

Carnegie Mellon University

School of Art

MASTER OF FINE ARTS HANDBOOK, 2018-2019

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This handbook is a guide to the policies, procedures and requirements of the School of Art. For additional information or clarification, students should consult with faculty and staff of the School of Art. A new edition of this handbook is updated every year, and available online.

While this handbook is specific to your academic experience in the Master of Fine Arts Program, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about the student handbook ([The Word](#)), the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others can be found at [Carnegie Mellon University Graduate Education](#).

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PROGRAM MISSION

The MFA in the School of Art at Carnegie Mellon University is a three-year program designed to provide students with a challenging and supportive context to expand and develop their work and thinking as artists. The MFA Program is committed to the advancement of contemporary art and applies a dialectical approach toward critique, academic study, research, and practice, with the aim of providing a rigorous intellectual and cultural platform for its cohort of students and faculty. The Program views art making as a social, critical, and intellectual pursuit and supports progressive forms of expression. We expect students to remain porous to broader cultural, political, aesthetic, material, and formal issues in contemporary art, as well as to current discourses across philosophical and historical fields of study. The MFA Program employs a multidisciplinary structure and experimental approach in order to encourage students to expand their notion of what it means to be an artist and to make art within our contemporary condition.

UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations:

The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html

Academic Integrity Website: www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html

University Policies Website: www.cmu.edu/policies/

Graduate Education Website: <http://www.cmu.edu/graduate/policies/index.html>

STATEMENT OF ASSURANCE

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the Vice President for Campus Affairs, 412-268-2056.

The Statement of Assurance can also be found online at:
<https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html>

THE CARNEGIE MELLON CODE

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university. The Carnegie Mellon Code can also be found online in student affairs policy guide, available here: <http://www.cmu.edu/student-affairs/theword/code.html>

RIGHTS & COMPLIANCE WITH REGULATIONS

ASSISTANCE FOR INDIVIDUALS WITH DISABILITIES

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a Voluntary Disclosure of Disability Form [pdf] to access@andrew.cmu.edu to begin the interactive accommodation process. For more information please visit their [website](#). Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Catherine Getchell, 412-268-6121, getchell@cmu.edu to access the services available at the university and initiate a request for accommodations.

POLICY AGAINST SEXUAL HARASSMENT & SEXUAL ASSAULT

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at: http://www.cmu.edu/policies/documents/SA_SH.htm. If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

Office of Title IX Initiatives, <http://www.cmu.edu/title-ix/>, 412-268-7125

Sexual Harassment Advisors, found in Appendix A of the Policy Against Sexual Harassment and Sexual Assault; Survivor Support Network, found in Appendix B of the Policy Against Sexual Harassment and Sexual Assault; Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault. Other resources available for consultation and support include the following:

University Police, 412-268-2323

University Health Services, 412-268-2157

Counseling & Psychological Services, 412-268-2922

MATERNITY ACCOMMODATION PROTOCOL

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal

leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, Associate Dean, etc.) will be reviewed during this meeting. The University policy on Maternity Accommodations may be found on the [here](#).

POLICY CHANGES

Students must utilize the degree requirements, policies, and procedures in effect at the time of matriculation, regardless of changes that may occur during the period of their candidacy in the MFA Program.

PROGRAM DIRECTORY

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SCHOOL OF ART OFFICE

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DEPARTMENTAL RESOURCES & POLICIES

MAILBOXES

Each graduate student will have a mailbox in the School of Art main office that should be checked on a regular basis.

EMAIL

The MFA Program relies on email communications for making and changing studio visit schedules and conducting other MFA-related business, which makes it imperative that all students read and reply to email messages sent to their Andrew email addresses in a timely manner. Each student is issued a University email address upon admittance. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications.

PURCHASING AND REIMBURSEMENT PROCEDURES AND POLICIES

The MFA Program allows for limited, budgeted, and approved purchases made by students, or staff on behalf of students, for exhibitions. Student purchases for exhibitions (Powder Room, MFA Thesis exhibition, etc) that fall within budgeted amounts, and that receive prior approval by the Program Director, may be reimbursed. Students who need staff members to purchase items on their behalf are advised to request these purchases as far in advance as possible. Students need to submit itemized receipts that indicate items purchased and proof of payment (a receipt must show the last 4 digits of a credit card), along with an explanation of the purpose for the items purchased within 30 days of purchase to the MFA Program Coordinator. Students who purchase items themselves are responsible for all applicable state and federal taxes. Students who wish to avoid taxes should contact the MFA Program Coordinator or School of Art Business Manager to make necessary purchases on their behalf.

GRADUATE STUDENT STUDY ROOM

The graduate student study room is provided for the School of Art MFA student body to use for study, research, and class preparation. This space has been established as a quiet workspace, and it is expected to remain clean and organized. It is available to MFA students at all times, except during School of Art classes or special events scheduled in the room. Please consult the class schedule posted outside the door for availability. All students will receive, review, and sign off on the room's policies at the start of the academic year. A copy of the policy is located in the Appendix.

POWDER ROOM GALLERY

The MFA Program's off-campus exhibition space, Powder Room, is leased by a third party and is within a complex that is not owned or maintained by the University. Graduate students who make use of the Powder Room space for exhibition,

academic, or other extra-academic use must conduct themselves in accordance with the Carnegie Mellon Student Code of Conduct (mentioned above and [here](#)). In particular, they are expected to conduct themselves in a professional manner, and meet the highest standards of personal, ethical and moral conduct possible and to agree, in writing, to follow the space's Policies and Procedures. Students must inform the MFA Program Director immediately of any issues that arise between members of the building management and the MFA cohort or its guests. A copy of the Powder Room policies is located in the Appendix.

USE OF BRANDS AND LOGOS IN PROMOTIONAL MATERIAL

All websites, press releases, promotional material for exhibitions, social media, and other promotional material associated with the School of Art needs to include the School's logo. In addition, any promotional material for Powder Room exhibitions need to contain the School of Art logo and include specific language that acknowledges the funding sources and school affiliation for the space, which will be provided to you. Any questions about the usage or placement of these logos or credits should be directed to the Marketing and Communications Manager.

2018-19 MFA CALENDAR

(Deadlines in Bold)

FALL 2018

August 22	Orientation for incoming students
August 27	Semester begins
August 31	MFA Welcome BBQ
September 3	Labor Day / No Classes
September 5	Deadline to submit signed GA and Powder Room Procedures & Policies Agreements to MFA Coordinator
September 7	Core Faculty Intro Lunch
September 10	Course Add/Drop and Audit Deadline
September 11	MFA Research and Practice Presentation Night, 6:30-8:00 pm
September 17	Mini-1 Course Drop and Pass/ Fail Deadline
September 19	Deadline for second year students to secure outside advisors and third year students to secure university and outside advisors
October 1	Mini-1 Withdrawal Date
October 8	Semester Course Drop Pass/Fail Grade Option Deadline; Assign Withdrawal Grade After this Date
October 8-19	GA/ Supervising faculty evaluation meetings
October 19	Mid Semester Break. No classes
October 26	Presidential Inauguration Day. No classes
October 26	GA and Advisor phase one: Distribution of list of available faculty advisors and GA supervisors

October 29	GA and Advisor phase two: Deadline for submitting ranked GA and Advisor selections for Spring
November 5	GA and Advisor phase three: Notification of Spring GA and Advisor assignments
November 5	Course Withdrawal Deadline
November 9	Announcement of first and second year mid-year MFA review Committees and times
November 9	Mini-2 Course Drop and Pass/ Fail Grade Option Deadline
November 5-9	Advising appointments/ discuss Spring 2019 schedule with Program Director and Coordinator
November 12	Spring Registration begins
November 15	MFA Open House
November 21-23	Thanksgiving Holiday. No Classes
November 28	Mini-2 Course Withdrawal Grade Deadline
November 30	First and second year MFA mid-year reviews
December 3-14	GA/ Supervising faculty evaluation meetings
December 7	Semester and Mini-2 last day of classes; course withdrawal grade deadline
December 7	Third year Mid-Year Review
December 14	Deadline to submit MFA thesis, with advisor and faculty signatures, to MFA Program Director and Coordinator

SPRING 2019

January 14	Semester begins
January 21	Martin Luther King Day. No Classes
January 23	Deadline to submit signed GA Agreement to MFA Coordinator
January 28	Semester Course Add/Drop, Audit Deadline
February 4	Mini-3 Course Drop and Pass/ Fail Grade Deadline
February 18	Mini-3 Course Withdrawal Grade Deadline
February 25	Semester Course Pass/Fail Option Deadline
March 4-15	Install starts for MFA thesis exhibition; individual appointments with Miller Director and Staff
March 4-8	GA/ Supervising faculty evaluation meetings
March 4-8	Core Faculty meetings with Thesis Writing Seminar I students
March 8	Mid Semester Break. No Class
March 11-15	Spring Break. No Class
March 16	MFA thesis exhibition open to public
March 19-20	Full Faculty exhibition critique
March 22	MFA thesis exhibition reception
March 29	Announcement of first and second year MFA review committees, times, and locations
April 1	GA and Advisor phase one: Distribution of list of available faculty advisors and GA supervisors
April 5	GA and Advisor phase two: Deadline for submitting ranked GA and Advisor selections for Fall 2018

April 5	Third year final reviews with committees (in the Miller Gallery)
April 8-12	Deinstall MFA thesis exhibition
April 11	No classes
April 12	GA and Advisor phase three: Notification of Fall GA and advisor assignments
April 12-13	Spring Carnival. No classes
April 19	MFA reviews for all first and second-year students
April 19	Course withdrawal deadline
April 15-19	Advising appointments; discuss Fall 2019 courses, outside advisor, and University Advisors with Program Director
April 22	Fall Registration begins
May 3	Last day of graduate classes
May 3	Deadline for first-year students to secure outside advisors and second-year students to secure university and outside advisors for the following academic year
May 18	School of Art Diploma Ceremony and Reception
May 19	Commencement

CURRICULUM

The MFA curriculum requires three consecutive years in residence. Extensive studio time and structured coursework are the focus of the first year. The second year introduces Contextual Practice in the first term, and work on the written thesis begins in the second term. The third year allows for continued progress on the written thesis alongside studio work toward the thesis exhibition; together, the exhibition and written thesis serve as the capstone of the degree.

