of Operations the next business day. You may call UFPD for access by providing your UFID card.

Facilities
Please make every effort to maintain the facilities and grounds of the SA+AH, the College of Fine Arts, and The University of Florida. Specifically, we ask that you follow these guidelines:
• Do not mark, paint on, or deface any interior or exterior of the SA+AH or College facilities.
• Always take care to use protective drop cloths or masking material when working with paint media or similar materials to protect the floors in public spaces, such as hallways, stairwells and classrooms. This applies also to sidewalks and grounds.
• Permission from the appropriate University official must be requested in advance of installing art projects on the UF campus. If a special project requires temporary modification to a wall surface or the grounds, you must obtain specific permission from the instructor and appropriate campus official prior to undertaking the project. The site must be returned to its original condition immediately following the project unless prior written permission has been obtained.
• No art project may interfere with or impede access to classrooms, hallways or other public spaces.
• All site-specific art projects must be installed and engineered with the safety of the general public in mind.
• Grades will not be issued for the project or course until the project has been completely removed, and the site has been restored to its original condition.

Failure to comply with these rules will result in disciplinary action, withholding grades, the possible lowering of a grade or failure of the course.
General Classroom Maintenance
When using classrooms and studios, make certain that the facility is restored to a suitable condition for the next class (Clean up after each class!). Dispose of trash and put away projects and props so the class following can easily and efficiently make use of the classroom.

The SA+AH faculty will make every effort to see that your materials are secure in your classrooms. However, the SA+AH and the faculty assume NO LIABILITY for materials, supplies, projects or personal items within the facilities.

The SA+AH or its faculty assumes NO responsibility for any material left in the classroom after a course has officially ended. It is each student’s responsibility to remove all materials from the classrooms after the semester has concluded. If the student wishes to make individual arrangements with the instructor to keep any material after the class has ended, it is the student’s responsibility to make these arrangements, with the instructor’s approval. Any artwork, supplies or other material left in the classroom after the semester has concluded, without prior specific arrangements, will be disposed of.

Guidelines for Studios
Studios are only available for a three-year period to full-time students. See Appendix E: Graduate Studio Contract

Guidelines for FAC 114/Art History and Museum Studies Graduate Study Carrels
Drinking of alcoholic beverages and smoking are prohibited in FAC 114. Any student who violates this ban will lose privileges to the room.

GENERAL ETIQUETTE
The study carrel space is a quiet workspace. Please be considerate of others.
- Turn off ring tones on cell phones when entering the room.
- If you do need to speak on the phone, please leave the room.
- Keep personal conversations at a whisper and to a minimum.
- Use headphones when listening to audio programs or music.
- DO NOT give your keypad code to anyone, including friends, partners, and other students.

GENERAL MAINTENANCE
- Use only Post-It notes when posting notices at your carrel.
- Do not store food in your study area.
- You are responsible for removing personal property from your carrel no later than June 1 for May graduates, and no later than August 1 for summer graduates.
- Property remaining after such time will be removed, destroyed or recycled without further notice to the owner.
- The SA+AH accepts no liability for material left on the premises.

KEYS
- After selecting your carrel, you may pick up your desk key from the Director of Operations, FAC 103.
- All keys must be returned to the SA+AH office when you graduate. If you do not turn in a key that was checked out to you, a hold will be placed on your record until the key is returned.
• Do not accept or give keys to other students. You are responsible for all keys checked out to you.

Special Considerations for Projects
Making and exhibiting art works involves many issues in addition to those of aesthetics. Sometimes the creation of art works may involve issues regarding the use of human subjects and animals, health and safety concerns, environmental impact, inappropriate or illegal use of property (including copyright violations) and other ethical or legal issues. It is always the artist’s responsibility to consider carefully the ways in which making, performing, or exhibiting art involves such matters.

In making art for academic credit the student is responsible for identifying any such issues that pertain to his/her art-making process. It is the student’s responsibility to do the necessary research to clearly understand factors of health and safety considerations and ethical and legal questions such as those listed above. It is also the student’s responsibility to identify and consider areas of conflict as an integral and natural part of conceptualizing and planning any project. The course instructor will help identify sources for information about any of these issues. For example, the SA+AH has specific rules that guide students in the use of live animals in art projects. The SA+AH also provides workshops for the safe operation of power tools and large equipment, such as kilns.

Permission must be obtained through the SA+AH Director’s office and must be requested in advance of installing art projects on the UF campus.

SA+AH Procedures/Programs/Policies for Graduate Study

Deadlines
It is the student’s responsibility to comply with all deadlines, procedures, and requirements of the Graduate School, the College of Fine Arts and the SA+AH. Remember that SA+AH deadlines are usually several weeks earlier than those of the Graduate School.

Students must be familiar with those sections of the Graduate Catalog that outline general regulations and requirements of the SA+AH and should keep track of the degree credit requirements in general, as well as specific requirements within their areas of concentration.

Ignorance of a rule is not a basis for waiving the rule. School deadlines are determined early each semester and distributed to all graduate students via your UF email account.

Mentoring Program
See Appendix: F and G

Degree Program Requirements
MA in Art History: p. 23
PhD in Art History: p. 26
MA in Art Education: p. 30
MA in Museum Studies: p. 34
MFA in Studio Arts: pg. 38
Graduate Advising and Registration
Each area of concentration has a graduate adviser. See appendix A to identify the Director of Graduate Study (DGS) who is also your advisor. Your advisor is your first stop in all academic planning. You must see your advisor who assists with your course tracking and guides you. Your advisor does not register you. The SA+AH Graduate Program Assistant is the person who registers you. Therefore you must provide the Assistant with complete information. Any lack of information will cause a delay in registration.

Before enrolling each semester, students must meet with the appropriate advisor to discuss their curriculum registration requirements, assist you with registration request forms and Independent study contracts (see appendix H/I for these forms). Your DGS will track your record with a tracking sheet during these meetings. The tracking sheet remains in your file. Due to the nature of the SA+AH graduate curriculum, you will find that pre-advising and advising will assist you. Your DGS will notify you of special office hours during heavy advising periods. It is advisable to meet your DGS in person a minimum of once a semester minimum to look-ahead and to stay on track. DO NOT WAIT UNTIL THE LAST MINUTE TO decide to register.

Once you have filled out your registration form and any Independent study contracts, staple these together and turn these forms into the Graduate Program Assistant – FAC 106 who registers you.

Registration Requirements
The University of Florida operates on a semester system consisting of two 16-week periods and two 6-week summer terms. The following chart has both full and part time registration requirements for each semester that you are registered.

<table>
<thead>
<tr>
<th>REQUIRED Full-time Registration</th>
<th>Status</th>
<th>Fall &amp; Spring</th>
<th>Summer A</th>
<th>Summer B</th>
<th>OR</th>
<th>Summer C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full time/not on assignment</td>
<td>9-12</td>
<td>4</td>
<td>4</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Graduate Assts.</td>
<td>9</td>
<td>3</td>
<td>3</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fellows not on assignment</td>
<td>12</td>
<td>4</td>
<td>4</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Fellows on assignment</td>
<td>9</td>
<td>3</td>
<td>3</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>MINIMUM Registration</td>
<td>Students not on assignment</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>OR</td>
<td>2</td>
</tr>
<tr>
<td>MINIMUM Registration for Financial Aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Holds
To clear holds, go to www.isis.ufl.edu, sign in, go to the left hand menu, click on registration prep, look for holds, accept the registration terms, update your emergency
contact/verify. You must do this frequently during advanced registration and registration. The SA+AH graduate office cannot identify or clear your holds.

Aid Packages and Registration
ALWAYS CHECK WITH FINANCIAL AID TO VERIFY YOUR AID.

If you have an assistantship or fellowship: SA+AH assistantships carry a tuition waiver for 9 credit hours; therefore, students must be registered for 9 hours to be eligible for the waiver. Please note that tuition waivers do NOT cover fees.

Failure to register for an appropriate number of credits may affect continuation of assistantships, fellowships or other student aid.

Individual Study
For any class that is considered an independent study or thesis course (ART, ARH, or ARE 5905, 6905, 6910, 6911, 6914, 6915, 6916, 6917, 6918, 6926, 6927, 6928, 6929, 6971, 6973, 7979 and 7980 or a 6933 outside of your area of concentration), students must complete a “Request for Individual Study” form (Appendix I).

Your DGS will fill out the correct course number (based on the course content and your tracking sheet) BEFORE you meet with the cooperating instructor. Then, bring the form to the instructor and fill out the three required sections (objectives/requirements, means of evaluation, meeting schedule and sign the contract with your instructor. Attachments may be used in the event of an instructor absence however the e-mail or print out must address the three areas outlined in the forms. If you are providing an attachment, please staple the attachment to the Individual Study contract. If you are signing up for a GRADUATE COGNATE COURSE, the instructor may write in the form- see cognate course # syllabus. If you are signing up for an UNDERGRADUATE COGNATE COURSE- the instructor MUST fill out the graduate level requirements for this course.

This statement is a “contract” between the student and the instructor and will be used as a guideline for calculating the student’s grade.

Grades
Students on assistantships and fellowships must keep a GPA of 3.0 and above to maintain their appointments. Grades are only one part of the overall system of evaluation that leads to graduation. Grades do not in and of themselves guarantee continuance in a program if the student does not meet standards in any of the other evaluative processes.

More information on the grading system can be found in the Graduate Catalog.
https://gradschool.ufl.edu/students/catalog.html

The SA+AH follows all the policies on courses, transfer of credit, grades, satisfactory/unsatisfactory grades and deferred grade that are outlined in the Graduate Catalog.

Incomplete Grades
An Incomplete Grade Contract is designed to assist faculty and students by ensuring that the Incomplete Grade option is used only under extenuating circumstances. Merely not finishing work does NOT validate an incomplete grade. The Director will review all requests for an incomplete grade. If a form is approved, both students and faculty must take responsibility for
incomplete grades by finishing and grading coursework in timely fashion. A grade of “I” cannot be assigned without the accompanying contract specifying what must be done to complete the course and the deadlines for acceptance of work.

The contract helps faculty avoid last minute pressure from students who may ask for an “I” because their academic work appears to be unsatisfactory as finals and the end of a term near. It also helps alleviate the problem of students coming back to complete an “I” several semesters (or even years) after the fact, when the original faculty member or teaching assistant is no longer at UF and is not available to reconstruct the work necessary to complete the class.

After all required parties sign the agreement, a copy should be placed in the student’s file.

If a student receives an “I” for a thesis credits, the student will not graduate and will have to continue courses the following semester and reapply for graduation. Assistantships will not carry over.

Incomplete grades must be changed as soon as possible. Grades of “I” carry no quality points and lower the student’s overall grade point average after one term. Students with less than a 3.0 GPA may not hold an assistantship or fellowship; therefore, unresolved “I” grades may put employment or fellowships in jeopardy. Under the Collective Bargaining Agreement, the Graduate School cannot approve beyond one probationary semester students to continue assistantships and receive tuition waivers unless they have an overall 3.0 or better GPA.

All grades of H and “I” must be removed prior to the award of a graduate degree.

The Incomplete Grade Contract is available from your DGS or the SA+AH Graduate Program Assistant.

Unsatisfactory Scholarship
Any graduate student may be denied further registration in the University or in a graduate program should progress toward completion of the program become unsatisfactory to the SA+AH, the College of Fine Arts or the Graduate School. Failure to maintain a 3.0 average on all work attempted is, by definition, unsatisfactory progress. In addition to courses, MFA studio students have a required 1st year and 2nd year Review. MA students have a 1st year review. Each student must successfully pass both the 1st and 2nd year reviews to continue registering in their program.

Supervisory Committees: PhD
See PhD degree Requirements, pg. 25

Supervisory Committees: MA, MFA
Form: Appendix J
The student's supervisory committee should be appointed as soon as possible after the student has been admitted to graduate school but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline date to appoint a supervisory committee is the end of the term in which he/she has accumulated 12 or more credits or at the end of the second semester.
Supervisory committees are initiated by the student, nominated by the SA+AH director, approved by the CFA dean, and appointed by the Dean of the Graduate School. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee. In addition, the chair must be a graduate faculty member from the student's area of concentration. Your committee must contain at least two members. Additional members may be from SA+AH or from another UF college, provided they are Graduate Faculty and their expertise relates to the student's research. At least two committee members must be from the SA+AH. If a minor is designated, the committee must include one Graduate Faculty member from the minor department.

When a student has selected his/her committee members, he/she should submit the form to the SA+AH Graduate Program Assistant, FAC 106 for final approval.

**Abstract**

The student must write a one or two page abstract about his/her project in lieu of thesis/thesis. See Appendix M for the appropriate format.

The Chair of the Supervisory Committee and all the members must approve the abstract. Once the Committee has approved the abstract, students will submit copies as follows:

By the designated date, submit copies of the abstract
- One copy to the SA+AH (for the students file)
- One copy to the Dean’s office

**Announcement of Defenses and Exams**

From the UF Graduate Handbook:
“Notice of the time and place of the final examination must be submitted to the departmental graduate coordinator 10 business days (2 calendar weeks) before the examination. The final examination may not be scheduled earlier than the term preceding the semester in which the degree is to be conferred.”

*Submit the announcing to the SA+AH Graduate Coordinator.*

**Graduate School Fellows, Assistants and Teaching Assistants**

SA+AH assistants assigned at .33 FTE, or 1/3 time, will be expected to work 13 hours per week to fulfill his or her assistantship requirements. Assistants assigned at .50 FTE, or ½ time, will be expected to work 20 hours per week. Students on assistantships or fellowships must maintain a GPA of 3.0 or higher to keep their assignment.

