



DEPARTMENT OF ART
COLLEGE OF FINE ARTS

MFA STUDIO ART STUDENT HANDBOOK

2026-2027

TABLE OF CONTENTS

MFA PROGRAM OVERVIEW 4

MISSION 4

FACILITIES 5

STUDIO FACILITIES 5

ON-CAMPUS LABS 6

FSU MUSEUM OF FINE ARTS 6

WORKING METHOD CONTEMPORARY 6

LEAGUE OF GRADUATE ARTISTS 6

PROGRAMMING 7

VISITING ARTISTS 7

ANNUAL TRIP 7

COURSE PLAN 8

3-YEAR COURSE MAP 8

STUDIO COURSEWORK 9

ART HISTORY/ACADEMIC STUDIES 9

STUDIO RESEARCH & EXHIBITION 9

TRANSFER CREDITS 9

ACADEMIC STANDARDS 10

COURSE SUMMARIES 11

CFA ELECTIVES 12

MFA SPECIAL TOPICS 12

REVIEW PLAN 13

THREE-YEAR REVIEW MAP 13

MENTORSHIP 13

OPEN STUDIOS EVENTS 14

FORMAL REVIEW STRUCTURE 14

FORMAL REVIEW EVALUATION 15

FIRST-YEAR FORMAL REVIEWS 16

SECOND-YEAR FORMAL REVIEWS 17

THIRD-YEAR FORMAL REVIEWS 18

STUDIO RESEARCH COMMITTEE 19

GRADUATION REQUIREMENTS 20

GRADUATION SCHEDULE 20

STUDIO RESEARCH PAPER 20

GRADUATING EXHIBITION 21

PUBLIC ORAL PRESENTATION 21

ORAL DEFENSE WITH COMMITTEE 21

EXITING REQUIREMENTS 21

STUDIO CLEARANCE 21

CFA & UNIVERSITY POLICIES & PROCEDURES 22

DISMISSAL FROM THE UNIVERSITY 22

GENERATIVE AI 23

ASSISTANTSHIPS 24

GRADUATE ASSISTANTSHIP (GA) 24

GRADUATE TEACHING ASSISTANTSHIP (TA) 25

FINANCIAL SUPPORT 26

UNIVERSITY AWARDS 26

DEPARTMENTAL AWARDS 27

COMMUNICATION 28

EMAIL 28

COMMUNICATION FLOWCHART 28

CANVAS 29

ART DEPARTMENT CALENDAR 29

DEPARTMENT OF ART FACULTY 29

OFFICE TEAM & KEY STAFF MEMBERS 30

ADDITIONAL RESOURCES 31

APPENDIX 32

GA EVALUATION FORM 32

FSU DEPARTMENT OF ART | MFA PROGRAM 33

DEAR STUDENTS,

Welcome to the Studio Art Program

As a student in our program, you are joining an impressive community of artists, scholars, and makers dedicated to creative practice, critical thinking, and intellectual inquiry. During your time here, you will have opportunities to develop your artistic voice, engage with new ideas, and contribute to the life of the department.

Our faculty and staff are accomplished artists, educators and professionals who are committed to supporting student success. We encourage you to learn more about the people who make up our department and to take advantage of the guidance, mentorship, and expertise they offer throughout your academic journey.

This handbook serves as a resource for both new and continuing students. It provides information about departmental policies, academic requirements, resources, and opportunities that will help you navigate the program and make the most of your graduate experience.

We encourage you to become actively involved in the department and the university community. Participation in exhibitions, visiting artist lectures, student organizations, and other academic and creative activities can enrich your education and contribute to your personal and professional growth.

We are pleased to welcome you to the Department of Art and look forward to supporting your success.



MFA PROGRAM OVERVIEW

MISSION

The Master of Fine Arts curriculum at Florida State University provides students with the discipline, mentorship, and critical framework necessary to sustain a contemporary art practice. While students pursue individualized research and creative development, the program is intentionally structured to encourage engagement with the diverse expertise and perspectives of the entire Department of Art faculty. Through intensive studio practice and critical discourse, students develop the capacity for innovative thinking, intellectual curiosity, and artistic inquiry. The curriculum fosters a strong awareness of both established and emerging art practices, preparing graduates to navigate and contribute to an evolving cultural landscape.

Graduates of the MFA program are prepared to pursue a wide range of professional paths including careers as exhibiting artists, designers, educators, curators, arts administrators, and cultural leaders. Admission to the program is based on demonstrated artistic achievement, creative potential, commitment to sustained studio practice and the capacity for advanced independent research. The Department of Art embraces a philosophy that values experimentation across disciplines and encourages students to move fluidly between materials, methods, and modes of inquiry. Grounded in the principle of “no media boundaries,” the program supports artists whose work transcends traditional distinctions and expands the possibilities of contemporary art practice.

Program Goals

Our goal is to provide an environment that stimulates creative thinking and innovative artmaking. This environment is crafted in part through informal studio visits, formal reviews, and group critique workshops which allow for both peer-to-peer and faculty-to-student discussion. Faculty work with students to improve technical, conceptual, and professional skills.

Student Goals

Upon completion of the MFA in Studio Art Program, the student will be able to create and present a cohesive body of work for public exhibition. The student will be able to verbally articulate and contextualize their work as well as produce a written studio research paper. They will also have the essential tools needed to apply or propose their work to external sources, such as galleries, foundations, museums, residencies, and competitions. Finally, the program offers students the opportunity to develop and practice teaching skills in undergraduate art courses as a teaching assistant or instructor of record.

The program’s course structure and media-fluid nature provide opportunities for a broad range of media exploration and choice. It is important for each graduate student to find their artistic voice and media through which to express their original vision.

FACILITIES

STUDIO FACILITIES

The MFA Studios, located within the Carnaghi Arts Building (CAB) located at 2214 Belle Vue Way, Tallahassee, FL, offer a nurturing community and are vital part of the MFA art student experience. Much of what you will learn will be from one another. It is important to respect the spaces and needs of others and to maintain the most positive and creative work environment possible. Students are expected to follow the rules outlined in this MFA Studio Handbook, as well as any updates posted at CAB or emailed to students.

Each MFA student is assigned a studio space at CAB and must sign a studio contract at the start of every academic year. The studio is meant to serve as a hub to produce artwork and view work during critiques/studio visits. CAB is equipped with MFA-exclusive labs including a wood shop, metal shop, ceramics lab, dedicated classroom, installation spaces, and a gallery. Additionally, other shared spaces include a fibers lab, computer lab, video/projection space (BlackBox), audiovisual editing suite, large format draft-printing lab, photo documentation room with advanced photographic lighting and green screen applications (LightBox), a lounge area, and is anchored community exhibition spaces. For more detailed information, go to <http://art.fsu.edu/about-us/facilities>.

Students have 24-hour access to this facility with the idea that they will be actively working in their studios when not otherwise scheduled. We do not schedule classes on Fridays to facilitate a time when all students are expected to be in their studios and available for scheduled formal reviews, meetings, or workshops.



ON-CAMPUS LABS

FSU's main campus offers many state-of-the-art facilities to which students have full access once they have completed any required training. Labs include photography, digital fabrication (FAB Lab), printmaking, sculpture, and ceramics. A computer lab is also available in the Fine Arts Building.

