

Northern Illinois University
**SCHOOL OF ART
AND DESIGN**
MFA MA MS PhD



Northern Illinois University

**School of Art and Design
Graduate Programs
Handbook**

for Students and Faculty

Revised Spring, 2020

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Northern Illinois University School of Art and Design (SOAD) Graduate Programs

Information and Advice

i. ADVISING

Students should become familiar with the **NIU Graduate Catalog and the Graduate School website**, <https://www.niu.edu/grad/> to acquaint themselves with the specific degree requirements of their respective program.

Upon acceptance into the School of Art and Design (SOAD) graduate program, students are assigned an interim **faculty advisor** from their respective discipline. If possible, the student should contact their interim advisor for course suggestions before their first semester.

The **Graduate Coordinator** is also available for consultation on course requirements and specific recommendations regarding which faculty members have specializations that match the student's interest and who might be suitable as possible graduate committee members.

ii. REGISTRATION

Registration for the next semester will begin approximately two-thirds of the way through the fall and spring semesters. Courses that are marked **by Consent of Instructor** in the schedule require an **Instructor Permit** for a student to enroll. These permits are obtained and returned to the SOAD main office. ***Students must follow up with registration on MyNIU to officially enroll in the requested course.***

After the open enrollment period has passed, a **Schedule Change** form must be submitted to enroll in a course. The same form is used to withdraw from a course after the deadline (available on the Graduate School website).

If a class is closed, a blue **Closed Class Permit** is required (SOAD main office).

If there is a **conflict of time** between two courses, submit the **Time Conflict Permit**, signed by both instructors and returned to the SOAD main office (the form is available on the Graduate School website).

A full load is 9-12 credits. If a student wishes to enroll for less or more than this, an **Underload or Overload Petition** must be submitted (this petition is submitted online through the Graduate School website). If a student is receiving a tuition waiver or an assistantship, they are expected to maintain a full load of classes.

iii. GRADUATE ADVISORY COMMITTEE

Prior to the completion of 18 semester hours for students enrolled in the M.A. or M.F.A. degrees, and after 9 hours for Art and Design Education, a student must form a committee of at least three graduate faculty members who will serve as their **Graduate Advisory Committee** for the duration of their degree work. Two of the three faculty committee members must be in the student's chosen discipline, unless there is only one faculty member in an area. The third member of the committee can be in a related field and is not required to be a faculty member in the School of Art and Design, however they must be approved for graduate faculty status. From these faculty members, a chair must be selected to head the committee. The chair of a student's Graduate Advisory Committee must be a senior member of the graduate faculty and from the student's chosen discipline. The Graduate Coordinator is always available for general advisement and may mediate if problems arise.

At this time the **Graduate Advisory Committee** form must be filled out and submitted to the Graduate Coordinator's office (for Art History and Art + Design Education). The committee membership for Studio and Design-Media Arts students will be listed on their portfolio review form.

Categories of graduate faculty:

- Senior – may chair a student graduate committee.
- Full – may be a member of a student committee and may also be given special permission to chair a committee by the Graduate School and the SOAD on a case-by-case basis.
- Provisional – may serve as a committee member.

Change of Committee:

The composition of the Graduate Advisory Committee may be changed at any time using a **Change of Graduate Advisory Committee Membership** form ([page 20](#)).

Frequency of Meetings:

Students should schedule meetings with their Graduate Advisory Committee on a regular basis and must meet with the full committee when nearing the completion of a degree.

iv. M.A. PORTFOLIO REVIEW FOR CONTINUANCE (STUDIO / DESIGN - MEDIA ARTS ONLY)

Students enrolled in the M.A. (Art and Design) degree in art are required to present their work to at least three faculty members from their intended Graduate Advisory Committee prior to the completion of 18 semester hours (end of first year). At that time, the faculty members will decide whether the student has demonstrated sufficient skill and direction of work to continue in the program. The **Portfolio Review for Continuance** form is required at this time ([page 16](#)). The student will not be allowed to sign up for classes or receive assistantships if the review has not been completed and passed.

****Faculty Advisory Committees reserve the right to remove a student from the program at any point in their degree work if they judge the student is not***

making sufficient progress or demonstrating the necessary potential towards the satisfactory completion of their intended degree.

v. M.F.A. REVIEW FOR CONTINUANCE (STUDIO AND DESIGN-MEDIA ARTS).

Year 1 or prior to the completion of 18 credit hours students enrolled in the M.F.A. (Art and Design) degree in Art are required to present their work to at least three faculty members of their Graduate Advisory Committee in review for continuance.

Year 2 or prior to the completion of 42 credit hours a second review must be completed by the Graduate Advisory Committee. Additionally, **In the Spring Semester of the second year of the MFA program**, a formal second-year review presentation to the full faculty of the Studio and Design • Media Arts Divisions is required (typically organized in conjunction with the ARTS 715 seminar course).

During these reviews, the faculty members will decide whether the student has demonstrated sufficient skill and direction of work to continue in the program. The appropriate **Portfolio Review for Continuance** forms (pages 17, 18) are required at these times. The student will not be allowed to sign up for classes or receive assistantships if the reviews have not been completed and passed.

**Faculty Advisory Committees reserve the right to remove a student from the program at any point in their degree work if they judge the student is not making sufficient progress or demonstrating the necessary potential towards the satisfactory completion of their intended degree.*

vi. COMPREHENSIVE EXAMINATIONS

Students in all graduate degree programs must pass a Comprehensive Examination, which is ordinarily scheduled to occur during the student's last semester of course work (*student must be enrolled during the semester it is taken*). The nature of the examination is determined by the Graduate Advisory Committee in consultation with the student. The administration of the exam varies from division to division (refer to specific degree guidelines). The student is expected to meet with their Graduate Advisory Committee to schedule and complete the Comprehensive Examination by the date stated in the Graduate Programs in Art Calendar for the fall or spring semester.

vii. GRADUATION REQUIREMENTS

Students are responsible for referring to the **Graduate Catalog**, which is available on the NIU website, to acquaint themselves with the requirements of their respective degree programs. The checklists in this document are provided to assist in this process. The requirements for each student are linked to the catalog year in which they enter.

Students may track their degree progress at any time by checking their **Degree Progress Report** on **MyNIU**. The report will indicate any deficiencies in their degree requirements by stating “Unsatisfied” if a requirement has not been met.

In the semester preceding graduation, all students should schedule an appointment with the **Graduate Coordinator** to review their degree progress and upcoming procedures for their final semester.

To graduate, a student should also ensure that the following procedures and related forms are completed and submitted by the required deadlines:

For All Students:

- Comprehensive Examination (see specific program section for details on process)

For Students in the M.A. in Art History Teaching:

- Submission of two Qualifying Research Papers with accompanying signed approval forms

For Students in the M.A. in Art History Research:

- Approval of Thesis or Master’s Research Project
- Submission of Final Version of Thesis or Master’s Research Project with accompanying signed approval forms

For Students in the M.A. and M.F.A. in Art and Design:

- One-Person Exhibition
- Documentation of One-Person Exhibition with accompanying signed approval forms. A digital version must also be uploaded to the Huskie Commons Digital Repository (see Guidelines for Documentation Submission).

Applying for Graduation: Students are responsible for applying for graduation with the **Graduate School**. The due dates for application are in the semester preceding the date of graduation and vary slightly from semester to semester. Current deadlines are available on the School Art and Design Graduate Programs Calendar and on the Graduate School’s website. The application procedure is done online through MyNIU and a fee is charged.

viii. STUDENT EMAIL ANNOUNCEMENTS

Each student is responsible for regularly checking their **NIU student email account**. Important advising, general notices and events will be sent to these email address. Events to be posted may be emailed to the Graduate Coordinator, who may send them to the group list. If messages are not being received or if a change of e-mail address occurs, the Graduate Coordinator should be notified immediately.

ix. SCHOOL OF ART GRADUATE CALENDAR

Each semester a calendar will be issued by the Graduate Coordinator's office which lists the important deadlines for graduate degree work. This calendar will be sent out via student email and hard copies will be available in the Graduate Coordinator's Office.

x. ASSISTANTSHIPS

Applications for assistantships are due in the Graduate Coordinator's office by February 1. All assistantships will be reviewed and processed by April 15th.

Continuing students must reapply each year by the deadline to be considered for an assistantship in a subsequent academic year. **The deadline for students applying for a Foundations GTA position is January 15.*

Forms may be downloaded from the NIU Human Resources website:
https://www.niu.edu/hrs/resources/forms_docs/downloads/3700-Graduate%20Assistant%20Application.pdf

The respective divisions and/or disciplines, in consultation with the Graduate Coordinator, determine the distribution of assistantships. Each assistantship includes a tuition waiver. Foreign students with Graduate Teaching Assistantship appointments must provide proof of passing the **Speak Test** before placement.

**General Guidelines and
Checklists for:**

Master of Fine Arts

Master of Arts

**STUDIO and DESIGN - MEDIA ARTS
(ART and DESIGN)**

GENERAL GUIDELINES FOR THE M.A. AND M.F.A. Art and Design

(M.A.) Prior to Completing 18 Hours (end of first year):

__ **Establish a Graduate Advisory Committee (GAC)** and Complete the *M.A. Portfolio Review for Continuance* (approval form page 16).

(M.F.A.) Prior to the End of First Year or to the completion of 18 Credit Hours

__ **Establish a Graduate Advisory Committee** and Complete the *1st Year M.F.A. Portfolio Review for Continuance* (approval form page 17).

(M.F.A.) Prior to the End of Second Year or to the completion of 42 Credit Hours

__ Complete the *2nd Year M.F.A. Portfolio Review for Continuance*. This review will take place as a formal presentation to a full Studio and Design-Media Arts committee. A completed approval form signed by the committee will be required following the full faculty review (approval form page 18).

**For all MA and MFA Reviews – consult the Review Rubrics on page 19*

Ongoing During the Progress of Degree Work:

__ **Meet regularly with members of the Graduate Advisory Committee** after completing the portfolio reviews to discuss degree progress and to develop and plan the One-Person Exhibition and Documentation.

In the Spring Semester Prior to Graduation:

__ **Schedule Exhibition** – Be sure to communicate with the Graduate Coordinator your plans on graduation and the semester you wish to install your exhibition (Fall or Spring). A lottery system will be used for the scheduling of exhibition in the spring semester preceding the year you plan to graduate. This will be conducted by the Graduate Coordinator in consultation with the Gallery Director. Once the initial lottery has taken place, the Gallery Director will contact each student with available dates, in the order their name was drawn.

One Semester Prior to Graduation:

__ **Apply for Graduation to the Graduate School.**
(see Graduate School Calendar for deadlines)

During the Final Semester of Coursework:

__Enroll in the **ART 699 (M.A.)** or **ART 799 (M.F.A.) - One Person Exhibition or Presentation or Documentation for the M.A. / M.F.A. Studio Degree for 3 credits.**

__**Comprehensive Examination** (Student must be enrolled in the semester that they are taking the examination).

The Comprehensive Exam in Studio and Design-Media Arts

The purpose of the Comprehensive Examination in Studio and Design-Media Arts is to test an M.A. or M.F.A. candidate's general knowledge and comprehension of their own art concepts and practice, in relation to their knowledge and understanding of the greater art world history, theory, and practice. Each member of the Graduate Advisory Committee, (GAC), will supply a question to the student stating specifically what they wish to be addressed. The successful completion of the Comprehensive Examination requires that the candidate demonstrate an understanding of and capacity to use appropriate art and theory literature and practical experience to answer questions pertaining to their practice or specific questions. Demonstrated weakness in writing is a reason for failure of the comprehensive examination. If writing is weak, students are expected to seek professional help at the **NIU Writing Center**.

Comprehensive Exam Process

The Comprehensive Examination for the M.A. and M.F.A. in Studio and Design-Media Arts is typically taken in the last semester of coursework, just prior to undertaking the one-person exhibition/presentation and documentation.

Early in the semester, the student should arrange a meeting with their GAC individually or in a group to discuss the content and form of the Comprehensive Examination. The student must then request questions from each of the committee members. The exam will consist of a two-week take-home written essay test, or as an oral examination, administered by the chair of the committee.

As the take-home exam, the process should be administered by the student's Graduate Committee Chair.

1. The Committee Chair should direct the student to contact the committee members, asking for questions from each member.
2. The student will write answers to the questions within a two-week period and submit them back to the committee for review.
3. The Committee Chair should then circulate the **Report: Graduate Final Comprehensive Examination** scoring form (page 21) and the **Report on Graduate Student Examination** form (Page 22) for each committee member to sign. The report form is also available at: <https://www.niu.edu/grad/pdf/examination-report.pdf> If changes or edits are required, these should be conveyed to the student between the committee members.
4. Both completed forms should be forwarded to the Graduate Coordinator for processing by the deadline stated in the Graduate Programs in Art Calendar.

The exam may also be taken as an oral presentation. In this case, the candidate, along with the committee will establish the structure and time for the exam. The committee chair is responsible to return the results of the exam to the Graduate Coordinators office, together with the completed **Report: Graduate Final Comprehensive Examination** scoring form and the **Report on Graduate Student Examination** (https://www.niu.edu/grad/_pdf/examination-report.pdf), by the deadline stated on the Graduate Programs in Art Calendar.

__Meet with the Graduate Advisory Committee to review the work to be included in the One-Person Exhibition at least one month prior to the exhibition.

__Review the instructions and guidelines for documentation of the one-person exhibition or presentation. In particular, the student should read the **Documentation of One-Person Exhibition Guidelines** (see Documentation Guidelines and Required Forms section, [page 24](#)).

__Install the One-Person Exhibition or Presentation, which must be successfully reviewed by the members of the Graduate Advisory Committee, who must sign the **Approval of One-Person Exhibition** form ([page 23](#)).

__Submit final version of Documentation, “signed by Committee Chair” to the Graduate Coordinator’s Office by the deadline posted on the Graduate Programs in Art Calendar **and** upload a digital version to **Huskie Commons Digital Repository**: <http://commons.lib.niu.edu/>

HUSKIE COMMONS

Once your MFA Documentation is complete and approved by your committee, it should be deposited into Huskie Commons. Huskie Commons is the institutional repository, or digital collection, of the scholarly and artistic work created by the faculty, staff, and students of Northern Illinois University. Your documentation will be made accessible via the internet, preserved for your future reference, and have a permanent unique link that you can use on your resume, portfolio, or future applications. Complete details on the formatting and submission of your Documentation is outlined below in the Documentation Guidelines and Required Forms section ([page 24](#)) and a Huskie Commons Tutorial is contained at the end of this document ([page 67](#)).

***NOTE:** Failure to turn these materials in on time may result in postponement of graduate to the following semester.

GRADUATE PROGRAM DEGREE REQUIREMENTS CHECKLIST

M.A. – Art and Design

DEGREE REQUIREMENTS CHECKLIST:

 30 Semester Hours of Graduate level credits, exclusive of work taken to remove deficiencies.

 Portfolio Review for Continuation - Students must pass a portfolio review during the first academic year or **prior to the completion of 18 graduate semester hours** for continuance in their M.A. degree program.

 Graduate Advisory Committee – Concurrent with the portfolio review, students must compose a **Graduate Advisory Committee** and submit the corresponding form.

 Comprehensive Examination.

 One-Person Exhibition and Documentation.

REQUIRED COURSEWORK CHECKLIST:

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

ARTH_____ Semester Taken_____

ARTH_____ Semester Taken_____

***One of the Following (3 credits):**

ARTS 615 – Introduction to Studio Practices or ARTS 715 – Professional Studio Practices

Semester Taken_____

***Studio Art Electives – ARTS, ARTD, or ART courses (18 credits)**

_____ Semester Taken_____

_____ Semester Taken_____

_____ Semester Taken_____

_____ Semester Taken_____

_____ Semester Taken_____

***Taken in the Semester of the One-Person Exhibition (3 credits)**

ART 699 – One-Person Exhibition or Presentation and Documentation for the M.A. Studio Degree.

Semester Taken_____

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.A. in Art and Design

Note: This is only an example template for a full-time load, and not a required program of courses. A standard full-time graduate load is 9–12 hours.

Year One

Semester 1

-ARTS 615 or ART 680 _____

-ARTS/ARTD Elective _____

-ARTS/ARTD Elective _____

Semester 2:

-Art History Elective ARTH _____

-ARTS/ARTD Elective _____

-ARTS/ARTD Elective _____

**Complete the M.A. Portfolio Review _____*

**Apply for Graduation by stated Graduate School deadline _____*

**Reserve Studio Space for Exhibition _____*

Year Two

Semester 3:

-Studio Art Elective _____

-Art History Elective ARTH _____

-ART 699 _____

GRADUATE PROGRAM DEGREE AND COURSE REQUIREMENTS CHECKLIST

M.F.A. – Art and Design

DEGREE REQUIREMENTS CHECKLIST:

__ **60 Semester Hours** of Graduate level credits, exclusive of work taken to remove deficiencies.

__ **M.F.A Portfolio Reviews (1st and 2nd Year)** - Students must pass a portfolio examination during their first academic year or prior to the completion of 18 graduate semester hours **and** a second one during their second year or prior to the completion of 42 graduate semester hours for continuance in their M.F.A. degree program.

__ **Graduate Advisory Committee** – Concurrent with the portfolio examination, students must compose a **Graduate Advisory Committee**.

__ **Comprehensive Examination.**

__ **One-Person Exhibition and Documentation.**

REQUIRED COURSEWORK CHECKLIST:

***Seminars (6 credits)**

ARTS 615 (Take in Semester 1) ____ (only offered in the fall semester)

ARTS 715 (Take in Semester 4) ____ (only offered in the spring semester)

*** Courses Outside of the School of Art and Design. Courses may not include the ART prefix (6 credits)**

Semester Taken ____

Semester Taken ____

***Art History Electives (9 credits)**

ARTH ____ Semester Taken ____

ARTH ____ Semester Taken ____

ARTH ____ Semester Taken ____

***Studio Art Electives – ARTS, ARTD, or ART courses (36 credits)**

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

***Taken in the Semester of the One-Person Exhibition (3 credits) *A total of 3 credits is required for the degree – only take less than 3 credits if the work will span over multiple semesters.**

ART 799 Semester Taken ____

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.F.A. - Art and Design

Note: This is only an example template and not a required program of courses.
A standard full-time graduate load is 9 – 12 hours.

Year One

Semester 1

-ARTS 615 – Intro to Studio Practices _____ -ARTS/ARTD Elective _____
-ARTS/ARTD Elective _____

Semester 2:

-Art History Elective ARTH _____ -ARTS/ARTD Elective _____
-ARTS/ARTD Elective _____

**Complete the First Year/18 hour M.F.A. Portfolio Review _____*

Year Two

Semester 3:

-Art History Elective ARTH _____ -ARTS/ARTD Elective _____
-ARTS/ARTD Elective _____

Semester 4:

-ARTS 715 – Professional Studio Practices _____ - Art History Elective ARTH _____
-ARTS/ARTD Elective _____

**Complete the Second Year M.F.A. Portfolio Review _____*

Year Three

Semester 5:

-ARTS/ARTD Elective _____ -Studio Art Elective _____
-Seminar (ART 680, ARTE 683, ARTH 701) _____

**Apply for Graduation by stated Graduate School deadline _____*

**Reserve Studio Space for Exhibition _____*

Semester 6:

-ART 799 – One Person Exhibition _____ -Studio Art Elective _____

**Documentation Guidelines
and Required Forms for:**

**STUDIO and DESIGN - MEDIA ARTS
(ART and DESIGN)**

M.A. ART AND DESIGN PORTFOLIO REVIEW
FOR CONTINUANCE
Prior to the Completion of 18 credit hours

NAME OF STUDENT _____

DEGREE PROGRAM _____

AREA OF EMPHASIS _____

NUMBER OF GRADUATE HOURS COMPLETED _____

GRADUATE ADVISORY COMMITTEE:

	PASS	FAIL
1. Chairperson _____	_____	_____
2. MEMBER _____	_____	_____
3. MEMBER _____	_____	_____
4. (OPTIONAL) MEMBER _____	_____	_____

COMMENTS:

Coordinator, Graduate Programs in Art

Date

Return this form to the Graduate Coordinator, VAB 203

M.F.A PORTFOLIO REVIEW FOR CONTINUANCE – YEAR 1
or Prior to the Completion of 18 credit hours

NAME OF STUDENT _____

DEGREE PROGRAM _____

AREA OF EMPHASIS _____

NUMBER OF GRADUATE HOURS COMPLETED _____

GRADUATE ADVISORY COMMITTEE:

	PASS	FAIL
1. Chairperson _____	_____	_____
2. MEMBER _____	_____	_____
3. MEMBER _____	_____	_____
4. (OPTIONAL) MEMBER _____	_____	_____

COMMENTS:

Coordinator, Graduate Programs in Art

Date

Return this form to the Graduate Coordinator, VAB 203

M.F.A. PORTFOLIO REVIEW FOR CONTINUANCE – YEAR 2
or Prior to the Completion of 42 credit hours

NAME OF STUDENT _____

DEGREE PROGRAM _____

AREA OF EMPHASIS _____

NUMBER OF GRADUATE HOURS COMPLETED _____

GRADUATE ADVISORY COMMITTEE:

	PASS	FAIL
1. Chairperson _____	_____	_____
2. MEMBER _____	_____	_____
3. MEMBER _____	_____	_____
4. (OPTIONAL) MEMBER _____	_____	_____

COMMENTS:

Coordinator, Graduate Programs in Art

Date

Return this form to the Graduate Coordinator, VAB 203

Studio and Design-Media Arts
Portfolio Review Assessment Rubric
M.F.A. and M.A. Degrees

Student Name: _____

Number of Hours Completed: _____

Date of Review Meeting: _____

- Studio work exhibits a sophisticated use of materials and processes relevant to stated artistic intentions.
1 2 3 4 5

- Student Presentation and work demonstrates an understanding of the relationship between concepts, formal elements, and technical processes.
1 2 3 4 5

- Studio work exhibits awareness of context in personal artistic production.
1 2 3 4 5

- Studio work reflects a high level of dedication to a professional artistic production and agenda.
1 2 3 4 5

- Studio work applies theory in the creation of sophisticated solutions to artistic problems relevant to contemporary art discourse.
1 2 3 4 5

- Student Presentation reflects evidence of developing professional art practices for business opportunities.
1 2 3 4 5

Comments / Recommendations:

Scoring: 18-30 = pass (an average score of 3 for each category)
15-17 = Conditional Pass (With the approval of student's full committee. A follow up review is required immediately the following semester)
15 or below = fail

CHANGE IN GRADUATE ADVISORY COMMITTEE

NAME OF STUDENT: _____

ZID: _____

DEGREE PROGRAM: _____

FIELD OF STUDY: _____

NEW COMMITTEE MEMBERSHIP

1. CHAIRPERSON: _____
Print Name Sign Name

2. MEMBER: _____
Print Name Sign Name

3. MEMBER: _____
Print Name Sign Name

4. MEMBER: _____
Print Name Sign Name

COORDINATOR, GRADUATE PROGRAMS IN ART

DATE

Return this form to the Graduate Coordinator, VAB 203

REPORT: GRADUATE FINAL COMPREHENSIVE EXAMINATION

(Please Note: This form is used for internal School of Art scoring purposes only - do not forward to the Graduate School)

Student: _____

Degree Program: _____

Area of Emphasis: _____

Date of Examination: _____

Examination Administered By: _____ **Advisory Committee**

_____ **Graduate Coordinator**

Graduate Advisory Committee

Chairperson _____

Member _____

Member _____

Member _____

Comments:

SCORE			
Pass		Fail	

Code: 4 = Superior
3 = Acceptable
2 = Must Retake Exam
1 = No Second
Exam Permitted

Coordinator, Graduate Programs in Art

Date

**Northern Illinois University
Graduate School
Report on Graduate Student Examination**

Student _____ **Campus ID** _____

Department _____ **Program** _____

Date of examination _____ **Degree level** Masters
Specialist
Doctoral

Type of examination Qualifying exam Candidacy exam Comprehensive exam

Attempt First Second **Result** Pass Fail

Attestation

Committee members (print)

Signatures

committee chair

department chair/director of graduate studies

White – Graduate School

Yellow – Department

Pink – Student

APPROVAL: ONE-PERSON EXHIBITION / PRESENTATION

The authorized Graduate Advisory Committee of the student named below has reviewed the work and/or preliminary work for the installation of the One-Person Exhibition or Presentation. Approval has been granted and permission to install the formal exhibition as part of the ART 699 or ART 799 will proceed as previously scheduled in the Space/Time Request form in the Graduate Office.