**Maintaining Assistantships**

Each GA /GTA is required to keep a GPA of 3.0 or higher to maintain their assignment.

**Graduate Assistant Responsibilities**

GA responsibilities typically include, but are not necessarily limited to, the following:
- clerical duties, shop duties, research assignments, etc.
- utilizing organizational skills to communicate expectations/ideas clearly
- following supervisor’s instructions
- adhere to accepted standards of professional behavior
Faculty Supervisor’s Responsibilities for Assistants
Faculty Supervisor’s responsibilities typically include but are not necessarily limited to the following:

• identifying and outlining the GA’s responsibilities prior to his/her arrival;
• providing the GA with a performance evaluation by completing the SA+AH Graduate Assistant Evaluation Form in a timely fashion;
• working with the GA to overcome any deficiencies in fulfilling the responsibilities listed above;
• notifying the Director if the GA is having difficulty fulfilling his/her assigned duties.

MFA Graduate Teaching Assistants
All MFA students who receive assistantships or fellowships and students interested in teaching studio art will be required to successfully complete ARE 6386: Teaching Art in Higher Education during their first semester or prior to being assigned a course to teach. Normally, first semester graduate assistants will not be assigned classes of their own unless they have had prior teaching experience. Instead, their assignments may include leading discussion sections, overseeing studio sections, providing technical assistance in studios, assisting faculty, or working in the College, the SA+AH or in other units.

All Studio students with teaching responsibilities will be jointly supervised by the Foundations Coordinator and the assigned area faculty member. Both supervisors will observe the student’s teaching and complete a final evaluation.

In addition, the Foundation Coordinator will require the GTA to:

• Develop a course syllabus, a draft of which must submitted to the Foundations Supervisor for approval in a timely manner.
• Schedule one office hour per week.
• Attend Friday GTA meetings
• Periodically display student classroom work in Fine Arts buildings.

The GTA SA+AH Handbook can be found online at the following address:

Graduate Teaching Assistant (TA) Responsibilities
Teaching assistants are supervised by the Foundations Coordinator and a member of the SA+AH faculty. Detailed responsibilities and requirements may be found in the SA+AH Graduate Teaching Assistant Handbook. It can be found online at the following address:

GA/GTA Evaluation Process
Graduate assistants shall be evaluated in writing for each contract offered of one semester or longer. The evaluation is to cover the assigned duties and responsibilities appropriate to the assignment. Supervisors should make sure that graduate assistants are fully aware of the performance standards and expectations that apply to the assignment at the beginning of each semester.

In general, all performance standards should be observable, measurable, achievable, reasonable, and related to the assignment. More importantly, performance standards should be consistent for similar assignments so that all graduate assistants are evaluated fairly. The Collective
Bargaining Agreement provides specific guidelines for observation and visitations, as well as evaluating the nature of the assignment.

To ensure a fair and successful evaluation, your supervisor should address performance issues as they occur in a timely, personal, and verbal manner. In addition, the student should:

- know what is expected of him/her
- be properly trained and have the support to successfully complete the assignment
- be immediately made aware of any unsatisfactory performance and be provided with the means to improve on said performance
- have exemplary performance noticed and noted

The effort put forth in a well-planned and thoughtful evaluation can accomplish many goals. In addition to documenting the student’s work product it will:

- provide valuable insights into work done so that the student may improve and grow;
- reinforce good performance by recognizing positive contributions;
- enhance two-way communication, which is important in all careers; and
- clarify goals of the School and College.

The Faculty Supervisors must notify the Director if the assistant is not fulfilling his/her assigned duties.

**Procedure**

At the beginning of the student’s assignment, the supervisor should list the responsibilities and expectations for the position. A copy of this list should be given to the student.

Graduate assistants are generally evaluated prior to the final week of the semester. Assistants must have the opportunity to sign the document and may attach comments to the evaluation, if desired. A copy will be placed in the student’s file and will also be given to the student. If your evaluation cannot be completed, or if questions related to this procedure arise, please contact the Director’s office immediately.

**Additional SA+AH Resources**

**College of Fine Arts Visual Resource Center (VRC)**

Location: Fine Arts Building C, Room 118
Phone: 352-392-0247
Website: [http://www.arts.ufl.edu/VRC/index.htm](http://www.arts.ufl.edu/VRC/index.htm)

*Hours:*
- Mon. – Thurs. 8am – 5pm
- Friday 8am - Noon
- 1pm – 5pm
- Sat. & Sun. closed

**About the Collections**

*ANALOG COLLECTION*

The Visual Resources Center houses a comprehensive collection of over 325,000 fine art and
architecture slides. The slide collection covers a broad range of mediums, periods, and geographic areas.

Slides are arranged by country, the artists are then listed alphabetically according to their medium: sculpture, painting, textiles, graphic design, photography, installation, video, performance, etc.

Architecture slides are arranged by period: ancient, medieval, renaissance and modern, etc. and then arranged alphabetically by country, city and by location of the site.

DIGITAL COLLECTION
The Visual Resources Center recently acquired the funds to purchase LUNA Insight, a powerful digital asset management program that will be used to manage the growing digital image collection.

Users have access to the VRC's licensed collection of 6,000 digital images as well as access to over 200,000 digital images of art, architecture, photography, maps, and cultural history related materials from an image consortium hosted through LUNA Imaging.

Workshop for Art Research and Practice (WARP)
Workshop for Art, Research and Practice (WARP) is the experimental foundations course that is offered at the University of Florida. The WARPhaus, located off campus, serves as a classroom and studio space for the course. It also contains a gallery. Graduate assistants are monitors for the open studio hours of the building and also serve as coordinators for the gallery.

Architecture and Fine Arts Library
www.uflib.ufl.edu/afa
The Architecture and Fine Arts Library (located on the second floor of FAA) houses more than 90,000 books, tapes and drawings, and more than 650 periodicals relating to fine art, architecture, and design.

University Galleries
www.arts.ufl.edu/galleries
The University Gallery is dedicated to an exhibition program with an emphasis on contemporary art, for the primary purpose of serving the department's teaching and research needs. The gallery originates important exhibitions of regional, national and international art, hosts traveling exhibitions and mounts exhibitions of SAAH generated works. Included in these are the Annual Art Faculty Exhibition, the MFA Thesis Exhibitions, the Annual Juried Student Art Exhibition, and other periodic group and one-person faculty exhibitions.

The Grinter Galleries are located in Grinter Hall. The exhibitions presented here are related to academic programming with an emphasis on international arts.

The Focus Gallery is a space adjacent to the office area of the School of Art and Art History. Under the supervision of the University Gallery, this area displays student and faculty art as well as small, invitational one-person exhibitions, on a monthly basis.

Digital Fabrication Lab
www.arts.ufl.edu/aafablaboratory
The Art and Architecture Fabrication Laboratory (A² Fab Lab) is a collaboration between the
School of Architecture and the School of Art + Art History, funded through the Director of Research. The laboratory currently houses three primary technologies - laser cutters, 3D plotting, and 3D scanning. Each of these technologies provides different ways of bridging between the physical and digital realms, and as such open new opportunities for students and faculty alike to explore new ways of thinking and making.

Student Organizations
See Appendix K

UF Internal Support Programs/ Programs offered by the UF Office of Graduate Research
www.research.ufl.edu/researchsupport/internal_support

College of Fine Arts Office of Research, Scholarship, and Creative Activity
www.arts.ufl.edu/faculty/research/
The College of Fine Arts’ Office of Research, Scholarship, and Creative Activity is housed within the Dean’s Office. This office serves to support College of Fine Arts’ faculty and graduate students as they initiate, support and develop their research, scholarship, and creative activities.

College of Fine Arts Graduate Program Research Profiles
The College of Fine Arts’ graduate students work closely with faculty members to actively engage in research, scholarship, and creative activity. The research profiles on this page outline the work of individual graduate students, and you may search the profiles by research area keyword to find graduate students who are working those areas.

Students can access the graduate student template at:
www.arts.ufl.edu/faculty/research/Research_Comm.aspx

SAAH graduate students should create their profiles and submit the documentation electronically to:
Dean Brophy, Assistant Dean for Research and Technology- tbrophy@arts.ufl.edu
Mike Truluck, CFA Webmaster- mtruluck@arts.ufl.edu

College of Fine Arts Research Seminar Series
www.arts.ufl.edu/faculty/research/Seminar_Series.aspx

SA+AH List Serves
See Appendix D
**General UF Policies/Support**

**UF Policy on Alcohol and Drugs**
The University of Florida is committed to providing on and off-campus environments free of the abuse of alcohol and illegal use of alcohol and other drugs. The following summary of the University's policies concerning the use of alcohol and other drugs is provided to you in response to the Drug-Free Schools and Communities Act and Amendments of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol is prohibited in and on property owned or controlled by the University of Florida or any other UF facility. No employee or student is to report to work, class, or any University activities (on or off-campus) while under the influence of illegal drugs or alcohol.

The use of alcoholic beverages by members of the University of Florida community is at all times subject to the alcoholic beverage laws of the state of Florida, City of Gainesville, County of Alachua, or other applicable local regulations and the University Alcohol Policy, Rule 6C1-2.019, Florida Administrative Code.

The possession and use of controlled drugs by members of the University of Florida community must at all times be in accordance with the provisions of Florida law, the rules of the Board of Governors, and the rules of the University of Florida. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and "designer drugs"), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances are prohibited unless authorized by law.

Under Statute 562.11, selling, giving, or serving alcoholic beverages to persons under age 21 or to permit a person under 21 years of age to consume said beverages is unlawful. It is also unlawful to misrepresent or misstate his or her age or any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person less than 21 years of age.

Violation of the policies and laws described above is grounds for disciplinary action up to and including termination or expulsion in accordance with applicable University of Florida and Board of Governors rules. Disciplinary action against a student or employee by the University does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the University of Florida.

See [www.president.ufl.edu/alcohol.htm](http://www.president.ufl.edu/alcohol.htm) and [www.dso.ufl.edu/studentguide/policyindividual.php](http://www.dso.ufl.edu/studentguide/policyindividual.php)

**UF Grade Posting Policy**
Student academic information is, by law, confidential; an academic record that is individualized with a student’s name, UFID, or social security number must be protected. A student’s right to privacy is protected by Florida Statutes and the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, commonly referred to as the Buckley Amendment. Even if names are obscured, numeric student numbers are considered personally identifiable information.

*In accordance with the guideline above, student papers or projects with the grade showing*
cannot be left in a public place such as the SA+AH Office, in the hallway outside faculty offices, or in envelopes taped to doors where students can see any other student’s grade.

It is also a violation of the FERPA to discuss a student’s grade with his/her parents without the consent of the student. In order to comply with FERPA, student information should not be transmitted to any third party outside the university without the student’s written consent. This confidentiality has been established as UF policy including through Rule 6C1-4.007, FAC, which is on the web at http://www.dso.ufl.edu/judicial/FERPA.php. Requests for student information can take many forms, including requests from potential employers. Should written permission be obtained from students to release confidential information, the original authorization should be retained in the student’s file as support for any future release of information.

Grades submitted on time are available to students the Monday evening following commencement. Students may access their grades through the “My Self Service” link in the myUFL portal. Grades not submitted in a timely manner, or grades requiring a change (such as from an “Incomplete” to a letter grade), must be submitted in writing on the appropriate Grade Change Form, signed by the instructor, and approved department director.

Absences for Religious Holidays or Observances
Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. If a faculty member is informed of or is aware that a significant number of students are likely to be absent from his/her class because of a religious observance, a major exam or other academic event should not be scheduled at that time. Further, a student who is to be excused from class for a religious holy day is not required to provide a second party certification of the reasons for the absence. Finally, a student who believes that he/she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

UF Honor Code and Guidelines
www.sg.ufl.edu/branches/judicial/honorcode.aspx

University of Florida students voted in the fall of 1995 to enact a student Honor Code. They approved the following:

Preamble:
In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the Honor Code.

UF Honor Code
We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

Pledge:
On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:
"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

UF Policy Regarding Behavior in Instructional Spaces
The University of Florida’s Student Code of Conduct prohibits all activities found in the document found at www.sg.ufl.edu/branches/judicial/sanctions.aspx.

Disruptive Behavior
Faculty, students, administrative, and professional staff members, and other employees (hereinafter referred to as “member(s)” of the University), who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Governors and the University and state law governing such actions. A detailed list of disruptive conduct may be found at in the Student Code of Conduct. Be advised that a student can and will be dismissed from class if he/she engages in disruptive behavior.

Crisis Response Team
www.ufsa.ufl.edu/aboutufsa/ert/ert.shtml

The Crisis Response Team is a multidisciplinary team of professionals from the University of Florida, Santa Fe Community College and Alachua County committed to providing services to students and members of the university community in times of crisis or Emergency. The TRT meets on a monthly basis and responds to both individual and community crises and traumatic events that impact individuals and our community. The Crisis Response Team is available for consultation with individuals on issues involving tragedies or loss of life.