First Year

Fall Semester

MFA Studio (24)
MFA Critical Studies Seminar I (12)
Integrative Seminar (12)

Spring Semester

MFA Studio (24)
MFA Critical Studies Seminar II (12)
Integrative Seminar (12)
University Elective (9-12)

Second Year

Fall Semester

MFA Studio (12)
Integrative Seminar (12)
Contextual Practice (12)
University Elective (9-12)

Spring Semester

MFA Studio (24)
Integrative Seminar (12)
Thesis Writing Seminar I (9)
**Optional electives allowed*

Third Year

Fall Semester

MFA Studio (24)
Integrative Seminar (12)
Thesis Writing Seminar II (9)
**Optional electives allowed*

Spring Semester

MFA Studio (36)
Integrative Seminar (12)
**Optional electives allowed*

Total required units: 291–297 (dependent on credit value of electives)

* MFA students are required to take an elective in both the Spring of their first year and the Fall of their second year. MFA candidates have the option of taking additional electives during any term in which they are enrolled within the Program. If a student enrolls in an elective their first term, this may count as one of their required electives, however approval for this elective to count towards their requirements must come from the Program Director. Enrollment of additional electives is at the discretion of the student; however, depending on the student's academic standing within the Program, enrollment in these courses may be subject to the Program Director's approval.

COURSE DESCRIPTIONS*

MFA STUDIO [every term]

MFA Studio consists of the development of self-directed studio work, independent research, and artistic production in periodic consultation with each of the Core Faculty three times per term, for a minimum total of twelve meetings. Meetings with the School of Art faculty advisor should occur every two weeks, for a minimum total of seven meetings. Additional meetings can be made beyond this structure, based on the available time and interest of faculty members.

MFA CRITICAL STUDIES SEMINARS [terms 1 and 2]

The two terms of MFA Critical Studies Seminar apply art history, theory, and criticism to activate dialogue and develop a shared common language within each MFA cohort. This shared inquiry and vocabulary connects a range of intellectual and creative pursuits and enables students, as producing artists, to respond to and situate themselves within the history and theory of creative practice and thought.

INTEGRATIVE SEMINAR [every term]

Integrative Seminar is designed as a group critique course involving the entire graduate cohort, and functions as the collective discussion surrounding each student's individual practice. An anchor within the Program, the group critique sessions integrate the discourses of academic seminars, individual studio practices, and visiting artists, and functions as a weekly forum where the progression of individual and group ideas evolve within a discursive environment.

CONTEXTUAL PRACTICE [term 3]

Contextual Practice is a seminar course that fosters supervised student-initiated projects that connect artistic practices with the public sphere. Students work to identify, research, engage with and respond to an organization, site, or audience that pertains to their interests with the goal of expanding their field of discourse, and pushing their relationship with the public beyond the traditional confines of the contemporary art world.

UNIVERSITY ELECTIVE [required in terms 2 and 3; optional every other term]

Elective courses allow students to take advantage of the wealth of resources available across Carnegie Mellon and beyond. The electives are meant to enrich, expand, and introduce new ideas, areas of study, and forms of intellectual engagement. Student are strongly encouraged to research course offerings and consult their faculty to find suitable coursework in support of their studio practice and broader intellectual interests. At least one of the required electives must be taken outside of the School of Art.

THESIS WRITING SEMINAR [terms 4 and 5]

The two terms of the Thesis Writing Seminar are designed to engage each student's research goals and foster the process of forming their written thesis. Progressive focus on individual research, bibliographical development, formation of theoretical positions, and the defense of polemical conclusions define the arc of the two seminars. With faculty drawn from either critical studies or art history, each student is provided the support required to engage with scholarly material and form a thesis that constitutes the intellectual interests and theoretical positions relevant to their studio practice.

*In any of the above courses, the Program or its instructors can require a student to receive extra academic support, such as writing support from the University's Global Communication Center, in order to meet the requirements of passing the course.

COURSE GUIDELINES AND PROCESSES

REGISTRATION

Students obtain University course information and register for most courses electronically at the [HUB](#). Information regarding the registration procedure is distributed to each student prior to the registration period each semester. MFA students are advised to refer to the School's Course Schedule, rather than the University Schedule of Classes when planning to enroll in School of Art courses.

SCHEDULE CHANGES

Schedule changes must be made within the time period established by the university calendar. Students may add and drop courses online after initial registration through the first two weeks of the semester. After that, students may drop courses by obtaining faculty signatures and contacting the MFA Program Coordinator. Changes after these deadlines may be made only if there are extenuating circumstances.

COURSE AUDIT

Auditing classes is defined as presence in the classroom without academic credit. Students may take part in class discussion and take examinations, subject to the agreement of the instructor. Auditing courses is permitted, without additional charge, to all students who are already paying full-time tuition and fees. The decision to audit a class must be made by the official university deadline for adding a course, and is irreversible thereafter. If the requirements are met, the instructor will issue an "audit" grade (0) on the final grade roster. Students should contact the MFA Coordinator to arrange for the audit option for a course.

CROSS-REGISTRATION

CMU is a member of the Pittsburgh Council on Higher Education (PCHE), a consortium that allows students from any one of its member institutions to cross-register for any other during the Fall and Spring semesters. Participating institutions

include Carlow College, Chatham College, Community College of Allegheny County, Duquesne University, LaRoche College, Point Park College, Pittsburgh Theological Seminary, Robert Morris University and the University of Pittsburgh. Students should contact the Registrar's office at participating schools for information on cross registration. Cross-registration information and policies are attached to the PCHE form, which is available from the MFA Program Coordinator.

UNIVERSITY OF PITTSBURGH COURSES

Through a special agreement, students may register for University of Pittsburgh Art History classes during the CMU registration period. There is no special agreement with other departments at the University of Pittsburgh; registration follows the PCHE guidelines.

GRADUATE STUDENT ACADEMIC POLICY

ACADEMIC INTEGRITY

OVERVIEW

All MFA students are strongly recommended to read the Student Affairs policy guide ([The Word](#)) with regard to Cheating, Plagiarism, and Academic Disciplinary Actions Overview for Graduate Students as well as the University policy ([Integrity Policy](#)). The School of Art adopts all definitions and practices as stipulated, including: Statute of Limitation, Confidentiality, Procedures, Initial Review, Decision and Action(s), Reporting of Initial Action(s), and Second-level Review & Action(s).

PROGRAM POLICY

The MFA Program expects its graduate candidates to meet the highest standards of commitment and discipline to their studio practice. Meeting the Program's curricular expectations while maintaining a positive and productive relation with the graduate cohort is a key component to the Program's and students' success. In addition, as a part of Carnegie Mellon University, the MFA Program requires all students to meet university standards of personal, ethical and moral conduct. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Students who cannot maintain the standards established by the University may be asked to leave the Program. For a better understanding of these terms, please reference the Carnegie Mellon Code on page 6 of this handbook, as well as the more detailed explanation of these policies in the Carnegie Mellon's Student Affairs office's policy overview in the Student Affairs policy guide ([The Word](#)).

STUDENT'S RIGHTS

The School of Art adopts the University's practices regarding student rights. Students who believe that they have been treated inappropriately are encouraged to raise their concern(s) with their MFA Program Director, Head of School, Program Coordinator, or other designated people in the college or central administration. Additionally, students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts. For further information about procedures that graduate students can pursue when addressing concerns and grievances, consult the University's [Grievance Procedures](#).

GRADUATE STUDENT GRADING POLICY

GRADING POLICY

School of Art graduate courses are graded as a Pass (P) / Non-Compliance (N/C) basis. All required graduate studio and academic courses in art must be completed with a grade of "P." Required art courses in which a grade of N/C is received must be repeated.

REQUIRED ELECTIVES OUTSIDE THE SCHOOL OF ART

Required academic electives may be taken either for a grade or pass/fail. A "pass" is sufficient in order for the course taken to count as one of the two required. If an "N" grade is received, the course must be repeated or replaced by another elective course. Physical education courses are not considered academic courses and will not count for elective credit. Graduate students are required to discuss their elective choices with the Program Director and/or Program Coordinator prior to the registration period for each semester. We recommend that students make appointments with the Director and/or Coordinator during Advising week (see MFA calendar).