The One-Person Exhibition or Presentation is part of ARTS 699 or 799, and a requirement, along with the formal Documentation, which constitutes the final completion of ART 699 or 799.

Date: _____

Name of Student: _____ Signature: _____

Degree Sought: _____ Area of Emphasis: _____

Title of Exhibition / Documentation: _____

Dates of Exhibition: _____ Location: _____

SATISFACTORY_____

UNSATISFACTORY_____

1. Graduate Advisory Committee Chairperson _____
Signature

2. Graduate Advisory Committee Member _____
Signature

3. Graduate Advisory Committee Member _____
Signature

4. Graduate Advisory Committee Member (optional) _____
Signature

Coordinator, Graduate Programs in Art

Date

Return this form to the Graduate Coordinator, VAB 203

GUIDELINES FOR DOCUMENTATION OF ONE-PERSON EXHIBITION

Students in the **Master of Arts** and the **Master of Fine Arts – Art and Design** degrees must present a One-Person Exhibition or Presentation and a formal paper in which their artwork and concepts are documented. **One (1) bound hard copy of the Documentation** including electronic copy of images/videos/installation must be submitted to the School of Art Graduate Coordinator by the deadline posted on the School of Art Graduate Programs Calendar **and One (1) digital version of the Documentation** must be uploaded to the **Huskie Commons Digital Archive**. (see submission guidelines below), and copies of this digital version to the committee chair and Graduate Coordinator.

I. GENERAL CONTENT - The Documentation must contain the follow:

A. Catalog of the One-Person Exhibition: (See attached examples)

A catalog of the artwork is required by the School of Art within the Documentation. All artwork presented in the One-Person Exhibition must be documented in the Catalog by title, medium, dimensions, and date of execution.

B. Title Page and Certification Page (See attached examples)

The Certification Page must follow the Title Page.

C. Text (*this is a suggested text structure*)

1. The main objectives
2. The historical influences
3. Structural concepts
4. Philosophical and aesthetic concepts
5. Technique and process
6. Other pertinent information and factors, which determine the character of the art and the exhibition

D. Documentation of Artwork

All artwork must be documented in professional quality (at least 300 dpi), accompanied by a list of all images.

Also include an image of the show card that was produced for the exhibition if possible.

1. Image format must be jpeg, 300 dpi, 9" on the longest side.

Time-based media documentation may include high quality image stills that are a minimum of 1920 x 1080 72 dpi jpgs or video files that are 1920 x 1080 in mp4 or mov format."

2. Each image must be numbered and titled.

Example: 01_Landscape.jpeg

Example: 02_Landscape_Detail.jpeg

3. Images should include all individual works (NOT behind glass) and installation views of the exhibition.

4. Three-dimensional works should include a front view, a side view, and a detail.
5. The **image list** should have a heading with the artist's name and title of the exhibition. Each listing must include the title, medium, dimensions, and date of each piece.

II. PAPER (for hard copy)

All final copies of the Documentation submitted to the School of Art must be on 100% cotton uniform white paper measuring 8 ½ X 11 inches.

III. FORMATTING INSTRUCTIONS

- A. **Margins:** The left margin must be at least 1 ½ inches; other margins must be a minimum of one (1) inch. On the first page of a major division (i.e., chapter headings, first page of documentation, etc.), the top margin above the first line of type should be two (2) inches. All typing, including page numbers and footnotes, must be within the margins. Wider margins may be used when necessary.
- B. **Pagination:** Pages in the preliminary part (front matter) are numbered with lower-case Roman numerals; text pages are numbered with Arabic numerals. Every page of the documentation (except the Catalog, Title and Certification pages) must be assigned a page number. Numbers are placed in the upper right-hand corner, 1 inch from the top and 1 inch from the right edge of the paper. The numbers are to be un-adorned, without the use of periods, dashes, or hyphens.
- C. **Citations:** Students should use the *MLA Handbook* for guidelines on citations.
- D. **Citation of Work from the Exhibition:** Titles of piece cited in the text must follow, in parenthesis, by the number which corresponds to that piece in the catalog. **Example: Landscape (#3)**

IV. SUBMISSION and DEADLINE

One (1) hard copy of the Documentation, including an electronic version with images, must be submitted to the School of Art and Design Graduate Coordinator Office by the deadline specified on the School of Art and Design Graduate Calendar.

The final signed version Documentation is to be submitted in an individual black binder (9" x 12", with clasp).

One (1) Digital version of the Documentation must be uploaded the Huskie Commons Digital Repository. <http://commons.lib.niu.edu/>

HUSKIE COMMONS: Once your MFA Documentation is complete and approved by your committee, it should be deposited into Huskie Commons. Huskie Commons is the institutional repository, or digital collection, of the scholarly and artistic work created by the faculty, staff, and students of Northern Illinois University. Your documentation will be made accessible via the internet, preserved for your future reference, and have a permanent unique link that you can use on your resume, portfolio, or future applications.

A [Huskie Commons Tutorial](#) on how to submit your Documentation can be found at the end of this document, (page 67).

Questions regarding Huskie Commons Submissions can be directed to Larissa Garcia, Information Literacy Librarian & Art Subject Specialist, larissagarcia@niu.edu, 815.753.4822 or Jaime Schumacher, Sr. Director, Digital Collections & Scholarship, jschumacher@niu.edu, 815.753.0576.

Also:

Submit One (1) Digital copy submitted to Graduate Coordinator and the chair of the Student's committee.

****Drafts of the Documentation should be provided to the Graduate Advisory Committee for proofreading and editing well in advance of the deadline and in consultation with the committee.***

***The Following pages are to be included as Catalog and Title pages to precede the text of the Documentation. A signature on the Certification page is required by the Chair of the Committee.**

(SAMPLE DOCUMENTATION TITLE PAGE)

NORTHERN ILLINOIS UNIVERSITY

DOCUMENTATION OF THE ONE-PERSON EXHIBITION

**A DOCUMENTATION OF THE ONE-PERSON EXHIBITION SUBMITTED
TO THE GRADUATE SCHOOL IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE**

**MASTER OF FINE ARTS
(MASTER OF ARTS)**

SCHOOL OF ART

BY

Your Name

DEKALB, ILLINOIS

**MONTH, 20XX
(expected date of graduation)**

(SAMPLE DOCUMENTATION CATALOG)

CATALOG

One-Person Exhibition

BY

Your Name

The following work is presented in partial fulfillment of the requirements for the Master of (Arts or Fine Arts) degree at Northern Illinois University. The work was produced between (month and year) and (month and year). It was presented in an exhibition from _____ through _____ in the (example: Graduate Gallery 214, Visual Arts Building, Northern Illinois University - DeKalb, Illinois.)

List of Work

1. Title (underlined), Medium, Dimensions, Month and Year of Execution
2. Landscape II, Charcoal on Paper, 16½" X 12", April, 20XX
3. Landscape III, Charcoal on Paper, 16½" X 12", April, 20XX
4. Etc.

(SAMPLE DOCUMENTATION CERTIFICATION PAGE)

Certification: **In accordance with Northern Illinois University School of Art and Design and Graduate School policies, this documentation is accepted in partial fulfillment of degree requirements.**

Chair, Graduate Advisory Committee

Date

**GENERAL GUIDELINES AND
CHECKLISTS FOR:**

Master of Arts

**ART HISTORY - TEACHING
or
ART HISTORY - RESEARCH**

GENERAL GUIDELINES FOR THE M.A. – ART HISTORY (TEACHING OR RESEARCH)

Prior to Completing 12 – 15 Hours:

__ Establish a Graduate Advisory Committee and complete the *Graduate Advisory Committee Composition* form (page 59).

Ongoing During the Progress of Degree Work:

__ Meet with members Graduate Advisory Committee periodically to discuss degree progress.

After 18 hours of coursework:

__ Submit prospectus and introductory literature for the **Master's Thesis or Research Paper**. (research specialization only)

At Least One Semester Prior to Graduation:

__ Meet with members of Graduate Advisory Committee to **schedule Comprehensive Examination**.

__ Submit preliminary draft of the **Master's Thesis or Research Paper Project** (research specialization) or Two Qualifying Research Papers (teaching specialization).

__ **Apply for Graduation to the Graduate School**.
(see Graduate School Calendar for deadlines)

Prior to or During the Final Semester of Coursework:

__ **Comprehensive Examination** – submit the *Comprehensive Examination* form (page 63) and complete the exam by the deadlines posted by the School of Art and Design. Student must be enrolled in the semester that they are taking the examination

__ Enroll in the **ARTH 699A** Master's Thesis or **ARTH 699B** Masters Research Project– Student must be enrolled in *consecutive semesters* while working on thesis or Research Paper. **Complete Master's Thesis or Research Paper** with the approval of the Graduate Advisory Committee. (research specialization only)

The Comprehensive Exam in Art History

Students in both the teaching and research specializations must pass a two-part comprehensive exam. The first part of the exam in both specializations is a written slide identification essay test for general knowledge of art and design in diverse geographical, historical, and cultural contexts. The second part of the exam for the teaching specialization will test readiness for teaching introductory courses in art history at the college level. The second part of the exam in the research specialization will evaluate the thesis or research project proposal.

Before or during the final semester students shall form a comprehensive exam committee comprising three faculty members including one who will serve as the exam committee chair.

Grading is Pass/Fail. Students who do not pass the exam may retake it with departmental permission according to the policy published in the NIU Graduate Catalogue.

Part I: Slide Identification Essays (both specializations)

Demonstrate familiarity with the topics in introductory and intermediate-level art history courses taught by the full-time faculty at Northern Illinois University. Use a list of key objects and study the guidelines prepared by members of the faculty to think conceptually, thematically, and critically about key developments in art and design from antiquity to the present.

Exam duration: 3 hours

Part II: Teaching (teaching specialization)

Working closely with an advisor, students will develop a proposal for teaching a college level introductory art history course or its equivalent. The written proposal must include methodological justification for the project, which is supported by appropriate literature. Students will present the proposal and discuss it with members of the Graduate Advisory Committee.

Part II: Proposal for Master's Thesis or Research Project (research specialization)

Working closely with an advisor, students will propose a topic for the Master's thesis or research project. The written proposal must include methodological justification for the project, which is supported by appropriate literature. Students will present the proposal to and discuss it with members of the Graduate Advisory committee.

Process

When the student wishes to take the Comprehensive Examination, they must file a **Comprehensive Examination** form (page 63) with the Graduate Coordinator's office. This form should be filed at the time that the student has arranged a meeting with their Graduate

Advisory Committee (hereafter GAC) to discuss and determine the time, format, and content of the Comprehensive Examination.

When the format and content of the Comprehensive Examination questions have been established, they are submitted in writing to the Graduate Coordinator as an attachment to the **Comprehensive Examination** form, with a copy provided to the student.

After the student has taken the Comprehensive Examination, the members of the GAC must indicate whether the student has passed or failed the exam on the **Report: Graduate Final Comprehensive Examination** form (page 64). The **Report on Graduate Student Examination** form (page 65) also must be completed and submitted at this time. These reports must be submitted to the graduate coordinator's office by the specified deadline for the given semester.

Research Specialization

Master's Thesis or Master's Research Project

The final phase of the M.A. in art with a specialization in art history research involves writing and submitting a Master's Thesis or Research Project, which must be approved by the student's Graduate Advisory Committee. According to the Graduate Catalog:

While in the process of researching and writing the Thesis or Research Project, the student should work closely with the thesis advisor and other members of the GAC. The student should schedule periodic meetings with them to discuss his or her progress, submitting drafts of sections or chapters for their review, and getting their feedback on additional research and/or changes in organization and content needed to complete the document in a satisfactory manner.

Once the student has submitted preliminary drafts of the entire document pre-defense, feels they have obtained sufficient advice from the GAC regarding the overall form and content of the Thesis or Research Project, and its members have indicated that they believe it can be approved with final particular changes, corrections, or improvements, the student will schedule a meeting with their GAC for the oral defense of the Thesis or Research Project.

Thesis Option

*The **Master's Thesis** will be a scholarly contribution to knowledge. Its subject must be in the area of the student's major and be approved by the student's thesis director or thesis committee. The thesis presents research that has been conducted under the supervision of a graduate faculty member approved by the thesis director. The document may not have been published previously, and the research must be successfully defended in an oral examination.*

During the oral defense, members of the committee will discuss with the student aspects of the arguments and findings. A copy of the **Report of Oral Defense of Thesis or Dissertation**

form (page 66) indicating whether the student has passed his/her defense should be completed and submitted to the graduate coordinator's office.

Based on the final recommendation from the GAC, the student must then prepare and submit a final electronic version of the document to the Graduate School online. The final version should be produced following the Graduate School's "**Guidelines for Preparing and Submitting Electronic Theses and Dissertations**", located on the Graduate School's website (<http://www.grad.niu.edu/grad/thesis/index.shtml>). The student's GAC will review the draft of the final version to suggest any final corrections before the document is submitted online to the Graduate School.

The final copies of the thesis and abstract must be submitted to the Graduate School by the deadline specified in the Graduate Programs in Art calendar.

Research Project Option

*The **Research Project** will be a scholarly contribution to knowledge. Its subject must be in the area of the student's major and be approved by the student's research paper director or committee. The project presents research that has been conducted under the supervision of a graduate faculty member approved by the research project director. The document may not have been published previously, and the research must meet the approval of the Graduate Advisory Committee.*

When the project has been approved by the student's GAC, the student must submit one copy of the final project, and one abstract thereof, to the Graduate Coordinator's Office of the School of Art and Design. The final copies of the Research Project must be submitted to the Graduate Coordinator's Office of the School of Art and Design with the **Approval of Research Project** form (page 61) by the deadline specified in the Graduate Programs in Art calendar.

Teaching Specialization

Two Qualifying Research Papers

*The **Qualifying Research Papers** will reflect a high level of research and writing conducted in the context of a graduate seminar, demonstrating the student's competence in at least two areas of art and design history.*

When the papers have been approved by the student's GAC, the student must submit one copy of each to the Graduate Coordinator's Office of the School of Art and Design together with the **Approval of Qualifying Research Paper** form (page 61) by the deadline specified in the Graduate Programs in Art Calendar.

Certificate Options

Art History Certificate of Graduate Study

This certificate is designed to enhance knowledge of the history and significance of art and design practices and should be of interest to artists, educators, and museum or gallery professionals working in arts-related fields who do not wish to commit to M.A. study in Art History. Course work leading to the Certificate of Graduate Study in Art History permits both focused and wide-ranging study and results in recognition of that study on the student's transcript. The certificate is available to students in good standing in any graduate program in the university, though successful completion of the M.A. Art Specialization in Art History program will supersede the certificate. Students-at-large in good standing may also pursue the certificate.

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.A. – Art History Research

DEGREE REQUIREMENTS CHECKLIST:

30 Semester Hours of Graduate level credits from a distribution in consultation with your graduate committee, exclusive of work taken to remove deficiencies.

Graduate Advisory Committee – Prior to the completion of 12 – 15 semester hours, students must compose a **Graduate Advisory Committee** and submit the corresponding form.

Reading Knowledge of One Modern Foreign Language

Comprehensive Exam

Master’s Thesis or Research Project

REQUIRED COURSEWORK:

Art History Electives (18 or more credits)

Ancient, Medieval, or Early Modern Topics

ARTH_____ Semester Taken_____

ARTH_____ Semester Taken_____

Asian or Non-Western Topics

ARTH_____ Semester Taken_____

ARTH_____ Semester Taken_____

Modern or Contemporary Topics

ARTH_____ Semester Taken_____

ARTH_____ Semester Taken_____

Cognate Elective (0-3 credits)

_____ Semester Taken_____

Seminar in Art History (6 or more credits)

ARTH 701 - Semester Taken_____

ARTH 701 - Semester Taken_____

Master’s Thesis (ARTH 699A) or Master’s Research Project (ARTH 699B) (3 or more credits)

ARTH 699A - Semester Taken_____

ARTH 699B - Semester Taken_____

*Art Historical Methodology (0-3 credits)

ARTH 586 – Semester Taken_____

*Students who have not taken ARTH 486 Art Historical Methodology as an undergraduate at NIU, or the equivalent at another university, must take ARTH 586, which will count as one three-credit elective course.

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.A. – Art History Teaching

DEGREE REQUIREMENTS CHECKLIST:

__ **30 Semester Hours** of Graduate level credits from a distribution in consultation with your graduate committee, exclusive of work taken to remove deficiencies.

__ **Graduate Advisory Committee** – Prior to the completion of 12 – 15 semester hours, students must compose a **Graduate Advisory Committee** and submit the corresponding form.

__ **Reading Knowledge of One Modern Foreign Language**

__ **Comprehensive Exam**

__ **Two Qualifying Research Papers**

REQUIRED COURSEWORK:

Art History Electives (18 or more credits)

Ancient, Medieval, or Early Modern Topics

ARTH____ Semester Taken____

ARTH____ Semester Taken____

Asian or Non-Western Topics

ARTH____ Semester Taken____

ARTH____ Semester Taken____

Modern or Contemporary Topics

ARTH____ Semester Taken____

ARTH____ Semester Taken____

Cognate Elective (0-3 credits)

____ Semester Taken____

Seminars in Art History (6 or more credits)

ARTH 701 - Semester Taken____

ARTH 701 - Semester Taken____

Internship: Teaching at the College Level (3 credits)

ART 780 - Semester Taken____

***Art Historical Methodology (0-3 credits)**

ARTH 586 – Semester Taken____

*Students who have not taken ARTH 486 Art Historical Methodology as an undergraduate at NIU, or the equivalent at another university, must take ARTH 586, which will count as one three-credit elective course.

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.A. – Art History Research

Note: This is only an example template and not a required program of courses.
A standard full-time graduate load is 9 – 12 hours.

Year One

Semester 1:

- ARTH Elective _____
- ARTH Elective _____
- ART 780 Teaching at the College Level (for new GTAs)

Semester 2:

- ARTH 586 Art Historical Methodology (unless completed for BA degree)
- ARTH Elective _____
- ARTH 701 Graduate Seminar in Art History

-Choose Members of Graduate Advisory Committee and Submit Form. (page 59)
-Schedule Comprehensive Exam Parts 1 (Slide Identification Essays) and 2 (Oral Defense of Thesis or Master's Research Project Proposal) and Submit Form (page 63).

Summer:

Have you met your language requirement? If not, use the summer as an opportunity to take any needed courses or exams.

Year Two

Semester 3:

- ARTH Elective _____
- ARTH Elective _____
- ARTH 701 Graduate Seminar in Art History

-Complete Comprehensive Exam* Parts 1 and 2.
-Apply for Graduation by posted Graduate School deadline.

**It is recommended that students take the Exam Part 1 (Slide Identification Essays) during the first week of either semester 3 or semester 4. It is recommended that students take Exam Part 2 (Defense of Thesis or Master's Research Project Proposal) midway through semester 3.*

Semester 4:

- ARTH Elective _____
- ARTH 699A or 699B

-Complete Comprehensive Exam Part 1 (if not previously taken).
-Defend Thesis or Master's Research Project and Submit Final Version to Graduate School by posted Graduate School deadlines as required.

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.A. – Art History Teaching

Note: This is only an example template and not a required program of courses.
A standard full-time graduate load is 9 – 12 hours.

Year One

Semester 1:

- ARTH Elective _____
- ARTH Elective _____
- ART 780 Teaching at the College Level

Semester 2:

- ARTH 586 Art Historical Methodology (unless completed for BA degree)
- ARTH Elective _____
- ARTH 701 Graduate Seminar in Art History

- Choose Members of Graduate Advisory Committee and Submit Form. (page 59)**
- Schedule Comprehensive Exam Parts 1 (Slide Identification Essays) and 2 (Demonstration of Teaching Readiness) and Submit Form. (page 63)**

Summer:

Have you met your language requirement? If not, use the summer as an opportunity to take any needed courses or exams.