Counseling Services
Resources are available on campus for students having personal problems or lacking clear career and academic goals, which interfere with their academic performance:

Sexual Assault Counseling:
Center for Sexual Assault/Abuse Recovery and Education
(352) 392-1161
TDD (352) 392-3192
http://shcc.ufl.edu/care/

Career Development Assistance and Counseling:
Career Resources Center, J. Wayne Reitz Union
(352) 392-1601
http://www.crc.ufl.edu/
**DEGREES REQUIREMENTS: Master of Arts in Art History**

*UF offers a terminal M.A. degree. We also offer this degree as a step to the Ph.D. Students with a B.A. who wish to pursue the Ph.D. must first complete the M.A. before they can matriculate in the Ph.D. program. M.A. students who wish to pursue the Ph.D. should make an informal application to the doctoral program by January 10th. See Ph.D. Program below.*

**Degree Requirements**
The SA+AH offers an M.A. in Art History in the following areas:
- Ancient
- Medieval
- Renaissance/Baroque
- Modern and Contemporary
- Non-Western (including African, Asian, Pre-Columbian and Latin American)

The M.A. in Art History requires 36 credit hours including:
- 3 credits of research methods
- 27 credits of graduate courses (15 credits in art history, 12 elective credits, of which 9 credits may be in a supporting discipline)
- 6 credits of thesis research

Methods of Research and Bibliography (ARH 5815) is required prior to thesis work. Students will register for Thesis (ARH 6971) for two semesters.

**Graduate courses**
Students must take courses with a minimum of five SA+AH art historians. At least four of these courses must be graduate seminars and should be taken in the first year. Of the twelve required elective credits, up to nine elective credits may be taken in related areas with the approval of the Director of Graduate Studies for Art History and in consultation with the Chair of the student’s Supervisory Committee. Outside courses should relate to the program. For example, those interested in African art may want to take advantage of courses offered through the Center for African Studies. The Registration Form is Appendix G of this document.

**Supervisory Committees**
The student’s Supervisory Committee should be appointed as soon as possible after the student has been admitted to graduate school but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline date to appoint a Supervisory Committee is the end of the term in which he/she has accumulated 12 or more credits or at the end of the second semester.

Supervisory Committees are initiated by the student, and should consist of at least two members: a Supervisory Committee Chair, who will also act as the student’s primary academic advisor, and a second member from the Art History faculty. An outside member from another UF college is also highly recommended.

Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a Supervisory Committee. In addition, the chair must be a Graduate Faculty member from the student’s area of concentration. Additional members may be from SA+AH or from another UF college, provided they are Graduate Faculty and their expertise relates to the student’s research. If a minor is designated, the committee must include one Graduate Faculty member from the minor department.

Committees are nominated by the SA+AH director, approved by the CFA dean, and appointed by the Dean of the Graduate School. When a student has selected his/her committee members, he/she should submit the names to the Graduate Program Assistant for approval.
A student may amend his/her committee for good reason until beginning of the final semester.

Foreign Language Proficiency
Reading proficiency in a foreign language appropriate to the major area of study must be demonstrated before thesis research is begun. This may be demonstrated by passing a departmental language exam or by passing two semesters of graduate reading courses.

The language exams are administered at the beginning of each semester. Students may take language courses other than the graduate reading courses in order to prepare for the exam. Credit for language courses does not count towards degree credits.

Last Semester (2nd year):
M.A. Requirements for Graduation
It is essential that all candidates check with Laura Robertson, the Graduate Director of The College of Fine Arts, to be sure that all requirements for graduation have been met or will be met in the final semester. Petitions of degree requirements and transfer of credit will be entertained by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree.

Deadlines
The Graduate School issues Deadline Dates for each term. The dates and instructions therein supersede those listed in the Graduate Catalog calendar. Copies of Deadline Dates and related forms and materials are available in the Editorial Office, 109 Grinter Hall. These deadlines are firm. Additional deadline dates are issued by the College of Fine Arts and the School of Art and Art History.

Registration
M.A. students must enroll in ARH 6971 (Research for Master’s Thesis) during the term the final examination (oral defense) is given and the degree is conferred.

Degree Application
All M.A. degree candidates must apply for a degree through ISIS. Care must be taken to cite the correct degree, year and term. www.isis.ufl.edu

Thesis Proposal
Students are required to present a draft of their Thesis proposal to their Supervisory Committee. The proposal shall include:
• a discussion of his/her development thus far at the University;
• an outline of the proposed research and procedures and
• a statement of the significance of the project.

Thesis
Each student is responsible for conforming to regulations governing format, final term procedures and dates for submitting his/her thesis to his/her Supervisory Committee. Students MUST follow the procedures outlined online https://gradschool.ufl.edu/editorial/introduction.html

Responsibilities of the Supervisory Committee and Chair
It is the responsibility of the Chair of the Supervisory Committee to review the initial rough drafts of the report/thesis with the student and make suggestions for improvement before the report is distributed to the Supervisory Committee.

The student presents the final copy of the thesis to the other member(s) of the Supervisory Committee for final review before the Oral Defense. It should require no more than two meetings to make additional suggestions to the student and to approve the report.
The Thesis must be defended and in final form prior to submission.

**Preparation for Final Examination/Defense**

Upon submission of the final copy of the thesis, the student will schedule an oral defense date with his/her Supervisory Committee Chair.

**Oral Defense**

The oral defense will be a formal presentation of the Thesis work. All members of the Committee *must* be present. The Supervisory Committee Chair will invite other members of the graduate faculty to attend, and the oral defense is open to the public.

The student will give a formal presentation that addresses the progress of his/her work. It is expected that he/she will demonstrate how the research problem has been defined, researched, and resolved.

After the presentation, members of the Committee will ask the student questions pertaining to his/her work, and then confer in private to accept the thesis, to require further changes, or to reject it.

Upon successful completion of the Oral Defense, a Final Examination Form will be signed by the Supervisory Committee and forwarded to the SA+AH office for the Director’s signature.

**Electronic Theses and Dissertations (ETD)**

https://gradschool.ufl.edu/editorial/introduction.html

*Information on Getting Started: The ETD Lab, The Thesis/Dissertation Process, Electronic Final Submission and Editorial Staff can all be found on the ETD website listed above.*

UF Graduate School Editorial Office
PO Box 118461 (224B The Hub)
Gainesville FL 32611-8461
USA
352 392 1282 (Telephone)
352 846 1855 (Fax)

*Information on Electronic Thesis and Dissertation Technical Support, Informational Seminars & Workshops, Thesis and Dissertation Consulting Services, and Thesis and Dissertation Formatting Templates can all be found at the following website.*
http://etd.circa.ufl.edu/
DEGREE REQUIREMENTS: Doctoral Program in Art History

UF offers a terminal M.A. degree. We also offer this degree as a step to the Ph.D. Students with a B.A. who wish to pursue the Ph.D. must first complete the M.A. before they can matriculate in the Ph.D. program. M.A. students who wish to pursue the Ph.D. should make an informal application to the doctoral program by January 10th. See Ph.D. Program below.

An M.A. degree in Art History (or closely related field) is required before any student can matriculate in the Ph.D. program. Students who have taken the M.A. at the University of Florida, who wish to pursue the doctoral degree at UF must submit a letter of application to the Ph.D. program by January 10. Writing samples and letters of recommendation for this application are not required. All other prospective Ph.D. students must submit a formal application through the Graduate School.

Ph.D. in Art History Degree Requirements

The Ph.D. in Art History requires 60 credits beyond 30 credits of an M.A. for a total of 90 credits, including:

- 15 credits (5 courses) in primary area (maximum of 12 credits in any one seminar/course number)
- 9 credits (3 courses) in a secondary area of art history.
- 9 credits (3 courses) in related electives or outside minor field (Director of Graduate Studies for Art History must approve electives taken outside of the school. These, along with all other course work, should be decided in consultation with student’s Doctoral Supervisor)
  - NOTE: Only 6 credits (2 courses) of related electives are required if student has not yet taken ARH 5815. Also, see Graduate Catalog for definition of “Minor Field”
- 27 credits of dissertation research and writing (including 3 credits of ARH 7979 to prepare for Qualifying Exams)
- Additional language courses – two languages needed

Deadlines

The Graduate School issues Deadline Dates for each term. The dates and instructions therein supersede those listed in the Graduate catalog calendar. Copies of Deadline Dates and related forms and materials are available in the Editorial Office, 109 Grinter Hall. These deadlines are firm. Additional deadline dates are issued by the College of Fine Arts and the School of Art and Art History.

Supervisory Committees

Supervisory Committees are nominated by the SA+AH chair, approved by the CFA dean, and appointed by the Dean of the Graduate School. The committee should be appointed after the students has begun doctoral work and, in general, no later than the end of the second semester of equivalent full-time study. When a student has selected his/her committee members, he/she should submit the names to the Graduate Program Assistant for final approval. (Forms: Appendix J)

A student may amend his/her committee for good reasons up to the beginning of the final semester.

Membership

Supervisory Committees are initiated by the student. The Supervisory Committee shall consist of no fewer than four members selected from the Graduate Faculty. At least two members, including the chair, (who will also act as the student’s primary academic advisor), will be from the SA+AH, and at least one member will be drawn from a different educational discipline with no ties to the SAA+AH to serve as an external member. One regular member may be from the SA+AH or another department.

Duties of the Supervisory Committee follow

- To inform the student of all regulations governing the degree sought. It should be noted, however, that this does not absolve the student from the responsibility of becoming knowledgeable concerning these regulations.
• To meet immediately after appointment to review the qualifications of the student and to discuss and approve a program of study.
• To meet and discuss and approve the proposed dissertation project and the plans for carrying it out.
• To give the student a yearly letter of evaluation in addition to the S/U grades awarded for the ARH 7979 and ART 7980. The chair should write this letter after consultation with the Supervisory Committee.
• To conduct the qualifying examination. The entire committee must be present with the student for the oral portion of the examination. This examination must be given on campus.
• To meet when the work on the dissertation is at least one-half completed to review procedure, progress and expected results and to make suggestions for completion.
• To meet on campus when the dissertation is completed and conduct the final oral examination to assure that the dissertation is a piece of original research and a contribution to knowledge. No fewer than four faculty members, including all members of the Supervisory Committee, shall be present with the candidate for this examination.

Language Requirement
Prove proficiency in two research languages.

Qualifying Examination
The qualifying examination is prepared and evaluated by the full Supervisory Committee. It is both written and oral. Normally students take the exam in the spring term of their third year or at the beginning of the fall term of their fourth year. All members of the Supervisory Committee must be present with the student at the oral portion. The Supervisory Committee has the responsibility at this time of deciding whether the student is qualified to continue work toward the Ph.D. degree.

If a student fails the qualifying examination, the Graduate School must be notified. A re-examination may be requested, but it must be recommended by the Supervisory Committee and approved by the Graduate School. At least one semester of additional preparation is considered essential for re-examination. See the Director of Graduate Studies for Art History for further information on the qualifying exams.

Purpose of Qualifying Examination
Normally a student will enroll in a semester of ARH 7979 to prepare for the Qualifying Exams. The qualifying examination forms a bridge between coursework and the dissertation. Students must demonstrate both comprehensive knowledge of the works and issues of their primary field as well as more in-depth mastery of the problems, methods, and literature of a special focus within the primary field. Students will also be examined on either a secondary field within art history, a minor field outside art history, or a second special focus. If a student is to be examined in a minor field outside art history, then one member of the Supervisory Committee must be a faculty member in the department that represents that discipline at the University of Florida.

The Supervisory Committee Chair (or Dissertation Chair/Advisor) is in charge of the Supervisory Committee. In consultation with the student, the members of the Supervisory Committee schedule the dates of the exam, decide on the format of the oral examination, and determine the precise boundaries of the fields and special focus(es) to be covered. This must be done no later than four months prior to examination.

Qualifying Examination Format
The examination consists of four parts: three take-home written essays and an oral examination. At least one part of the exam, written or oral, should ask the student to demonstrate their knowledge of and facility in analyzing specific works of art or architecture, in particular through questions based around images of specific works. The parameters of the exam questions are as follows:
**Essay #1:**
This question tests the student’s comprehensive knowledge of the works and issues of the primary field. The primary field will correspond to one of the customary geographically and chronologically bounded fields of art history. Typically, the student’s dissertation will be a scholarly contribution to this primary field.

**Essay #2:**
This question tests the student’s in-depth mastery of the problems, methods, bibliography, and historiography of a special focus within the primary field. The essay may focus on a specific medium, theme, or critical category or concept, or it may narrow the geographic area and/or chronological range of the primary field. Typically, the special focus will explore issues and bibliography relevant to the proposed dissertation topic.

**Essay #3:**
This question tests either a secondary field within art history, a minor field outside art history, or a second special focus within the primary field. A secondary field will correspond to one of the customary geographically and chronologically bounded fields of art history, like the primary field, and students will demonstrate the same level of comprehensive knowledge. The boundaries of the minor field will be determined in consultation with the member of the Supervisory Committee from that discipline. If this part of the exam explores a second special focus within the primary field, then it must be wholly distinct from the special focus in Essay #2 and it must demonstrate the same level of in-depth mastery of problems, methods, bibliography, and historiography.

**Oral Examination, Part #4:**
This part of the exam is an opportunity to discuss issues addressed or insufficiently addressed in the student’s written responses. It may also be used to discuss new questions about the primary, secondary, or minor field or the special focus(es). It may ask questions about images to test a student’s knowledge and facility in analyzing specific works of art and architecture in those fields. This is also an occasion for exploring the ways in which the student’s study for the qualifying examination has shaped or modified his/her understanding of the proposed dissertation project.

The student will have 72 hours to complete the written parts of the exam, so that each essay should correspond to one day of writing. The questions for all the written parts of the exam will be provided to the student on the morning of Day One of the examination (normally a Friday), and the student will transmit his/her responses to the Supervisory Committee on the morning of Day Four (normally the following Monday). The oral examination must be taken within a week of the completion of the written examination; it can be held no later than Day Eleven of the examination period. The Supervisory Committee will review the written examination before the oral examination, but no response will be given to the student before the end of the entire qualifying examination.