PROCESS OF ESTABLISHING A PASS/FAIL GRADE

University courses by default register as letter-grade option. If students chooses to take a university academic elective as pass/fail, they must make arrangements for the grading to be changed to pass/fail. In order to set up an elective course as pass/fail, the student must first register for the course through the normal registration process. By the end of the second week of the semester, students must submit an Enrollment Services "[Pass/Fail Form](#)" to the MFA Program Coordinator. This form is available from the [forms and documents page](#) on the HUB.

PASS/FAIL GRADING

The registrar does not inform the instructor when a student takes a course as pass/fail. The instructor submits a letter grade and the registrar converts the letter

grade to a pass/fail (P or N) grade. Grades “A” through “D” will receive credit for units passed and be recorded as a “P” on the student’s academic record. A failing grade will receive no credit and will be recorded as “N” on the student’s academic record. No quality points are assigned to “P” or “N” grades, thus pass/fail units are not factorable when calculating the QPA.

INCOMPLETE GRADES

Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of “I” (incomplete) may be given when a student, for reasons beyond their control, has been unable to complete the work of a course, but the work completed to date is of passing quality and the grade of incomplete provides no undue advantage to that student over other students. In awarding an “I” grade, an instructor must specify the requirements for completing the work and designate a default letter grade in case the student does not follow through. Students must complete the required coursework no later than the end of the following academic semester, or sooner if required by the instructor. The instructor must record the permanent grade by the last day of the examination period of that following semester, or the default grade will be administratively assigned by the Registrar.

ATTENDANCE & CLASS PARTICIPATION

Regular attendance in all studio, academic classes, and MFA-related business meetings is expected and required. In no case can a student expect to receive a passing grade without regular attendance and participation in class. Simply submitting projects, no matter what their quality, at mid-semester or at the end of the semester will not result in a passing grade. Students are responsible for obtaining information missed through lateness or absence.

INTELLECTUAL PROPERTY POLICY

The School of Art follows university policy on intellectual property as it applies to graduate students. This policy is binding for graduate students when they are admitted. The complete university policy is in the University Graduate Student Guidebook: <http://www.cmu.edu/policies/documents/GradDisc.html>

GRADUATE ASSISTANTSHIP POLICY

OVERVIEW

Graduate Assistantships are a required component of the MFA program. They offer a variety of opportunities to develop teaching and other professional experience through working with a member of the art faculty or staff. Graduate Assistants provide valuable support for the School both inside and outside the classroom. Graduate assistants are expected to work no more than 8 hours per week.

RESPONSIBILITIES

Graduate assistantships can follow one of several tracks—teaching or research. A graduate teaching assistant, which comprises the majority of assistantships, supports faculty in the pedagogy of the classroom, including but not limited to preparing class materials, evaluating student work, and developing workshops. Research assistants support faculty studio work and independent research projects. The specific duties for each graduate assistant is determined in agreement with the supervising instructor or staff member at the start of each semester, and indicated on a Graduate Assistant Agreement form, which is signed by all parties involved. A copy of this form is included in the Appendix.

REQUESTING & ASSIGNING ASSISTANTSHIP SUPERVISORS

Assignment of graduate assistant supervisors is overseen by the MFA Program Director and is based on the school's needs, faculty requests, and the year of the MFA student. Assistantships are directly assigned in the student's first term of study; following that, students will request four faculty with whom they would like to work in order of preference. The dates for these requests can be viewed on the MFA calendar. The Program aims to meet the requests of the MFA student community, however final assignment of assistantships is determined by the Program Director and based on the needs of the faculty and school.

ACCOUNTABILITY

Graduate Assistants are accountable to the faculty and staff they are working with and expected to fulfill the basic expectations of a support faculty or administrator, being present in all classes, offering the support needed in-and-outside of the classroom, engaging professionally with all students, and following the guidelines set by the university regarding integrity, honesty, and professionalism. Failure to adequately fulfill Graduate Assistantship responsibilities may affect a student's standing in the Program.

EVALUATION

Graduate students and their supervising faculty are required to meet at midterm, and again at the conclusion of the semester in order to give feedback on the GA's performance, and to revisit a GA's and supervising faculty's goals. Basic guidelines for that conversation will be circulated to all faculty and students in advance. If needed, these evaluation meetings may involve the MFA Program Director or Head of School. It is the goal of the School to provide a supportive environment for all of its Graduate Assistants, with constructive criticism and clear expectations. However, if the Graduate Assistant fails to meet the expected standards of their assistantship, their assignment may be altered. Graduate students who experience concerns or conflicts with their supervising faculty are counseled to first take up those issues with the faculty directly and/or the MFA Program Director.

GRADUATE STUDIOS

STUDIO SELECTION PROCESS

The selection process for graduate student studios is based on the year of the student, with the third-year students selecting first, then the second-year, and first-year having their studios assigned by the MFA Program Director. Rising second- and third-year students may elect to keep their studio from the previous year, unless those spaces are reconfigured or reassigned for School of Art needs. The Studio selection period occurs at the close of each year. If a student is moving from their studio they will be given a deadline to have their studio cleared and returned to its original state, which often occurs no later than two weeks after the conclusion of the academic year. Students who retain their studio will have full access over the summer, while those who move studios will have access to their new studio following the prior occupant's deadline to vacate, and the School's need to restore the space to working condition. Third year students are required to move out of their studios by June 1.

STUDIO USAGE AGREEMENT

All MFA students will be required to sign agreements that outline policies established by the School, college, and university regarding health and safety guidelines as they relate to their studio occupancy. A copy of the School's Studio Usage Agreement is in the Appendix.

PERSONAL PROPERTY & RENTERS' INSURANCE

In accordance with university policy, students are responsible for properly using and maintaining all Carnegie Mellon property assigned to their use. Students will be charged with the cost of restoring all property damaged or defaced through negligence or misuse. School of Art equipment is to be used by students who have received direct permission of faculty or staff responsible for the equipment. The University insurance policy does not cover a student's personal property (even if that personal property is used in your artmaking) that may be damaged or stolen from classrooms or studio spaces.

It is strongly recommended that students take all reasonable precautions to avoid loss or theft of their personal items and obtain renters' or student personal property insurance from an outside insurance agency for coverage against loss or damage. An example of this insurance is the Student Personal Property Plan offered through National Student Services, Inc. (NSSI). Information about this plan may be obtained from Student Housing Services or by contacting NSSI directly at 1-800-256-6774.

GRADUATE ADVISING STRUCTURE AND EXPECTATIONS

INTRODUCTION

The advising structure for the MFA program is intensive and varies depending on the year of the student.

GRADUATE ADVISING, BY YEAR

YEAR	ADVISORS NEEDED
1 st	Core Faculty and one SoA Advisor
2 nd	Core Faculty, one SoA Advisor, one Outside Advisor
3 rd	Core Faculty, one SoA Advisor, one Outside Advisor, and one University Advisor

FIRST-YEAR MFA STUDENTS

First year students are advised by each of the four Core Faculty members and by one SoA faculty member; students should plan to meet with each of the four Core Faculty a minimum of three times per semester, for a total of twelve meetings. These meetings will occur on a regularly-scheduled rotation, which will be established by the Program Coordinator at the outset of the semester. First-year students should plan to meet with their SoA faculty advisor every other week, for a total of seven meetings per semester. Incoming MFA students are assigned a SoA advisor for their first semester, but will have the opportunity to request a different SoA advisor in each subsequent term.

SECOND-YEAR MFA STUDENTS

Second-year MFA students, like first-year students, are advised by each of the four Core Faculty members and by one SoA faculty member, at the same frequency (students meet with each of the four Core Faculty a minimum of three times per semester, for a total of twelve meetings; students meet with their SoA faculty advisor every other week, for a total of seven meetings per semester). In addition to this, second-year students meet with an Outside Advisor four times over the course of an academic year either in person or remotely (i.e. via Skype). The Outside Advisor can be an artist, curator, writer or anyone else who can strategically help the student in the development of their work and career. Selection of Outside Advisors should occur by May 3 prior to the student's second academic year in order to insure that students will have a full academic year in which to engage with them. Outside Advisors should be selected in consultation with a student's faculty advisors and must be approved by the MFA Program Director. While these meetings are often dictated by an Outside Advisor's availability, students are encouraged to spread their meetings with Outside Advisors out evenly throughout the course of the year.

THIRD-YEAR MFA STUDENTS

Third-year students work with the Core Faculty, one SoA faculty advisor, an Outside Advisor, and a University Advisor. Third-year students should select a different Outside Advisor to work with from their second year. Meetings with advisors should occur according to the same frequency as outlined for second-year students (i.e., students meet with each of the four Core Faculty a minimum of three times per semester, for a total of twelve meetings; students meet with their SoA faculty advisor every other week, for a total of seven meetings per semester; and students meet with an Outside Advisor four times over the course of the academic year). In addition, third-year students work with a University Advisor, who is a CMU tenure-track faculty member from a department or school outside of the School of Art. University Advisors will serve on the students thesis committee and are expected to meet approximately five times over the course of the academic year; students are encouraged to distribute these meetings evenly over the course of the year. University Advisors attend a student's Fall and Spring reviews, and sign off the final written thesis.