FSU MUSEUM OF FINE ARTS

The FSU Museum of Fine Arts (MoFA) is an integral part of the educational mission of the Department of Art. The gallery has a long tradition of presenting major exhibitions of contemporary art works that contribute meaningfully to the scholarship and conversations that sustain the civic and intellectual life of our campus, city, and region. By introducing diverse audiences to the integral roles that art and culture play in shaping societies, MoFA fosters collaboration, creativity, and critical engagement.

WORKING METHOD CONTEMPORARY

Florida State University believes exhibition is a fundamental aspect of the MFA program and supports this through Working Method Contemporary (WMC). This contemporary gallery is managed by graduate students and provides a space for exhibition, experimentation, documentation, and exchange of student works. It operates as a space dedicated to showing recent works, experimental works, and collaborations with students currently enrolled in the MFA in Studio Art program.

The WMC is managed by the League of Graduate Artists, a Registered Student Organization (RSO), with oversight by the Graduate Director.

LEAGUE OF GRADUATE ARTISTS

The League of Graduate Artists (LGA) is an organization created by and for graduate students within the Master of Fine Arts in Studio Art program at Florida State University. The organization's primary purpose is to raise awareness of and to develop/promote exhibition opportunities for the MFA students both within the Tallahassee community and throughout the Southeast region. Additionally, with funding available through the [Congress of Graduate Students](#) (COGS) and the [Office of Student Organizations](#).

While the gallery is provided to graduate students by the College of Fine Arts, WMC is run by the student volunteers of LGA, who are responsible for maintenance, publicity, and day-to-day gallery functions. The gallery's main source of support comes from donations and fundraising activities initiated by the students themselves. Use of the WMC is granted by the LGA, but codes of conduct follow the same rules as any other space at CAB (see MFA Studio Handbook). Occasionally, the Department of Art may reserve the WMC for specific student-focused projects.

PROGRAMMING

VISITING ARTISTS

The Department of Art's Visiting Artist Program invites regional, national, and international artists and scholars to campus to present their research. Other prominent visiting artists, curators, critics and historians are supported by various units within the College of Fine Arts, including the Museum of Fine Arts, Art History, Interdisciplinary Design, and Theatre. These programs yield lectures, exhibitions, workshops, and individual studio critiques for our students, and are an essential part of the graduate experience. All students are expected to attend Visiting Artist Program events.

DEPARTMENT OF ART 2025-2026

VISITING ARTIST TALKS



ZOË CHARLTON
OCT 16, 2025 // 5:30 PM
*Co-presented with MoFA



DAYNA THACKER
NOV 6, 2025 // 6 PM
*Co-presented with Department of Art Education



SKY HOPINKA
FEB 6, 2026 // 3 PM
*Co-presented with Department of English & Native American Studies Center (NAIS)



SUSIE GANCH
FEB 19, 2026 // 6 PM



JULIA BLAND
MAR 26, 2026 // 6 PM

ANNUAL TRIP

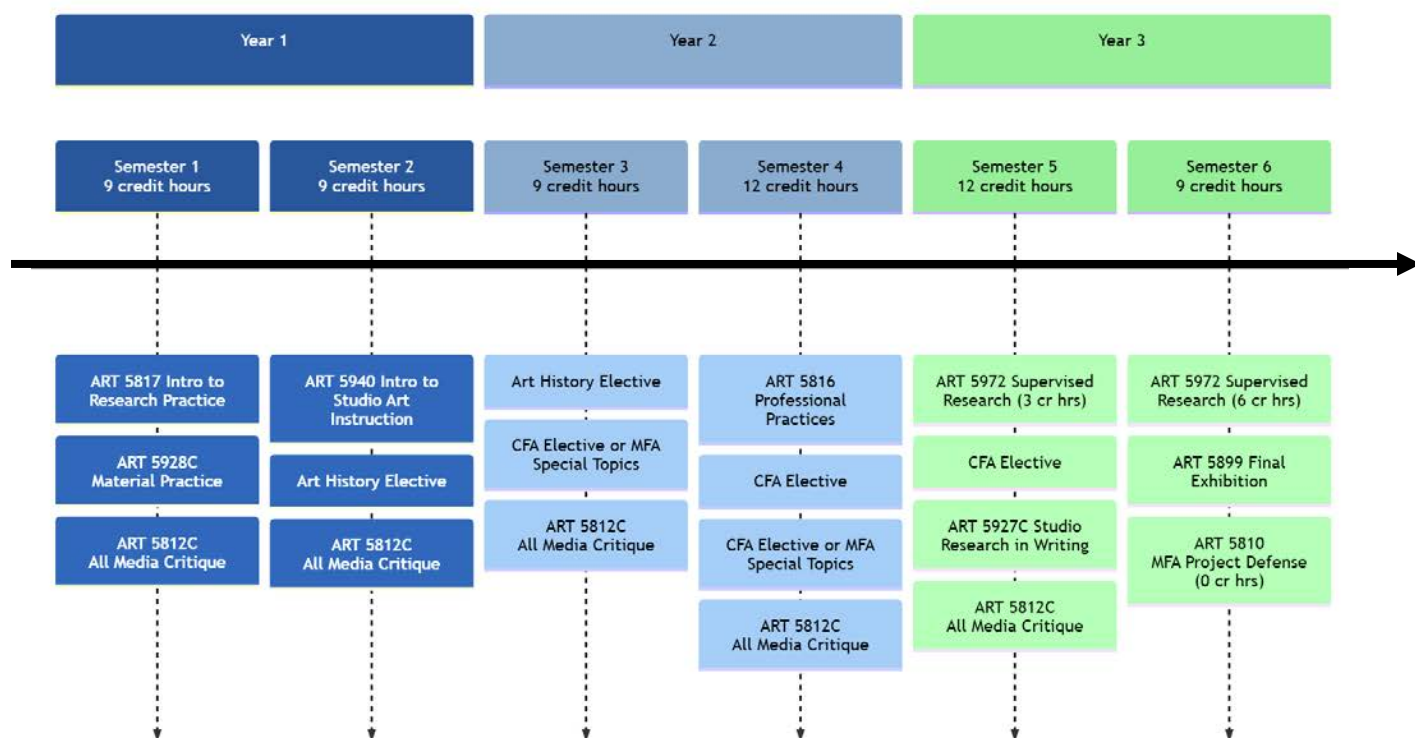
The Department of Art periodically supports annual trips to major art hubs in the Southeast region. When funding is available, the department may assist with travel and lodging costs for these experiences. In prior years, destinations have included Art Basel/Miami Beach and Prospect in New Orleans. These travel opportunities are often enhanced by programming before and during the trip, potentially including organized studio visits, private meetings with curators, and learning opportunities leading up to the event.

COURSE PLAN

The MFA program in Studio Art is a three-year, full-residency program that requires students to live and work in Tallahassee throughout the duration of the degree. Graduate students are provided with dedicated on-campus studio spaces with 24/7 year-round access during their residency. The program requires a minimum of 60 credit hours for graduation. MFA students typically enroll in 9–12 credit hours per semester, with course loads varying by year in accordance with departmental requirements.

