



# MFA Supplement to the Student Handbook 2018–2019

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**OREGON COLLEGE OF ART AND CRAFT**

**Purpose of the Supplement**

This supplement is a companion document to the *2018–2019 Student Handbook* and the *2018–2019 Catalog of Programs and Courses* containing information of relevance only to graduate students. MFA students are subject to policies and requirements listed in all three documents.

**STUDIO SPACE |** Graduate students are assigned a dedicated studio space for the duration of their studies. Studios are assigned based on availability with attention given to a student's preferred media or creative needs. Studio spaces are communal and therefore must adhere to best practices of health and safety, restricting many making process and techniques to dedicated facilities outside of personal studio spaces.

Use of personal studio spaces are restricted to the open hours of the campus and cannot be used as living space.

Students are responsible for maintaining their assigned studios attending to good standards of housekeeping as well best practices for health and safety. When a student moves out of their studio space they must return the space to the state which they received it, removing all personal materials, cleaning and restoring surfaces to a suitable condition.

\*MFA in Craft and Material Studies Students will be offered a studio space in the summer semester only.

**CREDIT LOAD |** Full-time graduate registration is 9-15 credit hours per semester. Registration below 12 credits in the fall and spring terms requires written approval by the chair of the MFA program. Exceptions may be granted on a case-by-case basis. To be considered as actively matriculating in the degree program, students must take at least six credits each term, including summer. Financial aid may be impacted or not applicable for part-time students.

**OCAC-PNCA POLICY ON GRADUATE STUDENTS OUTSIDE OF APPLIED CRAFT AND DESIGN ACCESSING CLASSES |** We support limited access for graduate peers at OCAC and PNCA to take coursework in the Applied Craft and Design Program and for ACD students to access coursework occasionally in the graduate programs at either school. Students must first demonstrate the prerequisites for success in the class and this will be determined by the chair of the program. See guidelines below,

1. Registration for OCAC or PNCA grad students into ACD classes must be on a space available basis, after the ACD students have registered. This will take place three weeks after priority registration for ACD students. Class attendance is dependent on being officially registered. Those not on an instructor's roster will be asked to leave the course. Students are responsible for all fees, materials and related costs associated with the class as well as all performance requirements.

In the case where a class is fully enrolled, students may check in periodically to see if space has opened up, but they must be enrolled full time in their home program.

2. Registration should be at the home school and in the home department. e. g. if an OCAC Craft student signs up for a class in ACD, it will count as an elective in the MFA in Craft Program. The Registrar's Office at OCAC would be responsible for confirming availability with the Registrar's Office at PNCA in this instance. No tuition money should change hands.

Grade reports would also be requested by the Registrar's Office at the respective institution and the home program transcript would record the class from the other program.

## **ADVANCEMENT TO CANDIDACY | Candidacy Procedures**

Each student must apply for advanced degree candidacy during or after the successful completion of the first 15 semester credits of graduate work and prior to the completion of 30 semester credits. The student, the student's current chair of their graduate committee, the chair of the MFA program, and a third member chosen at the discretion of the MFA chair meet for a one hour formal review. In the review the student:

- presents work in a well-organized and informed manner that speaks of the evolution of the work as well as its context within a contemporary creative practice;
- may use other media and visual presentation to support the presented work; and
- provides a written thesis proposal.

### **Time Line**

First, the student meets with their full Thesis Committee at the end of their second full term of study for a final review. Summer is not considered a full term unless 12-15 credits are completed that term. Secondly, with the Committee's approval the student formally request a review for candidacy with the chair of the MFA programs by submitting the Candidacy Request form. Thirdly, a review is scheduled before the beginning of the student's next full term of study (i.e. during the summer or during the winter break).

Finally, the review is conducted. In the review the Candidacy Review Committee will be examining each student's presentation for the following list of outcomes:

- growth and progress in work produced during the first two semesters evidenced by a documented evolution in the student's work;
- an advanced level of dedication to the student's individual inquiry evidenced by both the amount and quality of work produced by the student;
- demonstrated critical ability concerning the concepts, concerns and issues of the student's work evidenced by the depth of understanding orally articulated by the student in relation to their work; and
- an advanced level of professionalism in relation to the student's given practice evidenced through the organization and clarity of the presentation.

### **Review Schedule**

Total: 60 minutes

15-20 minutes	Presentation
20-25 minutes	Question and answer between student and committee
10 minutes	Student is asked to leave the room and committee convenes to discuss the student progress and presentation
10 minutes	Student is invited back in the room for feedback from the committee.

*Candidates should cover the following in their presentations:*

- discuss the work that they have completed during the first year of their studies, clearly articulating the evolution of their work during their studies in the MFA in Craft
- present examples of this work as well as any visual documentation of this work via images, video, storyboards or other versions of documentation that supports the work
- discuss how or if their work relates to their original interests when first entering the MFA program including how their interests have changed and evolved; and
- clearly articulate the context of their work within a contemporary creative practice.

### **CANDIDACY REVIEW PERFORMANCE EXPECTATIONS |** Candidates should:

- demonstrate a level of professionalism relevant to a first year MFA both in discourse around work as well as the visual documentation and written material that represents the work
- speak loudly and clearly- HINT: practice the presentation several times before the First Year Review (HINT: practice out loud to each other); and
- be certain all presentations are thoughtfully and clearly organized.

**Failure to pass first year review will result in academic probation and the student will not be allowed to pass into the second year of the program.** Students will be given one chance to represent. In order to request to represent the student must petition the MFA chair in writing. This must be done before the beginning of the student's third term, and the chair will determine the best time for representation.

**THESIS COMMITTEES** | After passing forming their Thesis Committee with the guidance and approval of the MFA chair. The committee consists of three faculty or regional academic/professionals with the appropriate academic credentials and critical experience to guide and assess each student's progress. At least one member of the committee should be an OCAC faculty member. Students may keep any

**THESIS PROJECT** | After passing candidacy students will dedicate their last year of study towards the development and resolve of their thesis project as outlined in their approved thesis proposal. The thesis project culminates in a public exhibition and a public defense of the work, as well as a thesis paper. Requirements for the thesis exhibition, thesis orals and thesis paper are further detailed in the MFA Thesis Handbook distributed to students at the beginning of their thesis year.

**THESIS EXHIBIT** | A venue for the thesis exhibit will be selected every year for the end of the spring semester. All students graduating at the end of the spring term are required to present in the selected venue and are responsible for installing their final projects in the exhibition by the posted deadline. Students that are off sequence, finishing their thesis project in the summer or fall terms will be responsible, in consultation with the MFA chair, for finding a suitable exhibition venue for their work.

**THESIS ORALS** | A final defense of the thesis project, Orals, will take place in the venue of the thesis exhibit.

**Students who do not pass orals will be given one chance to represent.** In order to represent the student must petition the MFA chair in writing. This must be done within two weeks of the original presentation. If the student does not pass orals, the Committee may require an additional period of time in the program, culminating in a final oral defense. If the student does not pass orals, he/she may appeal to the dean of academic affairs for review by an academic committee.