THESIS COMMITTEES FOR THIRD-YEAR MFA STUDENTS

Thesis committees comprise two tenure-track faculty from the School of Art (one of whom is a Core Faculty member) and one University Advisor faculty from a university department or research unit outside of the School of Art. The chair of the thesis committee is the steward of the student's completion of both the written thesis and the exhibition, and is responsible for communicating to the other committee members, the student, and the Program Director, and for ensuring that the student is meeting the necessary milestones towards their written thesis and exhibition in a timely manner. While the Program supports a student's choice in selecting a faculty member who suits their needs best, due to their sustained and deep engagement with Core Faculty, many students may opt for one of the Core Faculty to serve as their thesis chair. The Program Director must be consulted and approve the selection of all committee members.

GRADUATE ADVISOR ROLES AND EXPECTATIONS

CORE FACULTY ADVISORS

The MFA Program is guided by a core of four faculty that collectively provide critical oversight and intellectual support for students through one-on-one advising, mentorship, and studio visits. MFA Core Faculty will conduct a minimum of three hour-long studio visits with each MFA student per semester. While the majority of these visits will likely occur individually, they may occasionally be conducted in groups, as needed by the Core Faculty and students.

SCHOOL OF ART ADVISOR (SoA Advisor)

School of Art advisors are expected to meet with their advisee at least once every two weeks for 45 minutes to an hour, for a total of seven meetings per semester. The studio visit is meant to allow for in depth discussion, review of studio progress, research support, and critique. First and Second Year students can change their SoA advisor each semester. Third year students will keep their SoA advisor for the full year and that advisor will serve on their thesis committee. A semester grade will be determined by the SoA advisor in consultation with the Core Faculty.

OUTSIDE ADVISORS

Second and third-year students work with an advisor outside of the university who can critically inform their artistic practice. This Outside Advisor can be an artist, curator, writer or anyone else who can strategically help the student in the development of their work and career. Selection of Outside Advisors should occur by May 3 in order to insure that students will have a full academic year in which to engage with their outside advisor. Outside Advisors should be selected in consultation with a student's faculty advisors and must be approved by the MFA Program Director. Students are expected to meet with their Outside Advisor four times over the course of the year either remotely or in person. It is encouraged that students spread out these meetings over the course of the year. The School of Art will provide up to \$600 each year as an honorarium to the outside advisor in recognition of their time. The process for selecting, confirming, and contracting outside advisors will be presented by the Program Director and administered by the Program Coordinator.

UNIVERSITY ADVISOR

University Advisors work closely with third-year MFA students, and are expected to meet and/ or review materials approximately five times over the course of the academic year (from September to May) to provide guidance that will critically inform a student's artistic practice and written thesis. Meetings should last about 45 minutes. Students are encouraged to distribute these meetings evenly over the course of the year.

University Advisors attend a student's Fall and Spring reviews, which last approximately 90 minutes and take place early-to-mid December and mid-to-late March, respectively. University Advisors sign off on a student's final written thesis.

THE ADVISEE'S RESPONSIBILITY TO ALL ADVISORS

While the majority of advisory appointments with Core Faculty advisors will be set by the Graduate Program Coordinator, graduate students are responsible for scheduling their meetings with their SoA Advisor, University Advisor, and Outside Advisor, and making sure that these meetings occur with the appropriate frequency

and duration. It is imperative that students attend all advisor meetings, and that the meetings are approached with a level of preparation and forethought in keeping with the expected standards of the Program. If a student cannot attend an advisory meeting, it is their responsibility to contact the advisor as far in advance as possible, and to reschedule that meeting. If the student has concerns about the availability of their advisor, or the degree of engagement they experience with them, they are urged to speak with the MFA Program Director.

SOA ADVISOR SELECTION POLICY

The selection process of SOA Advisors is based on the year of the student, with the third-year students selecting first, then the second-year, and then the first-year. However, faculty preference and availability is also taken into consideration. In addition, the MFA Program Director may intervene in the process to best match students with faculty most relevant to their practice. Prior to each selection deadline, students will be asked to submit a list of four faculty members who they would like as advisors in order of preference. Before submitting this list, students should contact the faculty members with whom they would like to work.

CHANGING ADVISORS

Students may change their SoA advisors each semester, except for the third year, as outlined herein. If students need to change advisors at any time during the course of a term, they should consult with the MFA Program Director.

SOA ADVISOR AVAILABILITY

SOA faculty advise no more than two students per term, and of these two, serve on no more than one thesis committee. If there are more than two students who have requested a particular faculty member, faculty work in conjunction with the MFA Program Director to make the decision, considering seniority and assessing which students they believe they can advise most effectively.

VISITING LECTURERS & OTHER GUESTS

STUDIO VISITS

The School of Art's Visiting Lecture Series brings artists, writers, and critics to the school throughout the year. In addition to a public lecture, most visitors hold studio visits with MFA students. Each term the graduate students will work with the Program Director and Program Coordinator to determine the studio visit schedule and logistics. The year of the student within the Program, as well individual practice, and areas of interest, will be a factor in the decision process. The goal will be to make the most logical and fair pairing between visiting artist and student, with the balance of meetings assigned equally across the graduate cohort. In addition to those coming through the SoA Lecture Series, the MFA Program will invite other

visiting and local artists, writers, and curators to conduct workshops or studio visits with graduate students.

HOSTING VISITORS

Graduate students hosting visitors will be expected to work with the Graduate Coordinator to organize the visitor's calendar, help with transportation when needed, attend informal meals, and introduce the visitor at the outset of the lecture.

GRADUATE REVIEWS

GRADUATE REVIEW POLICY

The MFA Program includes a comprehensive review for all students at mid-year and the end of the year. All students are expected to show steady progress in their creative work at each review. Reviews are conducted by School of Art faculty and scheduled to take an hour and a half.

REVIEW EXPECTATIONS

It is expected that first-year students will be productive and take an experimental approach to their work. Second-year students are expected to show evidence of a developing, coherent direction by the end of the second year. Third-year students must show a coherent body of ambitious creative work and present a written thesis at the mid-term review.

MATERIALS FOR REVIEW

Students will be expected to present examples of recent and current works, as well as speak to goals and objectives moving forward with their practice. Students should also provide to the Program Coordinator a review packet consisting of an updated c.v., an artist statement that briefly frames their practice and research; an overview of courses taken to date, a list of intended courses they foresee being valuable for their work; as well as a bibliography of reference materials (texts, films, television, websites, or any other influences) they currently engage with in their studio research. Review packets are due to the MFA Coordinator 7 days prior to reviews.

SCHEDULING OF REVIEWS

First- and second-year MFA reviews are held near the end of each semester. Third year reviews occur at the end of the Fall semester and during the MFA thesis exhibition at the Miller Gallery. Reviews may be held in the student's own studio, or in another location agreed upon. The MFA Coordinator arranges all reviews. Student must notify the MFA Coordinator of their equipment needs and room preferences two weeks in advance of reviews. The MFA Coordinator will provide the names of committee members and review details to the student in advance of all reviews.

REVIEW FEEDBACK

At mid-year reviews the assigned committee's assessment is conveyed through discussion after the presentation; no written reports are issued for any mid-year reviews. At the end of year reviews (first-and second-year students only) the committee assesses the presentation and makes a recommendation to the MFA Program Director and Head of the School regarding the student's progress; the student is notified of this decision in writing. The review will be a determinant of the candidate's continuation in the Program, and may recommend other courses of action such as required written work, required course work, expected outcomes for the following review, or stipulated project completion. The committee's written recommendation becomes part of the student's record. An appeals process is available should the need arise.

THIRD-YEAR THESIS EXHIBITION REVIEW & CAPSTONE CRITIQUE

Third-year students have a thesis committee review that takes place in their thesis exhibition space. The final committee review is meant to offer substantial feedback on the thesis exhibition and post-graduate career guidance. In addition, while the thesis exhibition is up, each third-year student participates in a capstone critique that is open to all full-time faculty. This review, combined with the thesis committee's approval of the written thesis at the end of the first term, concludes the candidate's review for completion of the Program.

THESIS GUIDELINES

THESIS EXHIBITION

A culminating exhibition is required of all students in the Spring semester of their third year. This exhibition provides a platform for the MFA candidate and is understood as the capstone presentation of their work. The exhibition may vary in form and location depending on the opportunities afforded to the Program. The standard exhibition platform is typically The Miller Gallery, however the MFA Program Director can work with the graduating class on platform options. The thesis exhibition is mandated for graduation, and every student must take part. Limited funds will be provided to each student to assist in exhibition costs; these funds will be established annually with each student receiving equal support.

WRITTEN THESIS

In conjunction with the culminating graduate studio work, MFA candidates are required to complete a written thesis. This thesis must be approved by the thesis committee and submitted by the date specified on the MFA Calendar. The degree will not be conferred until the thesis has been submitted and approved. The general requirements for the thesis are outlined below. Following the approval of the thesis, by the Committee members, one signed copy must be submitted to the MFA

Coordinator in PDF format for the University Library's Research Showcase, an institutional repository granting open access to intellectual work produced by CMU faculty and students. The MFA Program Coordinator will forward the necessary forms and instructions to all third-year students.

THESIS COMMITTEE

For a full description of the makeup, roles, and expectation of the MFA thesis committee, please see page 27.

EXPECTATION OF WRITTEN MFA THESIS

The written thesis should be no less than 6,000 words, or 24 double-spaced typed pages. The goal of the thesis is to offer an in-depth analytical or theoretical argument. The subject matter, focus, and objectives of the thesis are left to the student, however the expectation is that the written thesis relate to the studio practice in a direct or tangential manner inasmuch as it expands the research and broader interests of the artist. The subject of the thesis must constitute a researchable subject relevant to the artist, and appropriate for the length and form of the thesis paper.