A detailed course plan follows to provide students with a general framework for progression through the program. Because course offerings, assistantship responsibilities, independent study opportunities, and individual studio and research interests may vary from year to year, students are expected to work closely with graduate program faculty and their major professor when planning coursework. Regular consultation with faculty advisors helps ensure timely progress toward degree requirements, alignment between studio and academic goals, and appropriate preparation for milestones such as reviews, exhibitions, and the final thesis project.

3-YEAR COURSE MAP



- All courses are 3 credit hours unless otherwise noted.
- *Introduction to Studio Art Instruction* may be replaced with a *CFA Elective* if you do not plan to teach.
- See [Assistantships](#) for information on possible GA/TA roles for each semester.

STUDIO COURSEWORK

A minimum of 45 credit hours must be taken in courses that count for studio art credit (i.e.: courses with the “ART” designation). A minimum of 9 and a maximum of 12 credit hours per term are suggested. In each of the first five semesters every student must enroll in one All Media Critique (AMC) class. Detailed descriptions of courses can be found in the [Course Summaries](#) section.

ART HISTORY/ACADEMIC STUDIES

A minimum of 9 graduate credit hours must be taken in courses in academic study relating to research in contemporary art. These courses are Intro to Research Practice in the first semester and two art history electives taken in the second and third semesters. With the permission of the Graduate Director, a relevant course from another department within the College of Fine Arts may be taken in place of an art history elective.

STUDIO RESEARCH & EXHIBITION

A minimum of 6 and a maximum of 9 credit hours of Supervised Research must be taken under the direction of the committee chair during the final two graduating semesters in the student's third year. In the Fall of the third year, students begin to develop their culminating research paper in Studio Research in Writing. In the final semester of the third year, all graduating students must register for *MFA Project Defense* for 0 credits and *Final Exhibition* for 6 credits. See the [Course Summaries](#) and [Graduation Requirements](#) sections for more information.

TRANSFER CREDITS

Up to 12 semester hours of graduate-level coursework may be considered for transfer into the MFA in Studio Art program. A maximum of 6 semester hours may be transferred from another accredited institution in the form of graduate-level studio art and/or art history coursework. In addition, up to 12 semester hours of graduate-level coursework completed at Florida State University as a non-degree seeking student may be considered for transfer. The combined total of external transfer credits and FSU non-degree seeking credits applied toward the degree may not exceed 12 semester hours.

All transfer coursework must have been completed with a letter grade of B or higher, must be recommended by the Department of Art, and must be evaluated as graduate-level work by the FSU Office of Admissions. Transfer credit requests are reviewed by the Graduate Director and Department of Art Chair and are subject to university approval.

ACADEMIC STANDARDS

The Department of Art follows all policies and procedures set forth by the university as outlined in the Graduate Bulletin. A graduate student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No course hours with a grade below “C–” will be credited on the graduate degree; all grades in graduate courses except those for which grades of “S” or “U” are given, or those conferred under the provision for repeating a course will be included in computation of the average.

If a graduate student’s GPA falls below 3.0 at the end of a term (not counting courses for which “S” or “U” grades may be given), the student will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full term of enrollment, the student will be placed on academic dismissal. Academic dismissal constitutes a separation of the student from the University for academic reasons. Students on dismissal will not be permitted to register for courses, including registering as a non-degree student.

See the Policies & Information section of the Graduate Bulletin at <https://registrar.fsu.edu/bulletin/graduate-information> the full policy on Academic Standing and Retention.

FSU | UNIVERSITY REGISTRAR

ACADEMIC SERVICES ▾BULLETINS & REG. GUIDES ▾CALENDARSGRADUATION ▾SCHEDULING & CURRICULUM ▾STUDENT FORMS

HOME / GENERAL BULLETINS / GRADUATE INFORMATION

Policies & Information

Includes, but is not limited to, Admissions, Financial Information and Financial Aid, Academic Regulations and Procedures, and Undergraduate Degree Requirements. This section also includes a listing of the University Administration and Distinguished Faculty.

You can go directly to the following sections of Policies & Information by clicking the appropriate link below:

- [University Notices](#)
- [University Calendar](#)
- [The University](#)
- [Research Facilities and Special Programs](#)
- [Student Veteran Information](#)
- [International Education](#)
- [Academic Degree and Certificate Programs](#)
- [Admissions](#)
- [Financial Information, Tuition, Fees, Aid, Scholarships, and Employment](#)
- [Housing](#)
- [Orientation](#)
- [Academic Integrity and Grievances](#)
- [Graduate Degree Requirements](#)
- [Student Services](#)
- [Academic Regulations and Procedures](#)
- [Standards for Graduate Teaching Assistants](#)
- [Florida Statewide Course Numbering System](#)
- [Course Prefixes, Definitions, and Locations](#)
- [University Administration](#)
- [Distinguished Faculty](#)

COURSE SUMMARIES

These course summaries provide additional information beyond the course descriptions listed in the [Graduate Bulletin](#).

Introduction To Research Practices

ART 5817

Students are introduced to theoretical and historical frameworks that influence and serve as a dialogue with the work of contemporary artists. In addition, they will encounter and practice creative and research methods that will form the foundation of their ongoing graduate and post-MFA work. Students are expected to read and discuss a variety of assigned texts. Writing assignments can also be expected.

Material Practice

ART 5928C

This studio course provides intensive, hands-on investigation into the relationship between artistic materials, conceptual meaning, and creative process. Students engage in rigorous material experimentation and research-driven practice, treating the studio as a laboratory for inquiry. Through sustained engagement with diverse materials and techniques, students develop a critical understanding of how formal choices embody and communicate meaning.

All Media Critique

ART 5812C

This course is designed as a studio course in which students produce new and original work and engage in regular group critiques with their peers and instructor. Students can expect to participate in critiques using the same Critical Response Process used in the First-Year Formal Reviews. The results of students' MFA Formal Review Evaluations are examined and discussed to identify areas for continued exploration and improvement. The outcome and benefits of this course are based on student focus, work ethic, and willingness to participate. The instructor may occasionally assign readings that are relevant to the group's ongoing discussions.

Introduction to Studio Art Instruction

ART 5940

This seminar course combines theory and practice in preparation for teaching art at the college level. Students will concurrently observe and shadow classes taught by professors in the Department of Art. While based on availability, students usually shadow course sections of the class they will potentially teach during their Graduate Teaching Assistantship (TA). This course is required for students who wish to be considered for teaching roles.

Professional Practices

ART 5816

This course is designed to assist the graduate students in developing a cohesive career plan. Through workshops, group discussions, critique, research, lectures, project assignments and presentations, each student is provided with opportunities to expand their understanding and creation of the professional materials they will require for their studio practice.

Studio Research in Writing

ART 5927C

This graduate seminar guides students through the development and completion of their culminating creative research paper—a substantial written document that synthesizes artistic practice, critical inquiry, and theoretical engagement.

Supervised Research

ART 5972

This course takes place in the Fall and Spring semesters of the third year. Through these courses, the student will work individually with their Committee Chair to develop their Studio Research + Exhibition (SR+E) graduating exhibition. The student and Committee Chair are responsible for creating a regular meeting schedule at the start of the semester.

Final Exhibition

ART 5899

This course focuses on the development and completion of the SR+E graduating exhibition. The instructors and museum staff provide feedback for successful completion, curation, and installation of the exhibition. Students meet set checkpoints outlined in the course for studio research preparation.