Year Two

Semester 3:

- ARTH Elective _____
- ARTH Elective _____
- ARTH 701 Graduate Seminar in Art History

- Apply for Graduation by posted Graduate School deadline.**

Semester 4:

- ARTH Elective _____
- ARTH Elective _____

- Complete Comprehensive Exam* Parts 1 and 2.**
- Submit Two Qualifying Research Papers and submit approval forms by posted deadlines as required. (page 61)**

**It is recommended that students take the Exam Part 1 (Slide Identification Essays) no later than the first week of semester 4. It is recommended that students take Exam Part 2 (Demonstration of Teaching Readiness) midway through semester 4.*

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

Certificate – Art History

CERTIFICATE REQUIREMENTS CHECKLIST (18 CREDIT HOURS):

REQUIRED COURSEWORK:

ARTH 586 (3 credit hours) _____

Five (5) of the Following Art History Courses (15 credit hours)

ARTH 510 – Studies in Ancient and Middle-Eastern Art _____

ARTH 520 – Studies in Medieval Art _____

ARTH 530 – Studies in Early Modern European Art _____

ARTH 540 – Studies in Modern Art _____

ARTH 550 – Studies in Contemporary Art _____

ARTH 560 – Studies in Design _____

ARTH 570 – Studies in Asian Art _____

ARTH 580 – Studies in African, Oceanian, Native American, Pre-Columbian, and Latin-American Art _____

ARTH 651 – Topics in Ancient and Middle Eastern Art _____

ARTH 652 – Topics in Medieval Art _____

ARTH 653 – Topics in Early Modern European Art _____

ARTH 654 – Topics in Modern Art _____

ARTH 655 – Topics in Contemporary Art _____

ARTH 656 – Topics in Design _____

ARTH 657 – Topics in Asian Art _____

ARTH 658 – Topics in African, Oceanian, Native American, Pre-Columbian, and Latin-American Art _____

ARTH 701 – Seminar in Art History _____

ARTH 703 – Independent Study in the History of Art _____

ARTH 785 – Topics in Art History _____

Other Requirements

Successful completion of two Qualifying Papers (research papers supervised by a course instructor).
There is no foreign language requirement for the certificate.

**General Guidelines and
Checklists for:**

Master of Science

**ART and DESIGN
EDUCATION**

GENERAL GUIDELINES FOR THE M.S. – ART AND DESIGN EDUCATION

__ **Portfolio Examination** (ONLY for students pursuing Licensure) - Students need to complete a **preliminary portfolio examination only if they are required to complete ARTE 500** before the first Licensure methods course (ARTE 542) and an exit portfolio examination in the last semester before student teaching (during ARTE 545).

__ Following approximately three art education courses, establish a Graduate Advisory Committee (hereafter, GAC) and complete the **Graduate Advisory Committee Composition** Form (see page 59).

Ongoing during the progress of degree work:

__ Meet with the Master's Advisor regularly each semester and the Chair of the GAC periodically to discuss degree progress.

One Semester Prior to Graduation:

__ Inform the Art and Design Education Secretary that you intend to take the Comprehensive Examination.

__ Meet with members of the GAC to discuss content of the exam.

__ Apply for Graduation to the Graduate School the semester before you intend to graduate.

During the Final Semester of Coursework:

__ **Comprehensive Examination** – submit the **Time, Form, Content** form (page 63) and complete the exam by the deadlines posted by the School of Art and Design. Meet with individual committee members to discuss questions. Student must be **enrolled for at least one semester credit hour in the semester that they are taking the examination.**

The Comprehensive Exam in Art and Design Education

The purpose of the Comprehensive Examination in art education is to test an M.S. candidate's general knowledge of art education and more specific knowledge of particular areas of art education. The successful completion of the Comprehensive Examination requires that the candidate demonstrate an understanding of and capacity to use educational literature and practical experience to answer questions pertaining to, for example, curriculum, instruction, and assessment, in essays and/or oral examinations. The comprehensive examination should be scheduled so that it can be completed during the student's final semester.

Process

In the semester prior to the last semester of coursework, the student must contact the Art and Design Education Secretary to let her know your intention to take the exam in the next semester.

In the last semester of coursework, file a ***Comprehensive Examination: Time, Form, Content*** form (page 63) with the Graduate Coordinator's office. Early in the same semester, arrange a meeting with the Graduate Advisory Committee (GAC) individually or in a group to discuss the content of the Comprehensive Examination.

The Comprehensive exam is made up of a question or questions from each of the members of the student's committee. The exam will consist of a two-week take-home written essay test. The answers to questions and citations must be written consistent with the American Psychological Association style manual.

Determining the Form and Content of the Comprehensive Examination

In the process of scheduling the Comprehensive Examination, the student, working with the chair of his or her GAC, will contact the other two faculty members on the GAC to discuss the nature of the Comprehensive Exam and the type(s) of questions to be asked.

Although it is possible to propose oral examinations under special circumstances, most members of the GAC will devise questions according to the format described above. Members of the GAC may schedule an oral examination with the student to reconsider or clarify aspects of the written exam.

Typically, each committee member will propose the topic for an essay question or questions that the student can prepare to answer during the Comprehensive Examination. These essay questions are intended to test general knowledge and expertise, as well as to provide the student with the opportunity to display his or her ability to use argument with evidence and illustrate their familiarity with art education research, theory, and practice. Committee members may provide the students with a reading list of books and/or articles particularly pertinent to the topic of the proposed essay question(s).

The Art Education secretary will email the questions to the student with detailed directions. The student will write answers to the question(s) within a two-week period and submit them by email back to the secretary who will distribute them as a whole to the Chair of the GAC and by question to the rest of the committee. Each member will review and assess the answer to the question(s) they asked. Typically, the student will receive notification of the final assessment decision by the Graduate School.

After the student has taken the Comprehensive Examination, the members of the GAC must indicate whether the student has passed or failed the exam on the ***Report: Graduate Final Comprehensive Examination*** form (page 64) and the Graduate School form, the ***Report on Graduate Student Examination*** form (page 65). Both of these reports must be submitted to the Graduate Coordinator's office by the specified deadline for the given semester.

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.S. in Art and Design Education With Licensure in Art K-12 (Type 10) (Pre-Service)

DEGREE REQUIREMENTS CHECKLIST:

__ **36 Semester Hours** of Graduate level credits **for licensure** exclusive of work taken to remove deficiencies (e.g. ARTE 500; Additional studio work as required) and Student Teaching.

__ **9 Semester Hours** to complete the Master's Degree.

__ **Entrance Portfolio Examination:** Students must pass a **preliminary portfolio examination** during Studio Foundations for Art and Design Educators (ARTE 500) (unless this requirement has been waived by the Art and Design Education Masters Advisor).

__ **Exit Portfolio Examination:** The exit portfolio examination is required for all students in the last semester before student teaching (generally during ARTE 545).

__ **Comprehensive Examination.**

REQUIRED COURSEWORK FOR LICENSURE (36 CREDITS):

ARTE 542 (Take in first semester. Elementary methods) ____

ARTE 544 (Take in second semester. Middle level methods) ____

ARTE 543 (online Fall Semester only. Technology and Art Education) ____

ARTE 563 (Take in spring semester (with ARTE 544 when possible.) Mod/Po-mo Aesthetics) ____

ARTE 545 (Take in last semester before student teaching. Curriculum/HS methods) ____

ARTE 679 (Summer only) Special Needs) ____

ARTE 684 (Offered only in Fall Semester. History & Philosophy of Art) ____

ARTE 687 (online Spring semester only). Evaluation in Art Ed ____

EPS 501 (Take at any time. Psych foundations of Education. Educ. Psych. Dept) ____

EPS 508 (Take at any time. Adolescent behavior. Educ. Psych. Dept.) ____

LTIC 520 (Take at any time. Methods for Teaching English Language Learners. Lit. Ed.) ____

ARTE 588 A/B (Take after all required coursework is complete. Student Teaching. ***These courses do not count toward the 36 Semester Hours required for the M.S. Degree.***) ____

Additional Required Coursework for the Master's Degree (9 credits) [Note: Students can be licensed (Type 10: K-12 Art) before taking these courses.]

ARTE 683 (Take at any time. Art Education Seminar) ____

ARTE 685 (Take at any time. Research Readings) ____

ART 680 (Take at any time. Art Seminar) ____

GRADUATE STUDENTS PURSUING ART AND DESIGN EDUCATION LICENSURE

To pursue licensure, you must be admitted to the **Master of Science in Art with a Specialization in Art and Design Education program**. Requirements to be completed **before enrolling in ARTE 542** (Elementary Methods in Art Education):

- 1. Be officially accepted and classified as a graduate student in the Master of Science in Art with a Specialization in Art and Design Education program.** Acceptance must be from both the School of Art and the Graduate School and classification must be reflected on the student's academic record. **No students with the classification of Student At Large are permitted to enroll in ARTE 542.**
- 2. Submit a copy of your negative tuberculosis (TB) test to the main art office** (room 216 of the art building). Once you begin classes at NIU, you can have your TB tests completed at University Health Services for a service fee. You can also choose to have the test completed by your doctor or your local health department (if they offer such tests) at your expense. You are responsible for either hand delivering a copy (your original will not be accepted) of your TB test results to the main art office or faxing them to the same (the fax number is 815-753-7701; fax to the attention of the Front Desk). *The negative test must be valid through the entire semester of the course.*
Please note: The TB test takes more than one day to complete. Once you have begun NIU classes, you can start the test at University Health Services on Monday, Tuesday, Wednesday, or Friday (*not on Thursday*), and then you will need to return on another day to have the test read and receive your results. TB Tests are valid for one year.
- 3. Apply for a permit for ARTE 542 by coming, in person, to the SOA main art office** (room 216 of the art building) and filling out the permit request form. *The permit request form will not be mailed to students nor will it be filled out for you over the telephone.* Once the form is completed you will leave your permit request in the main art office and you will be notified through your NIU email that you can enroll through MyNIU. If it was not approved for any of the reasons listed above, you will be notified by the main art office through your NIU email. This procedure applies for all Methods courses.

Requirements to be completed **while enrolled in ARTE 542** (Elementary Methods in Art Education):

- 4. Criminal Background Check.** The Criminal Background Check is to be completed at the individual private school site or district office for every clinical methods course that the program requires. It is the student's sole responsibility to complete the paper-work and fingerprinting requirements. Procedures, fees, and duration vary according to site. The criminal background check generally takes two weeks to process. You will complete the Criminal Background Check within the first two weeks of each methods course depending on clinical site assignments.

Requirements to be completed **before Student Teaching:**

Fine Arts Area Content test.

**Art and Design Education – Teacher Licensure Graduate M.S.
(Dual Licensure/M.S. Degree)**

Name: _____

Z-ID #: _____

**Required Coursework For Licensure
(36 credits):**

ARTE 500 (if assigned) _____

ARTE 542 _____

ARTE 544 _____

(Apply for S/T during ARTE 544 semester)

ARTE 543 ** _____

ARTE 684** _____

ARTE 563* _____

ARTE 679 _____

ARTE 687* _____

EPS 501 _____

EPS 508 _____

ARTE 545 _____

LTIC 520 _____

ARTE 588A and
ARTE 588B (S/T): _____

Apply for Graduation _____

May/Spring graduation: apply **PRIOR to February**

August/Summer graduation: apply **PRIOR to June**

December/Fall graduation: apply **PRIOR to September**

ARTE 683 _____

ARTE 685 _____

ART 680 _____

*Class offered Spring Semester Only *** Class Summer Only

**Class offered Fall Semester Only

Criminal Background Check: _____ (in ARTE 542)

Fine Arts Area Content Test: _____ (prior to 545)

edTPA Licensure Exam _____ (in Student Teaching)

Safety Tutorial: _____ (in ARTE 542)

Clinical Hours – 100 Clock Hours Total:		
Class	Semester	# Hours

<u>Tuberculosis Test Expiration Date:</u> <u>yearly</u>

Portfolio Review:

Preliminary: _____
(approved or ARTE 500)

Final: _____

QUESTIONS?

- About any of the above information should be directed to Bethany Geiseman (bgeiseman@niu.edu)
- About applying to the graduate program in Art and Design education should be directed to the current Graduate Director. mbarnes@niu.edu
- About course requirements, course sequence, portfolio requirements, graduate Art and Design education advising, should be directed to the Art and Design Education Division Head and Masters Advisor Dr. Kryssi Staikidis (kstaikidis@niu.edu)

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.S. in Art and Design Education With Licensure in Art K-12 (Type 10) (Pre-Service)

Note: This is only an example template and not a required program of courses.
A standard full-time graduate load is 9–12 hours.

Case by Case Basis: You may be required to take ARTE 500 before any other Major requirement to be determined by the Master’s Advisors and faculty. If you are required to take ARTE 500, you will participate in a preliminary portfolio review at the end of that same semester.

Year One

Semester 1

ARTE 542 _____

ARTE 543 _____

LTIC 520 _____

EPS 501 _____

ARTE 684 _____

Semester 2:

ARTE 544 _____

EPS 508 _____

ARTE 563 _____

ARTE 679 _____

Year Two

Semester 3:

ARTE 687 _____

ARTE 683 _____

Final Portfolio _____

ARTE 545 _____

Semester 4:

Student Teaching (ARTE 588 A/B) _____

Year Three or Four or Five

Semester 5:

ART 680 _____

ARTE 685 _____

Comprehensive Examination _____

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.S. in Art and Design Education For Students Already Holding Teaching Licensure (In-Service: Blended Track 1))

DEGREE REQUIREMENTS CHECKLIST:

__ **30 Semester Hours** of Graduate level credits, exclusive of work taken to remove deficiencies.

__ **Graduate Advisory Committee** - After their third course, students should compose a **Graduate Advisory Committee** and submit the corresponding form to the School of Art Graduate Coordinator. Students should expect a mid-program assessment review after 15 credit hours of coursework.

__ **Comprehensive Examination.**

REQUIRED COURSEWORK (15 CREDITS)

ARTE 543 (Take at any time) ____
ARTE 683 (Take at any time) ____
ART 680 (Take at any time) ____
ARTE 684 (Only Offered in Fall Semester) ____
ARTE 685 (Summer) ____

***Art Education Electives (6 credits)**

ARTE ____ Semester Taken ____ ARTE ____ Semester Taken ____

***Additional electives in art education and/or electives in art history, studio art, or related professional courses as approved by the School of Art (9 Credits)**

____ Semester Taken ____ ____ Semester Taken ____
____ Semester Taken ____

***Comprehensive Exam must be taken in the last semester of coursework. Students must be enrolled for at least one semester hour credit during the semester they take the Comprehensive Examination.**

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.S. in Art and Design Education For Students Already Holding Teaching Licensure (In-Service: Blended Track 1))

Note: This is only an example template and not a required program of courses.
A standard full-time graduate load is 9-12 hours.

Year One

Semester 1

-ART 680 _____

-ARTE 543 _____

-Art Education Elective ARTE _____

Semester 2:

-ARTE 683 _____

-ARTS Elective _____

-ARTE Elective _____

Year Two

Semester 3:

-ARTE 685 _____

-ARTE Elective _____

-ARTE 684 _____

Semester 4:

-ARTE elective _____

-ARTH Elective _____

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.S. in Art and Design Education Online (Track 2)

(NO LICENSURE AWARDED)

DEGREE REQUIREMENTS CHECKLIST:

 30 Semester Hours of Graduate level credits, exclusive of work taken to remove deficiencies.

 Graduate Advisory Committee – After their third course, students should compose a **Graduate Advisory Committee** and submit the corresponding form to the School of Art Graduate Coordinator. Students should expect a mid-program assessment review after 15 credit hours of coursework.

 Comprehensive Examination.

REQUIRED COURSEWORK (30 CREDITS)

ARTE 543 (3) (Fall semester) *Technology* _____

ARTE 685 (3) (Summer) *Research Readings* _____

ARTE 684 (3) (Fall Semester) *History and Philosophy* _____

ART 680/683 (9) (Take at any time) (*Topics Seminar*)* _____

ARTE 687 (3) (Spring) *Assessment* _____

ARTE 682 (3) *Contemporary Curriculum Issues* _____

ARTE 780 (6) *Capstone Research Project (Or Selected Course Work)* _____

* Option: ART 680/ARTE 683 Summer Intensive Studio Course F2F (3) _____

One online course is offered every semester.

Please see link <http://www.niu.edu/ora/MsAE/MsADE-academic-requirements.shtml> for more detailed course descriptions.

For the M.S. in Art and Design Education Online, a student may form a committee after 9 credit hours but must form a committee after 15 hours for a mid-program assessment of progress. This committee should be made up of at least three graduate faculty members who will serve as their **Graduate Advisory Committee** for the duration of their degree work and oversee their Capstone Research Project.

**General Guidelines and
Checklists for:**

Doctor of Philosophy

**ART + DESIGN
EDUCATION**

GENERAL GUIDELINES FOR THE Ph.D. – ART AND DESIGN EDUCATION:

DEGREE REQUIREMENTS CHECKLIST:

60 Semester Hours of Graduate level credits beyond the credits earned toward the student's approved Masters degree.

Doctoral Advisor- Initially, the Doctoral Programs Coordinator will act as advisor to all incoming students. Once students identify an area of interest for their dissertation, a Chair for their Dissertation Advisory Committee will be assigned. Students are responsible for meeting with their Doctoral Advisor or Dissertation Chair at least once a semester for course advisement.

Dissertation Advisory Committee (hereafter, DAC) – Once students have completed 15-18 credit hours, the student must compose a graduate faculty advisory committee and submit the corresponding form with faculty signatures.

Dissertation Proposal – The dissertation proposal is developed in collaboration with the Dissertation Chair and must be approved by the Dissertation Advisory Committee before the Comprehensive Examination. You may request a proposal template from your Doctoral Advisor.

Comprehensive Examination – This examination is taken during the last semester of coursework before dissertation. In order to register for Comprehensive Exams, doctoral candidates must be registered for at least a one-credit course.

Dissertation Defense – An oral defense of the written dissertation must be conducted for final approval.

(See Ph.D. advisor for all required forms)

REQUIRED COURSEWORK CHECKLIST:

***REQUIRED CORE COURSES (15 CREDITS)**

ARTE 780 – Research Development and Writing (Take when offered) ____

ARTE 790 – Art-Based Educational Programs: Research and Theory (Take when offered) ____

ARTE 792 – Critical Theories of Art, Culture and Pedagogy (Take when offered) ____

ARTE 791 – Philosophies of Art and Aesthetics (Take when offered) ____

ARTE 783 – Doctoral Seminar in Art Education (Take 1 credit 3 times – any time) ____

***RESEARCH METHODOLOGY REQUIREMENTS (9 CREDITS)**

ARTE 784 - Research Methods in Art Education (Take when offered) ____

ETR 520 – Introduction to Educational Research (Take any time) ____

ETR 521 – Education Statistics 1 (Take any time) ____

***COGNATE REQUIREMENTS (12-15 CREDITS)**

All students are required to complete a cognate of 12-15 semester hours in art or related fields such as education, anthropology, museum studies, visual culture, computer imaging, women's studies, or statistical analysis, at or above the 600 level. These must be in addition to the core and research methods courses. The student's Doctoral Advisor or Dissertation Chair in the School of Art must approve the area(s) and the courses chosen to meet this cognate requirement in each case. Courses taken without approval of the Doctoral Advisor may not count toward graduation.

***ELECTIVE COURSE WORK (12-15 CREDITS)**

Elective graduate course work may be taken in art and related areas of studies. The courses chosen to meet this requirement are subject to the approval of the student's Doctoral Advisor or Dissertation Chair in the School of Art.

***DISSERTATION (AT LEAST 15 CREDITS)**

ARTE 799 – Dissertation. Take after successful completion of the Comprehensive Exam. Students must work with the Chair of their DAC to determine the number of credits required to complete their dissertation and number of credits per semester. See the Graduate School website for details regarding minimum requirements related to number of credits per semester and maximum time frame.

The Comprehensive Exam in Art and Design Education

The purpose of the Comprehensive Examination in art education is to test a Ph.D. candidate's general knowledge of art education and more specific knowledge of particular areas of art education. The successful completion of the Comprehensive Examination requires that the candidate demonstrate an understanding of and capacity to use educational literature and practical experience to answer questions pertaining to, for example, curriculum, instruction, and assessment. Demonstrated weakness in writing is a reason for failure of the comprehensive examination. If writing is weak, doctoral students are expected to seek professional help at the NIU writing center.

Comprehensive Exam Process

The Comprehensive Examination for the Ph.D. is taken in the last semester of coursework in advance of the dissertation. Before taking the Comprehensive Examination at the Ph.D. level, the student must develop a proposal for a dissertation in consultation with the student's DAC Chair and write the proposal using the appropriate format. A packet of information including the appropriate format, past dissertation topics, and research sources is available to all doctoral students through the Art and Design Education secretary. The student's dissertation proposal must be presented to the DAC as a whole and approved by the DAC before the student is allowed to take the Comprehensive Examination.

In the semester prior to the last semester of coursework, the student must contact the Art and Design Education secretary to let her know your intention to take the exam in the next semester.

In the last semester of coursework, file a ***Comprehensive Examination*** form ([page 63](#))

with the graduate coordinator's office. Early in the same semester, the student should arrange a meeting with the DAC individually or in a group to discuss the content of the Comprehensive Examination.

The Comprehensive exam is made up of a question or questions from each of the members of the student's DAC. The exam will consist of a two-week take-home written essay test. The answers to questions and citations must be written consistent with the American Psychological Association style manual. In some circumstances, the student may be required to do an oral exam in addition to the written exam.

Determining the Form and Content of the Comprehensive Examination

In order to schedule the Comprehensive Examination, the student must work with the Chair of his or her DAC. The student is responsible for contacting the faculty members on the DAC to discuss the nature of the Comprehensive Exam and the type(s) of questions to be asked.

Typically, each committee member will propose the topic for an essay question or questions that the student can prepare to answer during the Comprehensive Examination. These essay questions are intended to test a student's knowledge of art education research, theory, and practice, as well as the student's ability to use argument with evidence. Committee members may provide the students with a reading list of books and/or articles particularly pertinent to the topic of the proposed essay question(s).