THESIS MILESTONES

Third Year, Fall Term

Nov 10: Deadline for first draft to be submitted to committee

Dec 4: Deadline for first draft to be returned with suggested revisions

December 14: Deadline to submit completed and signed thesis to MFA Program Coordinator

Second Year, Spring Term

March 4-8: Core Faculty will meet with all second year students and the Thesis Writing Seminar instructor in the mid-term of the Spring semester to give guidance on the subject of the written thesis.

May 3: Completion of first 10 pages of thesis and working bibliography

EXPECTED STRUCTURE OF THE WRITTEN THESIS

TITLE PAGE

The title page of the thesis should follow the following example:

(THESIS TITLE)

by

(Candidate's Name)

(Prior Degree(s), Where Earned, Year Conferred)

Thesis

Submitted in Partial Fulfillment of the Requirements of the Degree of

MASTERS OF FINE ART

in

ART

at Carnegie Mellon University

Pittsburgh, Pennsylvania

Approved By:

(Committee Chair's Name), Project Advisory Committee Chair

(Committee Member's Name), Project Advisory Committee Member

(Committee Member's Name), Project Advisory Committee Member

Jon Rubin, MFA Program Director

Charlie White, Head of the School

Dan Martin, Dean, College of Fine Arts

Date Degree Conferred: (Month, Year)

ABSTRACT

The abstract is an important component of your thesis. Presented at the beginning of the thesis, it is likely the first substantive description of your work read by an external examiner. You should view it as an opportunity to set accurate expectations. The abstract is a one-page (maximum of 350 words) summary of the thesis. Abstracts should be written in the third-person and provide a concise overview of the thesis contents.

TABLE OF CONTENTS

A basic table of contents should show the topics and organization of your thesis. Each major section or chapter should be recognized in your table of contents, along with the page number it is located on. You may also wish to include subsections or subheaders, if your thesis includes these in its organization. For guidelines on formatting the Table of Contents, please review this [example](#).

ACKNOWLEDGMENTS [optional]

This section acknowledges any individuals or organizations that provided noteworthy support and encouragement of the student's work in pursuit of the degree. A dedication and/or preface may be included here if desired.

BODY OF THESIS

The body of the thesis should be a multi-section text that pragmatically argues, proves, presents, and/or theorizes on the topic chosen. There are myriad approaches to how the MFA Thesis can be constructed; it may take a journalistic or literary essay form, traditional scholarly dissertation style, hybrid narrative that includes research materials, or other experimental formats. However the thesis is formed, it is required to meet the "expectations of the written thesis" and cannot use style or form to avoid the expected research outcomes of the thesis. As with the subject matter, if the candidate plans an experimental approach to the written thesis, the chair must approve its proposed form in order to assure that the thesis offers an in-depth analytical or theoretical argument.

NOTES & BIBLIOGRAPHY

Students should use the *Chicago Manual of Style's* Notes and Bibliography style of citing sources (not the author-date style). This style uses footnotes at the end of each page to cite direct quotations, paraphrases, and ideas, and a bibliography at the end of the thesis, which should include full publication information for all of the works cited in your notes. Discursive notes (i.e. footnotes) should be kept brief or avoided altogether. Notes should be numbered throughout the essay or chapter in an unbroken sequence, in superscript, and placed at the end of the sentence to which they refer. Per *Chicago* style guidelines, Op. cit., loc. cit. and idem should not be used as forms of reference, but *ibid.* may be used when referring back to the previously cited source. When a reference is identical with the immediately previous one apart from the page numbers cited, the abbreviation 'ibid.' (a contraction of

Ibidem, meaning ‘in the same place’) may be used instead of the short title of the book or article concerned.

Apply the following conventions when composing your notes and bibliography:

BOOK

Note

1. Salman, Rushdie. *Joseph Anton: A Memoir* (New York: Random House, 2012), 135.

Bibliography

Salman, Rushdie. *Joseph Anton: A Memoir*. New York: Random House, 2012.

PERIODICAL

Note

24. “Our Place in the Universe: Face to Face with the Infinite,” *Harper’s*, December 2012, 34.

Bibliography

Lightman, Alan. “Our Place in the Universe: Face to Face with the Infinite,” *Harper’s*, December 2012, 33-38.

WEBSITE

Note

32. Chesapeake and Ohio Canal National Historical Park, National Park Service, last modified November 25, 2012, <http://www.nps.gov/choh/index.htm>.

Bibliography

Chesapeake and Ohio Canal National Historical Park. National Park Service. Last modified November 25, 2012. <http://www.nps.gov/choh/index.htm>.

JOURNAL

Note

23. Catherine Foisy, “Preparing the Quebec Church for Vatican II: Missionary Lessons from Asia, Africa, and Latin America,” *Historical Studies* 78, no. 2 (2012): 8.

Bibliography

Foisy, Catherine. “Preparing the Quebec Church for Vatican II: Missionary Lessons from Asia, Africa, and Latin America,” *Historical Studies* 78, no. 2 (2012): 7-26.

FILM

Note

38. *The Dust Bowl*, directed by Ken Burns (Washington, DC: PBS, 2012), DVD.

Bibliography

The Dust Bowl. Directed by Ken Burns. Washington, DC: PBS, 2012. DVD.

WORK OF ART

Note

42. Aaron Siskind, *Untitled (The Most Crowded Block)*, gelatin silver print, 1939, Kemper Museum of Contemporary Art, Kansas City, MO.

Bibliography

Siskind, Aaron. *Untitled (The Most Crowded Block)*. Gelatin silver print, 1939. Kemper Museum of Contemporary Art, Kansas City, MO.

A sample paper that uses Chicago notes and bibliography style is available at [Purdue OWL](#).

APPENDICES

This section is used to document any highly technical or detailed material, which might hinder the flow of reading in the main body of the text, but provides useful information for the interested reader. Appendices should be numbered and referred to in the text by their number.

ILLUSTRATIONS

Considerable attention should be given to presentation of illustrations in the thesis. All copies of the thesis should contain the same high quality illustrations. Cite the image in your bibliography following the style for the source where the image was found, such as book, article, website, etc. If there is a photographer or illustrator use his or her name in place of the author (see above example that shows how to cite a work of art). If there is a caption, use the caption in place of the title of an article, or add the caption title in quotation marks with proper capitalization. Add a page number where the image is found. If a numbered figure is given, add it after the page number.

GENERAL FORMATTING SPECIFICATIONS

Your thesis should follow the following general formatting specifications: Double-spaced typed, 12-point Times New Roman or 10-point Arial font, with all pages numbered in the lower right-hand corner. Left margin, 1 1/2" (minimum), while other margins are 1" (minimum) for all text and illustrations. Send a PDF copy of your thesis, including a signed signature page to the MFA Program Coordinator. The MFA Program Coordinator will provide information on the electronic thesis for the Library's Research Showcase.

MASTER'S CANDIDACY TIME LIMIT

After completing course requirements and commencement, students may not use university facilities, unless given explicit permission for a defined purpose and limited period of time has been granted by the School. Once students have finished course requirements, except for the written thesis and/or the culminating exhibition, their master's degree candidacy shall continue for a maximum of four full academic years. At the expiration of the four-year period, candidacy status shall lapse. A student may resume work towards a Master's degree in the School of Art only if

readmitted to the Program through regular admission procedures. It will be at the School of Art's discretion to evaluate their previous work and decide to what extent it may be accepted toward the degree. This four-year term of maintenance of candidacy shall not be affected or interrupted by a leave of absence or withdrawal from the University; however, under extraordinary circumstances, such as military or public service or temporary disability, the School can recommend that the Dean defer the lapse of candidacy status for a period commensurate with the duration of that impediment.

GRANTS AND PROJECT FUNDING

GRADUATE SMALL PROJECT HELP FUND (GuSH)

GuSH Research grants provide small grants of \$750 to graduate students for forwarding their research at Carnegie Mellon University. Grants are provided by the Graduate Student Assembly and the Provost's Office, and are managed by the Office of the Assistant Vice Provost for Graduate Education. GuSH grants are intended to be used against costs incurred in the completion of research required for a graduate degree at Carnegie Mellon and by students whose personal or departmental resources have been exhausted. A graduate student is eligible for one grant in each fiscal year (July 1 to June 30) they are a graduate student. The GuSH application form can be accessed [here](#).

Application period deadlines:

Fall 2018: Application opens 9/4 and closes 9/21

Spring 2019: Application opens 1/15 and closes 1/27

Summer 2019: Application opens 5/1/ and closes 5/15

Fall 2019: Application opens 8/26 and closes 9/8

GuSH CROSSWALK SEED GRANT

The GuSH Crosswalk Seed Grant is provided to graduate students and teams for research project pilots that cross two or more departments or colleges through the new ProSEED Initiative. These grants are to promote creative interdisciplinarity and collaborations among researchers across campus. Unlike standard GuSH grants, the research projects proposed do not have to meet the requirements of research for a required degree but can be for pursuing pilot projects, creating entrepreneurial opportunities and exploring interdisciplinary domains. Information and details about the application process can be found [here](#).