MFA Project Defense

ART 5810

In this 0-credit course, students exhibit work that represents the culmination of their creative studio research and meets the professional standards for a public exhibition. Students complete a written paper that articulates their creative work, research processes, and conceptual frameworks. The course culminates in a formal review with their faculty committee, during which the student engages in a final discussion of their work and receives an overall assessment.

CFA ELECTIVES

Up to twelve credit hours may be taken as elective courses. Electives are selected from the departments within the College of Fine Arts. When MFA Special Topics courses are available, students are encouraged to take those courses in place of electives.

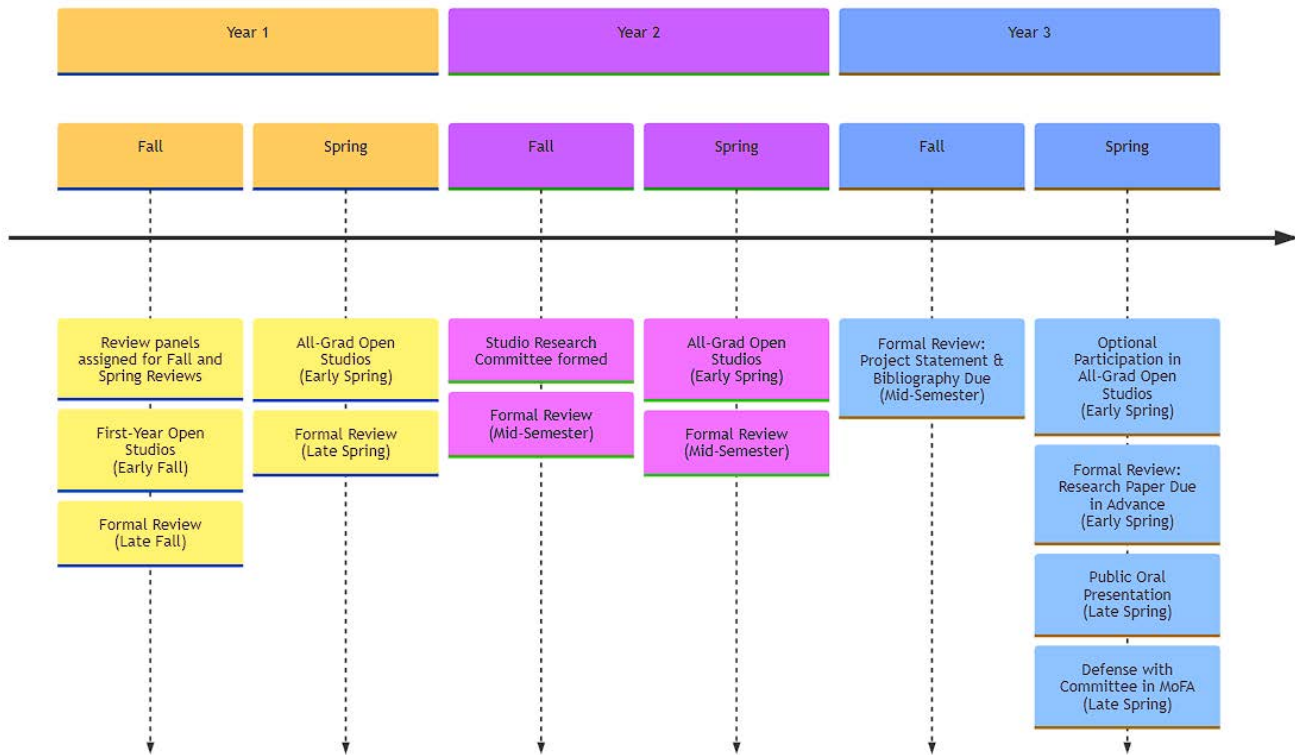
All CFA electives require the permission of the instructor, as well as the chair of the student's Committee or the Graduate Director. Before enrolling in an elective course, a Proposal for Graduate Study in an Elective Course form must be completed and signed by the student, the instructor, and either the chair of the student's committee or the Graduate Director.

MFA SPECIAL TOPICS

MFA Special Topics are occasional and focus on a specific theme that aligns with faculty research. Special Topics courses are encouraged to be taken, when available, in place of CFA Electives.

REVIEW PLAN

THREE-YEAR REVIEW MAP



There will be an open studio event in the Fall and Spring of the first year and a major formal review every semester in residency.

MENTORSHIP

During orientation, each first-year student is assigned a second- or third-year graduate student mentor and a faculty mentor. Student mentors provide support based on their experience as a graduate student. They can assist with understanding the university and departmental culture and recommend resources. Faculty mentors can provide academic/professional advice and support during the first year. All mentors are expected to respect privacy and act in a professional capacity. You should plan to meet with your mentors as early as possible in the first semester and during the First-Year Open Studios event.

OPEN STUDIOS EVENTS

The goal of each Open Studios event is for students to briefly introduce themselves and their current studio practice to faculty visitors. You should expect each conversation to be short, with the intention that a longer discussion can continue in a subsequent individual studio visit. **Students should directly email faculty members to schedule follow-up studio visits.** The First-Year Open Studios event in the Fall is for incoming students only. The All-Grad Open Studios event in the Spring includes all graduate students, however participation in the Spring All-Grad Open Studios event is optional for third-year students.



FORMAL REVIEW STRUCTURE

Formal reviews are conducted with a group of faculty members in the student's studio or other prearranged space. The student will present their work and engage in discussion with the group that is centered on useful questions about the work – both from the student and from the faculty members. Students can expect critiques to follow the Critical Response Process (CRP) during their First-Year Formal Reviews. For more information on CRP, read this [**brief overview of the process.**](#)

Immediately following each second- and third-year review, the committee will have a group discussion without the student present. The chair of the committee will then meet briefly with the student to relay the committee's consensus on the student's progress.

For every review, students must ensure that another person is present to serve as a note-taker. Time-based work must be made available to the committee one week prior to the review. Students are expected to reserve any special equipment or spaces required to properly show their work. Formal reviews are part of students' professional preparation and should be approached with professionalism.

FORMAL REVIEW EVALUATION

After each Formal Review, the student's performance will be evaluated, in writing, by the individual faculty members. The written evaluation will be based on the review goals and student responsibilities, which differ from one review to the next (see the following sections for [first-](#), [second-](#), and [third-](#)year reviews). In addition to feedback on each of the goals and responsibilities, faculty will provide constructive feedback, as well as recommendations for relevant artists and scholarly resources. The written evaluation will culminate in a rating of either "Satisfactory," "Provisional," or "Unsatisfactory" as described below. All written evaluations will be made available to the student shortly after the review and will be retained digitally by the Department of Art.

RATING	RESULT
All SATISFACTORY ratings	The student proceeds to the next semester.
One or more PROVISIONAL ratings	Following the review, the student schedules a meeting with the Graduate Director to discuss their standing in the program. This may include a plan for remediation/improvement.
One or more UNSATISFACTORY ratings	A remediation plan is issued and a re-review is scheduled. Note that students will not be assigned an "Unsatisfactory" rating in their very first review.

