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Introduction

The School of Art and Art History at the University of Oklahoma is located on the University of Oklahoma Norman Campus, which is approximately 18 miles south of Oklahoma City, the state capitol. The city of Norman is a pleasant community of approximately 100,000 people. As part of the Oklahoma City metropolitan area it benefits from and contributes to the many cultural amenities and services in the region.

The School of Art and Art History is located in the Fred Jones Art Center on Parrington Oval at the north entrance to the university. It is adjacent to the Fred Jones Jr. Museum of Art. The School of Art and Art History buildings include the five-story Fred Jones Art Center, the Old Faculty Club which houses the Russell Center for Study of Art of the American West, the Ceramics Facility located on south campus, as well as faculty and graduate studios located on Westheimer Field (North Base).

The Fred Jones Jr. Museum of Art offers the campus and the community a gallery that brings major exhibitions to the region as well as housing a vast collection of art objects including the Weitzenhoffer Collection, the largest collection of Impressionist paintings held by a university and the recently acquired Adkins Collection of Native American Art and art of the American West. Also on the North Oval, Monnet Hall houses the Western History Collection, a major resource of historical photographs and items from the Southwest. Within close walking distance of the Art School is the Jacobson House, one of the significant cultural centers for Native American activities. The Sam Noble Museum of Natural History provides exhibition and storage for over 5 million objects and is the largest natural history museum on an American university campus. Together these vast resource holdings provide enormous sources for research and education.

In addition to being close to outstanding museums and galleries such as the Oklahoma City Museum of Art in Oklahoma City and the Gilcrease and Philbrook Museums in Tulsa, the University is also within reasonable driving distance to major museums and galleries in the Dallas–Fort Worth area such as the Amon Carter Museum, the Kimbell, the Fort Worth Museum of Contemporary Art, the Dallas Museum of Fine Arts and the Nasher Sculpture Center. The School of Art and Art History has an active Distinguished Visiting Artist program and recent artists in residence have included: Joe Andoe, Roger Sprague, Fritz Scholder, Jim Waid and Elias Rivera.

Graduate students come from all over the United States, as well as from numerous foreign countries. Degree granting areas of study include the Master of Fine Arts (MFA) in studio disciplines, the Master of Arts (Art History) and the Doctor of Philosophy (Art History) in Native American Art and Art of the American West. Many former students have achieved success in the art world. Some are holding teaching positions at major universities throughout the country and abroad while others hold positions in museums and galleries. A significant number of our MFA graduates have become leading figures in the contemporary art world.

The Lightwell Gallery, housed within the School of Art and Art History, is a constantly changing venue for both graduate and undergraduate students to exhibit their work as well as for exhibitions of professionals and alumni. The exhibitions are also available on the web at http://art.ou.edu.

Prospective students are encouraged to come to the campus and to arrange for an interview with graduate faculty and a tour of the facilities.
Degree Programs

The Master of Fine Art in Art - MFA
The School of Art and Art History offers a Master of Fine Arts in Art in the areas of Media, Studio, and Visual Communications. Specialization in Studio is sub-divided into sculpture, ceramics, painting or printmaking; Media includes concentrations in film, video and photography. Visual Communication focuses largely on graphic design but also includes work in digital multimedia. The MFA is a 60 credit hour program and is the terminal degree in the visual arts and is intended to prepare students for careers as professional artists and designers and to teach at the college level. The MFA program is designed as a full-time, residency program.

The MFA program involves regular interaction with faculty members in the area of specialized study as well as with faculty in other disciplines. It is not a typical classroom structured program. Students in the MFA program must be self-motivated and self disciplined, working under the direction of faculty advisors with regularly scheduled critiques. In addition to developing new skills, graduate students are encouraged to develop their own personal style, imagery, and direction, while building proficiency and self-confidence in preparation for their careers as artists. A minimum of two years residency is required, although most students take three years to complete the program. The School will only guarantee access to studios for three years.