The Art and Design Education Secretary will email the questions to the student with detailed directions. The student will write answers to the question(s) within a two-week period and submit them by email back to the secretary who will distribute them as a whole to the Chair of the DAC and by question to the rest of the committee. Each member will review and assess the answer to the question(s) s/he asked. Typically, the student will receive notification of the final assessment decision by the Graduate School.

After the student has taken the Comprehensive Examination, the members of the DAC must indicate whether the student has passed or failed the exam. See the Graduate School website for additional information regarding the Comprehensive examination and rules and regulations relating to Comprehensive Exam results. The ***Graduate Final Comprehensive Examination*** form (page 64) and the Graduate School form, ***Report on the Comprehensive Examination*** (page 65) must be submitted to the Graduate Coordinator's office by the specified deadline for the given semester (see Graduate Calendar). The comprehensive exam must be passed in order to achieve candidacy.

The Doctoral Dissertation

The final phase of the Ph.D. in art education involves writing and submitting a Doctoral Dissertation, which must be approved by the student's Dissertation Advisory Committee. As stated in the Graduate Catalog:

The Ph.D. program emphasizes research, theory and philosophical development, and applications of new knowledge in art and visual culture. The Ph.D. prepares

students to be researchers, scholars, and leaders in the field of art education, including education in K-12 schools, colleges and universities, museums and community art centers, and other cultural institutions.

The dissertation must be a scholarly contribution to knowledge in the field. Its subject must be in art education and be approved by the student's doctoral advisor and committee. The document must not have been published previously and the research must be defended successfully in an oral examination.

An investigation that involves research with human subjects must be approved by the Office of Research Compliance before data collection commences.

While in the process of researching and writing the dissertation, the student should work closely with the Chair of their DAC. The student must schedule periodic meetings with their Chair to discuss his or her progress, submitting drafts of sections or chapters for review and feedback. When their Chair agrees, the student will submit drafts to their committee for further recommendations. When the committee agrees, the student may take the oral examination.

During the oral defense, members of the committee will discuss with the student aspects of the arguments and findings in the thesis. A copy of the ***Report of Oral Defense of Thesis or Dissertation*** form (see page 89) indicating whether the student has passed his/her defense of the dissertation should be completed and submitted to the Graduate Coordinator's office.

Based on the final recommendation from their DAC, the student must then prepare and submit a final electronic version of the document to the Graduate School online. The final version must be produced following the Graduate School's "**Guidelines for Preparing and Submitting Electronic Theses and Dissertations**," located on the Graduate School website. The student's DAC may require final revisions before the document is approved for online submission to the Graduate School. The student is required to submit a bound copy of their dissertation to the Chair of their DAC *immediately* upon completion.

Demonstration of Professionalism and Leadership in the Doctoral Program

The doctorate is a process of transition to professional practice at a high-level demonstrating expertise in the field of art education. Candidates must behave in a professional manner at all times. Demonstration of leadership such as attending scholarly lectures, presenting at professional conferences, and publishing in teaching and research journals in art education is encouraged.

Art and Design Education maintains its own website as well as a presence on many social media sites. Information is updated on a regular basis on events such as lectures, receptions and conferences. Please see links to social media sites on the Art and Design Education website.

ADVISOR GUIDELINES FOR PH.D. STUDENTS IN ART EDUCATION

CHECK SHEET

- ____ 1. File program with: __ Graduate School __ Advisee File
 __ Program Chair (Must be Graduate Faculty Status)
- ____ 2. Student must meet with doctoral faculty advisor about dissertation proposal.
- ____ 3. File *Request for Appointment of Committee to Conduct A Doctoral Candidacy Examination form* with the Graduate School (blue form).
- ____ 4. *Dissertation Proposal Approval* form (Place completed form in student's file after advisor with committee meets and approves dissertation plan).
File *Human Subjects* form (if necessary) with Graduate School.
- ____ 5. At candidacy time: __ *File Report on Doctoral Examination* with Graduate School.
- ____ 6. Result letter (pass/fail) goes to student with copy to advisor and student file.
- ____ 7. Graduate Secretary fills in whatever information she has and sends to Dissertation Director to complete.

 __ *File Approval of Doctoral Dissertation Director* form with Graduate School.
 *Chair must be Senior Faculty member. Co-chair can be Full Member.

 __ *File Dissertation Committee* form with Graduate School. *Majority must be Senior faculty.
- ____ 8. File *Request for Oral Defense of Dissertation* form (**Must be at Graduate School at least three weeks prior to oral defense of dissertation**). Notify Candidate that a copy of dissertation must be on file at Dissertation Director's office.
- ____ 9. Program Secretary sends announcement of Dissertation Defense to Art Education faculty. (Copy in advisee's file).
- ____ 10. File *Results of Oral Defense of Thesis or Dissertation* with Graduate School (**page 66**) (oral defense).
- ____ 12. File *Change of Grade* form with Graduate School
- ____ 13. Send congratulations letter to student (c: MS exams pass letter)
- ____ 14. Candidate **MUST** electronically submit the final dissertation copy to the Graduate School following the online "**Guidelines for Preparing and Submitting Electronic Theses and Dissertations**", located on the Graduate School's website.

Required Forms for:

**Art History
and
Art and Design Education**

DOCTORAL ADVISORY COMMITTEE – ART AND DESIGN EDUCATION PH.D.

NAME OF STUDENT: _____

ZID: _____

DEGREE PROGRAM: _____

FIELD OF STUDY: _____

COMMITTEE MEMBERSHIP

1. DOCTORAL DIRECTOR: _____
Print Name Sign Name
2. MEMBER: _____
Print Name Sign Name
3. MEMBER: _____
Print Name Sign Name

COORDINATOR, GRADUATE PROGRAMS IN ART

DATE

This form should be submitted to the Graduate Programs in Art office upon the completion of 15 – 18 semester hours.

QUALIFYING RESEARCH PAPER APPROVAL FORM
(ART HISTORY)

NAME OF STUDENT: _____

ZID: _____

DEGREE PROGRAM: _____

FIELD OF STUDY: _____

PAPER TITLE:

____ APPROVED

COMMITTEE MEMBERSHIP

1. CHAIRPERSON: _____
Print Name Sign Name

2. MEMBER: _____
Print Name Sign Name

3. MEMBER: _____
Print Name Sign Name

COORDINATOR, GRADUATE PROGRAMS IN ART

DATE

MASTERS RESEARCH PROJECT APPROVAL FORM
(ART HISTORY)

NAME OF STUDENT: _____

ZID: _____

DEGREE PROGRAM: _____

FIELD OF STUDY: _____

PROJECT TITLE:

____ APPROVED

COMMITTEE MEMBERSHIP

4. CHAIRPERSON: _____
Print Name Sign Name

5. MEMBER: _____
Print Name Sign Name

6. MEMBER: _____
Print Name Sign Name

COORDINATOR, GRADUATE PROGRAMS IN ART

DATE

COMPREHENSIVE EXAMINATION FORM

**Note: Before any exam can be administered, this form, along with the questions from each Graduate Advisory Committee Member, must be returned to the Graduate Coordinator's office. Our office must prepare score sheets before students take the exam.*

Name: _____ Z-ID: _____

Address: _____ E-mail Address: _____

City State Zip Code

Degree Program: _____ Area of Emphasis: _____

1. Graduate Advisory Committee Chairperson _____
Signature
2. Graduate Advisory Committee Member _____
Signature
3. Graduate Advisory Committee Member _____
Signature
4. Graduate Advisory Committee Member (optional) _____
Signature

***EACH COMMITTEE MEMBER MUST ATTACH A QUESTION TO THIS FORM
BEFORE TURNING IT INTO THE GRADUATE COORDINATOR'S OFFICE**

PLEASE CHECK THE APPROPRIATE OPTION:

- TIME: Examination to be Administered by Advisory Committee:
Date: _____ Time: _____ Location: _____
- Take-Home - Administered by Graduate Coordinator. *Questions must be submitted to the Graduate Programs in Art Secretary - preferably attached to an email to jsmola@niu.edu.*

- FORM: Written Essay
 Multiple Choice
 Oral Examination
 Digital or Slide Presentation
 Other (Specify)

**Note: Consult the Graduate Programs in Art calendar for deadlines.
Return this form to the Graduate Coordinator, VAB 203.**

REPORT: GRADUATE FINAL COMPREHENSIVE EXAMINATION

(Please Note: This form is used for internal School of Art scoring purposes only - do not forward to the Graduate School)

Student: _____

Degree Program: _____

Area of Emphasis: _____

Date of Examination: _____

Examination Administered By: _____ Advisory Committee

_____ Graduate Coordinator

Graduate Advisory Committee

Chairperson _____

Member _____

Member _____

Member _____

Comments:

SCORE			
Pass		Fail	

Code: 4 = Superior
3 = Acceptable
2 = Must Retake Exam
1 = No Second
Exam Permitted

Coordinator, Graduate Programs in Art

Date

**Northern Illinois University
Graduate School
Report on Graduate Student Examination**

Student _____ **Campus ID** _____

Department _____ **Program** _____

Date of examination _____ **Degree level** Masters
Specialist
Doctoral

Type of examination Qualifying exam Candidacy exam Comprehensive exam

Attempt First Second **Result** Pass Fail

Attestation

Committee members (print)

Signatures

_____ committee chair

_____ department chair/director of graduate studies

White – Graduate School

Yellow – Department

Pink – Student

Depositing your Thesis Art Project into NIU's Digital Repository, Huskie Commons



Congratulations on the completion of your Art Thesis Project!

Once your Project is deposited into Huskie Commons, it will reside alongside other scholarly and artistic works created by the faculty, staff, and students of Northern Illinois University.

Your Project will be made accessible via the internet, preserved for your future reference, and have a permanent, unique link that can be used on your portfolio, resume, etc.

To start the deposit process, go to:

<http://commons.lib.niu.edu/>



LOG IN

Welcome to Huskie Commons



Huskie Commons is Northern Illinois University's digital repository, a secure virtual space in which we collect, preserve, and provide access to the scholarly and artistic works created by the NIU community. From peer-reviewed articles authored by faculty to honors capstone projects created by students to electronic theses and dissertations, Huskie Commons showcases the intellectual output of NIU's faculty, staff, students, and organizations.

When you deposit your materials into Huskie Commons, you receive an enduring link to your materials and the Library assumes the responsibility of preserving them into the future.

To learn more about depositing your scholarly and artistic materials into Huskie Commons, the types of materials that are eligible for inclusion, and other information please see the [Huskie Commons Guide](#).

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...using your NIU ID and password.



FIND YOUR COMMUNITY

Head to your community: the College of Visual and Performing Arts....then the School of Art



Huskie Commons

Huskie Commons Home

Welcome to Huskie Commons

Welcome to the Huskie Commons digital repository. This is a digital service that collects, preserves, and distributes digital material from scholars within the Northern Illinois University Community.

Communities in Huskie Commons

Select a community to browse its collections.

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- [College of Health and Human Sciences](#)
- [College of Law](#)
- [College of Liberal Arts and Sciences](#)
- [College of Visual and Performing Arts](#)
- [Dissertations and Theses](#)
- [Founders Memorial Library](#)
- [Office of Student Engagement and Experiential Learning \(OSEEL\)](#)
- [Student Involvement and Leadership Development](#)
- [The Scholar's Community](#)
- [University Honors Program](#)

Recently Added

[Amor Y Esperanza: A Latina Lesbian Becomes a Law Professor](#)

Ariola, Elvia R. (Journal of Legal Education, 2017)

Writing about my presence in the legal academy is about identifying the act of resistance in simply being myself as a Latina lesbian who was trying to develop as a feminist legal theorist when I thought ...

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College of Visual and Performing Arts

Browse by

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- [Subjects](#)

Search within this community and its collections:

The College of Visual and Performing Arts at Northern Illinois University is a major provider of artistic presentations and services to the region in ways that strengthen student learning and faculty and student artistry and research.

Sub-communities within this community

- [School of Art](#)
- [School of Music](#)
- [School of Theatre and Dance](#)

Recent Submissions

[Zirkussklaven](#)

Bell, Sinclair (Franz Steiner Verlag, 2006)

[Review of G. Koch, K. Fittschen, and O. Dally, eds., Akten des Symposiums des Sarkofag-Corpus Marburg 2001 \(Mainz 2007\)](#)

Bell, Sinclair (Peeters, 2010)

Review of G. Koch, K. Fittschen, and O. Dally, eds., Akten des Symposiums des Sarkofag-Corpus, Marburg 2001 (Mainz 2007)

Select the collection you wish to deposit your work into. In this case, the School of Art Student Projects.

Collections in this community

- [School of Art Faculty Publications](#)
- [School of Art Student Projects](#)

START YOUR SUBMISSION

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School of Art Student Projects

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Search within this collection:

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Click here to initiate your submission...

...and begin describing your Art Project.

Huskie Commons Home → College of Visual and Performing Arts → School of Art → School of Art Student Projects

Item submission

→ → → → →

Describe Item

Author(s):
Please include the full name of the author, including middle initial and year of birth, in the following format: Last, First M.I., YYYY--. For example: "Doe, John Q., 1985--". Year of birth is not required, but preferred.

Title:
Enter the main title of the item.

Other Titles:
If the item has any alternative titles, please enter them here.

Advisor:
Enter the name of the faculty advisor. If known, include the middle initial and year of birth.

Department:
Select the name of your department, college, or organization. If it is not listed, please select "Other."

Publisher:
For dissertations and theses, the publisher is always Northern Illinois University.



DESCRIBE YOUR SENIOR PROJECT

Author(s):

Please include the full name of the author, including middle initial and year of birth, in the following format: Last, First M.I., YYYY--. For example: "Doe, John Q., 1985--". Year of birth is not required, but preferred.

Title:

Enter the main title of the item.

Other Titles:

If the item has any alternative titles, please enter them here.

Advisor:

Enter the name of the faculty advisor. If known, include the middle initial and year of birth.

 Labatte, Jessica

Department:

Select the name of your department, college, or organization. If it is not listed, please select "Other."

Center for Latino and Latin American Studies
Division of Public Administration
School of Allied Health and Communicative Disorders
School of Art
School of Family, Consumer and Nutrition Sciences
School of Music
School of Nursing and Health Studies

Publisher:

For dissertations and theses, the publisher is always Northern Illinois University.

The add button allows you to include multiple authors, advisors, etc.

The publisher is Northern Illinois University

DESCRIBE YOUR ART PROJECT

Submission Date:

Please give the submission date. You must enter at least the year.

2016

Year Month Day

For Senior Projects, only the year is needed.

Type:

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

- Audio
- Dataset/Spreadsheet
- Image
- Text
- Video
- Other

You will likely need to select multiple content types and genres. The CTRL key is your friend.

Genre:

Select the genre(s) that categorize the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

- Essay
- Oral history
- Performance
- Photograph
- Poetry
- Presentation/Lecture/Speech

Degree type:

Select the degree type.

BA (Bachelor of Arts)

Language:

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'.

English

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MOST OPEN



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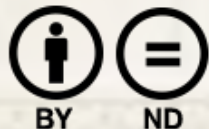


BY



BY

SA



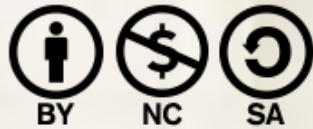
BY

ND



BY

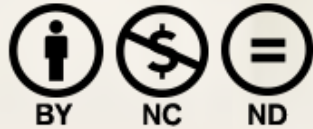
NC



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SA



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NC

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LEAST OPEN

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Attribution-NonCommercial-NoDerivatives 4.0 International

For Creative Commons License language to paste into the rights field go here: <https://creativecommons.org/share-your-work/>
At the very least, we recommend CC BY-NC-ND with means attribution required, non-commercial uses only, and no derivative works allowed.

Still need more details!

Save & Exit

Next >



MORE DETAILS, PLEASE

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Describe Item

Subject Keywords:
Enter appropriate subject keywords or phrases.

[Add](#)

landscape photography
 environment
 indicator species
 birds

[Remove selected](#)

Abstract:
Enter the abstract of the thesis.

Notes:
Enter any other description or comments in this box.

Extent:
Enter the number of pages, e.g. "23 pages"

[< Previous](#) [Save & Exit](#) [Next >](#)

Add some subject keywords, being as descriptive as possible. If you were trying to find material on the subject of your project, what would you type into a search engine?

Provide an abstract describing your project in 250 words or less

This is a good place for things like your website's URL.

Please be sure to include the word "pages" or other descriptor. For example, use "43 minutes" if your Project is a video that is 43 minutes in length.

UPLOAD YOUR SENIOR PROJECT

The screenshot shows the 'Item submission' page on Huskie Commons. The breadcrumb trail at the top reads: 'Huskie Commons Home → College of Visual and Performing Arts → School of Art → School of Art Student Projects → Item submission'. The page has a navigation bar with buttons: 'Describe' (twice), 'Upload' (highlighted in green), 'Remove', 'Metadata', and 'Create/Edit'. Below this is the 'Upload File(s)' section, which includes a 'File:' label, a text box for the full path, and a 'Choose File' button. A 'Browse' button is also present. The 'File Description:' section has a text area and an 'Upload file & add another' button. At the bottom are 'Previous', 'Save & Exit', and 'Next' buttons. An 'Open' file explorer window is overlaid on the page, showing the 'Senior Art Projects' folder. It contains several files, with 'Kate_Houlne_BFA_2016_2.pdf' selected. The file name field at the bottom of the explorer shows 'Kate_Houlne_BFA_2016_2.pdf' and the file type is set to 'All Files'. The 'Open' button is highlighted.

Upload your Project into the repository.

Choose a pdf, jpg, and/or other archival-friendly file format. For format recommendations, go to:
<http://www.digitalpreservation.gov/formats/>

UPLOAD SUPPORTING FILES

Huskie Commons Home → College of Visual and Performing Arts → School of Art → School of Art Student Project

Item submission

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Upload File(s)

File:
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

HoulnKathe...yFauna1.jpg

File Description:
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> Kate_Houlne_BFA_2016_2.pdf	827785 bytes	Unknown	application/pdf (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:dd5d921ff68d2535e40707e2b9feddf5					
<input type="radio"/>	<input type="checkbox"/> HoulneKatherineBFA_1_Harbinger.jpg	900281 bytes	Unknown	image/jpeg (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:6d16c9eba1f85f12180fbbbe134a8f04					

You can add multiple files. Choose archival-friendly formats like jpeg or jpeg2000

SELECT THE PRIMARY FILE

Upload File(s)

File:

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Files Uploaded

Primary	File	Size	Description	Format	
<input checked="" type="radio"/>	<input type="checkbox"/> Kate_Houlne_BFA_2016_2.pdf	827785 bytes	Unknown	application/pdf (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:dd5d921ff68d2535e40707e2b9feddf5					
<input type="radio"/>	<input type="checkbox"/> HoulneKatherineBFA_1_Harbinger.jpg	900281 bytes	Unknown	image/jpeg (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:6d16c9eba1f85f12180fbbbe134a8f04					
<input type="radio"/>	<input type="checkbox"/> HoulneKatherineBFA_2_Monoculture.jpg	1575673 bytes	Unknown	image/jpeg (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:196bfa4b99099040da7cdfbe1f7dfcf1					
<input type="radio"/>	<input type="checkbox"/> HoulneKatherineBFA_3_21stCenturyFauna1.jpg	2370878 bytes	Unknown	image/jpeg (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:de09c99b5eb78d67ab9aeaa7ced39d96					
<input type="radio"/>	<input type="checkbox"/> HoulneKatherineBFA_4_21stCenturyFauna2.jpg	2122911 bytes	Unknown	image/jpeg (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:442d3fb543ffb8e9943bfd4fbbad7757					

Select the pdf copy of your Senior Art Project as the primary file, if you uploaded multiple files.

VERIFY ALL DETAILS

Review Submission

Describe Item

Author(s):

Houlne, Katherine

Title:

Tattered Remains

Advisor:

Labatte, Jessica

Department:

School of Art

Publisher:

Northern Illinois University

Submission Date:

2016

Type:

Image

Type:

Text

Genre:

Essay

Genre:

Photograph

Degree type:

BA (Bachelor of Arts)

Language:

English

Rights:

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Describe Item

Subject Keywords:

landscape photography

Subject Keywords:

environment

Subject Keywords:

indicator species

Subject Keywords:

birds

Subject Keywords:

Anthropocene

Abstract:

All life depends upon connections. As one unifying thread begins to unravel, all other threads become tattered and torn. Birds are a vital thread in the connections within an ecosystem. Birds are an indicator species and their presence, or absence, and their relative health is a sign of the overall health of that ecosystem. Seventy-five percent of bird species are in decline globally from habitat loss, habitat transformation, climate change, pollution, human predation, and exposure to pesticides, fungicides, herbicides and fertilizers. Much of this decline can be directly related to human activity in this Anthropogenic Epoch. Birds contribute to the ecosystem, through provisional, regulatory, and supportive services. These direct services are seed dispersing, pollination, waste disposal, disease control, pest and weed removal, nutrient cycling, and ecosystem engineering. Humans benefit directly and indirectly from these services, in the form of production of medicine, air, clothing, wood, and food. Birds provide cultural services as well. Many people find inspiration for art, music, and spirit through birds. Without these species and the services they provide, the world would look very different. There are catastrophic declines across multiple species when even just one connection point of life fails. Tattered Remains is a documentation of the avian part of this sixth mass extinction we are currently experiencing. It is a protest of the dualistic Western view that nature and humans are separate while showing gratitude for the work birds do and the inspiration they bring.

Notes:

URL for website to be inserted

Extent:

7 pages; 4 photographs

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[Kate_Houlne_BFA_2016_2.pdf](#) - Adobe PDF (Known)

[HoulneKatherineBFA_1_Harbinger.jpg](#) - JPEG (Known)

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[HoulneKatherineBFA_3_21stCenturyFauna1.jpg](#) - JPEG (Known)

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FINAL STEP

Huskie Commons Home → College of Visual and Performing Arts → School of Art → School of Art Student Project

Item submission

Describe → Describe → Upload → Review → **License** → Complete

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<http://commons.lib.niu.edu/>



CONGRATULATIONS!