GRADUATE CONFERENCE FUNDING

Graduate Student Conference Funding is provided by the Graduate Student Assembly and the Provost's Office, and is managed by the Office of the Assistant Vice Provost for Graduate Education. The goal of the funding is to enable more Carnegie Mellon graduate students to make presentations at key conferences and exhibitions in their fields or attend conferences and learn about the broader field of study to which they belong. This funding opportunity is available to individual graduate students, a group of graduate students attending the same conference and/or a group of members from a registered club/organization attending the same conference. If you have submitted an abstract to present at a conference, you do not have to wait until it is accepted to apply.

This award amount is \$500 per student with a maximum amount of \$1,000 per group. Awardees are selected through a lottery process on a quarterly basis. This is considered a partial source of support and applicants are required to seek funds from the following other sources first, before applying for these funds, including: funds from the conferences they will be attending; their own advisor; their department; their college. A letter from the applicant's advisor is required. Information and details about the application process can be found [here](#).

GRADUATE STUDIO RESEARCH FUNDING (“ON THE GROUND”)

Graduate Students may be awarded limited funding for individual research related to their studio practice. The goal for the funds is to enrich graduate research and academic engagement within the student’s field of interest and to support unique opportunities that can not be funded by other sources. Graduate students will only be awarded research funds once per academic year, and the Head of School will determine the availability of funds. Funds will not be awarded for the production or fabrication of work or travel to see exhibitions or performances. The funds are awarded by the MFA Program Director through direct application. Application for funds should be submitted via email to the Program Director and Coordinator and include a paragraph outlining the intended research and its relevance to the student’s practice, a timeline for the use of the funds, and a budget that includes any other funding the student is using for the travel/research. Students receiving travel-related research funds will be required to write a summary of their research trip for the *On The Ground* student dispatch series published on the school’s website and in the weekly electronic newsletter. *On the Ground* dispatches should be between 500-750 words and include 2-3 images from travel. They are due to the Program Director and Program Coordinator within 30 days of return from travel; failure to deliver a dispatch in a timely manner will result in a student being prohibited from receiving graduate studio research funding for the subsequent academic year. An example *On The Ground* can be read [here](#).

FRANK-RATCHYE FUND FOR ART @ THE FRONTIER GRANTS

The STUDIO for Creative Inquiry administers the Frank-Ratchye Fund for Art @ the Frontier (FRFAF): an endowment to encourage the creation of innovative artworks by the faculty, students, and staff of Carnegie Mellon University.

Regular Grants can range from \$100 to *\$10,000, with proposals evaluated twice annually. Application dates will be posted at the start of the Fall semester. Applicants for regular Grants are encouraged to contact the Associate Director of the STUDIO, Tom Hughes, in advance of the deadline to discuss your application.

Microgrants are available to assist projects that require modest support (under \$500). The FRFAF Microgrant Program exists to spur investigations at their earliest and most fragile state, enabling “rapid-response research.” Applications are accepted on a rolling basis throughout each semester, while funds remain.

For more information and to access application forms please visit [STUDIO for Creative Inquiry](#).

*FRFAF grants that exceed \$5000 are rare, so applicants should consult the STUDIO if planning larger funding requests.

FINANCIAL AID

FINANCIAL AID

New graduate students will be informed of financial aid awards in their acceptance letters. Returning graduate students are informed of financial aid during the Summer preceding the coming academic year. Signing and returning the initial acceptance or follow-up award letter constitutes agreement of the offered aid. Information on all Federal Student Loan Programs can be obtained from the Department of Financial Aid, Warner Hall 315, x8-2068. Graduate students should consult the graduate student [financial aid information](#) found on the HUB website. Students will find the Graduate Financial Aid Guide, information about funding options, and how to apply for financial aid and other helpful links.

MAINTAINING AWARDED FINANCIAL AID

Failure to fulfill the assistantship requirements of the MFA Program may result in termination of the scholarship. See the section on Graduate Assistantship Policy. With the exception of several special scholarships that are for one year only, and will be identified as such, students can expect that the School will maintain the same level of funding throughout their three years in the MFA Program. Students will be notified in writing of any change in support at least two months before the change will go into effect. If funding is lost or reduced, students may file an appeal with the Head of the School, Charlie White. To retain their financial aid packages, students

are required to be enrolled as full-time students (36 units or more), obtain a “P” in all School of Art courses, and successfully complete year-end reviews.

INTERNAL FUNDING OPPORTUNITIES THROUGH CARNEGIE MELLON

Graduate students should consult the graduate student financial aid information found on [The HUB](#) website. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

EMERGENCY LOANS

The [Office of the Dean of Student Affairs](#) offers short-term emergency loans for supplies, medication, food or other unexpected circumstances. The loans are interest-free and for short periods of time (not longer than a month). Students who need to obtain an Emergency Loan should visit the Student Affairs Office or call 412-268-2075 for an appointment.

HEALTH, HOUSING & SUPPORT PROGRAMS

It is recommended that all graduate students familiarize themselves with the 2018-19 Graduate Health and Immunization Guide, which may be found [here](#). Details on required immunizations, insurance, and university medical insurance plans are located therein.

HEALTH INSURANCE

The University requires that all students be covered by a medical insurance plan. The University offers several health insurance plans for graduate students. These plans, designed with input from graduate students, provide catastrophic, moderate, and comprehensive levels of coverage depending on the chosen plan. All students, whether on one of these plans or not, must inform the Health Center of their insurance coverage. Students can enroll for insurance coverage at Student Health Services.

Students must submit a health history form to Student Health Services and be up-to-date on required immunizations by June 29 in order to start the Fall semester. Immunization requirements for new students may be found [here](#). Students may contact Lisa Lonchar, l lonchar@andrew.cmu.edu or 412-268-2157 (option 4) with questions about immunization requirements. Students born after 1956 are required to show proof of having has two doses of measles vaccine or of having had the disease. Religious and medical exemptions are honored with the understanding that if a measles outbreak would occur, these students would be unable to attend classes until the outbreak was over.

HOUSING

Many of our graduate students live in off-campus houses and apartments in the many neighborhoods surrounding the university. Public transportation and [university shuttle buses](#) make nearby communities extremely accessible to the campus. Housing Services does provide some local area information, resource links, and [CMU Off-Campus Housing](#), which can be found in the [Community Housing](#) section. Please contact Housing Services at housing@andrew.cmu.edu or 412-268-2139 for any questions you may have regarding graduate housing.

PARKING

If students wish to obtain a parking permit for a campus lot, application forms are available from the Parking Office, located in the parking garage, starting mid-May for the following Fall semester. Students should contact the Parking Office directly (x8-2052) to request an application packet. Applications are due in the beginning of May. The Parking Office allocates space requests in this order: Faculty/Staff, Graduate Students, Undergraduate Commuters, and Undergraduate Residents.

EMPLOYMENT

The School of Art recommends that graduate students not obtain employment outside the School during the academic year. Few, if any, summer employment opportunities are available for graduate students in the School of Art.

LEAVE OF ABSENCE

Leave of Absence means temporarily leaving the University with a stated intention to return. A leave of absence may be voluntary or involuntary. If the leave is voluntary, the student may return any time within four years following the beginning of the leave by filing an Application for Return from Leave of Absence form. If the leave is involuntary, that is, required for academic or disciplinary reasons, the conditions for return will be stated. Forms are available at the HUB.

LEAVING THE UNIVERSITY

A student who decides to leave the University must meet with the Head of the School and complete a Withdrawal or Leave of Absence form located at [the HUB](#). Withdrawal means leaving the University with no intention of returning. A withdrawal or leave of absence from the University at any time up to and including the last day of classes (excluding the final examination period), means that no grades will be recorded for the semester. Financial responsibility for the semester is dependent upon the date of and the reasons for filing the form. Questions about financial responsibility should be directed to the HUB.

RESOURCES FOR GRADUATE STUDENTS

The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include: being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

www.cmu.edu/graduate or by email at: grad-ed@cmu.edu

The Office of the AVPGE often partners with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (Master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at the [Graduate Education](#) website.

The Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students, particularly graduate students of color and women in the science and technical fields. The fundamental goals of programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
- Graduate Women Gatherings (GWG)
- Inter-university Graduate Students of Color Series (SOC)

OFFICE OF THE DEAN OF STUDENT AFFAIRS

[The Office of the Dean](#) provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by

Vice President and Dean of Student Affairs Gina Casalegno, include (not an exhaustive list):

- Athletics
- Career and Professional Development Center
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Housing Services
- Office of Community Standards and Integrity
- Office of Student Leadership, Involvement, and Civic Engagement
- University Health Services
- Wellness Initiatives

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Student Affairs and on the website. The Office of Integrity and Community Standards provides consultation, support, resources and follow-up on questions and issues of Academic Integrity. More information may be found [here](#).

EBERLY CENTER

Support for graduate students who are or will be teaching is provided by the [Eberly Center for Teaching Excellence & Educational Innovation](#). The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students can be found [here](#).

CARNEGIE MELLON ETHICS HOTLINE

The health, safety, and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to financial matters, academic and student life, human relations, health and campus safety or research.

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net (user name: tartans; password: plaid). All submissions will be reported to appropriate university personnel.