Students seeking to gain admission to the MFA should have a Bachelor of Fine Arts degree or a Bachelor's degree in a field related to visual art and must demonstrate proficiency within the area that they expect to major. Acceptable degrees include a Bachelor of Fine Arts, a Bachelor of Art, or a Bachelor of Science in Design with a concentration in the area of desired study. These degrees will normally include at least 60 hours in Art and Art History credit. Students with less credit hours in art and art history may be required to enroll at the undergraduate level with the understanding that remedial course work that will not count towards the degree. Once the minimum credit or capability is satisfied, the applicant may then reapply for admission to the MFA program.

Application to the Programs

Both applicants and matriculated students must maintain communication with two offices, the Graduate College and the School of Art and Art History. The student is responsible for understanding policies and procedures and for fulfilling all deadlines and obligations to both. Please remember that some forms will have to be filed with the School of Art and Art History and some forms with the Graduate College. Deadlines, procedures and filing dates are set by each office, but those set by the Graduate College apply to all students at the University of Oklahoma and supersede those set by the School of Art and Art History. Deadlines and procedures for applications for admissions and graduation will be set by both offices, and students are advised to make sure that they meet the requirements of both.

Filing Dates
The School of Art and Art History accepts students into the M.F.A. program in the Fall. There is no Spring admission.

Fall admission deadline is January 15 each year.

It is the responsibility of the applicant to ensure that all materials have been submitted by the required deadline.
General Requirements

Admission into the graduate programs is a two step process. The student must apply to the Graduate College for admission to the University of Oklahoma and at the same time, provide the School of Art and Art History with the appropriate application materials required for the MFA. Applicants to the MFA are required to have a 3.0 undergraduate GPA in the last sixty hours of letter graded course work at an accredited institution. On very rare occasions, students with less than a 3.0 GPA may be admitted conditionally if other credentials are exceptional. Under no circumstances will an applicant with less than 2.75 GPA (in the last 60 hours) be considered.

When the applicant’s folder is complete, it moves forward to the graduate faculty in the area of proposed study for recommendation. The Graduate Committee will then convene to review the graduate applicant pool and forward their recommendations to the Director and the Graduate Liaison for the final approval. Applicants will be notified of admission status within 60 days after the application deadline. All students who are admitted must notify the School of Art and Art History in writing of their acceptance within 30 days of the date of their acceptance. Failure to do so may result in the withdrawal of the graduate studies offer.

Residency

Residency is required for all graduate programs within the School of Art and Art History. Exceptions can only be considered upon the recommendation of the student’s mentor or chair and with the approval of the appropriate Assistant Director, the Graduate Liaison and the Director of the School of Art and Art History.

Admissions Process for the MFA

Admission into the MFA is a two-step process. First the student must apply to the Graduate College for admission to the University of Oklahoma. This procedure requires the following:

- University of Oklahoma application form
- application fee
- transcripts of all undergraduate and graduate course work

The applicant should simultaneously submit the following directly to the School of Art and Art History:

- School of Art and Art History Graduate application form
- Letter of intent, one and one-half to two pages long
- Documentation that clearly demonstrates proficiency in the area that they intend to pursue their advanced studies in the form of slides, CD-ROM, DVD, or VHS video, a URL with high resolution images, or other electronic media distribution determined to be a standard at the time of application. Applicants should plan on 15-20 images or in the case of time-based work, a 5-10 minute sample of work.
- Three letters of recommendation

In addition to the 3.0 GPA requirement, a person seeking admission to the MFA must complete all of the application requirements and must demonstrate a high caliber of conceptual and technical skills necessary to undertake the rigors of the graduate program. When the applicant files are complete, a Selection Committee composed of members from the area of study.