The entire Supervisory Committee must be present at the Oral Examination. Members of the committee may plan to be present virtually through web conferencing or other technology, but the Chair of the Supervisory Committee may plan to be present virtually only if a Co-Chair from our department is present in person to serve in the Chair’s stead. These guidelines for Supervisory Committee attendance are based on the 2007-2008 Graduate School Handbook and communications with the Graduate School in Spring 2008. Any changes to Graduate School policy supersede these guidelines.

**Registration in Research Courses**
ARH 7979 is open to doctoral students who have not yet been admitted to candidacy. Students enrolled in ARH 7979 during the term they qualify for candidacy will stay in this course unless the SA+AH elects...
to change their enrollment to Research for Doctoral Dissertation (ARH 7980).
- ARH 7980 is reserved for doctoral students who have been admitted to candidacy.

**Admission to Candidacy**
A graduate student does not become a candidate for the Ph.D. until granted formal admission to candidacy. Such admission requires the approval of the student’s Supervisory Committee, the director of the SA+AH, the dean of the college and the dean of the graduate school. The approval must be based on:

- The academic record of the student
- The opinion of the Supervisory Committee concerning overall fitness for candidacy
- An approved dissertation topic
- A qualifying examination as described above

**Degree Application**
All degree candidates must complete the online degree application. Care must be taken to cite the correct degree, year and term. Apply online through ISIS at http://www.isis.ufl.edu/

**Electronic Theses and Dissertations**
please visit the following websites.
http://etd.circa.ufl.edu/
https://gradschool.ufl.edu/editorial/introduction.html
DEGREE REQUIREMENTS: Master of Arts in Art Education

The MA in art education requires 36 credit hours:

- 3 credits of Methods of Research and Bibliography (ARE 5815)
- 9 credits of art education foundations, curriculum theory, and contemporary issues
- 9 credits of advanced studio
- 3 credits of art history, criticism
- 6 credits of approved art or education electives
- 3 credits of approved art education electives
- 3 credits of thesis/project research

Methods of Research in Art Education (ARE 6705)
This course deals with the methods of research in art education and related fields.

History of Teaching Art (ARE 6049)
This course looks at the evolution of art education in the United States and abroad.

Curriculum in Teaching Art (ARE 6148)
This course deals with contemporary theories for development of art teaching curricula.

Issues in Art Education (ARE 6xxx)
This course explores contemporary issues in art, general education and society that affect teaching of art in public schools.

The DGS must approve all courses for Art Education. To be admitted to candidacy, students must pass a First Year Review. The program culminates with a Thesis or Project in Lieu of Thesis.

First Year Review
First year reviews are one part of an overall system of evaluation. Although a student must maintain a B average, she/he must also pass the first year review in order to continue in their program of study. The SA+AH will assign the First Year Review Committees at the end of the student’s first semester in residence, or no later than six (6) weeks into the second semester. At least one member of the review committee will be from the student’s area of specialization. Committees are determined by the Director of Graduate Studies.

The First Year Review of the student’s progress will take place at the end of the first year of graduate study (or at the end of the first two semesters) to determine the student’s fitness for continuation. At this time, the student will provide to the committee a one page written statement concerning his/her work, followed by a 20 minute presentation of his/her first-year work. The committee will then question the student about this graduate work for approximately 20 minutes. Then the committee will meet privately for approximately 20 minutes to discuss the work and progress to ultimately vote one of the following options:

1. to allow the student to proceed with his/her research work according to schedule
2. to require adjustments to the student’s program and a re-review process
3. to dismiss the student from the program based on unsatisfactory academic performance and presentation to the committee (no re-review).

The committee will meet with the student for approximately 20 minutes to discuss the committee’s decision and give the student critical feedback about his/her work.

In addition to the verbal discussion, the Chair of the First Year Review Committee will report the results to the student and to the Graduate Coordinator by letter in a timely fashion, preferably within two (2) weeks of the review, but no later than the end of the semester. Those students who will be continuing on to their second year of study must name a thesis committee and file the thesis committee form with the
office by the end of the semester. The Supervisory Committee Form will be turned into the SA+AH Graduate Assistant.

The students should be aware that the criteria and determination made at the review is not reflective of the students’ grades or GPA at the time of the review.

The Re-Review Process
If the student is asked to re-review by their 1st Year Review Committee, the re-review will be scheduled in the late summer of the next academic year. The Re-Review process will be similar to the previous Review process. The student will present a statement for the committee to read and then take 20 minutes to present his/her work.

The committee will then have 20 minutes to ask any questions to the student about his/her work and progress since the last meeting. The committee will then meet in private to discuss their two options. After deliberation, the committee will present their results to the student. If the student passes, then he/she will continue with their program. If the student does not pass then their program will be terminated and they will be denied further registration as a graduate student.

Supervisory Committees
The student’s supervisory committee should be appointed as soon as possible after the student has been admitted to graduate school but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline date to appoint a supervisory committee is the end of the term in which he/she has accumulated 12 or more credits or at the end of the second semester.

Supervisory committees are initiated by the student, nominated by the SA+AH director, approved by the CFA dean, and appointed by the Dean of the Graduate School. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee. In addition, the chair must be a graduate faculty member from the student’s area of concentration. Your committee must contain at least two members. Additional members may be from SA+AH or from another UF college, provided they are Graduate Faculty and their expertise relates to the student’s research. At least two committee members must be from the SA+AH. If a minor is designated, the committee must include one Graduate Faculty member from the minor department.

When a student has selected his/her committee members, he/she should submit the form to the SA+AH Graduate Program Assistant for final approval by the school.

A student may amend his/her committee for good reason until the beginning of the final semester.

Last Semester (2nd year)
MA Requirements for Graduation
It is essential that all candidates check with the Graduate Director in the College of Fine Arts to be sure that all requirements for graduation have been met or will be met in the final semester. Petitions of degree requirements and transfer of credit will be entertained by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree.

Deadlines
The Graduate School issues Deadline Dates for each term they are available online at https://gradschool.ufl.edu/catalog/current-catalog/catalog-academic-calendar.html. These deadlines are firm. Additional deadline dates are issued by the College of Fine Arts and the School of Art and Art History.

Registration
MA students must enroll in ARE 6973 (Project In Lieu of Thesis) or ARE 6971 (Research for Masters Thesis) during the term the final examination (oral defense) is given and the degree is conferred.
**Degree Application**

All MFA degree candidates must apply online for their degree through ISIS. Care must be taken to cite the correct degree, year and term. The form is available at [www.isis.ufl.edu](http://www.isis.ufl.edu)

**Project/Thesis Proposal**

Students are required to present a draft of their Project in Lieu of Thesis/Thesis proposal to their supervisory committee. The proposal shall include:

- a discussion of his/her development thus far at the University;
- an outline of the proposed research and procedures;
- a statement of the significance of the project.

After reviewing the work presented and questioning the student about his/her work, the committee will vote for one of the following options by secret ballot:

- to pass the student on to thesis work;
- to require adjustments to the student’s program;
- to dismiss the student from the program based on academic performance and presentation to the committee.

**Project/Thesis Report**

Each student is responsible for conforming to regulations governing format, final term procedures and dates for submitting their project report to his/her Supervisory Committee. *Students who are doing a Thesis MUST follow the ETD submission procedures.*

**Responsibilities of the Supervisory Committee and Chair**

It is the responsibility of the Chair of the Supervisory Committee to review the initial rough drafts of the report/thesis with the student and make suggestions for improvement before the report is distributed to the Supervisory Committee.

The student presents the final copy of the report/thesis to the other member(s) of the Supervisory Committee for final review before the Oral Defense. It should require no more than two meetings to make additional suggestions to the student and to approve the report.

The Project Report/Thesis must be defended and in final form prior to submission.

**Preparation for Oral Defense**

Students, in consultation with their Committee Chairs, should schedule their oral defense to allow time to make all corrections and meet final submission deadlines.

**Abstract**

The student must write a one or two page abstract about his/her project in lieu of thesis/thesis. See Appendix M for the appropriate format.

The Chair of the Supervisory Committee and all the members must approve the abstract. Once the Committee has approved the abstract, students will submit copies as follows:

By the designated date, submit copies of the abstract

- One copy to the SA+AH (for the students file)
- One copy to the Dean’s office

**Oral Defense**

Upon submission of the final copy of the project report, the student will schedule an oral defense date with his/her Supervisory Committee Chair. The oral defense will be a formal presentation of the Project.
in Lieu of Thesis work. All members of the Committee must be present. The Supervisory Committee Chair will invite other members of the graduate faculty to attend, and the oral defense is open to the public.

The oral defense should be scheduled at least one week before the final project report is due in the SA+AH office to allow time for the student to make any corrections that were suggested at his/her defense and to meet final submission deadlines.

The student will give a 15 to 20 minute formal presentation that addresses the progress of his/her work. It is expected that he/she will demonstrate how the creative project relates to his/her past work and how the research problem has been defined, researched, and resolved in the works presented.

After the presentation, members of the Committee will ask the student questions pertaining to his/her work, and then confer in private to accept the project, to require further changes, or to reject it.

Upon successful completion of the Oral Defense, a Final Examination Form will be signed by the Supervisory Committee and forwarded to the SA+AH for the Director’s signature.

**Final Submission of Project in Lieu of Thesis Report**

After final approval of changes by the supervisory committee, and no later than the date specified, candidates must submit the following materials to the Director of the SA+AH:

- Two copies of the thesis report
- Fully signed Final Examination Report Form and signature page
  (Library binding fee will be billed through UF)

These documents are then forwarded to the Dean’s Office and the copies will be kept in the Architecture and Fine Arts Library. More copies may be required if individual Committee members request them.

**Electronic Theses and Dissertations (ETD)**

[https://gradschool.ufl.edu/editorial/introduction.html](https://gradschool.ufl.edu/editorial/introduction.html)

*Information on Getting Started: The ETD Lab, The Thesis/Dissertation Process, Electronic Final Submission and Editorial Staff can all be found on the ETD website listed above.*

UF Graduate School Editorial Office
PO Box 118461 (224B The Hub)
Gainesville FL 32611-8461
USA
352 392 1282 (Telephone)
352 846 1855 (Fax)

*Information on Electronic Thesis and Dissertation Technical Support, Informational Seminars & Workshops, Thesis and Dissertation Consulting Services, and Thesis and Dissertation Formatting Templates can all be found at the following website.*

[http://etd.circa.ufl.edu/](http://etd.circa.ufl.edu/)
DEGREE REQUIREMENTS: Master of Arts in Museum Studies
The MA in Museum Studies consists of both academic preparation and practical experience. The curriculum allows students the opportunity to do graduate work in a disciplinary emphasis (art, art history, anthropology, history, the natural sciences, education, among others) and at the same time to complete a concentrated study in professional museum practices.

Degree requirements
The MA in Museum Studies requires 48 credit hours including:
15 credits in museum studies courses:
• Introduction to Museology (3)
• Collections (3)
• Education (3)
• Exhibitions (3)
• Electives (3)
18 graduate credits in disciplinary focus
6 credits of Internship
6 credits of Electives
6 credits of Thesis or Project in Lieu of Thesis

Several on and off campus sites provide the program with laboratories for training students in museum work, including the The Harn Museum of Art, The Florida Museum of Natural History, University Galleries, and "the gallery" at the Reitz Union.

Internship
Each student must complete a 6-credit internship of 320 to 400 hours at an approved institution. In this experience the student must be assigned to specific projects in which s/he will gain first-hand experience in museum work. The Harn Museum of Art or the Florida Museum of Natural History may be able to oversee a few of these interns, but most students research opportunities to apply for internships at institutions throughout the United States or abroad, such as the many museums in the Smithsonian Institution.

First Year Review
First year reviews are one part of an overall system of evaluation. Although a student must maintain a B average, she/he must also pass the first year review in order to continue in their program of study.

An evaluation of the student's progress will take place at the end of the first year. Prior to fall pre-registration, the student will be asked to present a survey of progress and a resume. Information on the survey must include all museum studies courses taken at the undergraduate, post-baccalaureate, or graduate level, courses in the major field, and the student’s plans for a thesis topic and a preliminary supervisory committee. Other pertinent information may also be listed.

In consultation with the student, the director will decide:
1) to allow the student to continue,
2) to require adjustments to the student's program which may delay graduation, or
3) to dismiss the student from the program, based on his/her packet and/or academic performance.

Students who require adjustments to their program but are not dismissed would be eligible for review again the following semester or at a future time determined by the director.

Re-Review
If a re-review is necessary, the re-review must take place prior to the beginning of the following semester (fall/spring). The time and date must be stated in the first year review letter submitted to the SA+AH graduate office. The format of the re-review will be the same as the first review. A letter will be sent by the chair of the First Year Re-Review Committee reporting the results to the student, the DGS, and to the
Graduate Coordinator in a timely fashion, preferably within one week of the review.

If a faculty who either member or chair of the first review is unable to attend for any reason, an alternate must be placed in consultation with the Graduate Coordinator and the student must be notified within one week of the review.

In consultation with the student, the director will decide:

1) to allow the student to continue,
2) to dismiss the student from the program, based on his/her packet and/or academic performance.

 Supervisory Committees
The student’s supervisory committee should be appointed as soon as possible after the student has been admitted to graduate school but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline date to appoint a supervisory committee is the end of the term in which he/she has accumulated 12 or more credits or at the end of the second semester.

Supervisory committees are initiated by the student, nominated by the SA+AH chair, approved by the CFA dean, and appointed by the Dean of the Graduate School. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee. In addition, a graduate faculty member from the Museum Studies Program must serve on the committee. One committee member must be from the student’s disciplinary focus.

Additional members may be from SA+AH or from another UF college, provided they are Graduate Faculty and their expertise relates to the student’s research.