For questions or assistance with depositing your Art Project into Huskie Commons, please contact **Jaime Schumacher**, Sr. Director of Digital Collections & Scholarship at the University Libraries.

jschumacher@niu.edu

815.753.0576

Founders Memorial Library 145D



Northern Illinois University

**School of Art and Design
Graduate Programs
Handbook**

for Students and Faculty

Revised Spring, 2020

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Northern Illinois University School of Art and Design (SOAD) Graduate Programs

Information and Advice

i. ADVISING

Students should become familiar with the **NIU Graduate Catalog and the Graduate School website**, <https://www.niu.edu/grad/> to acquaint themselves with the specific degree requirements of their respective program.

Upon acceptance into the School of Art and Design (SOAD) graduate program, students are assigned an interim **faculty advisor** from their respective discipline. If possible, the student should contact their interim advisor for course suggestions before their first semester.

The **Graduate Coordinator** is also available for consultation on course requirements and specific recommendations regarding which faculty members have specializations that match the student's interest and who might be suitable as possible graduate committee members.

ii. REGISTRATION

Registration for the next semester will begin approximately two-thirds of the way through the fall and spring semesters. Courses that are marked **by Consent of Instructor** in the schedule require an **Instructor Permit** for a student to enroll. These permits are obtained and returned to the SOAD main office. ***Students must follow up with registration on MyNIU to officially enroll in the requested course.***

After the open enrollment period has passed, a **Schedule Change** form must be submitted to enroll in a course. The same form is used to withdraw from a course after the deadline (available on the Graduate School website).

If a class is closed, a blue **Closed Class Permit** is required (SOAD main office).

If there is a **conflict of time** between two courses, submit the **Time Conflict Permit**, signed by both instructors and returned to the SOAD main office (the form is available on the Graduate School website).

A full load is 9-12 credits. If a student wishes to enroll for less or more than this, an **Underload or Overload Petition** must be submitted (this petition is submitted online through the Graduate School website). If a student is receiving a tuition waiver or an assistantship, they are expected to maintain a full load of classes.

iii. GRADUATE ADVISORY COMMITTEE

Prior to the completion of 18 semester hours for students enrolled in the M.A. or M.F.A. degrees, and after 9 hours for Art and Design Education, a student must form a committee of at least three graduate faculty members who will serve as their **Graduate Advisory Committee** for the duration of their degree work. Two of the three faculty committee members must be in the student's chosen discipline, unless there is only one faculty member in an area. The third member of the committee can be in a related field and is not required to be a faculty member in the School of Art and Design, however they must be approved for graduate faculty status. From these faculty members, a chair must be selected to head the committee. The chair of a student's Graduate Advisory Committee must be a senior member of the graduate faculty and from the student's chosen discipline. The Graduate Coordinator is always available for general advisement and may mediate if problems arise.

At this time the **Graduate Advisory Committee** form must be filled out and submitted to the Graduate Coordinator's office (for Art History and Art + Design Education). The committee membership for Studio and Design-Media Arts students will be listed on their portfolio review form.

Categories of graduate faculty:

- Senior – may chair a student graduate committee.
- Full – may be a member of a student committee and may also be given special permission to chair a committee by the Graduate School and the SOAD on a case-by-case basis.
- Provisional – may serve as a committee member.

Change of Committee:

The composition of the Graduate Advisory Committee may be changed at any time using a **Change of Graduate Advisory Committee Membership** form ([page 20](#)).

Frequency of Meetings:

Students should schedule meetings with their Graduate Advisory Committee on a regular basis and must meet with the full committee when nearing the completion of a degree.

iv. M.A. PORTFOLIO REVIEW FOR CONTINUANCE (STUDIO / DESIGN - MEDIA ARTS ONLY)

Students enrolled in the M.A. (Art and Design) degree in art are required to present their work to at least three faculty members from their intended Graduate Advisory Committee prior to the completion of 18 semester hours (end of first year). At that time, the faculty members will decide whether the student has demonstrated sufficient skill and direction of work to continue in the program. The **Portfolio Review for Continuance** form is required at this time ([page 16](#)). The student will not be allowed to sign up for classes or receive assistantships if the review has not been completed and passed.

****Faculty Advisory Committees reserve the right to remove a student from the program at any point in their degree work if they judge the student is not***

making sufficient progress or demonstrating the necessary potential towards the satisfactory completion of their intended degree.

v. M.F.A. REVIEW FOR CONTINUANCE (STUDIO AND DESIGN-MEDIA ARTS).

Year 1 or prior to the completion of 18 credit hours students enrolled in the M.F.A. (Art and Design) degree in Art are required to present their work to at least three faculty members of their Graduate Advisory Committee in review for continuance.

Year 2 or prior to the completion of 42 credit hours a second review must be completed by the Graduate Advisory Committee. Additionally, **In the Spring Semester of the second year of the MFA program**, a formal second-year review presentation to the full faculty of the Studio and Design • Media Arts Divisions is required (typically organized in conjunction with the ARTS 715 seminar course).

During these reviews, the faculty members will decide whether the student has demonstrated sufficient skill and direction of work to continue in the program. The appropriate **Portfolio Review for Continuance** forms (**pages 17, 18**) are required at these times. The student will not be allowed to sign up for classes or receive assistantships if the reviews have not been completed and passed.

**Faculty Advisory Committees reserve the right to remove a student from the program at any point in their degree work if they judge the student is not making sufficient progress or demonstrating the necessary potential towards the satisfactory completion of their intended degree.*

vi. COMPREHENSIVE EXAMINATIONS

Students in all graduate degree programs must pass a Comprehensive Examination, which is ordinarily scheduled to occur during the student's last semester of course work (*student must be enrolled during the semester it is taken*). The nature of the examination is determined by the Graduate Advisory Committee in consultation with the student. The administration of the exam varies from division to division (refer to specific degree guidelines). The student is expected to meet with their Graduate Advisory Committee to schedule and complete the Comprehensive Examination by the date stated in the Graduate Programs in Art Calendar for the fall or spring semester.

vii. GRADUATION REQUIREMENTS

Students are responsible for referring to the **Graduate Catalog**, which is available on the NIU website, to acquaint themselves with the requirements of their respective degree programs. The checklists in this document are provided to assist in this process. The requirements for each student are linked to the catalog year in which they enter.

Students may track their degree progress at any time by checking their **Degree Progress Report** on **MyNIU**. The report will indicate any deficiencies in their degree requirements by stating “Unsatisfied” if a requirement has not been met.

In the semester preceding graduation, all students should schedule an appointment with the **Graduate Coordinator** to review their degree progress and upcoming procedures for their final semester.

To graduate, a student should also ensure that the following procedures and related forms are completed and submitted by the required deadlines:

For All Students:

- Comprehensive Examination (see specific program section for details on process)

For Students in the M.A. in Art History Teaching:

- Submission of two Qualifying Research Papers with accompanying signed approval forms

For Students in the M.A. in Art History Research:

- Approval of Thesis or Master’s Research Project
- Submission of Final Version of Thesis or Master’s Research Project with accompanying signed approval forms

For Students in the M.A. and M.F.A. in Art and Design:

- One-Person Exhibition
- Documentation of One-Person Exhibition with accompanying signed approval forms. A digital version must also be uploaded to the Huskie Commons Digital Repository (see Guidelines for Documentation Submission).

Applying for Graduation: Students are responsible for applying for graduation with the **Graduate School**. The due dates for application are in the semester preceding the date of graduation and vary slightly from semester to semester. Current deadlines are available on the School Art and Design Graduate Programs Calendar and on the Graduate School’s website. The application procedure is done online through MyNIU and a fee is charged.

viii. STUDENT EMAIL ANNOUNCEMENTS

Each student is responsible for regularly checking their **NIU student email account**. Important advising, general notices and events will be sent to these email address. Events to be posted may be emailed to the Graduate Coordinator, who may send them to the group list. If messages are not being received or if a change of e-mail address occurs, the Graduate Coordinator should be notified immediately.

ix. SCHOOL OF ART GRADUATE CALENDAR

Each semester a calendar will be issued by the Graduate Coordinator's office which lists the important deadlines for graduate degree work. This calendar will be sent out via student email and hard copies will be available in the Graduate Coordinator's Office.

x. ASSISTANTSHIPS

Applications for assistantships are due in the Graduate Coordinator's office by February 1. All assistantships will be reviewed and processed by April 15th.

****Continuing students must reapply each year by the deadline to be considered for an assistantship in a subsequent academic year. The deadline for students applying for a Foundations GTA position is January 15.***

Forms may be downloaded from the NIU Human Resources website:
https://www.niu.edu/hrs/resources/forms_docs/downloads/3700-Graduate%20Assistant%20Application.pdf

The respective divisions and/or disciplines, in consultation with the Graduate Coordinator, determine the distribution of assistantships. Each assistantship includes a tuition waiver. Foreign students with Graduate Teaching Assistantship appointments must provide proof of passing the **Speak Test** before placement.

**General Guidelines and
Checklists for:**

Master of Fine Arts

Master of Arts

**STUDIO and DESIGN - MEDIA ARTS
(ART and DESIGN)**

GENERAL GUIDELINES FOR THE M.A. AND M.F.A. Art and Design

(M.A.) Prior to Completing 18 Hours (end of first year):

__ **Establish a Graduate Advisory Committee (GAC)** and Complete the *M.A. Portfolio Review for Continuance* (approval form page 16).

(M.F.A.) Prior to the End of First Year or to the completion of 18 Credit Hours

__ **Establish a Graduate Advisory Committee** and Complete the *1st Year M.F.A. Portfolio Review for Continuance* (approval form page 17).

(M.F.A.) Prior to the End of Second Year or to the completion of 42 Credit Hours

__ Complete the *2nd Year M.F.A. Portfolio Review for Continuance*. This review will take place as a formal presentation to a full Studio and Design-Media Arts committee. A completed approval form signed by the committee will be required following the full faculty review (approval form page 18).

**For all MA and MFA Reviews – consult the Review Rubrics on page 19*

Ongoing During the Progress of Degree Work:

__ **Meet regularly with members of the Graduate Advisory Committee** after completing the portfolio reviews to discuss degree progress and to develop and plan the One-Person Exhibition and Documentation.

In the Spring Semester Prior to Graduation:

__ **Schedule Exhibition** – Be sure to communicate with the Graduate Coordinator your plans on graduation and the semester you wish to install your exhibition (Fall or Spring). A lottery system will be used for the scheduling of exhibition in the spring semester preceding the year you plan to graduate. This will be conducted by the Graduate Coordinator in consultation with the Gallery Director. Once the initial lottery has taken place, the Gallery Director will contact each student with available dates, in the order their name was drawn.

One Semester Prior to Graduation:

__ **Apply for Graduation to the Graduate School.**
(see Graduate School Calendar for deadlines)

During the Final Semester of Coursework:

__ Enroll in the **ART 699 (M.A.)** or **ART 799 (M.F.A.) - One Person Exhibition or Presentation or Documentation for the M.A. / M.F.A. Studio Degree for 3 credits.**

__ **Comprehensive Examination** (Student must be enrolled in the semester that they are taking the examination).

The Comprehensive Exam in Studio and Design-Media Arts

The purpose of the Comprehensive Examination in Studio and Design-Media Arts is to test an M.A. or M.F.A. candidate's general knowledge and comprehension of their own art concepts and practice, in relation to their knowledge and understanding of the greater art world history, theory, and practice. Each member of the Graduate Advisory Committee, (GAC), will supply a question to the student stating specifically what they wish to be addressed. The successful completion of the Comprehensive Examination requires that the candidate demonstrate an understanding of and capacity to use appropriate art and theory literature and practical experience to answer questions pertaining to their practice or specific questions. Demonstrated weakness in writing is a reason for failure of the comprehensive examination. If writing is weak, students are expected to seek professional help at the **NIU Writing Center**.

Comprehensive Exam Process

The Comprehensive Examination for the M.A. and M.F.A. in Studio and Design-Media Arts is typically taken in the last semester of coursework, just prior to undertaking the one-person exhibition/presentation and documentation.

Early in the semester, the student should arrange a meeting with their GAC individually or in a group to discuss the content and form of the Comprehensive Examination. The student must then request questions from each of the committee members. The exam will consist of a two-week take-home written essay test, or as an oral examination, administered by the chair of the committee.

As the take-home exam, the process should be administered by the student's Graduate Committee Chair.

1. The Committee Chair should direct the student to contact the committee members, asking for questions from each member.
2. The student will write answers to the questions within a two-week period and submit them back to the committee for review.
3. The Committee Chair should then circulate the **Report: Graduate Final Comprehensive Examination** scoring form (page 21) and the **Report on Graduate Student Examination** form (Page 22) for each committee member to sign. The report form is also available at: <https://www.niu.edu/grad/pdf/examination-report.pdf> If changes or edits are required, these should be conveyed to the student between the committee members.
4. Both completed forms should be forwarded to the Graduate Coordinator for processing by the deadline stated in the Graduate Programs in Art Calendar.

The exam may also be taken as an oral presentation. In this case, the candidate, along with the committee will establish the structure and time for the exam. The committee chair is responsible to return the results of the exam to the Graduate Coordinators office, together with the completed **Report: Graduate Final Comprehensive Examination** scoring form and the **Report on Graduate Student Examination** (https://www.niu.edu/grad/_pdf/examination-report.pdf), by the deadline stated on the Graduate Programs in Art Calendar.

__Meet with the Graduate Advisory Committee to review the work to be included in the One-Person Exhibition at least one month prior to the exhibition.

__Review the instructions and guidelines for documentation of the one-person exhibition or presentation. In particular, the student should read the **Documentation of One-Person Exhibition Guidelines** (see Documentation Guidelines and Required Forms section, [page 24](#)).

__Install the One-Person Exhibition or Presentation, which must be successfully reviewed by the members of the Graduate Advisory Committee, who must sign the **Approval of One-Person Exhibition** form ([page 23](#)).

__Submit final version of Documentation, “signed by Committee Chair” to the Graduate Coordinator’s Office by the deadline posted on the Graduate Programs in Art Calendar **and** upload a digital version to **Huskie Commons Digital Repository**: <http://commons.lib.niu.edu/>

HUSKIE COMMONS

Once your MFA Documentation is complete and approved by your committee, it should be deposited into Huskie Commons. Huskie Commons is the institutional repository, or digital collection, of the scholarly and artistic work created by the faculty, staff, and students of Northern Illinois University. Your documentation will be made accessible via the internet, preserved for your future reference, and have a permanent unique link that you can use on your resume, portfolio, or future applications. Complete details on the formatting and submission of your Documentation is outlined below in the Documentation Guidelines and Required Forms section ([page 24](#)) and a Huskie Commons Tutorial is contained at the end of this document ([page 67](#)).

***NOTE:** Failure to turn these materials in on time may result in postponement of graduate to the following semester.

GRADUATE PROGRAM DEGREE REQUIREMENTS CHECKLIST

M.A. – Art and Design

DEGREE REQUIREMENTS CHECKLIST:

 30 Semester Hours of Graduate level credits, exclusive of work taken to remove deficiencies.

 Portfolio Review for Continuation - Students must pass a portfolio review during the first academic year or **prior to the completion of 18 graduate semester hours** for continuance in their M.A. degree program.

 Graduate Advisory Committee – Concurrent with the portfolio review, students must compose a **Graduate Advisory Committee** and submit the corresponding form.

 Comprehensive Examination.

 One-Person Exhibition and Documentation.

REQUIRED COURSEWORK CHECKLIST:

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

ARTH_____ Semester Taken_____

ARTH_____ Semester Taken_____

***One of the Following (3 credits):**

ARTS 615 – Introduction to Studio Practices or ARTS 715 – Professional Studio Practices

Semester Taken_____

***Studio Art Electives – ARTS, ARTD, or ART courses (18 credits)**

_____ Semester Taken_____

_____ Semester Taken_____

_____ Semester Taken_____

_____ Semester Taken_____

_____ Semester Taken_____

***Taken in the Semester of the One-Person Exhibition (3 credits)**

ART 699 – One-Person Exhibition or Presentation and Documentation for the M.A. Studio Degree.

Semester Taken_____

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.A. in Art and Design

Note: This is only an example template for a full-time load, and not a required program of courses. A standard full-time graduate load is 9–12 hours.

Year One

Semester 1

-ARTS 615 or ART 680 _____

-ARTS/ARTD Elective _____

-ARTS/ARTD Elective _____

Semester 2:

-Art History Elective ARTH _____

-ARTS/ARTD Elective _____

-ARTS/ARTD Elective _____

**Complete the M.A. Portfolio Review _____*

**Apply for Graduation by stated Graduate School deadline _____*

**Reserve Studio Space for Exhibition _____*

Year Two

Semester 3:

-Studio Art Elective _____

-Art History Elective ARTH _____

-ART 699 _____

GRADUATE PROGRAM DEGREE AND COURSE REQUIREMENTS CHECKLIST

M.F.A. – Art and Design

DEGREE REQUIREMENTS CHECKLIST:

__ **60 Semester Hours** of Graduate level credits, exclusive of work taken to remove deficiencies.

__ **M.F.A Portfolio Reviews (1st and 2nd Year)** - Students must pass a portfolio examination during their first academic year or prior to the completion of 18 graduate semester hours **and** a second one during their second year or prior to the completion of 42 graduate semester hours for continuance in their M.F.A. degree program.

__ **Graduate Advisory Committee** – Concurrent with the portfolio examination, students must compose a **Graduate Advisory Committee**.

__ **Comprehensive Examination.**

__ **One-Person Exhibition and Documentation.**

REQUIRED COURSEWORK CHECKLIST:

***Seminars (6 credits)**

ARTS 615 (Take in Semester 1) ____ (only offered in the fall semester)

ARTS 715 (Take in Semester 4) ____ (only offered in the spring semester)

*** Courses Outside of the School of Art and Design. Courses may not include the ART prefix (6 credits)**

Semester Taken ____

Semester Taken ____

***Art History Electives (9 credits)**

ARTH ____ Semester Taken ____

ARTH ____ Semester Taken ____

ARTH ____ Semester Taken ____

***Studio Art Electives – ARTS, ARTD, or ART courses (36 credits)**

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

____ Semester Taken ____

***Taken in the Semester of the One-Person Exhibition (3 credits) *A total of 3 credits is required for the degree – only take less than 3 credits if the work will span over multiple semesters.**

ART 799 Semester Taken ____

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.F.A. - Art and Design

Note: This is only an example template and not a required program of courses.
A standard full-time graduate load is 9 – 12 hours.

Year One

Semester 1

-ARTS 615 – Intro to Studio Practices _____ -ARTS/ARTD Elective _____
-ARTS/ARTD Elective _____

Semester 2:

-Art History Elective ARTH _____ -ARTS/ARTD Elective _____
-ARTS/ARTD Elective _____

**Complete the First Year/18 hour M.F.A. Portfolio Review _____*

Year Two

Semester 3:

-Art History Elective ARTH _____ -ARTS/ARTD Elective _____
-ARTS/ARTD Elective _____

Semester 4:

-ARTS 715 – Professional Studio Practices _____ - Art History Elective ARTH _____
-ARTS/ARTD Elective _____

**Complete the Second Year M.F.A. Portfolio Review _____*

Year Three

Semester 5:

-ARTS/ARTD Elective _____ -Studio Art Elective _____
-Seminar (ART 680, ARTE 683, ARTH 701) _____

**Apply for Graduation by stated Graduate School deadline _____*

**Reserve Studio Space for Exhibition _____*

Semester 6:

-ART 799 – One Person Exhibition _____ -Studio Art Elective _____

**Documentation Guidelines
and Required Forms for:**

**STUDIO and DESIGN - MEDIA ARTS
(ART and DESIGN)**

M.A. ART AND DESIGN PORTFOLIO REVIEW
FOR CONTINUANCE
Prior to the Completion of 18 credit hours

NAME OF STUDENT _____

DEGREE PROGRAM _____

AREA OF EMPHASIS _____

NUMBER OF GRADUATE HOURS COMPLETED _____

GRADUATE ADVISORY COMMITTEE:

	PASS	FAIL
1. Chairperson _____	_____	_____
2. MEMBER _____	_____	_____
3. MEMBER _____	_____	_____
4. (OPTIONAL) MEMBER _____	_____	_____

COMMENTS:

Coordinator, Graduate Programs in Art

Date

Return this form to the Graduate Coordinator, VAB 203

M.F.A PORTFOLIO REVIEW FOR CONTINUANCE – YEAR 1
or Prior to the Completion of 18 credit hours

NAME OF STUDENT _____

DEGREE PROGRAM _____

AREA OF EMPHASIS _____

NUMBER OF GRADUATE HOURS COMPLETED _____

GRADUATE ADVISORY COMMITTEE:

	PASS	FAIL
1. Chairperson _____	_____	_____
2. MEMBER _____	_____	_____
3. MEMBER _____	_____	_____
4. (OPTIONAL) MEMBER _____	_____	_____

COMMENTS:

Coordinator, Graduate Programs in Art

Date

Return this form to the Graduate Coordinator, VAB 203

M.F.A. PORTFOLIO REVIEW FOR CONTINUANCE – YEAR 2
or Prior to the Completion of 42 credit hours

NAME OF STUDENT _____

DEGREE PROGRAM _____

AREA OF EMPHASIS _____

NUMBER OF GRADUATE HOURS COMPLETED _____

GRADUATE ADVISORY COMMITTEE:

	PASS	FAIL
1. Chairperson _____	_____	_____
2. MEMBER _____	_____	_____
3. MEMBER _____	_____	_____
4. (OPTIONAL) MEMBER _____	_____	_____

COMMENTS:

Coordinator, Graduate Programs in Art

Date

Return this form to the Graduate Coordinator, VAB 203

Studio and Design-Media Arts
Portfolio Review Assessment Rubric
M.F.A. and M.A. Degrees

Student Name: _____

Number of Hours Completed: _____

Date of Review Meeting: _____

- Studio work exhibits a sophisticated use of materials and processes relevant to stated artistic intentions.
1 2 3 4 5

- Student Presentation and work demonstrates an understanding of the relationship between concepts, formal elements, and technical processes.
1 2 3 4 5

- Studio work exhibits awareness of context in personal artistic production.
1 2 3 4 5

- Studio work reflects a high level of dedication to a professional artistic production and agenda.
1 2 3 4 5

- Studio work applies theory in the creation of sophisticated solutions to artistic problems relevant to contemporary art discourse.
1 2 3 4 5

- Student Presentation reflects evidence of developing professional art practices for business opportunities.
1 2 3 4 5

Comments / Recommendations:

Scoring: 18-30 = pass (an average score of 3 for each category)
15-17 = Conditional Pass (With the approval of student's full committee. A follow up review is required immediately the following semester)
15 or below = fail

CHANGE IN GRADUATE ADVISORY COMMITTEE

NAME OF STUDENT: _____

ZID: _____

DEGREE PROGRAM: _____

FIELD OF STUDY: _____

NEW COMMITTEE MEMBERSHIP

1. CHAIRPERSON: _____
Print Name Sign Name

2. MEMBER: _____
Print Name Sign Name

3. MEMBER: _____
Print Name Sign Name

4. MEMBER: _____
Print Name Sign Name

COORDINATOR, GRADUATE PROGRAMS IN ART

DATE

Return this form to the Graduate Coordinator, VAB 203

REPORT: GRADUATE FINAL COMPREHENSIVE EXAMINATION

(Please Note: This form is used for internal School of Art scoring purposes only - do not forward to the Graduate School)

Student: _____

Degree Program: _____

Area of Emphasis: _____

Date of Examination: _____

Examination Administered By: _____ **Advisory Committee**

_____ **Graduate Coordinator**

Graduate Advisory Committee

Chairperson _____

Member _____

Member _____

Member _____

Comments:

SCORE			
Pass		Fail	

Code: 4 = Superior
3 = Acceptable
2 = Must Retake Exam
1 = No Second
Exam Permitted

Coordinator, Graduate Programs in Art

Date

**Northern Illinois University
Graduate School
Report on Graduate Student Examination**

Student _____ **Campus ID** _____

Department _____ **Program** _____

Date of examination _____ **Degree level** Masters
Specialist
Doctoral

Type of examination Qualifying exam Candidacy exam Comprehensive exam

Attempt First Second **Result** Pass Fail

Attestation

Committee members (print)

Signatures

committee chair

department chair/director of graduate studies

White – Graduate School

Yellow – Department

Pink – Student

APPROVAL: ONE-PERSON EXHIBITION / PRESENTATION

The authorized Graduate Advisory Committee of the student named below has reviewed the work and/or preliminary work for the installation of the One-Person Exhibition or Presentation. Approval has been granted and permission to install the formal exhibition as part of the ART 699 or ART 799 will proceed as previously scheduled in the Space/Time Request form in the Graduate Office.