Applicants are encouraged to address any question to the Assistant Director of the MFA program and to visit with professors in their area of interest.
The Master of Fine Arts

Distribution of Hours

The MFA is a terminal degree which utilizes a mentoring model for the majority of the studies but also requires formal graduate level courses, leading to a midway program review and an eventual thesis proposal and graduate exhibition hours resulting in a formal MFA exhibition demonstrating suitability. Following that exhibition the MFA Committee conducts a review and comprehensive examination. The course requirements for the MFA in Art are:

- ARTC 5013 Graduate Seminar: 3 hours
- Art History courses: 9 hours
  (One Art Theory and Criticism may be substituted for an Art History)
- Studio hours (Major): 25 hours
- Graduate Electives: 18 hours
- ARTC 6881 Thesis Proposal: 1 hour
- ART 6880 Graduate Exhibition: 4 hours
- Minimum Total Hours: 60 hours

The distribution of hours is designed to be flexible although each area may have specific required course work. Normally a student must complete twenty-five hours in their major area of concentration. All MFA students must take nine hours of graduate level Art History or Art Theory. At least six of these hours must be in Art History and three may be in Art Theory and Criticism. In addition, all MFA candidates are required to take ARTC 5013 Graduate Seminar during their first semester.

Advising

Prior to the Midway Review, the Assistant Director for the MFA program advises MFA students. Following the Midway Review, the student’s Thesis Committee Chair, is responsible for advising the student into the appropriate classes prior to the graduate student’s meeting with the Graduate Liaison, for coordinating the student’s studies and thesis exhibition, and is responsible for filing annual progress reports via the Graduate Liaison throughout his/her studies.

Unless there are extenuating circumstances, all students are expected to enrolled full-time (a minimum of 9 credit hours per semester). Because studio courses do not have formal classroom meetings, arrangements must be made with each faculty member with whom the student is taking hours. In most cases this requires that the faculty member and the graduate student meet on a regular basis to discuss the student’s work and progress toward the degree. In some cases, the student may be required to meet with a faculty committee to discuss and/or defend the work. It is the student’s responsibility to seek out each professor with whom they are enrolled to establish the criterion expected from that instructor. No student will be signed up for more than three hours with any one faculty member in studio or graduate hours during any given semester without the approval of the Graduate Liaison. Under special circumstances a faculty member may request in writing that a student be enrolled for more than three hours.
In some instances, the mentor/chair may advise, or the student may wish, to enroll in hours with a faculty member outside his/her discipline. This is encouraged within the scope of the program's requirements. Prerequisites and demonstrated proficiency which are required for entrance into the course are the responsibility of the student to meet and credit toward the degree requirements will be decided by the Graduate Liaison in accordance with Graduate College policies. Specific questions or concerns may be addressed to the Assistant Director of MFA Studies.

**Changing the Area of Emphasis**

A student that wishes to change their area of emphasis within the MFA program must submit their work to the faculty in the new area into which the student wishes to be admitted. Those faculty, with the concurrence of the Assistant Director of the MFA program, have the choice to accept or deny the student’s request. If approved, the faculty in the receiving area must provide a complete revised curriculum to the student. This curricular plan must be approved by the Graduate Liaison and the Director of the School of Art.

**MFA Committees**

Newly admitted MFA students are assigned an Advisory Committee Chair, or mentor, who will guide the student during the first stages of the program. The Advisory Committee for each student will be determined within the first semester of the student's study. These members, appointed by the Graduate Committee, will also act as the Review Committee for the student’s Midway Review. It will be the responsibility of the Advising Committee to direct and approve the progress of the student until she or he has satisfactorily completed the Midway review. Completion of the Midway review is recognition that a student is prepared to undertake progress towards the Graduate Exhibition.

Following the Midway Review, the student will meet with the Graduate Liaison to select a Thesis Committee. The Thesis Committee will be comprised of a chair from the area of specialization and up to four additional faculty. Although the majority of the Committee must come from the area of emphasis, MFA students are encouraged to include faculty from other disciplines. The complete Thesis Committee must be approved no later than the end of the first semester following the Midway Review. Following approval, a committee may only be changed with the approval of the student’s chair, the Graduate Liaison, the School of Art and Art History Graduate Committee, and the Director of the School of Art.

**Studio Space for MFA Students**

Studio space is assigned annually by the Graduate Liaison and the Director. Studio space will be given to full-time MFA students for up to three years. Students who extend their studies beyond that may not have access to a studio. Students may request permission to change studio spaces at the end of each Spring semester. Requests will be reviewed & approved at the liaison's & Director's discretion.