Unsatisfactory Evaluations

When one or more "Unsatisfactory" ratings are given OR if the review committee agrees that the student's progress needs to be reassessed, a remediation process as described in the [CFA Student Handbook](#) is started. A reasonable timeline for remediation, often 4 weeks, followed by a re-review will be agreed upon by the student and committee. If the student does not meet the expectations outlined in the remediation plan, then remediation has not been successful and the University policy for "Dismissal of a Graduate Student for Reasons Other than GPA" may be followed. See [Dismissal from the University](#).

FIRST-YEAR FORMAL REVIEWS

There will be two formal reviews for first-year students: one in the Fall and one in the Spring. The Graduate Director will assign each first-year student to a committee comprised of half of the department's faculty members for the Fall Formal Review. Students will meet with the other half of the faculty in the Spring Formal Review. Because of the large groups, these reviews may take place in spaces larger than students' individual studios.

Goals of First-Year Formal Reviews

1. To afford the student the opportunity to introduce themselves and their practice to all Department of Art faculty.
2. To ensure that the student is acclimated to the program and is being productive in their studios.
3. For faculty to provide feedback and resources that can help develop the student's research questions.

Student Responsibilities

For the **Fall** review, the student is expected to be prepared with the following:

- Several research questions (developed during the First-Year Seminar) that they intend to investigate over the coming months.
- Selected documentation of work completed prior to FSU.

For **both** first-year reviews, the student is expected to be prepared with the following:

- Evidence of ongoing experimentation, in-process work, and recently finished work. The work being shown must reflect the student's own ideas, rather than being based on or derived from class assignments.
- Time-based work must be made available to the committee at least one week before the review.
- The ability to discuss the work; themes and ideas at play; and relationships with historical and contemporary ideas.
- A note-taker and any special equipment or spaces required to properly show their work.

SECOND-YEAR FORMAL REVIEWS

Second-year students will have two formal reviews: one in the Fall and one in the Spring. At the beginning of the Fall semester, students will be tasked with choosing their [Studio Research Committee](#).

Goals of Second-Year Reviews

1. To ensure that the student is managing their time appropriately and being productive in their studio.
2. To ensure that the student is successfully developing their creative practice.
3. To make recommendations as to whether the student is ready to begin/continue a TA assignment.
4. For faculty to provide feedback and resources that can help develop the student's creative practice.

Student Responsibilities

For **both** second-year reviews, the student is expected to be prepared with the following:

- A document containing a current artist statement and references relevant to their current practice, including a list of artist influences and a bibliography, which should be in Chicago Manual of Style (CMS) format. These must be submitted to the committee via email at least one week before the review. Printed copies may be presented at the review as well.
- Evidence of ongoing experimentation, in-process work, and recently finished work. The work being shown must reflect the student's own ideas, rather than being based on or derived from class assignments.
- Time-based work must be made available to the committee at least one week before the review.
- The ability to discuss the work; themes and ideas at play; and relationships with historical and contemporary ideas.
- A note-taker and any special equipment or spaces required to properly show their work.

THIRD-YEAR FORMAL REVIEWS

Third-year students will have two formal reviews: one in the Fall and one in the Spring. In the Fall review, students will present an abstract for their studio research paper and a project statement for their Studio Research + Exhibition (SR+E). In the Spring review, students will give their first oral defense of their studio research paper to their Studio Research Committee.

Goals of Third-Year Formal Reviews

1. For faculty to evaluate and support the student's progress toward the Studio Research + Exhibition (SR+E).
2. To discuss the student's writing, focusing on the project statement and bibliography in the Fall review and the final draft of the paper in the Spring.
3. To evaluate whether the student may require reassignment from a TA role to focus on their studio practice.

Student Responsibilities

For the **Fall** review, the student is expected to be prepared with the following:

- A draft of the Studio Research + Exhibition paper. **This must be submitted to the committee via email at least one week before the review.**

For the **Spring** review, the student is expected to be prepared with the following:

- A final draft of the Studio Research + Exhibition paper. **This must be submitted to the committee via email at least one week before the review.**
- A written plan for execution of the graduating exhibition.

For **both** third-year reviews, the student is expected to be prepared with the following:

- In-process and finished works related to the graduating exhibition.
- The ability to discuss the work; themes and ideas at play; and relationships with historical and contemporary ideas.
- A note-taker and any special equipment or spaces required to properly show their work.

STUDIO RESEARCH COMMITTEE

The Studio Research Committee's role is to mentor the graduate student towards the successful research, defense, and completion of their Studio Research + Exhibition. This committee is comprised of the following:

- Two committee members who are faculty members from the Department of Art
- One committee chair who is a faculty member from the Department of Art
- Up to two optional members who are faculty in the Department of Art, or other departments

All committee members must possess the designation of either Graduate Faculty Status (GFS) or Graduate Teaching Status (GTS).

A list of Department of Art faculty members and which of the above roles they are eligible to fill will be distributed near the start of the Fall semester. Using that list, students will be asked to submit their preferences to the Graduate Director before the end of September. Selection of committee members will be made by the Graduate Director along with faculty input based on student preferences.

Please adhere to the process outlined in the paragraph above. Students must refrain from directly asking Department of Art faculty members to serve on their committee, and faculty have been instructed not to respond to student committee requests. If any committee member requests cannot be fulfilled through the outlined procedure, the Graduate Director will assist the student in identifying alternatives. Potential committee members from outside the Department of Art can be asked directly by students.

Once a Studio Research Committee is assigned, any changes must be requested via email to the Graduate Director. The makeup of the Studio Research Committee can be changed upon request. There is no stigma attached to these changes. The process of making committee changes will involve conversations with existing and new prospective committee members.

Students should meet with their committee members individually at least once prior to the Formal Review each semester.

GRADUATION REQUIREMENTS

GRADUATION SCHEDULE

The final year is comprised of the following deadlines, which are all required to graduate:

TASK	DEADLINE
Draft of the Studio Research Paper	Fall Review (mid-semester)
Final draft of the Studio Research Paper	Spring Review (early-semester)
Graduating Exhibition Opening	Mid-April
Public oral presentation	Scheduled a week after the exhibition opening
Oral defense of exhibition work, with Committee	Scheduled, by the student, before the last day of Spring classes
Submission of exiting materials to MFA Coordinator	Last day of classes
Studio clearance	Last day of Finals Week

STUDIO RESEARCH PAPER

The studio research paper defines intensive research leading up to the SR+E graduating exhibition. It cites the student's artwork within a larger art context, makes connections to the ideas and work of others, and affords the reader other insights into the work that the student has produced in the preceding three years. The studio research paper is written over the course of the third year, through the [Studio Research in Writing](#) and [Supervised Research](#) courses. In addition to support through those courses and guidance from the student's committee, the [FSU Reading-Writing Center](#) (RWC) can be a valuable resource when writing the paper.

The final draft of the paper must be submitted to the student's committee before the Spring Formal Review, providing enough time for the committee members to read the paper before the review.

The suggested length of the paper is between 10-15 pages and the writing should correspond to the Chicago Manual of Style.

GRADUATING EXHIBITION

At the end of the third year, students mount a comprehensive exhibition of their work at the Museum of Fine Arts (MoFA). The graduating students will also design and publish a catalogue of the graduating MFA exhibition during the Spring Third-Year Seminar.

PUBLIC ORAL PRESENTATION

MFA candidates will give a short oral presentation of their research with accompanying images during the month of the final graduation show. This presentation is open to family, friends, and the public.