The One-Person Exhibition or Presentation is part of ARTS 699 or 799, and a requirement, along with the formal Documentation, which constitutes the final completion of ART 699 or 799.

Date: _____

Name of Student: _____ Signature: _____

Degree Sought: _____ Area of Emphasis: _____

Title of Exhibition / Documentation: _____

Dates of Exhibition: _____ Location: _____

SATISFACTORY _____

UNSATISFACTORY _____

1. Graduate Advisory Committee Chairperson _____
Signature

2. Graduate Advisory Committee Member _____
Signature

3. Graduate Advisory Committee Member _____
Signature

4. Graduate Advisory Committee Member (optional) _____
Signature

Coordinator, Graduate Programs in Art

Date

Return this form to the Graduate Coordinator, VAB 203

GUIDELINES FOR DOCUMENTATION OF ONE-PERSON EXHIBITION

Students in the **Master of Arts** and the **Master of Fine Arts – Art and Design** degrees must present a One-Person Exhibition or Presentation and a formal paper in which their artwork and concepts are documented. **One (1) bound hard copy of the Documentation** including electronic copy of images/videos/installation must be submitted to the School of Art Graduate Coordinator by the deadline posted on the School of Art Graduate Programs Calendar **and One (1) digital version of the Documentation** must be uploaded to the **Huskie Commons Digital Archive**. (see submission guidelines below), and copies of this digital version to the committee chair and Graduate Coordinator.

I. GENERAL CONTENT - The Documentation must contain the follow:

A. Catalog of the One-Person Exhibition: (See attached examples)

A catalog of the artwork is required by the School of Art within the Documentation. All artwork presented in the One-Person Exhibition must be documented in the Catalog by title, medium, dimensions, and date of execution.

B. Title Page and Certification Page (See attached examples)

The Certification Page must follow the Title Page.

C. Text (*this is a suggested text structure*)

1. The main objectives
2. The historical influences
3. Structural concepts
4. Philosophical and aesthetic concepts
5. Technique and process
6. Other pertinent information and factors, which determine the character of the art and the exhibition

D. Documentation of Artwork

All artwork must be documented in professional quality (at least 300 dpi), accompanied by a list of all images.

Also include an image of the show card that was produced for the exhibition if possible.

1. Image format must be jpeg, 300 dpi, 9" on the longest side.

Time-based media documentation may include high quality image stills that are a minimum of 1920 x 1080 72 dpi jpgs or video files that are 1920 x 1080 in mp4 or mov format."

2. Each image must be numbered and titled.

Example: 01_Landscape.jpeg

Example: 02_Landscape_Detail.jpeg

3. Images should include all individual works (NOT behind glass) and installation views of the exhibition.

4. Three-dimensional works should include a front view, a side view, and a detail.
5. The **image list** should have a heading with the artist's name and title of the exhibition. Each listing must include the title, medium, dimensions, and date of each piece.

II. PAPER (for hard copy)

All final copies of the Documentation submitted to the School of Art must be on 100% cotton uniform white paper measuring 8 ½ X 11 inches.

III. FORMATTING INSTRUCTIONS

- A. **Margins:** The left margin must be at least 1 ½ inches; other margins must be a minimum of one (1) inch. On the first page of a major division (i.e., chapter headings, first page of documentation, etc.), the top margin above the first line of type should be two (2) inches. All typing, including page numbers and footnotes, must be within the margins. Wider margins may be used when necessary.
- B. **Pagination:** Pages in the preliminary part (front matter) are numbered with lower-case Roman numerals; text pages are numbered with Arabic numerals. Every page of the documentation (except the Catalog, Title and Certification pages) must be assigned a page number. Numbers are placed in the upper right-hand corner, 1 inch from the top and 1 inch from the right edge of the paper. The numbers are to be un-adorned, without the use of periods, dashes, or hyphens.
- C. **Citations:** Students should use the *MLA Handbook* for guidelines on citations.
- D. **Citation of Work from the Exhibition:** Titles of piece cited in the text must follow, in parenthesis, by the number which corresponds to that piece in the catalog. **Example: Landscape (#3)**

IV. SUBMISSION and DEADLINE

One (1) hard copy of the Documentation, including an electronic version with images, must be submitted to the School of Art and Design Graduate Coordinator Office by the deadline specified on the School of Art and Design Graduate Calendar.

The final signed version Documentation is to be submitted in an individual black binder (9" x 12", with clasp).

One (1) Digital version of the Documentation must be uploaded the Huskie Commons Digital Repository. <http://commons.lib.niu.edu/>

HUSKIE COMMONS: Once your MFA Documentation is complete and approved by your committee, it should be deposited into Huskie Commons. Huskie Commons is the institutional repository, or digital collection, of the scholarly and artistic work created by the faculty, staff, and students of Northern Illinois University. Your documentation will be made accessible via the internet, preserved for your future reference, and have a permanent unique link that you can use on your resume, portfolio, or future applications.

A [Huskie Commons Tutorial](#) on how to submit your Documentation can be found at the end of this document, (page 67).

Questions regarding Huskie Commons Submissions can be directed to Larissa Garcia, Information Literacy Librarian & Art Subject Specialist, larissagarcia@niu.edu, 815.753.4822 or Jaime Schumacher, Sr. Director, Digital Collections & Scholarship, jschumacher@niu.edu, 815.753.0576.

Also:

Submit One (1) Digital copy submitted to Graduate Coordinator and the chair of the Student's committee.

****Drafts of the Documentation should be provided to the Graduate Advisory Committee for proofreading and editing well in advance of the deadline and in consultation with the committee.***

***The Following pages are to be included as Catalog and Title pages to precede the text of the Documentation. A signature on the Certification page is required by the Chair of the Committee.**

(SAMPLE DOCUMENTATION TITLE PAGE)

NORTHERN ILLINOIS UNIVERSITY

DOCUMENTATION OF THE ONE-PERSON EXHIBITION

A DOCUMENTATION OF THE ONE-PERSON EXHIBITION SUBMITTED

TO THE GRADUATE SCHOOL IN PARTIAL FULFILLMENT OF THE

REQUIREMENTS FOR THE DEGREE

**MASTER OF FINE ARTS
(MASTER OF ARTS)**

SCHOOL OF ART

BY

Your Name

DEKALB, ILLINOIS

**MONTH, 20XX
(expected date of graduation)**

(SAMPLE DOCUMENTATION CATALOG)

CATALOG

One-Person Exhibition

BY

Your Name

The following work is presented in partial fulfillment of the requirements for the Master of (Arts or Fine Arts) degree at Northern Illinois University. The work was produced between (month and year) and (month and year). It was presented in an exhibition from _____ through _____ in the (example: Graduate Gallery 214, Visual Arts Building, Northern Illinois University - DeKalb, Illinois.)

List of Work

1. Title (underlined), Medium, Dimensions, Month and Year of Execution
2. Landscape II, Charcoal on Paper, 16½" X 12", April, 20XX
3. Landscape III, Charcoal on Paper, 16½" X 12", April, 20XX
4. Etc.

(SAMPLE DOCUMENTATION CERTIFICATION PAGE)

Certification: **In accordance with Northern Illinois University School of Art and Design and Graduate School policies, this documentation is accepted in partial fulfillment of degree requirements.**

Chair, Graduate Advisory Committee

Date

**GENERAL GUIDELINES AND
CHECKLISTS FOR:**

Master of Arts

**ART HISTORY - TEACHING
or
ART HISTORY - RESEARCH**

GENERAL GUIDELINES FOR THE M.A. – ART HISTORY (TEACHING OR RESEARCH)

Prior to Completing 12 – 15 Hours:

__ Establish a Graduate Advisory Committee and complete the *Graduate Advisory Committee Composition* form (page 59).

Ongoing During the Progress of Degree Work:

__ Meet with members Graduate Advisory Committee periodically to discuss degree progress.

After 18 hours of coursework:

__ Submit prospectus and introductory literature for the **Master's Thesis or Research Paper**. (research specialization only)

At Least One Semester Prior to Graduation:

__ Meet with members of Graduate Advisory Committee to **schedule Comprehensive Examination**.

__ Submit preliminary draft of the **Master's Thesis or Research Paper Project** (research specialization) or Two Qualifying Research Papers (teaching specialization).

__ **Apply for Graduation to the Graduate School**.
(see Graduate School Calendar for deadlines)

Prior to or During the Final Semester of Coursework:

__ **Comprehensive Examination** – submit the *Comprehensive Examination* form (page 63) and complete the exam by the deadlines posted by the School of Art and Design. Student must be enrolled in the semester that they are taking the examination

__ Enroll in the **ARTH 699A** Master's Thesis or **ARTH 699B** Masters Research Project– Student must be enrolled in *consecutive semesters* while working on thesis or Research Paper. **Complete Master's Thesis or Research Paper** with the approval of the Graduate Advisory Committee. (research specialization only)

The Comprehensive Exam in Art History

Students in both the teaching and research specializations must pass a two-part comprehensive exam. The first part of the exam in both specializations is a written slide identification essay test for general knowledge of art and design in diverse geographical, historical, and cultural contexts. The second part of the exam for the teaching specialization will test readiness for teaching introductory courses in art history at the college level. The second part of the exam in the research specialization will evaluate the thesis or research project proposal.

Before or during the final semester students shall form a comprehensive exam committee comprising three faculty members including one who will serve as the exam committee chair.

Grading is Pass/Fail. Students who do not pass the exam may retake it with departmental permission according to the policy published in the NIU Graduate Catalogue.

Part I: Slide Identification Essays (both specializations)

Demonstrate familiarity with the topics in introductory and intermediate-level art history courses taught by the full-time faculty at Northern Illinois University. Use a list of key objects and study the guidelines prepared by members of the faculty to think conceptually, thematically, and critically about key developments in art and design from antiquity to the present.

Exam duration: 3 hours

Part II: Teaching (teaching specialization)

Working closely with an advisor, students will develop a proposal for teaching a college level introductory art history course or its equivalent. The written proposal must include methodological justification for the project, which is supported by appropriate literature. Students will present the proposal and discuss it with members of the Graduate Advisory Committee.

Part II: Proposal for Master's Thesis or Research Project (research specialization)

Working closely with an advisor, students will propose a topic for the Master's thesis or research project. The written proposal must include methodological justification for the project, which is supported by appropriate literature. Students will present the proposal to and discuss it with members of the Graduate Advisory committee.

Process

When the student wishes to take the Comprehensive Examination, they must file a **Comprehensive Examination** form (page 63) with the Graduate Coordinator's office. This form should be filed at the time that the student has arranged a meeting with their Graduate

Advisory Committee (hereafter GAC) to discuss and determine the time, format, and content of the Comprehensive Examination.

When the format and content of the Comprehensive Examination questions have been established, they are submitted in writing to the Graduate Coordinator as an attachment to the **Comprehensive Examination** form, with a copy provided to the student.

After the student has taken the Comprehensive Examination, the members of the GAC must indicate whether the student has passed or failed the exam on the **Report: Graduate Final Comprehensive Examination** form (page 64). The **Report on Graduate Student Examination** form (page 65) also must be completed and submitted at this time. These reports must be submitted to the graduate coordinator's office by the specified deadline for the given semester.

Research Specialization

Master's Thesis or Master's Research Project

The final phase of the M.A. in art with a specialization in art history research involves writing and submitting a Master's Thesis or Research Project, which must be approved by the student's Graduate Advisory Committee. According to the Graduate Catalog:

While in the process of researching and writing the Thesis or Research Project, the student should work closely with the thesis advisor and other members of the GAC. The student should schedule periodic meetings with them to discuss his or her progress, submitting drafts of sections or chapters for their review, and getting their feedback on additional research and/or changes in organization and content needed to complete the document in a satisfactory manner.

Once the student has submitted preliminary drafts of the entire document pre-defense, feels they have obtained sufficient advice from the GAC regarding the overall form and content of the Thesis or Research Project, and its members have indicated that they believe it can be approved with final particular changes, corrections, or improvements, the student will schedule a meeting with their GAC for the oral defense of the Thesis or Research Project.

Thesis Option

*The **Master's Thesis** will be a scholarly contribution to knowledge. Its subject must be in the area of the student's major and be approved by the student's thesis director or thesis committee. The thesis presents research that has been conducted under the supervision of a graduate faculty member approved by the thesis director. The document may not have been published previously, and the research must be successfully defended in an oral examination.*

During the oral defense, members of the committee will discuss with the student aspects of the arguments and findings. A copy of the **Report of Oral Defense of Thesis or Dissertation**

form (page 66) indicating whether the student has passed his/her defense should be completed and submitted to the graduate coordinator's office.

Based on the final recommendation from the GAC, the student must then prepare and submit a final electronic version of the document to the Graduate School online. The final version should be produced following the Graduate School's "**Guidelines for Preparing and Submitting Electronic Theses and Dissertations**", located on the Graduate School's website (<http://www.grad.niu.edu/grad/thesis/index.shtml>). The student's GAC will review the draft of the final version to suggest any final corrections before the document is submitted online to the Graduate School.

The final copies of the thesis and abstract must be submitted to the Graduate School by the deadline specified in the Graduate Programs in Art calendar.

Research Project Option

*The **Research Project** will be a scholarly contribution to knowledge. Its subject must be in the area of the student's major and be approved by the student's research paper director or committee. The project presents research that has been conducted under the supervision of a graduate faculty member approved by the research project director. The document may not have been published previously, and the research must meet the approval of the Graduate Advisory Committee.*

When the project has been approved by the student's GAC, the student must submit one copy of the final project, and one abstract thereof, to the Graduate Coordinator's Office of the School of Art and Design. The final copies of the Research Project must be submitted to the Graduate Coordinator's Office of the School of Art and Design with the **Approval of Research Project** form (page 61) by the deadline specified in the Graduate Programs in Art calendar.

Teaching Specialization

Two Qualifying Research Papers

*The **Qualifying Research Papers** will reflect a high level of research and writing conducted in the context of a graduate seminar, demonstrating the student's competence in at least two areas of art and design history.*

When the papers have been approved by the student's GAC, the student must submit one copy of each to the Graduate Coordinator's Office of the School of Art and Design together with the **Approval of Qualifying Research Paper** form (page 61) by the deadline specified in the Graduate Programs in Art Calendar.

Certificate Options

Art History Certificate of Graduate Study

This certificate is designed to enhance knowledge of the history and significance of art and design practices and should be of interest to artists, educators, and museum or gallery professionals working in arts-related fields who do not wish to commit to M.A. study in Art History. Course work leading to the Certificate of Graduate Study in Art History permits both focused and wide-ranging study and results in recognition of that study on the student's transcript. The certificate is available to students in good standing in any graduate program in the university, though successful completion of the M.A. Art Specialization in Art History program will supersede the certificate. Students-at-large in good standing may also pursue the certificate.

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.A. – Art History Research

DEGREE REQUIREMENTS CHECKLIST:

__ **30 Semester Hours** of Graduate level credits from a distribution in consultation with your graduate committee, exclusive of work taken to remove deficiencies.

__ **Graduate Advisory Committee** – Prior to the completion of 12 – 15 semester hours, students must compose a **Graduate Advisory Committee** and submit the corresponding form.

__ **Reading Knowledge of One Modern Foreign Language**

__ **Comprehensive Exam**

__ **Master’s Thesis or Research Project**

REQUIRED COURSEWORK:

Art History Electives (18 or more credits)

Ancient, Medieval, or Early Modern Topics

ARTH____ Semester Taken____

ARTH____ Semester Taken____

Asian or Non-Western Topics

ARTH____ Semester Taken____

ARTH____ Semester Taken____

Modern or Contemporary Topics

ARTH____ Semester Taken____

ARTH____ Semester Taken____

Cognate Elective (0-3 credits)

____ Semester Taken____

Seminar in Art History (6 or more credits)

ARTH 701 - Semester Taken____

ARTH 701 - Semester Taken____

Master’s Thesis (ARTH 699A) or Master’s Research Project (ARTH 699B) (3 or more credits)

ARTH 699A - Semester Taken____

ARTH 699B - Semester Taken____

***Art Historical Methodology (0-3 credits)**

ARTH 586 – Semester Taken____

*Students who have not taken ARTH 486 Art Historical Methodology as an undergraduate at NIU, or the equivalent at another university, must take ARTH 586, which will count as one three-credit elective course.

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.A. – Art History Teaching

DEGREE REQUIREMENTS CHECKLIST:

__ **30 Semester Hours** of Graduate level credits from a distribution in consultation with your graduate committee, exclusive of work taken to remove deficiencies.

__ **Graduate Advisory Committee** – Prior to the completion of 12 – 15 semester hours, students must compose a **Graduate Advisory Committee** and submit the corresponding form.

__ **Reading Knowledge of One Modern Foreign Language**

__ **Comprehensive Exam**

__ **Two Qualifying Research Papers**

REQUIRED COURSEWORK:

Art History Electives (18 or more credits)

Ancient, Medieval, or Early Modern Topics

ARTH____ Semester Taken____

ARTH____ Semester Taken____

Asian or Non-Western Topics

ARTH____ Semester Taken____

ARTH____ Semester Taken____

Modern or Contemporary Topics

ARTH____ Semester Taken____

ARTH____ Semester Taken____

Cognate Elective (0-3 credits)

____ Semester Taken____

Seminars in Art History (6 or more credits)

ARTH 701 - Semester Taken____

ARTH 701 - Semester Taken____

Internship: Teaching at the College Level (3 credits)

ART 780 - Semester Taken____

***Art Historical Methodology (0-3 credits)**

ARTH 586 – Semester Taken____

*Students who have not taken ARTH 486 Art Historical Methodology as an undergraduate at NIU, or the equivalent at another university, must take ARTH 586, which will count as one three-credit elective course.

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.A. – Art History Research

Note: This is only an example template and not a required program of courses.
A standard full-time graduate load is 9 – 12 hours.

Year One

Semester 1:

- ARTH Elective _____
- ARTH Elective _____
- ART 780 Teaching at the College Level (for new GTAs)

Semester 2:

- ARTH 586 Art Historical Methodology (unless completed for BA degree)
- ARTH Elective _____
- ARTH 701 Graduate Seminar in Art History

-Choose Members of Graduate Advisory Committee and Submit Form. (page 59)
-Schedule Comprehensive Exam Parts 1 (Slide Identification Essays) and 2 (Oral Defense of Thesis or Master's Research Project Proposal) and Submit Form (page 63).

Summer:

Have you met your language requirement? If not, use the summer as an opportunity to take any needed courses or exams.

Year Two

Semester 3:

- ARTH Elective _____
- ARTH Elective _____
- ARTH 701 Graduate Seminar in Art History

-Complete Comprehensive Exam* Parts 1 and 2.
-Apply for Graduation by posted Graduate School deadline.

**It is recommended that students take the Exam Part 1 (Slide Identification Essays) during the first week of either semester 3 or semester 4. It is recommended that students take Exam Part 2 (Defense of Thesis or Master's Research Project Proposal) midway through semester 3.*

Semester 4:

- ARTH Elective _____
- ARTH 699A or 699B

-Complete Comprehensive Exam Part 1 (if not previously taken).
-Defend Thesis or Master's Research Project and Submit Final Version to Graduate School by posted Graduate School deadlines as required.

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.A. – Art History Teaching

Note: This is only an example template and not a required program of courses.
A standard full-time graduate load is 9 – 12 hours.