The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

GRADUATE STUDENT ASSEMBLY

[The Carnegie Mellon Student Government](#) consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA), passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington, DC on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. The GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes managed by the Office of the Assistant Vice Provost for Graduate Education. The GSA also plans various social opportunities for graduate students and maintains a website of graduate [student resources on and off-campus](#). Each department has representation on the GSA and receives funding directly from the GSA's use of the student activities fee for departmental activities for graduate students. The department representative is the main avenue of graduate student representation of and information back to the graduate students in the department.

INTERCULTURAL COMMUNICATION CENTER (ICC)

[The Intercultural Communication Center \(ICC\)](#) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school and/or undergraduate programs in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading, and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a non-native speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs, or individual meetings.

OFFICE OF INTERNATIONAL EDUCATION (OIE)

Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The [Office of International Education \(OIE\)](#) is the liaison to the University for all non-immigrant students and scholars. The OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting

pertinent information to students through email and the OIE website, and conducting orientation programs.

VETERANS AND MILITARY COMMUNITY

[Military veterans](#) are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying veteran education benefits, campus services, veterans groups at CMU, non-educational resources, and international military service information through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The Naval ROTC and Veteran Affairs Offices are located at 4615 Forbes Avenue, uro-vaedbenefits@andrew.cmu.edu, 412-268-8747.

COMPUTING AND INFORMATION SERVICES

[Computing Services](#) provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at it-help@cmu.edu.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone, and information resources on campus. The policy is supported by a number of guidelines graduate students should know, and is available [here](#).

RESEARCH AT CMU

The primary purpose of [research at the University](#) is the advancement of knowledge in all fields in which the University is active. Research is regarded as one of the University's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the [Research page](#) or [Office of the Vice Provost for Research](#).

OFFICE OF RESEARCH INTEGRITY & COMPLIANCE

[The Office of Research Integrity & Compliance \(ORIC\)](#) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. The ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, intellectual property rights and regulations, and institutional animal care and

use. ORIC also consults on, advises about, and handles allegations of research misconduct.

HEALTH, WELLNESS, AND SAFETY

COUNSELING & PSYCHOLOGICAL SERVICES

[Counseling & Psychological Services \(CAPS\)](#) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. An initial consultation with a CAPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CAPS services are provided at no cost. Appointments can be made in person or by telephone, 412-268-2922.

HEALTH SERVICES

University Health Services (UHS) is staffed by physicians, advanced practice clinicians, and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception, as well as on-site pharmaceuticals. The CMU student insurance plan covers most visit fees to see the physicians and advanced practice clinicians and nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures, and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the University health insurance requirement and fees. UHS also has a registered dietitian and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners, and dependents. Appointments can be made by visiting [UHS online](#) or by calling 412-268-2157.

CAMPUS WELLNESS

At the University, [we believe our individual and collective well-being](#) is rooted in healthy connections to each other and to campus resources. There are a wide variety of resources, opportunities, and people that help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. To sign up for the e-newsletter, text BEWELLATCMU to 22828 and share your preferred email address.

UNIVERSITY POLICE

[The University Police Department](#) is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street). The Department's services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, fingerprint services, and annual statistic reports.

EMERGENCY: 412-268-2323

NON-EMERGENCY: 412-268-6232

SHUTTLE & ESCORT SERVICES

University Police coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. Full information about these services, stops, routes, tracking and schedules can be found [online](#).

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available [online](#).

STUDENT ONLINE HANDBOOK

Carnegie Mellon University's [student online handbook](#) known as The WORD, and is considered a supplement to the department (and sometimes college) handbook. The Word contains campus resources and opportunities, academic policy information and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve their full potential as a member of the Carnegie Mellon community. Information about the following is included in The Word:

- Carnegie Mellon Vision, Mission
- Carnegie Code
- Academic Standards, Policies and Procedures
 - Educational Goals
 - Academic and Individual Freedom
 - Statement on Academic Integrity
 - Standards for Academic & Creative Life
- Assistance for Individuals with Disabilities
- Master's Student Statute of Limitations

Conduct of Classes
Copyright Policy
Cross-college & University Registration
Doctoral Student Status Policy
Evaluation & Certification of English Fluency for Instructors
Final Exams for Graduate Courses
Grading Policies
Intellectual Property Policy
Privacy Rights of Students
 Research
 Human Subjects in Research
Office of Research Integrity & Compliance
Office of Sponsored Programs
Policy for Handling Alleged Misconduct of Research
Policy on Restricted Research
Student's Rights
Tax Status of Graduate Student Awards
Campus Resources & Opportunities
 Alumni Relations
Assistance for Individuals with Disabilities
 Athletics, Physical Fitness & Recreation
 Carnegie Mellon ID Cards and Services
Cohon University Center
 Copying, Printing & Mailing
 Division of Student Affairs
 Domestic Partner Registration
 Emergency Student Loan Program
 Gender Programs & Resources
 Health Services
 Dining Services
 The HUB Student Services Center
ID Card Services
Leonard Gelfand Center
 LGBTQ Resources
Multicultural and Diversity Initiatives
 Opportunities for Involvement
 Parking and Transportation Services
 SafeWalk
 Survivor Support Network
 Shuttle and Escort Services
 Spiritual Development
University Police
Student Activities
 University Stores

Community Standards, Policies and Procedures

- Alcohol and Drugs Policy
- AIDS Policy
- Bicycle/Wheeled Transportation Policy
- Damage to Carnegie Mellon Property
- Deadly Weapons
- Discriminatory Harassment
- Disorderly Conduct
- Equal Opportunity/Affirmative Action Policy
- Freedom of Expression Policy
- Health Insurance Policy
- Immunization Policy
- Missing Student Protocol
- Non-Discrimination Policy
- On-Campus Emergencies
- Pets
- Political Activities
- Recycling Policy
- Riotous and Disorderly Behavior
- Safety Hazards
- Scheduling and Use of University Facilities
- Sexual Harassment and Sexual Assault Policy
- Smoking Policy
- Student Accounts Receivable and Collection Policy and Procedures
- Student Activities Fee
- Student Enterprises
- Workplace Threats and Violence Policy

This is not an exhaustive list; graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text [here](#).

REGISTRATION & TRANSCRIPTS

Located in Warner Hall, the HUB is comprised of Enrollment Services, University Registrar's Office, Student Financial Aid, Student Accounts Office, Summer Studies, and Enrollment Systems. HUB services includes enrollment and financial aid, official transcripts, and enrollment verifications; student employment information; changing a meal plan; obtaining a student ID card; and a PAT transit imprint on Student IDs.

ONLINE SERVICES

Carnegie Mellon University's Online Services offer a number of important processes for enrolled students, including:

SCHEDULE OF CLASSES

The SOC is a real-time searchable database of course information, including course descriptions, FCEs and Course Information Online links. There is also a view-only schedule of classes.

STUDENT INFORMATION ONLINE

SIO is where students can obtain information about a course and check for availability of course sections; register for and join the waitlist for classes; modify course schedules; check enrollment data, schedule, student account balance, financial aid award and documents, HOPE tax credit information, and grades; apply for graduation; view and verify academic data, and update important information that will be used to print diplomas and the University's Commencement Program. It is also where students update their address information and order an unofficial academic record, and official enrollment verifications.

ACADEMIC AUDIT ONLINE

The Online Academic Audit compares the courses from a student's academic record against degree requirements.

FACULTY COURSE EVALUATIONS

The FCE system allows members of the Carnegie Mellon community (students, faculty and staff members) to view course evaluation statistics on university colleges, departments, courses and instructors.

SPACE QUEST

Space Quest searches, requests and reserves available University Center spaces and Enrollment Services classrooms for meetings, review sessions, seminars, etc.

COMPUTER LABS

There are many computer labs throughout campus. The most convenient to art students are the CFA Multimedia Studio on the third floor of CFA (x82054) Hunt Lower Level, and Cyert 100A (x88477). Hours and staffing vary throughout the year. Click [here](#) to learn more about computer labs throughout campus.

CMU ID CARD

Students are issued CMU ID cards upon arrival at the University. First time cards and replacement cards can be obtained at the Card Office in Warner Hall. Carry your ID at all times as many buildings (including Doherty Hall) require card swipe access. For questions about ID cards, contact: idplus@andrew.cmu.edu; (412) 268-5224.

CMU ID PERKS

Valid student IDs enable various benefits and admission, including free Pittsburgh Port Authority transportation fare, and free or discounted admission to museums and local art organizations such as the Carnegie Museum of Art, the Andy Warhol Museum, the Mattress Factory. You may also pay for printing or digital fabrication services with PLAIDCASH. Click [here](#) for more information on these and other ID Perks.

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GUIDELINES FOR USE OF THE GRADUATE STUDY ROOM

This room is provided for the School of Art MFA student body to use for study, research, and class preparation. This space has been established as a quiet workspace, and it is expected to remain clean and organized. It is available to MFA students at all times, except during School of Art classes scheduled in the room. Please consult the class schedule posted outside the door for availability.

EXPECTATIONS:

- No furniture should be removed from this room at any time.
- Storage of personal items is not permitted in this space.
- Turn off the lights, fan, air conditioner, and TV when the room is not occupied.
- Make sure the door is closed and locked when you leave.
- Food and drink are permitted, with the expectation that you will clean up after yourself. Please dispose of waste in the large trash can in the hallway.
- A laptop is provided for your use, and it is connected to the printer and the wall-mounted display.
- The printer is for use with plain 8.5 x 11 office paper only. Do not print transparencies or other materials from this printer.
- We expect reasonable usage of the printer and paper; if you need to print long documents, copies of your MFA thesis, and the like, please do not use the MFA printer for this purpose.