When a student has selected his/her committee members, he/she should submit the form to the SA+AH Graduate Program Assistant. A student may amend his/her committee with the approval of the Director of Graduate Studies up to the beginning of the final semester.

Last Semester
MA Requirements for Graduation
It is essential that all candidates check with The Graduate Director of the College of Fine Arts to be sure that all requirements for graduation have been met or will be met in the final semester. Petitions of degree requirements and transfer of credit will be entertained by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree.

Deadlines
The Graduate School issues Deadline Dates. These deadlines are firm. Additional deadline dates are issued by the College of Fine Arts and the School of Art and Art History.

https://gradschool.ufl.edu/catalog/current-catalog/catalog-academic-calendar.html

Registration
MA students must enroll in ARE 6973 (Project In Lieu of Thesis) or ARH 6971 (Research for Masters Thesis) during the term the final examination (oral defense) is given and the degree is conferred.

Degree Application
All degree candidates must apply on line through ISIS. Care must be taken to cite the correct degree, year and term. www.isis.ufl.edu

Project/Thesis Proposal
Students are required to present a draft of their Project in Lieu of Thesis/Thesis proposal to their supervisory committee. The proposal shall include:
• a discussion of his/her development thus far at the University;
• an outline of the proposed research and procedures;
• a statement of the significance of the project.

After reviewing the work presented and questioning the student about his/her work, the committee will decide on one of the following options:
• to pass the student on to thesis work;
• to require adjustments to the student’s program;
• to dismiss the student from the program based on academic performance and presentation to the committee.

Responsibilities of the Supervisory Committee and Chair

It is the responsibility of the Chair of the Supervisory Committee to review the initial rough drafts of the report/thesis with the student and make suggestions for improvement before the report is distributed to the Supervisory Committee.

The student presents the final copy of the report/thesis to the other member(s) of the Supervisory Committee for final review before the Oral Defense. It should require no more than two meetings to make additional suggestions to the student and to approve the report.

The Project Report/Thesis must be defended and in final form prior to submission.

Abstract

The student must write a one or two page abstract about his/her project in lieu of thesis/thesis. See Appendix K for the appropriate format. Abstracts of more than one page should not be stapled.

Once the Committee has approved the abstract, students will submit copies as follows:

By the designated date, submit copies of the abstract on 20-24lb 100% cotton rag paper to the SA+AH Graduate Program Assistant to be filed in the student file.

Preparation for Oral Defense

Students, in consultation with their Committee Chair, should schedule their oral defense to allow time to make all corrections and meet final submission deadlines.

Oral Defense

Upon submission of the final copy of the project report, the student will schedule an oral defense date with his/her Supervisory Committee Chair. The oral defense will be a formal presentation of the Project in Lieu of Thesis or Thesis work. All members of the Committee must be present. The Supervisory Committee Chair will invite other members of the graduate faculty to attend, and the oral defense is open to the public.

The oral defense should be scheduled at least one week before the final project report is due in the SA+AH office to allow time for the student to make any corrections that were suggested at his/her defense and to meet final submission deadlines.

The student will give a 15 to 20 minute formal presentation that addresses the progress of his/her work. It is expected that he/she will demonstrate how the creative project relates to his/her past work and how the research problem has been defined, researched, and resolved in the work presented.

After the presentation, members of the Committee will ask the student questions pertaining to his/her work, and then confer in private to accept the project, to require further changes, or to reject it.
Upon successful completion of the Oral Defense, a Final Examination Form will be signed by the Supervisory Committee and forwarded to the SA+AH for the Director’s signature.

**Project/Thesis Report**

Each student is responsible for conforming to regulations governing format, final term procedures and dates for submitting their project report to his/her Supervisory Committee. Students who are doing a Project may elect to use the EPILOT submission. Students who are doing a Thesis MUST follow the ETD submission procedures.

**Final Submission of Project in Lieu of Thesis Report**

After final approval of changes by the supervisory committee, and no later than the date specified, candidates must submit the following materials to the Director of the SA+AH:

- Two copies of the thesis report
- Fully signed Final Examination Report Form and signature page
  (Library binding fee will be billed through UF)

These documents are then forwarded to the Dean’s Office and the copies will be kept in the Architecture and Fine Arts Library. More copies may be required if individual Committee members request them.

**Electronic Theses and Dissertations (ETD)**

[https://gradschool.ufl.edu/editorial/introduction.html](https://gradschool.ufl.edu/editorial/introduction.html)

*Information on Getting Started: The ETD Lab, The Thesis/Dissertation Process, Electronic Final Submission and Editorial Staff can all be found on the ETD website listed above.*

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[http://etd.circa.ufl.edu/](http://etd.circa.ufl.edu/)
DEGREE REQUIREMENTS: Master of Fine Arts
The School of Art and Art History offers the Master of Fine Arts degree with concentrations in:

- Ceramics
- Creative Photography
- Digital Media
- Drawing
- Graphic Design
- Painting
- Printmaking
- Sculpture

The MFA requires a minimum of 60 credit hours distributed as follows:

- 3 hours of Teaching Art in Higher Education (ARE 6386).
  *This is a required course for all MFA majors who have assistantships or fellowships.*
- 24 hours in an area of specialization for studio majors
- 12 hours of studio electives
  *These studio electives have to be outside of their area of specialization.*
- 6 hours of art history electives
- 3 hours of theory or criticism courses
- 6 hours of electives
- 6 hours of individual project or thesis

A minimum three years’ residency is normally required for completion of the requirements for this degree, which culminates with an MFA exhibition. This exhibition is a requirement of the required Project in Lieu of Thesis. The school reserves the right to retain student work from this exhibit for the purposes of record, exhibition, or instruction.

MFA students produce a creative Project in Lieu of Thesis. Most of the actual work of the Project in Lieu of Thesis will be accomplished during the first semester of the third year. During the semester of graduation, the final written portion of the project and the oral defense will be completed. Students who do not complete their work according to the schedule will delay their graduation.

**Sample courses recommended** to satisfy the 3-credit MFA requirement in theory or criticism:
*Your DGS can assist you with identifying other courses within the University.*

**ANTHROPOLOGY**
ANTxxxx or ANGxxxx  Visual Anthropology

**ART HISTORY**
Various special offerings
Late or Mid 20th Century Art Criticism
Classes with specific theoretical biases, such as gender.

**ENGLISH (CRITICISM AND THEORY):**
ENG 6018  Introduction To Modern Criticism
ENG 6137  The Language of Film
ENG 6138  Studies in the Movies
ENG 6138  Communications and Popular Culture

**NURSING**
NUR xxxx  Creativity and Spirituality

**PHILOSOPHY:**
PHI xxxx  Aesthetics (not always offered)

Sometimes new courses offered in the English department, Women’s Studies or in the SA+AH satisfy the theory or
criticism requirement. Students will need prior approval of the graduate adviser before taking the course.

Courses
ART 6933 (reserved for student’s area seminar fall/spring semester, year 1-2)
ART 6933 may only be taken up to 12 credits.
Some areas recommend repeating the seminar during the final two non-summer semesters. When this occurs the DGS will make appropriate clerical choices to enroll the student in ART 6926, ART 6927, ART 6928, ART 6929, ART 5905 or ART 5930 as best suits the students tracking sheet. Each class will be repeated as needed to achieve the appropriate number of credits.

First Year Review
First year reviews are one part of an overall system of evaluation. Although a student must maintain a B average, she/he must also pass the first year review in order to continue in their program of study.
The SA+AH will assign the First Year Review Committees at the end of the student’s first semester in residence, or no later than six (4) weeks into the second semester. At least one member of the review committee will be from the student’s area of specialization with three faculty members. Committees are determined by the Director of Graduate Studies in Studio.

The First Year Review of the student’s progress will take place at the end of the first year of graduate study (or at the end of the first two semesters) to determine the student’s fitness for continuation. At this time, the student will provide to the committee a one page written statement concerning his/her work, a resume, a formal presentation of work created since arrival (it is advisable to speak with the member of the commited from you area to determine the format of the work) followed by a 20 minute presentation of his/her first-year work. The committee will then question the student about this graduate work for approximately 20 minutes. Then the committee will meet privately for approximately 20 minutes to discuss the work and progress to ultimately vote one of the following options:

1. to allow the student to proceed with his/her research work according to schedule
2. to require adjustments to the student’s program and a re-review process
3. to dismiss the student from the program based on unsatisfactory completion of the first year review (no re-review).

The committee will meet with the student for approximately 20 minutes to discuss the committee’s decision and give the student critical feedback about his/her work.
In addition to this verbal discussion, the Chair of the First Year Review Committee will report the results to the student, DGS and to the Graduate Coordinator by letter in a timely fashion, preferably within two (2) weeks of the review, but no later than the end of the semester.

The students should be aware that the criteria and determination made at the review is not reflective of the students’ grades or GPA at the time of the review.

Those students who will be continuing on to their second year of study are advised to select a thesis committee and file the thesis committee form with the SA+AH Program Assistant by the end of the semester.

Second Year Review
Second year reviews are one part of an overall system of evaluation. Although a student must maintain a B average, she/he must also pass the second year review in order to continue in their program of study.
A second year review is held at the end of the student’s second year (or at the completion of 4 semesters). It is based on second-year work the student presents in a formal meeting with the student’s Supervisory Committee. The second year review follows the same process as the first year review. The student presents his/her committee with an artist statement and the student has approximately 20 minutes to present his/her work. Then the committee has approximately 20 minutes to question the student.

Students are required to present a draft of their Project-in-Lieu-of-Thesis proposal to the committee at this meeting. The proposal shall include:
• a discussion of his/her development thus far at the University;
• an outline of the proposed research and procedures
• a statement of the significance of the project

After reviewing the work presented and questioning the student about his/her work, the committee will meet privately for approximately 20 minutes and vote for one of the following options:

1. to pass the student on to thesis work
2. to require adjustments to the student’s program and a re-review process
3. to dismiss the student from the program based on unsatisfactory completion of the second year review (no re-review)

The committee will then meet with the student for approximately 20 minutes to discuss the committee’s decision and give the student critical feedback on their work.

In addition to the verbal discussion, the chair of the supervisory committee will report the results to the student and to the Graduate Coordinator by letter in a timely fashion, preferably within two weeks of the review, but no later than the end of the semester.

**Re-Review for 1st or 2nd year MFA students**

If a re-review is necessary, the re-review must take place prior to the beginning of the following semester (fall/spring). The time and date must be stated in the first year review letter submitted to the SA+AH graduate office. The format of the re-review will be the same as the first review. A letter will be sent by the chair of the First Year Re-Review Committee or Supervisory Committee Chair reporting the results to the student, the DGS, and to the Graduate Coordinator in a timely fashion, preferably within one week of the review.

If a faculty who is either a member or chair of the first review is unable to attend for any reason, an alternate must be placed in consultation with the Graduate Coordinator and the student must be notified within one week of the review.

In consultation with the student, the director will decide:

1) to allow the student to continue,
2) to dismiss the student from the program, based on his/her packet and/or academic performance.

**Supervisory Committees**

The student’s supervisory committee should be appointed as soon as possible after the student has been admitted to graduate school but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline date to appoint a supervisory committee is the end of the term in which he/she has accumulated 12 or more credits or at the end of the second semester.

Supervisory committees are initiated by the student, nominated by the SA+AH director, approved by the CFA dean, and appointed by the Dean of the Graduate School. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee. In addition, the chair must be a graduate faculty member from the student’s area of concentration. Your committee must contain at least two members. Additional members may be from SA+AH or from another UF college, provided they are Graduate Faculty and their expertise relates to the student’s research. At least two committee members must be from the SA+AH. If a minor is designated, the committee must include one Graduate Faculty member from the minor department.

When a student has selected his/her committee members, he/she should submit the form to the SA+AH Graduate Program Assistant for final approval. A form for submitting committee member names is available in Appendix J.

A student may amend his/her committee for good reason until beginning of the final semester.

**Exhibition Requirement**

*1st and 2nd year MFA Students*

All second year graduate students are required to participate in the beginning of the year “first year” exhibition in a
gallery designated by the SA+AH. *Due to space challenges the 2010 1st Year Exhibition was cancelled.*

All third year graduate students are required to participate in the beginning of the year “second year” exhibition in a gallery designated by the SA+AH. *Due to space challenges, the 2010 2nd Year Exhibition was cancelled.*

**Last Semester (3rd year)**

**MFA Requirements for Graduation**

It is essential that all candidates check with the Graduate Director of the College of Fine Arts to be sure that all requirements for graduation have been met or will be met in the final semester. Petitions of degree requirements and transfer of credit will be entertained by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree.

**Deadlines**

The Graduate School issues Deadline Dates for each term. These deadlines are firm. Additional deadline dates are issued by the College of Fine Arts and the School of Art and Art History. [https://gradschool.ufl.edu/catalog/current-catalog/catalog-academic-calendar.html](https://gradschool.ufl.edu/catalog/current-catalog/catalog-academic-calendar.html)

**Registration**

MFA students must enroll in ART 6973 (Project In Lieu of Thesis) for two semesters, one of which must be during the term the final examination (oral defense) is given and the degree is conferred.

**Degree Application**

All MFA degree candidates must apply online through ISIS. Care must be taken to cite the correct degree, year and term. [www.isis.ufl.edu](http://www.isis.ufl.edu)

**MFA Project in Lieu of Thesis**

The MFA Project in Lieu of Thesis is a two-semester project that culminates in a final exhibition of the student’s work and an expository report on the exhibition. This is required of all studio graduate students. It is expected that all work done for the Project in Lieu of Thesis exhibition will be of high quality and executed during the period of the student’s thesis credits (ART 6973C) at the University of Florida. *The project will be a special effort or activity specifically associated with the work done during the semesters of Project In Lieu of Thesis Credit, not merely a selection of works from classes completed at the University.*

The Chair of the student’s Supervisory Committee, in consultation with the appropriate Gallery Director, must approve works included in the show before they are installed.