Year One

Semester 1:

- ARTH Elective _____
- ARTH Elective _____
- ART 780 Teaching at the College Level

Semester 2:

- ARTH 586 Art Historical Methodology (unless completed for BA degree)
- ARTH Elective _____
- ARTH 701 Graduate Seminar in Art History

- Choose Members of Graduate Advisory Committee and Submit Form. (page 59)**
- Schedule Comprehensive Exam Parts 1 (Slide Identification Essays) and 2 (Demonstration of Teaching Readiness) and Submit Form. (page 63)**

Summer:

Have you met your language requirement? If not, use the summer as an opportunity to take any needed courses or exams.

Year Two

Semester 3:

- ARTH Elective _____
- ARTH Elective _____
- ARTH 701 Graduate Seminar in Art History

- Apply for Graduation by posted Graduate School deadline.**

Semester 4:

- ARTH Elective _____
- ARTH Elective _____

- Complete Comprehensive Exam* Parts 1 and 2.**
- Submit Two Qualifying Research Papers and submit approval forms by posted deadlines as required. (page 61)**

**It is recommended that students take the Exam Part 1 (Slide Identification Essays) no later than the first week of semester 4. It is recommended that students take Exam Part 2 (Demonstration of Teaching Readiness) midway through semester 4.*

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

Certificate – Art History

CERTIFICATE REQUIREMENTS CHECKLIST (18 CREDIT HOURS):

REQUIRED COURSEWORK:

ARTH 586 (3 credit hours) _____

Five (5) of the Following Art History Courses (15 credit hours)

ARTH 510 – Studies in Ancient and Middle-Eastern Art _____

ARTH 520 – Studies in Medieval Art _____

ARTH 530 – Studies in Early Modern European Art _____

ARTH 540 – Studies in Modern Art _____

ARTH 550 – Studies in Contemporary Art _____

ARTH 560 – Studies in Design _____

ARTH 570 – Studies in Asian Art _____

ARTH 580 – Studies in African, Oceanian, Native American, Pre-Columbian, and Latin-American Art _____

ARTH 651 – Topics in Ancient and Middle Eastern Art _____

ARTH 652 – Topics in Medieval Art _____

ARTH 653 – Topics in Early Modern European Art _____

ARTH 654 – Topics in Modern Art _____

ARTH 655 – Topics in Contemporary Art _____

ARTH 656 – Topics in Design _____

ARTH 657 – Topics in Asian Art _____

ARTH 658 – Topics in African, Oceanian, Native American, Pre-Columbian, and Latin-American Art _____

ARTH 701 – Seminar in Art History _____

ARTH 703 – Independent Study in the History of Art _____

ARTH 785 – Topics in Art History _____

Other Requirements

Successful completion of two Qualifying Papers (research papers supervised by a course instructor).
There is no foreign language requirement for the certificate.

**General Guidelines and
Checklists for:**

Master of Science

**ART and DESIGN
EDUCATION**

GENERAL GUIDELINES FOR THE M.S. – ART AND DESIGN EDUCATION

___ **Portfolio Examination** (ONLY for students pursuing Licensure) - Students need to complete a **preliminary portfolio examination only if they are required to complete ARTE 500** before the first Licensure methods course (ARTE 542) and an exit portfolio examination in the last semester before student teaching (during ARTE 545).

___ Following approximately three art education courses, establish a Graduate Advisory Committee (hereafter, GAC) and complete the **Graduate Advisory Committee Composition** Form (see page 59).

Ongoing during the progress of degree work:

___ Meet with the Master's Advisor regularly each semester and the Chair of the GAC periodically to discuss degree progress.

One Semester Prior to Graduation:

___ Inform the Art and Design Education Secretary that you intend to take the Comprehensive Examination.

___ Meet with members of the GAC to discuss content of the exam.

___ Apply for Graduation to the Graduate School the semester before you intend to graduate.

During the Final Semester of Coursework:

___ **Comprehensive Examination** – submit the **Time, Form, Content** form (page 63) and complete the exam by the deadlines posted by the School of Art and Design. Meet with individual committee members to discuss questions. Student must be **enrolled for at least one semester credit hour in the semester that they are taking the examination.**

The Comprehensive Exam in Art and Design Education

The purpose of the Comprehensive Examination in art education is to test an M.S. candidate's general knowledge of art education and more specific knowledge of particular areas of art education. The successful completion of the Comprehensive Examination requires that the candidate demonstrate an understanding of and capacity to use educational literature and practical experience to answer questions pertaining to, for example, curriculum, instruction, and assessment, in essays and/or oral examinations. The comprehensive examination should be scheduled so that it can be completed during the student's final semester.

Process

In the semester prior to the last semester of coursework, the student must contact the Art and Design Education Secretary to let her know your intention to take the exam in the next semester.

In the last semester of coursework, file a ***Comprehensive Examination: Time, Form, Content*** form (page 63) with the Graduate Coordinator's office. Early in the same semester, arrange a meeting with the Graduate Advisory Committee (GAC) individually or in a group to discuss the content of the Comprehensive Examination.

The Comprehensive exam is made up of a question or questions from each of the members of the student's committee. The exam will consist of a two-week take-home written essay test. The answers to questions and citations must be written consistent with the American Psychological Association style manual.

Determining the Form and Content of the Comprehensive Examination

In the process of scheduling the Comprehensive Examination, the student, working with the chair of his or her GAC, will contact the other two faculty members on the GAC to discuss the nature of the Comprehensive Exam and the type(s) of questions to be asked.

Although it is possible to propose oral examinations under special circumstances, most members of the GAC will devise questions according to the format described above. Members of the GAC may schedule an oral examination with the student to reconsider or clarify aspects of the written exam.

Typically, each committee member will propose the topic for an essay question or questions that the student can prepare to answer during the Comprehensive Examination. These essay questions are intended to test general knowledge and expertise, as well as to provide the student with the opportunity to display his or her ability to use argument with evidence and illustrate their familiarity with art education research, theory, and practice. Committee members may provide the students with a reading list of books and/or articles particularly pertinent to the topic of the proposed essay question(s).

The Art Education secretary will email the questions to the student with detailed directions. The student will write answers to the question(s) within a two-week period and submit them by email back to the secretary who will distribute them as a whole to the Chair of the GAC and by question to the rest of the committee. Each member will review and assess the answer to the question(s) they asked. Typically, the student will receive notification of the final assessment decision by the Graduate School.

After the student has taken the Comprehensive Examination, the members of the GAC must indicate whether the student has passed or failed the exam on the ***Report: Graduate Final Comprehensive Examination*** form (page 64) and the Graduate School form, the ***Report on Graduate Student Examination*** form (page 65). Both of these reports must be submitted to the Graduate Coordinator's office by the specified deadline for the given semester.

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.S. in Art and Design Education With Licensure in Art K-12 (Type 10) (Pre-Service)

DEGREE REQUIREMENTS CHECKLIST:

__ **36 Semester Hours** of Graduate level credits **for licensure** exclusive of work taken to remove deficiencies (e.g. ARTE 500; Additional studio work as required) and Student Teaching.

__ **9 Semester Hours** to complete the Master's Degree.

__ **Entrance Portfolio Examination:** Students must pass a **preliminary portfolio examination** during Studio Foundations for Art and Design Educators (ARTE 500) (unless this requirement has been waived by the Art and Design Education Masters Advisor).

__ **Exit Portfolio Examination:** The exit portfolio examination is required for all students in the last semester before student teaching (generally during ARTE 545).

__ **Comprehensive Examination.**

REQUIRED COURSEWORK FOR LICENSURE (36 CREDITS):

ARTE 542 (Take in first semester. Elementary methods) ____

ARTE 544 (Take in second semester. Middle level methods) ____

ARTE 543 (online Fall Semester only. Technology and Art Education) ____

ARTE 563 (Take in spring semester (with ARTE 544 when possible.) Mod/Po-mo Aesthetics) ____

ARTE 545 (Take in last semester before student teaching. Curriculum/HS methods) ____

ARTE 679 (Summer only) Special Needs) ____

ARTE 684 (Offered only in Fall Semester. History & Philosophy of Art) ____

ARTE 687 (online Spring semester only). Evaluation in Art Ed ____

EPS 501 (Take at any time. Psych foundations of Education. Educ. Psych. Dept) ____

EPS 508 (Take at any time. Adolescent behavior. Educ. Psych. Dept.) ____

LTIC 520 (Take at any time. Methods for Teaching English Language Learners. Lit. Ed.) ____

ARTE 588 A/B (Take after all required coursework is complete. Student Teaching. ***These courses do not count toward the 36 Semester Hours required for the M.S. Degree.***) ____

Additional Required Coursework for the Master's Degree (9 credits) [Note: Students can be licensed (Type 10: K-12 Art) before taking these courses.]

ARTE 683 (Take at any time. Art Education Seminar) ____

ARTE 685 (Take at any time. Research Readings) ____

ART 680 (Take at any time. Art Seminar) ____

GRADUATE STUDENTS PURSUING ART AND DESIGN EDUCATION LICENSURE

To pursue licensure, you must be admitted to the **Master of Science in Art with a Specialization in Art and Design Education program**. Requirements to be completed **before enrolling in ARTE 542** (Elementary Methods in Art Education):

- 1. Be officially accepted and classified as a graduate student in the Master of Science in Art with a Specialization in Art and Design Education program.** Acceptance must be from both the School of Art and the Graduate School and classification must be reflected on the student's academic record. **No students with the classification of Student At Large are permitted to enroll in ARTE 542.**
- 2. Submit a copy of your negative tuberculosis (TB) test to the main art office** (room 216 of the art building). Once you begin classes at NIU, you can have your TB tests completed at University Health Services for a service fee. You can also choose to have the test completed by your doctor or your local health department (if they offer such tests) at your expense. You are responsible for either hand delivering a copy (your original will not be accepted) of your TB test results to the main art office or faxing them to the same (the fax number is 815-753-7701; fax to the attention of the Front Desk). *The negative test must be valid through the entire semester of the course.*
Please note: The TB test takes more than one day to complete. Once you have begun NIU classes, you can start the test at University Health Services on Monday, Tuesday, Wednesday, or Friday (*not on Thursday*), and then you will need to return on another day to have the test read and receive your results. TB Tests are valid for one year.
- 3. Apply for a permit for ARTE 542 by coming, in person, to the SOA main art office** (room 216 of the art building) and filling out the permit request form. *The permit request form will not be mailed to students nor will it be filled out for you over the telephone.* Once the form is completed you will leave your permit request in the main art office and you will be notified through your NIU email that you can enroll through MyNIU. If it was not approved for any of the reasons listed above, you will be notified by the main art office through your NIU email. This procedure applies for all Methods courses.

Requirements to be completed **while enrolled in ARTE 542** (Elementary Methods in Art Education):

- 4. Criminal Background Check.** The Criminal Background Check is to be completed at the individual private school site or district office for every clinical methods course that the program requires. It is the student's sole responsibility to complete the paper-work and fingerprinting requirements. Procedures, fees, and duration vary according to site. The criminal background check generally takes two weeks to process. You will complete the Criminal Background Check within the first two weeks of each methods course depending on clinical site assignments.

Requirements to be completed **before Student Teaching:**

Fine Arts Area Content test.

**Art and Design Education – Teacher Licensure Graduate M.S.
(Dual Licensure/M.S. Degree)**

Name: _____

Z-ID #: _____

**Required Coursework For Licensure
(36 credits):**

ARTE 500 (if assigned) _____

ARTE 542 _____

ARTE 544 _____

(Apply for S/T during ARTE 544 semester)

ARTE 543 ** _____

ARTE 684** _____

ARTE 563* _____

ARTE 679 _____

ARTE 687* _____

EPS 501 _____

EPS 508 _____

ARTE 545 _____

LTIC 520 _____

ARTE 588A and
ARTE 588B (S/T): _____

Apply for Graduation _____

May/Spring graduation: apply **PRIOR to February**

August/Summer graduation: apply **PRIOR to June**

December/Fall graduation: apply **PRIOR to September**

ARTE 683 _____

ARTE 685 _____

ART 680 _____

*Class offered Spring Semester Only *** Class Summer Only

**Class offered Fall Semester Only

Criminal Background Check: _____ (in ARTE 542)

Fine Arts Area Content Test: _____ (prior to 545)

edTPA Licensure Exam _____ (in Student Teaching)

Safety Tutorial: _____ (in ARTE 542)

Clinical Hours – 100 Clock Hours Total:		
Class	Semester	# Hours

<u>Tuberculosis Test Expiration Date:</u> <u>yearly</u>

Portfolio Review:

Preliminary: _____
(approved or ARTE 500)

Final: _____

QUESTIONS?

- About any of the above information should be directed to Bethany Geiseman (bgeiseman@niu.edu)
- About applying to the graduate program in Art and Design education should be directed to the current Graduate Director. mbarnes@niu.edu
- About course requirements, course sequence, portfolio requirements, graduate Art and Design education advising, should be directed to the Art and Design Education Division Head and Masters Advisor Dr. Kryssi Staikidis (kstaikidis@niu.edu)

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.S. in Art and Design Education With Licensure in Art K-12 (Type 10) (Pre-Service)

Note: This is only an example template and not a required program of courses.
A standard full-time graduate load is 9–12 hours.

Case by Case Basis: You may be required to take ARTE 500 before any other Major requirement to be determined by the Master’s Advisors and faculty. If you are required to take ARTE 500, you will participate in a preliminary portfolio review at the end of that same semester.

Year One

Semester 1

ARTE 542 _____

ARTE 543 _____

LTIC 520 _____

EPS 501 _____

ARTE 684 _____

Semester 2:

ARTE 544 _____

EPS 508 _____

ARTE 563 _____

ARTE 679 _____

Year Two

Semester 3:

ARTE 687 _____

ARTE 683 _____

Final Portfolio _____

ARTE 545 _____

Semester 4:

Student Teaching (ARTE 588 A/B) _____

Year Three or Four or Five

Semester 5:

ART 680 _____

ARTE 685 _____

Comprehensive Examination _____

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.S. in Art and Design Education For Students Already Holding Teaching Licensure (In-Service: Blended Track 1))

DEGREE REQUIREMENTS CHECKLIST:

__ **30 Semester Hours** of Graduate level credits, exclusive of work taken to remove deficiencies.

__ **Graduate Advisory Committee** - After their third course, students should compose a **Graduate Advisory Committee** and submit the corresponding form to the School of Art Graduate Coordinator. Students should expect a mid-program assessment review after 15 credit hours of coursework.

__ **Comprehensive Examination.**

REQUIRED COURSEWORK (15 CREDITS)

ARTE 543 (Take at any time) ____
ARTE 683 (Take at any time) ____
ART 680 (Take at any time) ____
ARTE 684 (Only Offered in Fall Semester) ____
ARTE 685 (Summer) ____

***Art Education Electives (6 credits)**

ARTE ____ Semester Taken ____ ARTE ____ Semester Taken ____

***Additional electives in art education and/or electives in art history, studio art, or related professional courses as approved by the School of Art (9 Credits)**

____ Semester Taken ____ ____ Semester Taken ____
____ Semester Taken ____

***Comprehensive Exam must be taken in the last semester of coursework. Students must be enrolled for at least one semester hour credit during the semester they take the Comprehensive Examination.**

EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.S. in Art and Design Education For Students Already Holding Teaching Licensure (In-Service: Blended Track 1))

Note: This is only an example template and not a required program of courses.
A standard full-time graduate load is 9-12 hours.

Year One

Semester 1

-ART 680 _____

-ARTE 543 _____

-Art Education Elective ARTE _____

Semester 2:

-ARTE 683 _____

-ARTS Elective _____

-ARTE Elective _____

Year Two

Semester 3:

-ARTE 685 _____

-ARTE Elective _____

-ARTE 684 _____

Semester 4:

-ARTE elective _____

-ARTH Elective _____

GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.S. in Art and Design Education Online (Track 2)

(NO LICENSURE AWARDED)

DEGREE REQUIREMENTS CHECKLIST:

__ **30 Semester Hours** of Graduate level credits, exclusive of work taken to remove deficiencies.

__ **Graduate Advisory Committee** – After their third course, students should compose a **Graduate Advisory Committee** and submit the corresponding form to the School of Art Graduate Coordinator. Students should expect a mid-program assessment review after 15 credit hours of coursework.

__ **Comprehensive Examination.**

REQUIRED COURSEWORK (30 CREDITS)

ARTE 543 (3) (Fall semester) *Technology* _____

ARTE 685 (3)(Summer) *Research Readings* _____

ARTE 684 (3) (Fall Semester) *History and Philosophy* _____

ART 680/683 (9) (Take at any time) (*Topics Seminar*)* _____

ARTE 687 (3) (Spring) *Assessment* _____

ARTE 682 (3) *Contemporary Curriculum Issues* _____

ARTE 780 (6) *Capstone Research Project (Or Selected Course Work)* _____

* Option: ART 680/ARTE 683 Summer Intensive Studio Course F2F (3)_____

One online course is offered every semester.

Please see link <http://www.niu.edu/ora/MsAE/MsADE-academic-requirements.shtml> for more detailed course descriptions.

For the M.S. in Art and Design Education Online, a student may form a committee after 9 credit hours but must form a committee after 15 hours for a mid-program assessment of progress. This committee should be made up of at least three graduate faculty members who will serve as their **Graduate Advisory Committee** for the duration of their degree work and oversee their Capstone Research Project.

**General Guidelines and
Checklists for:**

Doctor of Philosophy

**ART + DESIGN
EDUCATION**

GENERAL GUIDELINES FOR THE Ph.D. – ART AND DESIGN EDUCATION:

DEGREE REQUIREMENTS CHECKLIST:

60 Semester Hours of Graduate level credits beyond the credits earned toward the student's approved Masters degree.

Doctoral Advisor- Initially, the Doctoral Programs Coordinator will act as advisor to all incoming students. Once students identify an area of interest for their dissertation, a Chair for their Dissertation Advisory Committee will be assigned. Students are responsible for meeting with their Doctoral Advisor or Dissertation Chair at least once a semester for course advisement.

Dissertation Advisory Committee (hereafter, DAC) – Once students have completed 15-18 credit hours, the student must compose a graduate faculty advisory committee and submit the corresponding form with faculty signatures.

Dissertation Proposal – The dissertation proposal is developed in collaboration with the Dissertation Chair and must be approved by the Dissertation Advisory Committee before the Comprehensive Examination. You may request a proposal template from your Doctoral Advisor.

Comprehensive Examination – This examination is taken during the last semester of coursework before dissertation. In order to register for Comprehensive Exams, doctoral candidates must be registered for at least a one-credit course.

Dissertation Defense – An oral defense of the written dissertation must be conducted for final approval.

(See Ph.D. advisor for all required forms)

REQUIRED COURSEWORK CHECKLIST:

***REQUIRED CORE COURSES (15 CREDITS)**

ARTE 780 – Research Development and Writing (Take when offered) ____

ARTE 790 – Art-Based Educational Programs: Research and Theory (Take when offered) ____

ARTE 792 – Critical Theories of Art, Culture and Pedagogy (Take when offered) ____

ARTE 791 – Philosophies of Art and Aesthetics (Take when offered) ____

ARTE 783 – Doctoral Seminar in Art Education (Take 1 credit 3 times – any time) ____

***RESEARCH METHODOLOGY REQUIREMENTS (9 CREDITS)**

ARTE 784 - Research Methods in Art Education (Take when offered) ____

ETR 520 – Introduction to Educational Research (Take any time) ____

ETR 521 – Education Statistics 1 (Take any time) ____

***COGNATE REQUIREMENTS (12-15 CREDITS)**

All students are required to complete a cognate of 12-15 semester hours in art or related fields such as education, anthropology, museum studies, visual culture, computer imaging, women's studies, or statistical analysis, at or above the 600 level. These must be in addition to the core and research methods courses. The student's Doctoral Advisor or Dissertation Chair in the School of Art must approve the area(s) and the courses chosen to meet this cognate requirement in each case. Courses taken without approval of the Doctoral Advisor may not count toward graduation.

***ELECTIVE COURSE WORK (12-15 CREDITS)**

Elective graduate course work may be taken in art and related areas of studies. The courses chosen to meet this requirement are subject to the approval of the student's Doctoral Advisor or Dissertation Chair in the School of Art.

***DISSERTATION (AT LEAST 15 CREDITS)**

ARTE 799 – Dissertation. Take after successful completion of the Comprehensive Exam. Students must work with the Chair of their DAC to determine the number of credits required to complete their dissertation and number of credits per semester. See the Graduate School website for details regarding minimum requirements related to number of credits per semester and maximum time frame.

The Comprehensive Exam in Art and Design Education

The purpose of the Comprehensive Examination in art education is to test a Ph.D. candidate's general knowledge of art education and more specific knowledge of particular areas of art education. The successful completion of the Comprehensive Examination requires that the candidate demonstrate an understanding of and capacity to use educational literature and practical experience to answer questions pertaining to, for example, curriculum, instruction, and assessment. Demonstrated weakness in writing is a reason for failure of the comprehensive examination. If writing is weak, doctoral students are expected to seek professional help at the NIU writing center.

Comprehensive Exam Process

The Comprehensive Examination for the Ph.D. is taken in the last semester of coursework in advance of the dissertation. Before taking the Comprehensive Examination at the Ph.D. level, the student must develop a proposal for a dissertation in consultation with the student's DAC Chair and write the proposal using the appropriate format. A packet of information including the appropriate format, past dissertation topics, and research sources is available to all doctoral students through the Art and Design Education secretary. The student's dissertation proposal must be presented to the DAC as a whole and approved by the DAC before the student is allowed to take the Comprehensive Examination.

In the semester prior to the last semester of coursework, the student must contact the Art and Design Education secretary to let her know your intention to take the exam in the next semester.

In the last semester of coursework, file a ***Comprehensive Examination*** form ([page 63](#))

with the graduate coordinator's office. Early in the same semester, the student should arrange a meeting with the DAC individually or in a group to discuss the content of the Comprehensive Examination.

The Comprehensive exam is made up of a question or questions from each of the members of the student's DAC. The exam will consist of a two-week take-home written essay test. The answers to questions and citations must be written consistent with the American Psychological Association style manual. In some circumstances, the student may be required to do an oral exam in addition to the written exam.

Determining the Form and Content of the Comprehensive Examination

In order to schedule the Comprehensive Examination, the student must work with the Chair of his or her DAC. The student is responsible for contacting the faculty members on the DAC to discuss the nature of the Comprehensive Exam and the type(s) of questions to be asked.