Contact the Technical Manager, Bob Kollar (kollar@cmu.edu), when paper or toner supplies are low, for assistance connecting to the printer from your computer, or to report any maintenance or technical issues.

By signing this form, you agree to abide by these policies.

Graduate student signature

Date

POWDER ROOM POLICIES & PROCEDURES

The following policies and procedures are written by the building management for the MFA students, and apply to the space inside the Power Room and the entire 201 N. Braddock Avenue facility. In addition, all of the expectations concerning student conduct and professionalism, respect, and the Carnegie Mellon Code of Conduct, apply to students while at Powder Room.

Never prop exterior doors to the building open and leave unattended

- Leaving doors propped open and unattended may allow unwanted visitors from entering our building. This may result in vandalism, theft, or something worse such as a violent crime.

Windows

- Windows are NOT to be open when the heat is running.
- This will result in the heat constantly running and unnecessarily increased utility costs.
- Windows are only to be open when people are present and closed when people leave.

Heat

- Heat should be set no higher than 72 degrees and should only be on when people are present or warming the space in preparation for an event.
- Heat must be set to 63 degrees when people leave and no one is present.
- Heat should never be on when the windows are open.
- This is only permissible when needing to “air out” the space when needed and should only be done for a short time until the space is “aired out.”

Hallways

- Hallways need to be kept free of all materials, trash, debris, etc.
- If the hallway becomes dirty please take the time to clean it up.
- Please use your 3rd floor storage room or your space to store such items.

Trash & Recycling

- Trash is to be discarded in the dumpster on the right (when facing them) in the parking lot.
- Recycling is to be broken down and discarded in the dumpster on the left in the parking lot.
- This recycling dumpster is for cardboard only.
- Please break down ALL boxes before discarding. Much more fits when it's all broken down.

Carts

- Please use carts and bring them back to the lobby so others can use them too.
- Carts should always be returned to the lobby after use and not kept overnight.

Please do not hesitate to contact us if you have any questions or concerns about anything. If you are not sure about something, have questions or concerns, do not hesitate to reach out to us. ICON Management’s team is here to help.

Onsite Building Manager

Randy Kacin
(412) 527-3348
randy@icondevelopment.co
Onsite Mon – Fri 7 am – 3 pm

Operations Director

Rich Allen
(410) 428-1244
richallen@cube-pgh.com
richallen@icondevelopment.co

Call or text Randy for immediate assistance. For general questions, concerns or other not time sensitive subjects email Rich Allen.

By signing this form, you agree to abide by these policies.

Graduate student signature

Date

School of Art Graduate Assistantship Policy and Agreement

Student: _____ AndrewID: _____
Faculty: _____ AndrewID: _____

Semester: Fall Spring 20_____

All students in the School of Art's MFA Program receive Graduate Assistant Scholarships for each semester in residence. Graduate assistantships are a required component of the MFA Program. They offer a variety of opportunities to develop teaching and other professional experience through working with a member of the art faculty or staff. Graduate Assistants provide valuable support for the School both inside and outside the classroom. Graduate assistantships can follow a teaching or research track. A teaching assistant is involved with the pedagogy of the classroom, including but not limited to paper/project assessment, critiques, and occasional lectures. Research assistants perform library, community, or site research for a faculty project or course. Any combination of tracks that results in professional or pedagogical development may be negotiated as a hybrid graduate assistantship.

Graduate Assistant Responsibilities

Graduate assistants are expected to take initiative to encourage quality educational experience for themselves. The specific job description for each graduate assistant is determined in agreement with the supervising instructor or staff member. Graduate assistant responsibilities may include any of the following duties:

- Attending classes taught by their supervisor
- Observing and participating in group and individual critiques
- Developing and explaining assignments
- Class prep including research, still-life set-up, AV equipment, technical demonstrations, and furniture
- Preparing studio demonstrations
- Collecting, organizing, preparing teaching materials, and presenting slides and other media
- Informal student advising
- Evaluating artwork, papers, and exams
- Making class presentations
- Monitoring facilities
- Assisting faculty in their artmaking and/or research
- Assisting with special projects: _____
- Other (specify): _____

Workload

Graduate assistants are expected to work an average of 8 hours per week, including time spent in the classroom.

Responsibilities of the Supervisor

The primary responsibilities of the supervising instructor or staff member are to communicate the specific job description to the graduate assistant, to endeavor to make the work of the graduate assistant a worthwhile learning experience, to integrate graduate assistantships with the Undergraduate Program, and to monitor the effectiveness of the assistantship.

Graduate Student Signature

Date

Faculty Signature

Date

Carnegie Mellon School of Art Studio Space Policy (For assigned studio and classroom spaces)

The quality of the working and physical environment in the School of Art (SOA) at Carnegie Mellon is everyone's responsibility. Communal studios/shops and classrooms, as well as the studio that has been designated as your workspace, are all part of the SOA physical community. What you do in your studio may affect not only your own health and safety, but also that of others. If you are aware of a safety issue in your studio, your communal workspaces or your building, or if you are unsure if a process or material that you want to use is safe, you should seek guidance from your professors, the SOA Operations Manager, or the Office of Environmental Health and Safety.

The intention of this agreement is for students, faculty and staff to work towards ensuring that studio conditions are acceptable for the individual student and the collective good of all. In addition to environmental concerns, this agreement also addresses some general rules of civility and safety.

In accepting a studio assignment you agree to the following terms and conditions, with the understanding that if these terms and conditions are breached or for other reasonable cause, the SOA may be forced to close your studio, terminate your studio privileges and/or restrict access to other SOA facilities.

- The studio shall be used only for educational purposes, and only by students in the SOA or by students taking a SOA course, unless by special permission from the Head of School, as per the course schedule published each semester.
- At the conclusion of the term, your assigned studio shall be left clean and in good condition, notwithstanding reasonable wear and tear.
- The studio will be maintained in a clean and orderly condition, consistent with its proper use. All designated fire corridors must be kept free of obstructions. Stairways, hallways and other common areas must be kept open and free of obstructions as well. Windows may not be blocked (except by appropriate shades or blinds). Defacement of public places (graffiti) is subject to disciplinary action.
- All paints, solvents, cements and chemicals must be kept in properly labeled containers appropriate to their use. All such materials, when not in use, must be stored in the provided safety cabinets or metal lockers. Whenever possible, non-toxic materials should be used. The student is advised to obtain the Material Safety Data Sheet (MSDS) for any material used and to

obtain and use personal safety equipment (goggles, gloves, respirators, etc.) when using toxic materials. Processes that create high levels of toxic fumes must not be used in the shared studios. No inks, paints, solvents or toxic chemicals can ever be used in or rinsed down the sinks or drains.

- Chemicals specifically prohibited by faculty may not be used.
- Clay and plaster may only be used in designated sculpture areas; and residual dust must be contained for proper disposal.
- Trash or rags that contain or have come in contact with flammables must be disposed of in provided metal waste disposal containers.
- Open flames, torches, welding equipment, etc. can only be used in designated areas.
- Personal electrical appliances, such as portable heaters, hot plates and quartz lamps are not permitted, unless the Head of School, Associate Head or Operations Manager grants special permission. Extension cords must be heavy gauge. SOA representatives may confiscate any of the above items.
- No aerosol sprays may be used in interior spaces unless fume/ventilation hoods appropriate for the particular sprays are available, such as in the DH sculpture area. If spraying outdoors, protective materials should be laid down first to prevent overspray from defacing the work surfaces.
- **The following rules also apply for ALL School of Art (SOA) facilities:**
- Food and drink are strictly prohibited from Art Studios or other areas where hazardous chemicals are present.
- Food and beverages should not be stored in refrigerators used to chill hazardous chemicals or in glassware that is also used for hazardous chemicals.
- Hazardous or inappropriate materials should not be stored with food or in eating areas. Food storage areas such as cabinets, refrigerators and freezers, must only contain items intended for human consumption. Hazardous chemicals, biological specimens or other materials with the potential to contaminate food or eating areas must be used or stored elsewhere.
- Smoking is not permitted in any SOA building at any time. We ask that all members of the SOA community help maintain the quality of our environment by maintaining a smoke-free environment. This is a health and safety issue.

- The use of alcoholic beverages at social events (such as art openings) requires a special permit, a "host" and security personnel (in some cases). Otherwise, it is prohibited.
- The use of illegal drugs in the SOA is prohibited.
- Doors leading to the outsides of buildings may not be propped open when staff and/or faculty are not present. Doing so constitutes a serious breach of security and safety - especially after hours.

In accepting the terms listed above, it is understood that the SOA is not responsible for the loss or theft of items left in the studio and it is also understood that officers of the University, College or School may at any time inspect the studio and any School of Art facility. In the event that unsafe conditions are found to exist, use of the studio shall immediately cease and not be resumed until the condition is remedied. Certain safety issues may require that the use of all studios in a suite of studios be suspended until conditions are remedied.

Important Contacts:

School of Art Technical Manager: Bob Kollar, 412-268-5999, CFA 314A,
rk2o@andrew.cmu.edu

Environmental Health & Safety Chemical Safety Specialist: Jeffrey
Harris, 412-268-7501, jjharris@andrew.cmu.edu

(Revised 8/24/2017)