The student’s Supervisory Committee will meet at least three times during the terms the student is working on his/her thesis project. At the first meeting, the committee will make suggestions and approve the project proposal. The second and third meetings will be held to discuss the rough draft of the Project in Lieu of Thesis report.

**Journal**

Each student should maintain a journal record of progress related to the ART 6973 project. This should include ideas, problems and plans. This document will be very useful when writing the creative project report.

**Project Report**

Each student is responsible for conforming to regulations governing format, final term procedures and dates for submitting their project report to his/her Supervisory Committee.

**Responsibilities of the Supervisory Committee and Chair**

It is the responsibility of the Chair of the Supervisory Committee to review the initial rough drafts of the report with the student and make suggestions for improvement before the report is distributed to the Supervisory Committee.

The student presents the final copy of the report to the other member(s) of the Supervisory Committee for final review before the Oral Defense. It should require no more than two meetings to make additional suggestions to the student and to approve the report.
The Project Report must be defended and in final form prior to submission.

**Preparation for Oral Defense**
Students, in consultation with their Committee Chairs, should schedule their oral defense to allow time to make all corrections and meet final submission deadlines.

**Abstract**
The student must write a one or two page abstract about his/her project in lieu of thesis. See Appendix K for the appropriate format.

The Chair of the Supervisory Committee and all the members must approve the abstract. Once the Committee has approved the abstract, students will submit copies as follows:

By the designated date, submit two copies of the abstract to the SA+AH Graduate Program Assistant to be filed in the following places
- SA+AH student file
- Dean’s office

**Oral Defense**
Upon submission of the final copy of the project report, the student will schedule an oral defense date with his/her Supervisory Committee Chair. The oral defense will be a formal presentation of the Project in Lieu of Thesis work. *All members of the Committee on file with Graduate school MUST be present.* The Supervisory Committee Chair will invite other members of the graduate faculty to attend, and the oral defense is open to the public.

The oral defense should be scheduled at least one week before the final project report is due in the SA+AH office to allow time for the student to make any corrections that were suggested at his/her defense and to meet final submission deadlines.

The student will give a formal presentation that addresses the progress of his/her work. It is expected that he/she will demonstrate how the creative project relates to his/her past work and how the research problem has been defined, researched, and resolved in the works presented.

After the presentation, members of the Committee will ask the student questions pertaining to his/her work, and then confer in private to accept the project, to require further changes, or to reject it.

Upon successful completion of the Oral Defense, a Final Examination Form will be signed by the Supervisory Committee and forwarded to the SA+AH for the Director’s signature.

**Final Submission of Project in Lieu of Thesis Report**
After final approval of changes by the supervisory committee, and no later than the date specified, candidates must submit the following materials to the Director of the SA+AH no later than the date specified:
- Two copies of the thesis report on 100% cotton rag paper
- Fully signed Final Examination Report Form and signature page

*Library binding fee now billed through UF*

These documents are then forwarded to the Dean’s Office and the copies will be kept in the Architecture and Fine Arts Library. More copies may be required if individual Committee members request them.

**Electronic Theses and Dissertations (ETD)**
[https://gradschool.ufl.edu/editorial/introduction.html](https://gradschool.ufl.edu/editorial/introduction.html)
Information on Getting Started: The ETD Lab, The Thesis/Dissertation Process, Electronic Final Submission and Editorial Staff can all be found on the ETD website listed above.

UF Graduate School Editorial Office
PO Box 118461 (224B The Hub)
Gainesville FL 32611-8461
USA
352 392 1282 (Telephone)
352 846 1855 (Fax)

Information on Electronic Thesis and Dissertation Technical Support, Informational Seminars & Workshops, Thesis and Dissertation Consulting Services, and Thesis and Dissertation Formatting Templates can all be found at the following website.
http://etd.circa.ufl.edu/
Appendix A: SA+AH Graduate Office Flow Chart

SA+AH GRADUATE OFFICE FLOW CHART

Note: Our administrative work functions on behalf of faculty and students while adhering to University provisions mandated by the State of Florida
Appendix B: Breakdown of Graduate Flowchart
(slimmed down version for faculty and students)

CFA GRADUATE OFFICE
Sr. Associate in Graduate Studies and Administration – Laura Robertson, 207 University Auditorium, 352-846-3425, lrobertson@arts.ufl.edu
- Assists with web content and any publications to ensure consistency of policies and procedures related to admissions and graduate student funding.
- Communicates with applicants from point of admission to acceptance and matriculation.
- Extends official admission and funding offers on behalf of the schools.
- Prepares and sends welcome packets to admitted students.
- Provides an overview of general UF policies at orientation.
- Extends annual employment contracts to continuing graduate assistants.
- Completes doctoral “admission to candidacy” review and prepares forms for qualifying exam.
- Ensures final degree completion: organizes graduation meetings with graduate coordinator, creates documents with timelines and policies, evaluates academic records, contacts student and supervisory committee chairs with any problems, collects final project reports, and certifies degrees.
- Works directly with graduate coordinator on administrative matters.

SAAH GRADUATE OFFICE
Assistant Director, Graduate Coordinator - Lauren Lake, FAC 104, 273-3032, lglake@arts.ufl.edu
- Works with the Director, Graduate Program Assistant and DGS in each area to meet the needs of graduate students.
- Academic advising, oversees course choices, assures students are staying on track for graduation, course listings.
- Coordinates and assists Department Graduate Supervisors (DGS).
- Coordinates graduate admission with DGS.
- Registers students (with Graduate Program Assistant).
- Organizes mentor program.
- Monitors grad list serve.
- Coordinates First and Second Year Program Reviews.
- Coordinates graduate student meetings and orientations.
- Communicates information to all SAAH graduate students or to Area DGS.
- Coordinates internal calendar.
- Coordinates graduate studio and study carrel with appropriate DGS, Area Head and DO.
- Modifies Graduate Handbook as needed.
- Answers prospective student inquiries.
- Coordinates special programming, recruitment and improvement initiatives.

Graduate Program Assistant - Dixie Neilson, FAC 106, 273-3071, dneilson@ufl.edu
- Works with the Graduate Coordinator and DGS in each area to meet the needs of graduate students.
- Works to maintain the operational functions of the SAAH Graduate office.
- Registers courses for students.
- Assists students with petitions and holds.
- Updates Supervisory Committee/GIMS information.
- Maintains graduate student files.
- Answers prospective student inquiries; may refer to DGS or faculty as appropriate.
- Manages general graduate student inquiries/support.
- Prepares and makes available forms for registration and scholarships.
- Creates graduate student support letters (for grants and scholarships).
- Coordinates duties with Graduate Studies Officer in preparation for admissions.
- Works with undergrad advisor to coordinate grad scholarship process.
- Updates titles for graduate courses on transcripts.
- Enters Graduate grades.
- Log faculty graduate course registration and sends to faculty (mid semester and prior to final grades).

Directors of Graduate Study (DGS)
Art Education: Dr. Craig Roland, NRN 12E, 392-9165, croland@ufl.edu
Art History: Dr. Bob Westin, FAC 119, 273-3068, rwestin@ufl.edu
Museum Studies: Dr. Glenn Williamson, FAC 116, 273-3062, gwillimson@ARTS.UFL.EDU
Studio: Lauren Lake, FAC 104, 273-3032, lglake@arts.ufl.edu
- Works with the Director and Graduate Coordinator in area to meet the needs of the graduate students.
- Academic Advising for students in area: discuss course choices, review & authorizes Registration/Independent Study forms, adds section #s, ensures tracking forms for student files are in order, answers specific degree questions.
- Extends extra office hours during heavy traffic (pre-registration, registration, drop-add, new student orientation).
- Tracks progress of students (tracking sheets).
- Responds to or re-directs prospective student inquiries.
- Participates in graduate meetings and orientations.
- Communicates information, sources opportunities, critical dates, updates and general information.
- Identifies students for targeted fellowships and scholarships to Graduate Coordinator.
- Coordinates graduate admission for areas.
- Assists in sending directed e-mails with critical dates and announcements.
- Assists with the organization of course scheduling.
- Attends regular DGS meetings.
- Updates area information as requested.
- Is familiar with respective graduate program procedure policies and requirements.
Appendix C: SA+AH Administrative and Support Staff

Main office: p: 352-392-0102 fax: 352-392-8453

DIRECTOR
Richard Heipp, Acting Director, FAA 112, heipp@ufl.edu, 352.392-0201
Duties include, but are not limited to:
• Directs the School
• Budget
• Personnel – Faculty and Staff
• Evaluations
• Oversees curriculum and scheduling
• Facilitates future plans
• School and faculty advocate to the Dean

ASSISTANT DIRECTOR, & GRADUATE COORDINATOR
Lauren Garber Lake, FAC 104, lglake@arts.ufl.edu, 352.273.3032
• See Graduate Coordinator and DGS responsibilities and duties (SA+AH Graduate Office Information)
• Assist Director with school operations
• Stand in for the Director in his absence
• Oversees the SA+AH calendar
• Assists with course schedules
• CFA Health and Safety Liaison

Office Assistant
Ebony Harrington, FAC 101, eharrington@arts.ufl.edu, 352-273-3048
• General office duties
• Process OPS (including models) and Student Assistant new hire paper work
• Maintain records/files/directories and admin office list servs
• Order SA+AH office supplies
• Assist the Director of SA+AH
• Supervises review of syllabi for compliance
• Collects Target Copy Req. & Purchase Reqs. for Director signature
• Phone assignments
• Receives notification of instructor unscheduled absence (copy D. Myers and R. Heipp)

SA+AH OFFICE GRADUATE ASSISTANT & WORK STUDY
• Manage FAC hallway bulletin board postings
• Clerical support to SAAH main office (no student records)
• Assists Director of Operations as needed
• Assist Office Assistant, Director, Assistant Director as needed
• Mail distribution
• Special events
• Special Projects
• Plasma screen & Display case
• Stocks copy machines, staplers, front desk brochures
• Answers phones, redirects to appropriate party
• Archives
DIRECTOR OF OPERATIONS
Jason O’Brian, FAC 103, jobrian@arts.ufl.edu, 352-273-3038
• Reports Directly to the Director of SA+AH
• Facilities Management: Orders and Oversees general maintenance, renovations, and space allocation for all buildings/rooms/grounds occupied by SA+AH
• Asset Management: Acquires, removes, and manages SA+AH valuable property inventories
• Manages and Maintains distribution of keys, keypad codes, and card swipe access
• Assists with Planning and Managing SA+AH events and meetings
• Collects and processes Faculty Assignment Reports each semester
• Inputs Instructor Workload Data each semester
• Updates and Maintains Space Inventory and Allocation Data each year
• Assists with Tenure & Promotion activities, including FPAC
• Records minutes for Faculty and Staff meetings and updates agendas
• Hires and Supervises graduate personnel for various projects
• Responds to Health and Safety issues/violations
• Coordinated and attends Health and Safety meetings

UNDERGRADUATE ADVISING OFFICE
Dana Myers, Undergraduate Advisor, FAC 108, dmyers@arts.ufl.edu 352-273-3056
• General go-to person for any undergraduate student concerns (student petitions, withdrawals, crisis situations, etc.)
• Undergraduate recruiting
• Undergraduate admissions (freshmen and transfer)
• Undergraduate schedule coordination
• Undergraduate enrollment management
• Undergraduate Curriculum Committee standing member (available for consultation)
• Liaison with Dean’s Office and other University offices regarding all undergraduate student matters
• Authorized approver for all undergraduate academic forms requiring “dean’s” signature
• Undergraduate listserv postings
• Recruiting

• UNDERGRADUATE OFFICE ASSISTANT
  Bonnie Rutlege, FAC 108, brutledge@arts.ufl.edu, 352-273-3055,
  • Instructor evaluation forms
  • Undergraduate advising general guidance
  • Course schedule input
  • Room reservations for specialized events and meetings
  • Display case reservations
  • Grade change forms
  • Coordinate textbook adoptions
  • Key check out for FAD 111/113

• UNDERGRADUATE OFFICE GRADUATE ASSISTANT
  • Manage FAC hallway bulletin board postings
  • Coordinate Friday afternoon information sessions and tours for prospective undergrad students
  • Clerical support to Undergrad Advising office
  • Schedules for doors
Appendix D: SA+AH List Servs

SA+AH LIST-SERVs (updated 8/09/10)