ORAL DEFENSE WITH COMMITTEE

After the graduation exhibition opens, students meet with their Studio Research Committee in the museum to discuss the installed work in the SR+E graduating exhibition. Successful completion of the MFA program requires that you pass each of the following criteria:

1. The student presented an exhibition that represents the culmination of the creative research conducted during their residency in the program.
2. The presentation of the student's work meets or exceeds professional standards and expectations for a public exhibition.
3. The student earned a unanimous "Successful" evaluation in their final Spring semester MFA Formal Review, which requires that they provide the final draft of their research paper to their committee for review.
4. The student submitted the required exit materials to the Graduate Director.

EXITING REQUIREMENTS

In order to graduate, each student must submit the following materials to the MFA Coordinator and Art Department Program Manager. All materials should be compressed in a ZIP file and submitted via [Noles File Transfer](#) (NiFTy).

- Artist Statement
- Studio Research+Exhibition paper
- Studio Research+Exhibition paper cover sheet, signed by all committee members. The cover sheet will be supplied digitally, and signatures should be obtained using FSU Docusign
- A list of 10-15 searchable keywords/hashtags related to the content of the research paper
- 15-20 high-resolution digital images of the work, including photos of the work installed in MoFA
- A corresponding image list that includes the title, date, medium, and size of the work

STUDIO CLEARANCE

All graduating must complete the "studio clearance" tasks listed in the MFA Studio Handbook. This includes repairing and repainting their studio walls and repainting their studio floor, depending on its condition.

CFA & UNIVERSITY POLICIES & PROCEDURES

Students in the MFA in Studio Art Program are expected to follow the Policies & Procedures outlined in the [CFA Student Handbook](#). Students should familiarize themselves, in particular, with the “Academic Performance Expectations” and the “Professional Conduct Policy.” For more information about university-wide policies and procedures, see the [FSU Student Handbook](#) and the [Graduate Bulletin](#).

DISMISSAL FROM THE UNIVERSITY

As described in the [Academic Standards](#) section above, graduate students may be placed on academic dismissal for failing to maintain a 3.0 GPA. The University also has a policy for Dismissal of a Graduate Student for Reasons Other than GPA, which is summarized below. For more information, see [FSU’s Graduate Handbook](#) and [CFA Student Handbook](#).

The University reserves the right to dismiss graduate students and terminate their enrollment in an academic program based on a number of different criteria, beyond that of GPA alone. Oversight is provided by The Graduate School, Office of Faculty Development and Advancement, and Office of the Registrar.

Program terminations (dismissal for a reason other than GPA) are generally identified by the faculty with support from the Department Chair. Reasons for dismissal from the Studio Art MFA may include, but are not limited to:

- Inability to conduct independent research in a fashion appropriate with the accepted norms of the discipline. This identified via the [Formal Review Evaluation](#).
- Inability to function within a team environment to the extent that it negatively affects the learning, practice and/or research of fellow graduate students.
- Failure to meet the Professional Conduct Policy described in the [CFA Student Handbook](#).
- Failure to meet artistic or creative performance standards. This identified via the [Formal Review Evaluation](#).
- Failure to complete important degree milestone requirements within a reasonable period of time. See the [3-Year Course Map](#).
- Failure to complete the master’s degree or make timely progress towards the [Graduation Requirements](#).

In each case, the issue will be addressed following the Remediation Plan process described in the [CFA Student Handbook](#).

Students who are dismissed for reasons other than grades may follow the [General Academic Appeals Process](#) if they have evidence that academic regulations and procedures have been improperly applied.

GENERATIVE AI

The Studio Art MFA program has a specific policy regarding the use of Generative AI tools for written work. Presenting AI generated content as your own work, even if modified, constitutes Plagiarism according to the University Academic Honor Policy.

Why is generative AI not “a research tool?” AI-generated content is often unreliable and at times, invented. It aims to look like correct information and does not assess the quality of information it draws upon or generates.

The goal of any class is to learn. The use of AI in graduate courses in any capacity results in the loss of the opportunity to learn and create knowledge yourself. The effects of this loss are wide reaching. Use of AI results in the loss of opportunities to learn how to think, write, find and assess information, apply new skills, build an argument, and become independent thinkers and generators of knowledge. It undermines the foundations of education and violates the trust that is fundamental to the classroom.

The Academic Honor Policy procedures will be followed for any instance of Plagiarism, including those stemming from the use of Generative AI.

ASSISTANTSHIPS

Graduate Assistantships are available to graduate students for up to three years on a competitive basis. The number of assistantships available fluctuates from year to year. This means that assistantships cannot be guaranteed for all students. It also means that students awarded an assistantship in their first year may not receive one in subsequent years and, conversely, students who do not receive an assistantship in their first year may still receive one in subsequent years.

GRADUATE ASSISTANTSHIP (GA)

A Graduate Assistantship (GA) is a technical assistantship that involves supervised work in areas such as labs and the museum. The areas for technical assistantships are assigned based on departmental needs. GAs will be assigned a supervisor who, together with the GA, will create a work schedule for 10 hours/week.

GA Expectations

While work expectations vary depending on the location, these general guidelines apply to all Graduate Assistant (GA) positions:

- GAs are expected to report to their scheduled shift on time. Except in the event of an emergency, the GA should notify their supervisor at least 24 hours in advance if they must miss a scheduled shift. Any missed hours must be reported.
- GAs are assigned tasks by their supervisor. Assigned tasks take priority over personal work in the lab, the GAs own coursework, etc. Missing work, sleeping on the job, incomplete assigned tasks, and failure to attend to needs of the role are examples of unsatisfactory performance.
- According to the [GAU Collective Bargaining Agreement](#) Article 6.1, .25 FTE employees work an average of 10 hours per week. If a GA works less hours one week, those hours will be added in a subsequent week to maintain the average 10-hour commitment. Likewise, if a GA works more than 10 hours, the hours in a future week should be reduced to maintain the average. (.50 FTE employees work an average of 20 hours per week)
- According to the [GAU Collective Bargaining Agreement](#) Article 10.1, GAs are excused from assigned duties when the university is closed “without academic or professional reprisal, or loss of pay.”
- GAs work on end-of-year cleanup in their areas during finals week. Hours for the week following finals are allocated to a final CAB cleanup day. **As GAs are on contract until that final cleanup day, they must plan to be available during these times and travel is not a valid excuse for missing work.** Plan travel accordingly.
- If Personal Protective Equipment (PPE) is required for a task, your supervisor will provide it.
- GAs are expected to follow the Communication guidelines below.

At the end of each semester, the university requires that each GAs work performance is reviewed. Unsatisfactory performance may result in reassignment or loss of the student’s assistantship, stipend, and tuition waiver.

GA Supervisor Expectations

- Often Lab Managers are typically the direct supervisors of GAs, however there are cases where a faculty member or other staff member is the supervisor.
- Supervisors should respect the assistants' work schedules and contracted hours. They should not contact GAs outside of their work hours unless it is to provide information for their upcoming shifts.
- GAs should be scheduled at a single location for each shift. Only in special circumstances should a GA be required to work in multiple locations during the same shift. When this occurs, consideration should be given to avoid creating unnecessary burdens for the GA regarding transportation, parking, and classes scheduled around the shift hours.