The Graduate Liaison will review the condition of the studio with the student at the time of initial acceptance of the studio space. Once assigned, students may not change studios without written approval of the Graduate Liaison and the Director. Studio space is assigned as “raw space” and students may utilize the studio as needed for their work. However, spaces must be kept organized, safe and meet all university fire safety requirements. All university regulations regarding student conduct apply to the studio spaces. Studios are subject to inspection by the Graduate Liaison, Director and university safety personnel without notice. Studios must be cleaned and all personal materials and work must be removed within three weeks of completing the degree or upon written notice from the School of Art, which may precede graduation in the case of extended time factors. Students are responsible for sweeping, vacuuming, cleaning, repairing and painting studios upon completion of the program. Each student should arrange for an inspection by the Graduate Liaison to affirm that the studio is in the condition in which it was received. Fees will be charged to any student who does not meet the expectations of the department relative to a studio's condition. This charge will be used to cover repairs, cleaning and painting at the university's Physical Plant rates.
The Midway Review

All students present their work for a Midway Review, after completing a minimum of twenty seven credit hours, but the Midway Review must be completed and approved before students enroll in courses beyond thirty-six credit hours. The Midway Review is normally at the end of the second semester or within the third semester. The student’s Advisory Chair, together with the Graduate Liaison will schedule the review upon determination that the student demonstrates a level of maturity and achievement in the work thus far completed. All reviews will include a presentation of work completed in the program to date, a discussion of its merits and pertinent information and responses to questions and challenges by the faculty. It is understood that a student may use this exhibition opportunity to present a retrospective of the many facets that their work is undertaking. Typically the review will be conducted in the student’s studio but an alternate location can be arranged through the Graduate Liaison.

Successful completion of the Midway Review is a requirement for the student to continue in the MFA program. A student who does not satisfactorily complete their Midway Review may be asked to take a leave, could be prevented from enrolling in additional hours until satisfactory progress has been made, or may be terminated from the program. Students must show satisfactory progress demonstrating their ability to proceed toward the thesis.

An MFA candidate should demonstrate the ability to produce work of the highest caliber. This review is not intended to be a preview of the thesis presentation, but rather a compilation of the work showing an accurate portrayal of the direction and skills being explored. It is further intended that the graduate student be prepared to receive critical direction from the committee and other interested members of the faculty in an effort to prepare for the thesis exhibition.

After completing the Midway review, every student is required to enroll in one hour of ARTC 6881 Thesis Proposal.

Creative Thesis Proposal

A Creative Thesis Proposal will be completed in ARTC 6881, formulating a written document related to the student’s thesis exhibition. The focus of study following the Midway Review is devoted to completing the coursework and amassing a coherent body of work that will form the basis of the thesis exhibition. This work, the accompanying written document, the oral defense and the comprehensive examination will demonstrate the candidate’s competency to receive the MFA degree. A student must receive the approval of his/her committee prior to enrolling in thesis hours by demonstrating their readiness for developing a coherent body of visual work, by demonstrating an ability to write a conceptually complete statement and by being able to present oral arguments regarding their visual imagery. The creative thesis proposal will eventually result in the written document related to the student’s thesis exhibition (see “MFA Written Component and Thesis Documentation”.) This written document may be completed as part of ARTC 6881 or may be continued and completed under the guidance of the MFA thesis committee chair.

MFA Thesis Exhibition Committee

Following a successful Midway review, all MFA candidates must form an MFA Thesis Exhibition Committee. It is comprised of a Chair and a minimum of two other faculty members, with the majority being in the area of study. There must be at least three committee members but the student may have as many as five on the committee. The majority of the committee should be comprised of faculty from the area of emphasis. The chair of the committee is responsible for assisting the student in the structuring of the other Graduate Committee members. The committee members are responsible for having regular reviews with the student, usually at least twice a semester. The initial meeting of the committee should be scheduled by the Chair immediately following its formation. The committee will monitor the student closely and determine when the student is prepared for the Thesis Exhibition. The committee is also responsible for reporting the results of the comprehensive examination to the Graduate Liaison following the MFA Exhibition.
The Thesis Committee is vital to the mission of each student's program and the selection and interaction with all members of the committee is essential for the student's success. After a student has proposed the members she or he would like to have on the MFA Thesis Exhibition Committee, the Chair will help the student prepare the form with the names of committee members. Students are required to contact the faculty member to discuss their willingness to be a member of the committee. If faculty accept the responsibility, they must sign the form. If they decline, the student must discuss alternatives with their chair and the Graduate Liaison. Committee members must be appropriate for student's proposed work, but do not have to be a faculty with whom a student has previously studied.