<table>
<thead>
<tr>
<th>Address</th>
<th>Purpose</th>
<th>Subscribers</th>
<th>Monitored by</th>
<th>How to submit</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:SAAH-L@lists.ufl.edu">SAAH-L@lists.ufl.edu</a></td>
<td>Official SA+AH &amp; University Business (Critical dates, announcements, action items)</td>
<td>- Faculty - Adjuncts - Visiting Faculty - Teaching Lab Specialists - SA+AH office &amp; admin. staff - Sean Lavelli &amp; Schuster - Kim Sheffield (CFA Business Manager) - CFA Publicity &amp; Alumni office</td>
<td>Richard Heipp</td>
<td>Submit posting written in such a way as to be directly forwarded. Best to submit at least 3 working days in advance to <a href="mailto:heipp@ufl.edu">heipp@ufl.edu</a></td>
</tr>
<tr>
<td><a href="mailto:SAAH-SHARE@LISTS.UFL.EDU">SAAH-SHARE@LISTS.UFL.EDU</a></td>
<td>Exhibition Announcements Events Special Announcements</td>
<td>- Faculty - Adjuncts - Visiting Faculty - Teaching Lab Specialists - SA+AH office &amp; admin. staff - Sean Lavelli &amp; Schuster - CFA Publicity &amp; Alumni office - Retired Faculty - Harm Admin. staff - Local Art Community</td>
<td>Richard Heipp</td>
<td>Submit posting written in such a way as to be directly forwarded. Best to submit at least 3 working days in advance to <a href="mailto:heipp@ufl.edu">heipp@ufl.edu</a></td>
</tr>
<tr>
<td><a href="mailto:ARTGRADS-L@LISTS.UFL.EDU">ARTGRADS-L@LISTS.UFL.EDU</a> (Graduate Students)</td>
<td>Official SA+AH &amp; University Business (Critical dates, announcements, action items)</td>
<td>- Graduate Students - Director - Graduate Coordinator - SA+AH office &amp; admin. staff - DS - Laura Robertson - Dana Myers - CFA Publicity &amp; Alumni office - DGS - Art History Area Coordinator - Foundations Coordinator</td>
<td>Lauren Lake</td>
<td>Submit posting written in such a way as to be directly forwarded. Best to submit at least 3 working days in advance to <a href="mailto:llake@arts.ufl.edu">llake@arts.ufl.edu</a></td>
</tr>
<tr>
<td><a href="mailto:ARTGRADS-SHARE@LISTS.UFL.EDU">ARTGRADS-SHARE@LISTS.UFL.EDU</a> (Graduate Students)</td>
<td>Exhibition Announcements Events Special Announcements Job/Internship possibilities</td>
<td>- Graduate Students - Director - Graduate Coordinator - DS - Laura Robertson - Dana Myers - CFA Publicity &amp; Alumni office - Local Art Community</td>
<td>Lauren Lake</td>
<td>Submit posting written in such a way as to be directly forwarded. Best to submit at least 3 working days in advance to <a href="mailto:llake@arts.ufl.edu">llake@arts.ufl.edu</a></td>
</tr>
<tr>
<td><a href="mailto:SCHOOL-OF-ART-AND-ART-HISTORY@lists.ufl.edu">SCHOOL-OF-ART-AND-ART-HISTORY@lists.ufl.edu</a> (Undergraduate Students)</td>
<td>Official SA+AH &amp; UF Business Exhibition announcements Events Special Announcements Job/Internship possibilities</td>
<td>- Activity endured SA+AH undergraduate students; generated automatically by Office of Registrar every night</td>
<td>Dana Myers</td>
<td>Submit posting written in such a way as to be directly forwarded. Best to submit at least 3 working days in advance to <a href="mailto:dmyers@arts.ufl.edu">dmyers@arts.ufl.edu</a> (Items usually post the next working day)</td>
</tr>
</tbody>
</table>

THE SA+AH OFFICE WILL MAKE EVERY ATTEMPT TO LIST YOUR EVENT ASAP. HOWEVER, TO ENSURE TIMELY COMMUNICATION, PLEASE FOLLOW THE SUBMISSION GUIDELINES.
SA+AH GRADUATE STUDIO CONTRACT

YOU ARE RESPONSIBLE FOR THE TERMS OF THIS CONTRACT

Assignment Criteria

1. Graduate studio space is provided for the express purpose of the production of art objects and scholarly work in pursuit of your MFA degree. It is expected that the student will use the space for this purpose only. The studio is a professional working area, and every effort must be made to preserve the rights of others working in the area.
2. Studios will be assigned through a faculty member in your area at the beginning of each Fall semester. Studio Assignments will be managed by the SA+AH Director of Operations. Summer moves may be considered.
3. Studio occupants must actively use their studio spaces or they may be reassigned a space at the beginning of the following semester.

Occupying Procedures

Once you have been assigned a studio, contact the SA+AH Director of Operations to receive keys, door codes, or card swipe access.

“...All university keys must be returned the SA+AH Office when students change assignments or graduate. MFA students who wish to switch studios must come to the SA+AH office to exchange keys. Neither keys nor studios may be switched without office approval...Students are responsible for keys checked out to them. If students attempt to turn in a key that was not checked out to them, it will not be accepted. If a student does not turn in a key that was checked out to him/her, a hold may be placed on his/her record until the key is returned.”

~SA+AH Graduate Student Handbook

Terms of Use

1. You must follow the SA+AH Health and Safety Handbook at all times with particular attention to the appropriate appendix.
2. You must provide MSDS forms for all materials in your studio. This should be updated regularly and kept under your name in the common MSDS book found at the Satellite Waste Management Areas.
3. You may not store anything in common spaces or hallways.
4. Respectable behavior is expected of all occupants.
5. Respect the future users of the space by covering floors, walls, etc. whenever possible.
6. No power tools are to be stored in common spaces.
7. Do not prop doors.
8. Studio space is assigned to a specific person and is not to be used or shared by any other person.
9. Do not borrow chairs from common space. For critique there must be 16 chairs in the common space.
10. Secure your belongings. UF and the SA+AH are not responsible for items in your studio and cannot be held responsible for theft or damage.
11. Immediately notify the faculty member in charge of graduate studios and the area coordinator for graduate studios if any problems arise.
12. Repair (patch and paint) any damage to common walls following critiques.
13. Do not use the bathroom sinks for studio purposes.
14. You are responsible for disposal of any trash that does not fit into the trash can in an appropriate manner (see UF Health & Safety Guidelines).
15. Report any problems with the facility immediately to your Teaching Lab Specialist and/or the SA+AH Director of Operations. Be as detailed about the problem as possible. Know your studio number, etc. This will help us help you.
16. Do not alter or remove permanent fixtures to any building, including shelving, lights, air ducts, electrical systems, etc.
17. IN AN EMERGENCY CALL 392-1111, and tell them your location.

Additional Terms of Use for Yon Hall

1. Yon Hall studios and critique spaces are solvent free zones.
2. Music is to be played through headphones only.
3. Do not use bathroom sinks for studio purposes.
4. All walls, floors and hallways must remain in new condition. Floors must be covered and surfaces protected at all times.
5. No bikes, trash, or storing of items in hallways will be permitted.
6. No power tools that create dust (Sanders, saws, etc.) or excessive noise are allowed.
7. Access to Yon studios is limited during home football game weekends. Rooms are inspected and doors are sealed 24 hours before kickoff. Tampering with a door seal or entering a room after it has been inspected is illegal and may get you arrested. Please make necessary arrangements ahead of time.
8. Critique lights must be unplugged when not in use.
9. Do not borrow chairs from critique space. 16 chairs must be present at all times
10. IN AN EMERGENCY CALL 392-1111, and tell them your location.
   - Yon Hall, Building No. 158, Fourth Floor and your assigned room number.

Additional Terms of Use for Norman Hall

1. Gamsol solvent is the only solvent permitted in Norman Hall. Other solvents such as Turpentine, Acetone, Mineral Spirits, etc. are prohibited.
2. Keep A/C unit fans on at all times in Norman Hall studios. Adjust temperature as needed, but fan must stay on.
3. Oversized trash should be broken down as much as possible and disposed of properly. If possible, use the debris dumpster next to Fine Arts Bldg. ‘C’.
4. Critique lights must be unplugged when not in use.
5. Do not borrow chairs from critique space, 16 chairs must be present at all times
6. IN AN EMERGENCY CALL 392-1111, and tell them your location.
   - Old Norman Hall Gym, Building No. 102, rooms 105 (west) or 18 (east).
Renewal Procedures

1. Submit a written request to the person in charge of graduate studios before the end of spring semester if you would like to request a change in your studio.

Vacating Procedures

1. You will have one week from the end of the semester in which you present your project to vacate your studio space. Fellows may request to keep their studio through the summer term in which they are enrolled. This time is to be utilized for proper removal of all materials and any painting and cleaning necessary to return studio space to its original state. This includes white walls painted. This time is NOT to be used for production of art work - it should be used solely for packing and final clean up.

2. Studio clean-up list:
   ✓ Patch and paint studio white. All walls must be painted with a fresh coat of paint (materials are not provided by the SA+AH). UF Pussy willow grey available at Sherwin Williams on NE 23rd Avenue.
   ✓ Studio must be free of trash - no "free" piles.
   ✓ Excess furniture should be removed (please keep chair, tables, desks, cabinets or bookshelves in studios).
   ✓ Floor must be scrubbed clean, tabletops and all horizontal surfaces must be scrubbed clean.
   ✓ Remove any materials stored in the flammables container.
   ✓ If you were given a key upon check-in, return your key to the SA+AH Director of Operations.
   ✓ Schedule a check out of your studio with your Teaching Lab Specialist.

3. Removal of Personal Property or Artwork.

   “Each student is responsible for removing personal property or artwork from his/her studio no later than June 1 for May Graduates and no later than July 1 for Summer Graduates. Property remaining after such time will be removed, destroyed, or recycled without further notice to the owner. Each student is responsible for cleaning his/her studio and removing all trash. The SA+AH accepts no liability for material left on the premises after such time as stated above. Failure to clean out studio space may result in holds being placed on grades and transcripts.”

~ SA+AH Graduate Student Handbook.

Any violation of this agreement will result in the studio privilege being revoked and/or a hold on your diploma and/or all UF records.

Name _______________________________________________________ Studio Concentration _______________________________________

Assigned Studio ______________________________________________

Signature ______________________________________ Date Assigned __________ Projected Vacating Date/Term __________
WELCOME TO THE SA+AH GRADUATE MENTORING PROGRAM: MENTOR

Thank you for agreeing to be a Graduate Mentor during this inaugural year. Due to privacy issues, your mentee has been given your name and contact information and has been asked to initiate communication.

Your mentee’s name is ________________________________.

The mentoring program is intended to be a useful way of helping first year graduate students adjust to their new environment. Assistance from a well-respected mentor can be an invaluable supplement during the first year in a new program. The program’s success will depend on the new graduate students, their mentors and the graduate coordinator all taking an active role in the acclimation process. An outline of the responsibilities of each is outlined below.

The Responsibility of the Graduate Coordinator/DGS

The graduate coordinator works with each area’s Director of Graduate Studies in the summer to match students. Mentors are not assigned but selected from a pool of second and third year graduate students in their respective areas. Student matches are delivered to their graduate mailboxes prior to the start of fall contracts. We ask that mentees contact their mentor and that mentors seek out their mentee during the week of August 16th to make initial contact.

The Responsibility of the Mentor

One task is to help the new student become acclimated to the University and the Department. Although the role of mentor is an informal one, it is an opportunity to assist in the strength of the departmental community. A good relationship with a supportive, active mentor has been shown to contribute significantly to a student’s career development and satisfaction.

Once you have initial contact, make a plan to meet. Meetings may be informal (in person, phone, virtual). Perhaps a lunch, coffee, studio tour, or walk to favorite campus location. The mentor may provide informal advice regarding research, favorite dining spots, bike routes, markets, navigating Gainesville or other helpful information. As the mentor you may also be asked to provide informal academic advice, new students should be directed their advisors for formal advising.

Often the greatest assistance a mentor can provide is simply the introduction to colleagues, staff and faculty. Funding opportunities both within and outside of the campus are also worth noting. The mentor should treat all interactions and discussions in confidence and with mutual respect for privacy. There is no evaluation or assessment of the new student in part of the mentor, nor will any mentor be assessed. The program has been established to provide supportive guidance.

The Responsibility of the New Student

The new student should feel free to contact his/her mentor during the first few weeks of school to schedule a meeting time. The new student should respect the privacy of the mentor. The mentor program does not take the place of formal academic advising from the Director of Graduate Studies in your area.

Again, thank you for your participation.
Appendix G: Mentor Program: Mentee Letter

WELCOME TO THE SA+AH GRADUATE MENTORING PROGRAM: MENTEE

This is the inaugural year of this program and we hope that you find it valuable to your acclimation. Due to privacy issues, your mentor has been given your name but not your contact information. I suggest that you contact your mentor as soon as possible to initiate communication. They are waiting and ready to assist you.

The mentoring program is intended to be a useful way of helping first year graduate students adjust to their new environment. Assistance from a well-respected mentor can be an invaluable supplement during the first year in a new program. The program’s success will depend on the new graduate students, their mentors and the graduate coordinator all taking an active role in the acclimation process. An outline of the responsibilities of each is outlined below.

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One task is to help the new student become acclimated to the University and the Department. Although the role of mentor is an informal one, it is an opportunity to assist in the strength of the departmental community. A good relationship with a supportive, active mentor has been shown to contribute significantly to a student’s career development and satisfaction.

Once you have initial contact, make a plan to meet. Meetings may be informal (in person, phone, virtual). Perhaps a lunch, coffee, studio tour, or walk to favorite campus location. The mentor may provide informal advice regarding research, favorite dining spots, bike routes, markets, navigating Gainesville or other helpful information. As the mentor you may also be asked to provide informal academic advice, new students should be directed their advisors for formal advising.

Often the greatest assistance a mentor can provide is simply the introduction to colleagues, staff and faculty. Funding opportunities both within and outside of the campus are also worth noting. The mentor should treat all interactions and discussions in confidence and with mutual respect for privacy. There is no evaluation or assessment of the new student in part of the mentor, nor will any mentor be assessed. The program has been established to provide supportive guidance.

The Responsibility of the New Student

The new student should feel free to contact his/her mentor during the first few weeks of school to schedule a meeting time. The new student should respect the privacy of the mentor. The mentor program does not take the place of formal academic advising from the Director of Graduate Studies in your area.

We hope you find this program valuable.