GRADUATE TEACHING ASSISTANTSHIP (TA)

A Graduate Teaching Assistantship (TA) is a teaching assistantship that involves assuming the role of Teaching Assistant or Instructor of Record (IOR), typically for a beginning, non-major, or foundation-level course. Teaching assistantships are assigned by the Department Chair based on departmental needs and in alignment with students' areas of expertise. A faculty supervisor, usually the area head of the assigned course, will be designated for each TA. TA roles are only available to second- or third-year students, whereas students in all three years of their residency are eligible for technical assistantships (GA).

The minimum requirements for being awarded a TA role are:

- Earning a C- or higher in the *Introduction to Studio Art Instruction* course
- Completing all aspects of the Center for the Advancement of Teaching's [required training for TAs](#)
- Completing all requirements of training including any university required trainings such as environmental health & safety training.

The supervising faculty reviews all teaching assistants at the end of each semester with consultation from the Graduate Program Director. Visits to the classroom by the Graduate Director, supervising professor, or Foundations Director are to be expected. Unsatisfactory performance may result in reassignment to a GA role.

FINANCIAL SUPPORT

Fellowships, scholarships, waivers, stipends, and awards provide support and valuable experience to graduate students. Florida State University offers various fellowships and awards through the department, college, Graduate School, and university. Incoming students who apply before the January 1st deadline are considered for various college and departmental awards. Like most award opportunities, they are highly competitive and based on evidence of leadership, academic rigor, and excellent letters of recommendation. For more information on opportunities for financial support, visit the links below or see the following list of opportunities that are available to incoming graduate students.

- FSU4U - <https://foundation.fsu.edu/fs4u>
- FSU Grants, Fellowships, Loans, Scholarships - <https://gradschool.fsu.edu/funding-awards/graduate-school-fellowships-and-grants>
- FSU Graduate School Funding & Awards - <https://gradschool.fsu.edu/funding-awards>
- Department of Art Assistantships & Funding - <https://art.fsu.edu/support/>

UNIVERSITY AWARDS

Legacy Fellowship: This fellowship is only available to incoming first-year students. Incoming students need to apply to the graduate program by mid-December to be eligible for consideration. The Fellowship offers \$10,000 per calendar year for up to three years.

American Association of University Women International Fellowship: These fellowships are awarded for full-time study or research in the United States to women who are not U.S. citizens or permanent residents. Both graduate and postgraduate studies at accredited U.S. institutions are supported.

Dr. Martin Luther King Jr. Book Stipend: This stipend awards \$350 to individuals who identify as African American/Black in order to assist these Florida State University students in completing their education.

Leslie N. Wilson – Delores Auzenne Fellowship: This fellowship awards \$5,000, which is added to the graduate assistant stipend for a maximum of approximately \$15,000 plus a full tuition waiver. The Leslie N. Wilson-Delores Auzenne Assistantship is available for all new or currently enrolled graduate students. Preference may be given to applicants who are historically underrepresented. Nomination is through the department or college, but competition for these awards is on a university-wide basis.

DEPARTMENTAL AWARDS

Each year, the department offers several recruitment fellowships to incoming students. Recipients are chosen from among the pool of competitive applicants by the Graduate Admissions Committee; direct application is not permitted for these awards.

Jim Boone in Art Scholarship: This scholarship supports incoming graduate students with their transition to graduate education and celebrates their future contributions to FSU. The *Jim Boone in Art Scholarship* offers up to \$2,500 per calendar year for up to three years. This funding is in addition to the departmental stipend and tuition waiver.

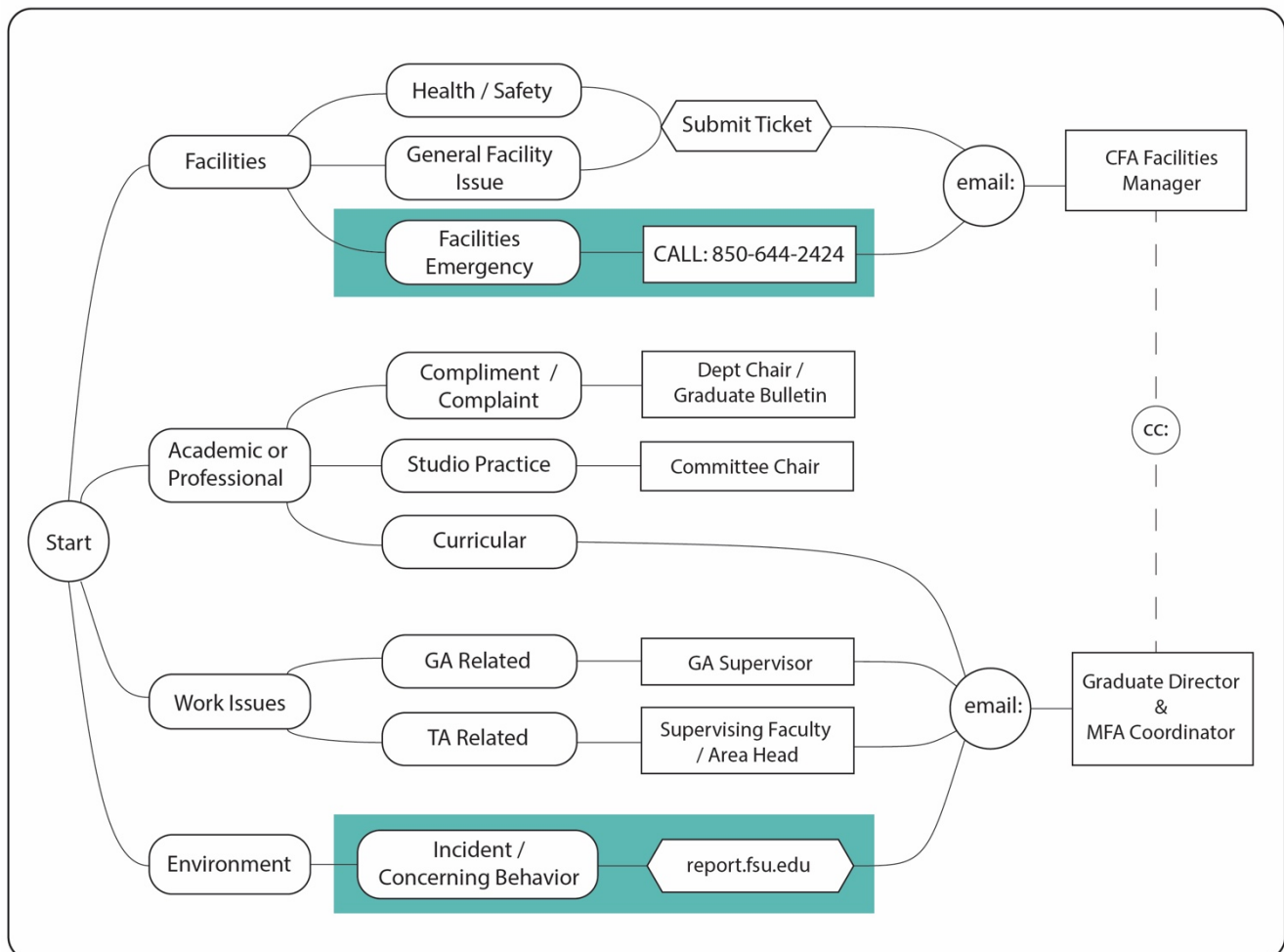
Graduate Fellowships in the Arts: This scholarship funded by Randall Van Syoc & Allen Cost Ransome offers up to \$5,000 per calendar year for up to three years. The fellowship is awarded to an outstanding, newly enrolled studio art graduate student for work exemplifying exceptional achievement. This funding is in addition to the departmental stipend and tuition waiver.