Typically, each committee member will propose the topic for an essay question or questions that the student can prepare to answer during the Comprehensive Examination. These essay questions are intended to test a student's knowledge of art education research, theory, and practice, as well as the student's ability to use argument with evidence. Committee members may provide the students with a reading list of books and/or articles particularly pertinent to the topic of the proposed essay question(s).

The Art and Design Education Secretary will email the questions to the student with detailed directions. The student will write answers to the question(s) within a two-week period and submit them by email back to the secretary who will distribute them as a whole to the Chair of the DAC and by question to the rest of the committee. Each member will review and assess the answer to the question(s) s/he asked. Typically, the student will receive notification of the final assessment decision by the Graduate School.

After the student has taken the Comprehensive Examination, the members of the DAC must indicate whether the student has passed or failed the exam. See the Graduate School website for additional information regarding the Comprehensive examination and rules and regulations relating to Comprehensive Exam results. The ***Graduate Final Comprehensive Examination*** form (page 64) and the Graduate School form, ***Report on the Comprehensive Examination*** (page 65) must be submitted to the Graduate Coordinator's office by the specified deadline for the given semester (see Graduate Calendar). The comprehensive exam must be passed in order to achieve candidacy.

The Doctoral Dissertation

The final phase of the Ph.D. in art education involves writing and submitting a Doctoral Dissertation, which must be approved by the student's Dissertation Advisory Committee. As stated in the Graduate Catalog:

The Ph.D. program emphasizes research, theory and philosophical development, and applications of new knowledge in art and visual culture. The Ph.D. prepares

students to be researchers, scholars, and leaders in the field of art education, including education in K-12 schools, colleges and universities, museums and community art centers, and other cultural institutions.

The dissertation must be a scholarly contribution to knowledge in the field. Its subject must be in art education and be approved by the student's doctoral advisor and committee. The document must not have been published previously and the research must be defended successfully in an oral examination.

An investigation that involves research with human subjects must be approved by the Office of Research Compliance before data collection commences.

While in the process of researching and writing the dissertation, the student should work closely with the Chair of their DAC. The student must schedule periodic meetings with their Chair to discuss his or her progress, submitting drafts of sections or chapters for review and feedback. When their Chair agrees, the student will submit drafts to their committee for further recommendations. When the committee agrees, the student may take the oral examination.

During the oral defense, members of the committee will discuss with the student aspects of the arguments and findings in the thesis. A copy of the ***Report of Oral Defense of Thesis or Dissertation*** form (see page 89) indicating whether the student has passed his/her defense of the dissertation should be completed and submitted to the Graduate Coordinator's office.

Based on the final recommendation from their DAC, the student must then prepare and submit a final electronic version of the document to the Graduate School online. The final version must be produced following the Graduate School's "**Guidelines for Preparing and Submitting Electronic Theses and Dissertations**," located on the Graduate School website. The student's DAC may require final revisions before the document is approved for online submission to the Graduate School. The student is required to submit a bound copy of their dissertation to the Chair of their DAC *immediately* upon completion.

Demonstration of Professionalism and Leadership in the Doctoral Program

The doctorate is a process of transition to professional practice at a high-level demonstrating expertise in the field of art education. Candidates must behave in a professional manner at all times. Demonstration of leadership such as attending scholarly lectures, presenting at professional conferences, and publishing in teaching and research journals in art education is encouraged.

Art and Design Education maintains its own website as well as a presence on many social media sites. Information is updated on a regular basis on events such as lectures, receptions and conferences. Please see links to social media sites on the Art and Design Education website.

Required Forms for:

**Art History
and
Art and Design Education**

DOCTORAL ADVISORY COMMITTEE – ART AND DESIGN EDUCATION PH.D.

NAME OF STUDENT: _____

ZID: _____

DEGREE PROGRAM: _____

FIELD OF STUDY: _____

COMMITTEE MEMBERSHIP

1. DOCTORAL DIRECTOR: _____
Print Name Sign Name

2. MEMBER: _____
Print Name Sign Name

3. MEMBER: _____
Print Name Sign Name

COORDINATOR, GRADUATE PROGRAMS IN ART

DATE

This form should be submitted to the Graduate Programs in Art office upon the completion of 15 – 18 semester hours.

QUALIFYING RESEARCH PAPER APPROVAL FORM
(ART HISTORY)

NAME OF STUDENT: _____

ZID: _____

DEGREE PROGRAM: _____

FIELD OF STUDY: _____

PAPER TITLE:

____ APPROVED

COMMITTEE MEMBERSHIP

1. CHAIRPERSON: _____
Print Name Sign Name

2. MEMBER: _____
Print Name Sign Name

3. MEMBER: _____
Print Name Sign Name

COORDINATOR, GRADUATE PROGRAMS IN ART

DATE

MASTERS RESEARCH PROJECT APPROVAL FORM
(ART HISTORY)

NAME OF STUDENT: _____

ZID: _____

DEGREE PROGRAM: _____

FIELD OF STUDY: _____

PROJECT TITLE:

____ APPROVED

COMMITTEE MEMBERSHIP

4. CHAIRPERSON: _____
Print Name Sign Name

5. MEMBER: _____
Print Name Sign Name

6. MEMBER: _____
Print Name Sign Name

COORDINATOR, GRADUATE PROGRAMS IN ART

DATE

COMPREHENSIVE EXAMINATION FORM

**Note: Before any exam can be administered, this form, along with the questions from each Graduate Advisory Committee Member, must be returned to the Graduate Coordinator's office. Our office must prepare score sheets before students take the exam.*

Name: _____ Z-ID: _____

Address: _____ E-mail Address: _____

City State Zip Code

Degree Program: _____ Area of Emphasis: _____

1. Graduate Advisory Committee Chairperson _____
Signature
2. Graduate Advisory Committee Member _____
Signature
3. Graduate Advisory Committee Member _____
Signature
4. Graduate Advisory Committee Member (optional) _____
Signature

***EACH COMMITTEE MEMBER MUST ATTACH A QUESTION TO THIS FORM
BEFORE TURNING IT INTO THE GRADUATE COORDINATOR'S OFFICE**

PLEASE CHECK THE APPROPRIATE OPTION:

- TIME: Examination to be Administered by Advisory Committee:
Date: _____ Time: _____ Location: _____
- Take-Home - Administered by Graduate Coordinator. *Questions must be submitted to the Graduate Programs in Art Secretary - preferably attached to an email to jsmola@niu.edu.*

- FORM: Written Essay
 Multiple Choice
 Oral Examination
 Digital or Slide Presentation
 Other (Specify)

**Note: Consult the Graduate Programs in Art calendar for deadlines.
Return this form to the Graduate Coordinator, VAB 203.**

REPORT: GRADUATE FINAL COMPREHENSIVE EXAMINATION

(Please Note: This form is used for internal School of Art scoring purposes only - do not forward to the Graduate School)

Student: _____

Degree Program: _____

Area of Emphasis: _____

Date of Examination: _____

Examination Administered By: _____ **Advisory Committee**

_____ **Graduate Coordinator**

Graduate Advisory Committee

Chairperson _____

Member _____

Member _____

Member _____

Comments:

SCORE			
Pass		Fail	

Code: 4 = Superior
3 = Acceptable
2 = Must Retake Exam
1 = No Second
Exam Permitted

Coordinator, Graduate Programs in Art

Date

**Northern Illinois University
Graduate School
Report on Graduate Student Examination**

Student _____ **Campus ID** _____

Department _____ **Program** _____

Date of examination _____ **Degree level** Masters
Specialist
Doctoral

Type of examination Qualifying exam Candidacy exam Comprehensive exam

Attempt First Second **Result** Pass Fail

Attestation

Committee members (print)

Signatures

_____ committee chair

_____ department chair/director of graduate studies

White – Graduate School

Yellow – Department

Pink – Student

Results of Oral Defense of Thesis or Dissertation

Student _____ ZID _____

Department _____ Program _____

Date of Defense _____ Degree Master's Doctoral Attempt First Second

Type of defense Thesis Dissertation Master's Project Recital
 Combined comprehensive exam & thesis defense/recital/show

Title of Thesis/Dissertation

Results of Defense Pass Fail

Certification

We, the undersigned members of the defense committee, certify that the result indicated above was reached after a vote of the committee membership; individuals who vote in the minority may so indicate and file a written statement as part of this report.

Committee Members (Print)

Signatures

Committee chair or co-chair (circle one)

Committee chair or co-chair

Committee co-chair or member (circle one)

Committee co-chair or member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

If passed, mark one:

_____ **Pass: THE THESIS/DISSERTATION REQUIRES NO FURTHER REVIEW BY THE COMMITTEE OR CHAIR**
 The thesis/dissertation may be submitted to the Graduate School for review. **Submit this form to the Graduate School by fax (753.6366) or hand deliver to Adams Hall 223 within 3 days of the defense.**

_____ **Pass: THE THESIS/DISSERTATION REQUIRES REVISIONS OR CORRECTIONS WHICH MUST BE REVIEWED**
 The thesis/dissertation requires revisions that must be approved by the committee prior to submission to the Graduate School. Indicate below the required revisions and names of committee members responsible for approving the revisions. **DO NOT SUBMIT THIS FORM OR THE THESIS/DISSERTATION UNTIL REVISIONS OR CORRECTIONS ARE APPROVED AND APPROVALS ARE INDICATED BELOW.**

	<p>Once revisions are approved, the chair and committee members conducting the review initial here:</p> <p>Submit form immediately by fax (753.6366) or hand deliver to Adams Hall 223.</p>
--	---

Depositing your Thesis Art Project into NIU's Digital Repository, Huskie Commons



Congratulations on the completion of your Art Thesis Project!

Once your Project is deposited into Huskie Commons, it will reside alongside other scholarly and artistic works created by the faculty, staff, and students of Northern Illinois University.

Your Project will be made accessible via the internet, preserved for your future reference, and have a permanent, unique link that can be used on your portfolio, resume, etc.

To start the deposit process, go to:

<http://commons.lib.niu.edu/>



LOG IN

Welcome to Huskie Commons



Huskie Commons is Northern Illinois University's digital repository, a secure virtual space in which we collect, preserve, and provide access to the scholarly and artistic works created by the NIU community. From peer-reviewed articles authored by faculty to honors capstone projects created by students to electronic theses and dissertations, Huskie Commons showcases the intellectual output of NIU's faculty, staff, students, and organizations.

When you deposit your materials into Huskie Commons, you receive an enduring link to your materials and the Library assumes the responsibility of preserving them into the future.

To learn more about depositing your scholarly and artistic materials into Huskie Commons, the types of materials that are eligible for inclusion, and other information please see the [Huskie Commons Guide](#).

Communities in Huskie Commons

Select a community to browse its collections.

[College of Business](#)

Search

BROWSE

All of Huskie Commons

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By Issue Date

Authors

Titles

Subjects

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DISCOVER

Author

Start by logging in...



...using your NIU ID and password.



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Sign in to Huskie Commons

User Name: *
z1234567

Password: *
[password field]

Sign in

FIND YOUR COMMUNITY

Head to your community: the College of Visual and Performing Arts....then the School of Art



Huskie Commons

Huskie Commons Home

Welcome to Huskie Commons

Welcome to the Huskie Commons digital repository. This is a digital service that collects, preserves, and distributes digital material from scholars within the Northern Illinois University Community.

Communities in Huskie Commons

Select a community to browse its collections.

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- [College of Education](#)
- [College of Engineering and Engineering Technology](#)
- [College of Health and Human Sciences](#)
- [College of Law](#)
- [College of Liberal Arts and Sciences](#)
- [College of Visual and Performing Arts](#)
- [Dissertations and Theses](#)
- [Founders Memorial Library](#)
- [Office of Student Engagement and Experiential Learning \(OSEEL\)](#)
- [Student Involvement and Leadership Development](#)
- [The Scholar's Community](#)
- [University Honors Program](#)

Recently Added

[Amor Y Esperanza: A Latina Lesbian Becomes a Law Professor](#)

Ariola, Elvia R. (Journal of Legal Education, 2017)

Writing about my presence in the legal academy is about identifying the act of resistance in simply being myself as a Latina lesbian who was trying to develop as a feminist legal theorist when I thought ...

Huskie Commons Home → College of Visual and Performing Arts

College of Visual and Performing Arts

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- [Subjects](#)

Search within this community and its collections:

The College of Visual and Performing Arts at Northern Illinois University is a major provider of artistic presentations and services to the region in ways that strengthen student learning and faculty and student artistry and research.

Sub-communities within this community

- [School of Art](#)
- [School of Music](#)
- [School of Theatre and Dance](#)

Recent Submissions

[Zirkussklaven](#)

Bell, Sinclair (Franz Steiner Verlag, 2006)

[Review of G. Koch, K. Fittschen, and O. Dally, eds., Akten des Symposiums des Sarkofag-Corpus Marburg 2001 \(Mainz 2007\)](#)

Bell, Sinclair (Peeters, 2010)

Review of G. Koch, K. Fittschen, and O. Dally, eds., Akten des Symposiums des Sarkofag-Corpus, Marburg 2001 (Mainz 2007)

Select the collection you wish to deposit your work into. In this case, the School of Art Student Projects.

Collections in this community

- [School of Art Faculty Publications](#)
- [School of Art Student Projects](#)

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School of Art Student Projects

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...and begin describing your Art Project.

Huskie Commons Home → College of Visual and Performing Arts → School of Art → School of Art Student Projects

Item submission

→ → → → →

Describe Item

Author(s):
Please include the full name of the author, including middle initial and year of birth, in the following format: Last, First M.I., YYYY--. For example: "Doe, John Q., 1985--". Year of birth is not required, but preferred.

Title:
Enter the main title of the item.

Other Titles:
If the item has any alternative titles, please enter them here.

Advisor:
Enter the name of the faculty advisor. If known, include the middle initial and year of birth.

Department:
Select the name of your department, college, or organization. If it is not listed, please select "Other."

Publisher:
For dissertations and theses, the publisher is always Northern Illinois University.



DESCRIBE YOUR SENIOR PROJECT

Author(s):

Please include the full name of the author, including middle initial and year of birth, in the following format: Last, First M.I., YYYY--. For example: "Doe, John Q., 1985--". Year of birth is not required, but preferred.

Title:

Enter the main title of the item.

Other Titles:

If the item has any alternative titles, please enter them here.

Advisor:

Enter the name of the faculty advisor. If known, include the middle initial and year of birth.

 Labatte, Jessica

Department:

Select the name of your department, college, or organization. If it is not listed, please select "Other."

Center for Latino and Latin American Studies
Division of Public Administration
School of Allied Health and Communicative Disorders
School of Art
School of Family, Consumer and Nutrition Sciences
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Select the degree type.

BA (Bachelor of Arts)

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Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'.

English

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Subject Keywords:
Enter appropriate subject keywords or phrases.

[Add](#)

landscape photography
 environment
 indicator species
 birds

[Remove selected](#)

Abstract:
Enter the abstract of the thesis.

Notes:
Enter any other description or comments in this box.

Extent:
Enter the number of pages, e.g. "23 pages"

[< Previous](#) [Save & Exit](#) [Next >](#)

Add some subject keywords, being as descriptive as possible. If you were trying to find material on the subject of your project, what would you type into a search engine?

Provide an abstract describing your project in 250 words or less

This is a good place for things like your website's URL.

Please be sure to include the word "pages" or other descriptor. For example, use "43 minutes" if your Project is a video that is 43 minutes in length.

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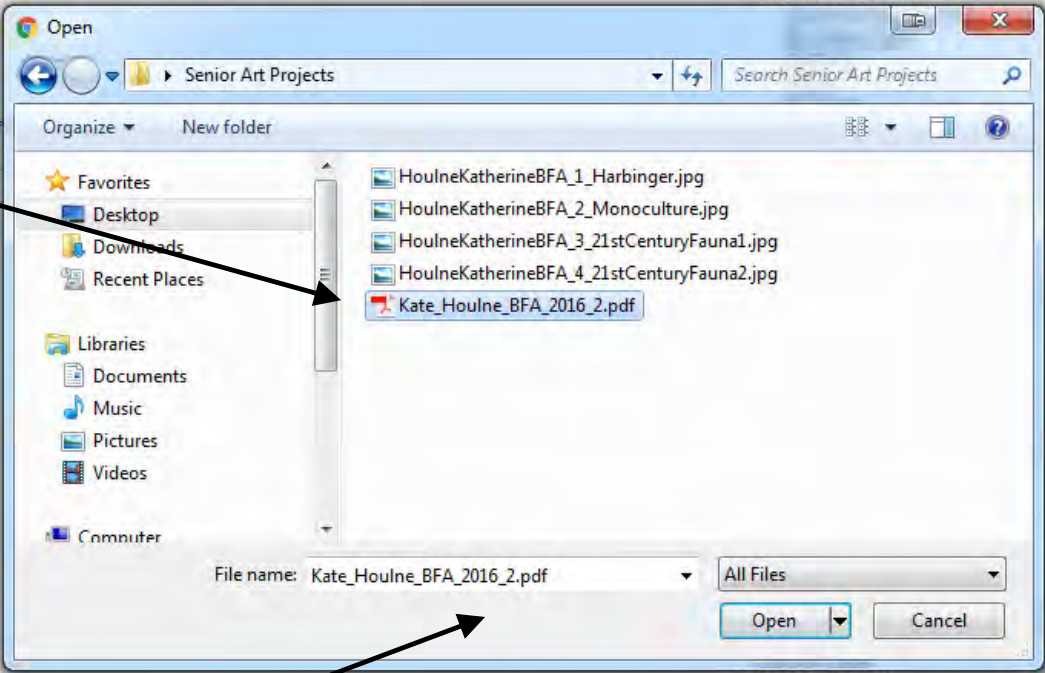
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File Description:
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- HoulnKatherineBFA_1_Harbinger.jpg
- HoulnKatherineBFA_2_Monoculture.jpg
- HoulnKatherineBFA_3_21stCenturyFauna1.jpg
- HoulnKatherineBFA_4_21stCenturyFauna2.jpg
- Kate_Houlne_BFA_2016_2.pdf**

File name: Kate_Houlne_BFA_2016_2.pdf

All Files

Access Control
People

Upload your Project into the repository.

Choose a pdf, jpg, and/or other archival-friendly file format. For format recommendations, go to:
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HoulnKathe...yFauna1.jpg

File Description:
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Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> Kate_Houlne_BFA_2016_2.pdf	827785 bytes	Unknown	application/pdf (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:dd5d921ff68d2535e40707e2b9feddf5					
<input type="radio"/>	<input type="checkbox"/> HoulneKatherineBFA_1_Harbinger.jpg	900281 bytes	Unknown	image/jpeg (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:6d16c9eba1f85f12180fbbbe134a8f04					

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File Description:

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Files Uploaded

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<input checked="" type="radio"/>	<input type="checkbox"/> Kate_Houlne_BFA_2016_2.pdf	827785 bytes	Unknown	application/pdf (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:dd5d921ff68d2535e40707e2b9feddf5					
<input type="radio"/>	<input type="checkbox"/> HoulneKatherineBFA_1_Harbinger.jpg	900281 bytes	Unknown	image/jpeg (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:6d16c9eba1f85f12180fbbbe134a8f04					
<input type="radio"/>	<input type="checkbox"/> HoulneKatherineBFA_2_Monoculture.jpg	1575673 bytes	Unknown	image/jpeg (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:196bfa4b99099040da7cdfbe1f7dfcf1					
<input type="radio"/>	<input type="checkbox"/> HoulneKatherineBFA_3_21stCenturyFauna1.jpg	2370878 bytes	Unknown	image/jpeg (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:de09c99b5eb78d67ab9aeaa7ced39d96					
<input type="radio"/>	<input type="checkbox"/> HoulneKatherineBFA_4_21stCenturyFauna2.jpg	2122911 bytes	Unknown	image/jpeg (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:442d3fb543ffb8e9943bfd4fbbad7757					

Select the pdf copy of your Senior Art Project as the primary file, if you uploaded multiple files.

VERIFY ALL DETAILS

Review Submission

Describe Item

Author(s):

Houlne, Katherine

Title:

Tattered Remains

Advisor:

Labatte, Jessica

Department:

School of Art

Publisher:

Northern Illinois University

Submission Date:

2016

Type:

Image

Type:

Text

Genre:

Essay

Genre:

Photograph

Degree type:

BA (Bachelor of Arts)

Language:

English

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Describe Item

Subject Keywords:

landscape photography

Subject Keywords:

environment

Subject Keywords:

indicator species

Subject Keywords:

birds

Subject Keywords:

Anthropocene

Abstract:

All life depends upon connections. As one unifying thread begins to unravel, all other threads become tattered and torn. Birds are a vital thread in the connections within an ecosystem. Birds are an indicator species and their presence, or absence, and their relative health is a sign of the overall health of that ecosystem. Seventy-five percent of bird species are in decline globally from habitat loss, habitat transformation, climate change, pollution, human predation, and exposure to pesticides, fungicides, herbicides and fertilizers. Much of this decline can be directly related to human activity in this Anthropogenic Epoch. Birds contribute to the ecosystem, through provisional, regulatory, and supportive services. These direct services are seed dispersing, pollination, waste disposal, disease control, pest and weed removal, nutrient cycling, and ecosystem engineering. Humans benefit directly and indirectly from these services, in the form of production of medicine, air, clothing, wood, and food. Birds provide cultural services as well. Many people find inspiration for art, music, and spirit through birds. Without these species and the services they provide, the world would look very different. There are catastrophic declines across multiple species when even just one connection point of life fails. Tattered Remains is a documentation of the avian part of this sixth mass extinction we are currently experiencing. It is a protest of the dualistic Western view that nature and humans are separate while showing gratitude for the work birds do and the inspiration they bring.

Notes:

URL for website to be inserted

Extent:

7 pages; 4 photographs

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[HoulneKatherineBFA_1_Harbinger.jpg](#) - JPEG (Known)

[HoulneKatherineBFA_2_Monoculture.jpg](#) - JPEG (Known)

[HoulneKatherineBFA_3_21stCenturyFauna1.jpg](#) - JPEG (Known)

[HoulneKatherineBFA_4_21stCenturyFauna2.jpg](#) - JPEG (Known)

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