Lauren Garber Lake
SA+AH Graduate Coordinator

<table>
<thead>
<tr>
<th>Mentee:</th>
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<tbody>
<tr>
<td>Mentor’s name:</td>
<td>Concentration:</td>
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SA+AH Graduate Handbook, 2010-2011/52
### Registration Request Form

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<tr>
<th># of credits</th>
<th>Section #</th>
<th>Course #</th>
<th>Ind. Study Contract Attached? Y/N</th>
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<th>Drop or Add?</th>
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</tbody>
</table>

I confirm that I have reviewed my account for holds and that the above information reflects my requested course schedule.

Student Signature __________________________ Date ___________

Advisor Signature __________________________ Date ___________

---

**SA+AH Graduate Registration Request**

Fill out form completely. Incomplete forms will not be accepted.

Return form to Graduate Program Assistant

FAC 106

NAME ____________________________________________  [ ] GA  [ ] Fellow

UFID ____________________________________________

[ ] MA  [ ] MFA  [ ] PhD  AREA: __________________________

PHONE ___________________________  EMAIL __________________________

[ ] Fall  [ ] Spring  [ ] Summer A  [ ] Summer B  [ ] Summer C  YEAR ________

---

SA+AH Graduate Handbook, 2010-2011/53
Appendix I: Individual Study Contract

SA+AH Individual Study Contract

Fill out form completely. Incomplete forms will not be accepted and late fee may be incurred.

Return form together with REGISTRATION REQUEST to Graduate Program Assistant FAC 106.

[ ] Fall
[ ] Spring
[ ] Summer A
[ ] Summer B
[ ] Summer C

YEAR

NAME __________________________________________________________

UFID __________________________________________________________________

PHONE _____________________________________________________________

EMAIL _____________________________ AREA: _______________________

GRADUATE COURSE # ____________ (provided by advisor)

COURSE NAME ___________________ INSTRUCTOR _______________________

PIGGYBACK/COGNATE COURSE? [ ] yes COGNATE UNDERGRADUATE/GRADUATE COURSE # ______

[ ] no

Use back of form or attach documents as necessary.

REQUIREMENTS & OBJECTIVES

Note: If cognate undergraduate course, outline graduate level requirements and either attach syllabus or state see cognate syllabus
If cognate graduate course, state see cognate course syllabus or use space below to address alternative requirements

MEETING SCHEDULE

EVALUATION CRITERIA

I confirm that I have reviewed my account for holds. I agree to complete all course work.

Student Signature __________________________________________ Date _____________

Instructor Signature ________________________________________ Date _____________

(office use only)

COURSE ______ SECTION ________

College of Fine Arts
School of Art and Art History
UNIVERSITY OF FLORIDA

SA+AH Graduate Handbook, 2010-2011/54
SA+AH SUPERVISORY COMMITTEE REQUEST FORM

Circle one: This is a new committee  This is a change


Name of student: ____________________________________________

Project/Thesis Topic: ____________________________________________

UFID: ___________________________ Date: ___________________________

DEGREE:  MA [ ]  MFA [ ]  PhD [ ]

COMMITTEE MEMBERS:

Chair: ____________________________________________

Name/UFID  Signature

Co: Chair (If Applicable)

__________________________

Name/UFID  Signature

Member:

__________________________

Name/UFID  Signature

Department, if not SA+AH: ____________________________________________

If not a SA+AH faculty member, please attach his/her CV and a short statement of why he/she should be on your committee.

Member:

__________________________

Name/UFID  Signature

External for PhD Programs: ____________________________________________

If not a SA+AH faculty member, please attach his/her CV and a short statement of why he/she should be on your committee.

Approved: ____________________________________________

DGS/Advisor  Date

RETURN THIS FORM TO THE SA+AH GRADUATE PROGRAM ASSISTANT FOR DEPARTMENTAL APPROVAL
Appendix K: Abstract Sample

Performance or Project Option Abstract

Candidates for the Master of Fine Arts in Art; the Master of Arts in Museology and Art Education with a project option should use the following statement and format, using the appropriate degree title in the heading. These abstracts are due on the thesis first submission date (see current deadlines).

(2” margin)

Summary of Performance Option in Lieu of Thesis
Presented to the Graduate School of the University of Florida
in Partial Fulfillment of the Requirements for the
Degree of Master of Fine Arts (or Master of Arts)

TITLE OF THE WORK, CENTERED, SINGLE-SPACED
IN ALL CAPITAL LETTERS

By

Your Name

Month and Year of Graduation (no comma between the month and year)
(NOT month the work is presented or performed)

Chair: Name of Supervisory Chair (Do not include title of “Dr.” or “Professor”)
Co chair: Name of Supervisory Co chair (if any)—otherwise delete this line
Major: Art, Art History, Museology, Art Education

The double-spaced text of the summary begins here. Note that the headings above should be typed single-spaced as shown in this sample. Single-space the title if it runs more than one line. There should be no blank line between the chair and major department. The left-hand margin is 1-1/2 inches, the top margin is 2 inches, and the remaining margins are 1 inch each. The month listed should be the month of graduation and not the month of the performance.

The abstract should be a concise summary of the performance or presentation, no longer than 2 pages. If appropriate, a performance program may be included.

Note: Candidates for the Master of Arts in art education and Master of Music in music education should substitute the word Project for the word Performance in the heading (i.e., Summary of Project Option in Lieu of Thesis . . . ).
Appendix L: Student Organizations

For a complete list of UF student organizations go to: www.sg.ufl.edu/organizations/default.aspx

The Fine Arts College Council (FACC) is composed of student representatives from each of the college's schools. FACC is concerned with enhancing the artistic and academic environment within the college. The council represents all students, organizations and clubs within the college, and encourages cooperation, understanding and solidarity in matters related to the curriculum, student affairs, faculty and administration. FACC promotes and funds selected projects and scholarships that are of value to students in the College of Fine Arts.

Alagarto is an organization dedicated to the advancement of printmaking in the State of Florida. Alagarto hosts prominent speakers, sponsor exhibitions, present workshops and to raise funds to help community organizations.

The Art History Association is made up of students who are interested in art history; membership is not restricted to art history majors. The organization presents a film and video series, organizes trips to museums, galleries and lecture events, and brings guest speakers to the department for the benefit of students and faculty.

H.O.T. (Handbuilt Or Thrown) Clay is interested in increasing awareness and understanding of the ceramic arts. To this end, this group sponsors a variety of visiting artists who lecture and conduct workshops. This program is subsidized by proceeds from semiannual pottery sales of student work. Members of the H.O.T. Clay travel annually to the National Ceramic Conference sponsored by the National Council of Education in the Ceramic Arts.

The Society of Art History, Art Education and Museum Studies Graduates (AHEM) is an organization for art history graduate students and museum studies graduate students interested in art history. AHEM offers an arena in which graduate students can voice their concerns and ideas about program curricula and SA+AH events; it also hosts one trip each semester to visit museums in other cities as well as an annual symposium that in its first year has attracted students and scholars at the state and national levels.

University of Florida National Art Education Association is a part of the Art Education area in the School of Art and Art History has a very active student organization that participates in conferences, offers workshops and field trips, invites visiting speakers, and promotes best practices in the teaching of art. Visit their website for information and photographs.

Obscura is the student photography club of the University of Florida formed in the spring of 2009. Visit UF Obscura on Facebook to find out information on club meetings, events and exhibitions.

GRADAA (inactive) is the Graduate Art Association. GRADAA was organized to give the graduate students in different departments a strong community. GRADAA brought in visiting artists, organized interdisciplinary critiques and organized a student trip to ArtBasel Miami Beach. For more information on revitalizing GRADAA, please contact Professor Lauren Garber Lake who serves as the current faculty representative.

voxGRAPHIS provides a voice for graphic design students in the school, on campus and in the community. Some of this group's activities include the Annual Student Design Show, Ligature and the Annual Portfolio Review.

Graduate Assistants United (GAU) at the University of Florida represents all graduate assistants employed by the university. GAU bargains for health benefits, improved working conditions, and salary increases, and GAU represents graduate assistants in workplace disputes and protects their rights as state employees. Additional information may be obtained at www.ufgau.org.
ART HISTORY PhD CURRICULUM TRACKING SHEET
(maintained by the DGS, kept in SA+AH student file)
60 CREDITS BEYOND 30 CREDITS OF MA. (TOTAL = 90 CREDITS)

Name ___________________________ UFID _______________________

CORE COURSES IN MAJOR AREA (18 CREDITS/6 COURSES)
(MAX OF 12 CREDITS IN ANY ONE SEMINAR/COURSE NUMBER)

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SECONDARY AREA OF ART HISTORY (9 credits/3 courses).

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RELATED ELECTIVES/OUTSIDE MINOR FIELD (12 CREDITS IF STUDENT HAS NOT YET TAKEN ARH 5815; 15 CREDITS/5 COURSES IF REQUIREMENT FULFILLED). Grad Adviser must approve electives taken outside of the school.

1.  
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RESEARCH AND DISSERTATION (27 credits)

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LANGUAGES (Need 2)

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ADDITIONAL COURSES

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MUSEUM STUDIES TRACKING SHEET (maintained by the DGS, kept in SA+AH student file)

M.A. Requirements (48 Credits)

STUDENT: _________________________________________

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<th>Course #</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor</th>
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<th>Term/Yr.</th>
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<td>Seminar in Museum Studies</td>
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<td>Museum Education</td>
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<td>ARH 6836</td>
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<td>Exhibitions Seminar</td>
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<td>Special Topics in Museology</td>
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</table>

DISCIPLINARY FOCUS (15 credits/ 5 courses) __________________________________________

ELECTIVES (6 credits/ 2 courses)

THESIS (ARE) /PROJECT IN LIEU OF THESIS (ART) taken w/ chair (6 credits/ 2 courses)

| ARE/ART 6973 |  |  |  |  |
| ARE/ART 6973 |  |  |  |  |

INTERNSHIP ten weeks full time (6 credits/ 2 courses)

| ARH 6941 |  |  |  |  |
| ARH 6941 |  |  |  |  |

Place of Internship | Internship Supervisor | First Year Review | Committee Chair

☐ Pass ☐ Remediate ☐ Fail
ART HISTORY MA CURRICULUM REQUIREMENTS (36 CREDITS)
(maintained by the DGS, kept in SA+AH student file)

Name ___________________________ E-mail ________________________________
UFID ___________________________ Phone ________________________________

REQUIRED COURSES

<table>
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<td>Methods &amp; Bibliography</td>
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GRADUATE COURSE DISTRIBUTION
(courses with at least five art historians are required; 4 must be graduate seminars; 15 credits)

ARH Seminar 3
ARH Seminar 3
ARH Seminar 3
ARH Seminar 3
ARH Sem or 3/4000 3

ELECTIVES (12 credits/4 courses). Up to 9 may be in related areas outside of the College.

| ARH | | | 3 |
|-----| | | 3 |
|     | | | 3 |
|     | | | 3 |
|     | | | 3 |

THESIS COURSES (6 credits/ 2 courses)

| ARH 6971 | Thesis | 3 |
| ARH 6971 | Thesis | 3 |

Language

Committee Chair

Additional Courses

SUPERVISORY COMMITTEE CHAIR:
# Art Education Curriculum Tracking Sheet

(36 CREDITS)  
(maintained by the DGS, kept in SA+AH student file)

**Name:** ____________________________________________

**REQUIRED COURSES** (9 credits/ 3 courses)

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<th>Grad</th>
<th>Term/ Year</th>
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<td>Issues in Art Education</td>
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</table>

**ART EDUCATION ELECTIVES** (3 credits/ 1 course)

| ARE       |         |                                      | 3          |

**ADVANCED STUDIO ELECTIVES** (9 credits/ 3 courses)

| ART       |         |                                      | 3          |
| ART       |         |                                      | 3          |
| ART       |         |                                      | 3          |

**ART HISTORY OR CRITICISM ELECTIVES**

| ARH       |         |                                      | 3          |

**ELECTIVES** (9 credits/ 3 courses)

|                      |         |                                      | 3          |
|                      |         |                                      | 3          |

**THESIS PREREQUISITE** (3 credits/1 course) (do not need to take if doing a Project in Lieu of Thesis)

| ARE 6705 | Methods of Research | 3 |

**THESIS / PROJECT** (3 credits/1 course)

| ARE 6973/6971 | Thesis Project in Lieu of Thesis (circle one) | 3 |

**HAS CERTIFICATION:** [ ] yes [ ] no
**FIRST YEAR REVIEW:** [ ] pass [ ] remediate [ ] fail
**COMMITTEE CHAIR:** ________________________________

**OTHER COURSES**

|                      |         |                                      |            |
MFA CURRICULUM TRACKING SHEET

NAME: Specialization:

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>ARE6933</td>
<td>Teaching Art In Higher Ed</td>
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**Studio Major** 24 credits (8 courses- max of 12 6933 credits)

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**Studio Electives (NOT IN AREA OF SPECIALIZATION)** 12 credits (4 courses)

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**Art History Electives** 6 credits (2 courses)

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**Aesthetics, Criticism** 3 credits (1 course)

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**Electives** 6 credits (2 courses: 5000 & above in School , 3000 and above elsewhere)

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**Project in Lieu of Thesis** 6 credits (Over 2 semesters)

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<tr>
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1st year review or re-review date Committee chair 2nd year review Abstract

Committee members:
### SCHEDULE

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# Appendix O: Faculty & Staff Contacts

## SA+AH FACULTY & STAFF DIRECTORY / 2010-2011

**(as of 8/14/10)**  
Main office: (352)392-0201 / fax: (352)273-3032

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>NOTES</th>
<th>TITLE</th>
<th>AREA</th>
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