COMMUNICATION

EMAIL

Checking and responding to your official FSU emails regularly is a requirement, as described in the [FSU Graduate Bulletin](#). In general, students should expect an email response from faculty within two working days. Likewise, students are expected to respond to emails from faculty, staff, and administrators within two working days. **If an email is related to a GA role**, however, both the GA and their supervisor should respond to emails within 24 hours. It is always best to send a simple acknowledgment email when a detailed response isn't required. When contacting faculty, staff, or administrators, use your FSU email instead of phone calls or texts unless it is urgent or an emergency. If there is an issue contacting a faculty or staff member, please follow the **Communication Flowchart**. Please keep your emails concise and professional. See this list of [email etiquette advice from Grammarly](#).

COMMUNICATION FLOWCHART



CANVAS

All graduate students will be added to a Canvas organization called “FSU|MFA + Studio Art.” This resource will be used to communicate all announcements and will contain the calendar for graduate events and programming as well as additional resources.

ART DEPARTMENT CALENDAR

Each student is responsible for subscribing to the Department of Art Calendar and attending scheduled events.

DEPARTMENT OF ART FACULTY

The faculty consists of committed artists, each with an original position and extensive exhibition record. They assist with the individual needs of students, responding to and helping them in the search for a personal position in their work through exposure to relevant historical and contemporary artists, movements, theories, and techniques. Above all, the faculty seeks to help students learn to ask questions and find solutions to presenting their artistic visions.

NAME	ROLE	EMAIL
Grace Ali	Assistant Professor	gali@fsu.edu
Carrie Ann Baade	Professor	cjonesbaade@fsu.edu
Denise Bookwalter	Professor + BFA Director	dbookwalter@fsu.edu
Mona Bozorgi	Assistant Professor	mb22b2@fsu.edu
Jonathan Christensen Caballero	Assistant Professor	jc25bp@fsu.edu
Kevin Curry	Assistant Professor	kcurry@fsu.edu
Brian Dick	Visiting Teaching Faculty	bd24j@fsu.edu
Elizabeth DiDonna	Associate Teaching Professor	edidonna@fsu.edu
Rob Duarte	Associate Professor	rduarte@fsu.edu
Marty Fielding	Assistant Professor	mfielding@fsu.edu
Lilian Garcia-Roig	Distinguished Professor	lgarciaroig@fsu.edu
Jamie Ho	Assistant Professor	jh24bl@fsu.edu
Katie Kehoe	Assistant Professor	mkk22f@fsu.edu
Daniel Luedtke	Associate Professor	dluedtke@fsu.edu
Meredith Lynn	Associate Professor	mllynn@fsu.edu
Alena Mehić	Assistant Professor	amehic@fsu.edu
Jiha Moon	Assistant Professor	jmw23m@fsu.edu

Keith Roberson	Associate Professor	kroberson@fsu.edu
Jean Shon	Assistant Professor	jys24@fsu.edu
Clint Sleeper	Associate Professor	csleeper@fsu.edu
Anne Stagg	Associate Professor	astagg@fsu.edu

OFFICE TEAM & KEY STAFF MEMBERS

Lab and facility managers bring together their managerial skills as well as knowledge of safety and lab procedures to ensure that laboratories operate smoothly.

NAME	ROLE	EMAIL
Nick Parparian	CFA Facilities Manager	nparparian@fsu.edu
Celeste Ivory	Department Program Manager	mivory@fsu.edu
Heather Rushing	Senior Administrative Specialist	hrushing@fsu.edu
Tenee Hart	MFA Coordinator	thart@fsu.edu
Andy Wilson	Sculpture Lab & Equipment Manager	amw25j@fsu.edu
Mimi Tran	Digital Fabrication Lab Manager	mtran2@fsu.edu
Amy Fleming	Printmaking Lab Manager	ajfleming@fsu.edu
Nick Geshwiler	ATL Lab Manager	ngeshwiler@fsu.edu
Gregg Matthews	Ceramic Lab Manager	gsmatthews@fsu.edu
Jabari Townsend	Photo Lab Manager	j.townsend@fsu.edu
Kirsten Taylor	BFA Coordinator	kt25j@fsu.edu

ADDITIONAL RESOURCES

LINKS

[2025-2026 College of Fine Arts Student Handbook](#)

[FSU Graduate School New Student Information and Graduate Handbook](#)

[FSU Graduate Bulletin](#)

[FSU Grants, Fellowships, Loans, Scholarships](#)

[FSU Graduate School Funding & Awards](#)

[Department of Art Assistantships & Funding](#)

[FSU Reading-Writing Center \(RWC\)](#)

[College of Fine Arts Support Center](#)

<https://www.safety.fsu.edu/>

[Department of Art Labs](#)

[Department of Art Graduate Resources](#)

[Graduate Assistants United](#)

[FSU Center for the Advancement of Teaching](#)

[FSU Academic Honor Policy](#)

MAILING ADDRESS

The contact information for the FSU Department of Art is:

FSU Main Art Office
530 W Call St.
Room 220 | Fine Arts Bldg.
Tallahassee, FL 32304
850.644.6474

APPENDIX

GA EVALUATION FORM

The following form should be completed at the end of every semester in which a graduate student serves in a GA role. The form must be completed by the GA supervisor and signed by both the supervisor and the employee (GA). Forms should be filed with the Art Department Senior Administrative Specialist.

Florida State University Graduate Assistant Performance Evaluation

Evaluation term/year:

Employee's Name:

Supervisor's Name:

Summary of Duties: ☐ Teaching ☐ Research ☐ Other:

Work Performance:

- ☐ above satisfactory
☐ satisfactory
☐ less than satisfactory

COMMENTS:

Briefly note strengths, teaching effectiveness, contribution to the discovery of new knowledge, and areas for growth and improvement on assigned duties.

For a "less than satisfactory" evaluation, options for remediation must be communicated in writing as an addendum to this form. A copy of this form with addendum should be forwarded to the Dean of the Graduate School who will then forward the documents to Human Resources.

Supervisor Signature: Date:

Employee Signature: Date:

*Has this evaluation been discussed with the employee? ☐ Yes ☐ No (attach explanation)

Evaluations must be placed in the employee's file, and a copy shall be given to the employee who may attach a written comment within ten (10) days of receipt.

Updated 5-6-21

FSU DEPARTMENT OF ART | MFA PROGRAM

MFA CAB STUDIO CONTRACT

I _____ do hereby acknowledge that I have read and understood the attached MFA Studio Handbook.

I understand that if I have questions about the Carnegie Arts Building (CAB), MFA studios, or the workshops/labs that I can contact the Graduate Director.

I agree to abide by the rules in the MFA Studio Art Handbook and I understand that failure to do so may result in disciplinary action, loss of access to the CAB facility, and/or financial responsibility for damages as described in the MFA Studio Handbook.

Studio #: _____

Cell Phone #: _____

FSU Email Address: _____

Signature: _____ Date: _____