**Graduate Exhibition**

The MFA requires satisfactory completion of a minimum of sixty hours at the graduate level as well as completion of a creative thesis, normally in the form of an exhibition and accompanied by a bound written paper. The content of the Graduate Exhibition may vary depending upon each student's area of study. Work in the exhibition must be documented with slides or digital media deemed standard in the field at the time of the exhibition. The documentation is submitted with the written component and together they are deposited in the School of Art and Art History with the signatures of a candidate's committee. The written document that places the work in an appropriate aesthetic, historical or social context must follow the same formatting guidelines established by the Graduate College for thesis documents, but as an internal requirement it will not be submitted to the library, being retained instead in the School of Art.

**MFA Graduate Exhibition Hours**

At the beginning of the last semester of enrollment for the degree, all MFA candidates are required to enroll in ART 6880, Graduate Exhibition, for four hours credit. The Chair of the student's committee in conjunction with the Graduate Liaison will schedule the Final Exhibition.

**MFA Thesis Exhibition**

A candidate must enroll in four hours of Graduate Exhibition thesis in their final semester. Once a student has undertaken ART 6880 Graduate Exhibition, and received a minimum grade of B but failed to complete their exhibition requirement, they must maintain continuous enrollment in at least 2 credit hours for every regular semester that they are in the program. Any specific variance from these requirements must receive written approval from the Graduate Committee and be signed by the Graduate Liaison. A candidate must petition the Graduate Committee after he or she has obtained the approval from the Chair of their Graduate Exhibition Committee.

The Thesis Exhibition will normally be an exhibit in the Lightwell Gallery or in rare cases, an approved off-site gallery. For some students an alternative to standard exhibition may be proposed but must be approved by the thesis committee and the Graduate Liaison. For example, Media students may schedule a public screening instead of a gallery exhibition. The exhibition must be a professional presentation and is normally scheduled during the regular Fall and Spring semesters when the maximum number of students and faculty may see the exhibit. The exhibition must be held in the School of Art and Art History or the Fred Jones Museum of Art. Any exceptions to this rule must be approved in writing by the Graduate Liaison and the Graduate Committee.

Once the student has received approval from their committee to schedule the Graduate Exhibition, the MFA Thesis Committee Chair must meet with the Graduate Liaison to agree on a date.
Deadlines and exhibition dates are determined by the Graduate Liaison in conjunction with the Gallery Committee. After the Graduate Exhibition is scheduled with the Graduate Liaison, a written summary will be sent to the student outlining the required dates for submitting a final working draft of the written document accompanying the exhibition to the committee, the deadline for the members to return the copy with corrections to the student, the schedule for the exhibition and the schedule for the MFA Thesis Oral Defense and comprehensive examination. These dates may not be changed, except under extremely extenuating circumstances and only in writing by the Graduate Liaison with the approval of the student’s committee. It is the student’s responsibility to meet with the Assistant Director thereby reserving the gallery as soon as possible after approval by his or her committee.

Students are responsible for designing and mailing an exhibition announcement, 350 of which must be made available to the School of Art and Art History Office for distribution to School of Art and Art History faculty, graduate students and school mailing lists. A copy of the announcement or a poster must be placed at the exhibition site during the exhibition as well as a required Artist’s Statement. Both the promotional material and statement must be approved by the student’s Chair one month before the exhibition and delivered to the School of Art and Art History office three weeks prior to the opening.

Prior to hanging the exhibition or scheduling a thesis screening of a film or video, the student must consult with, and receive approval from, all members of his/her committee for the display of the planned thesis and submission of the written document. At the same time, the student should contact the Graduate Liaison in order to have an Authority Report Form prepared so it will be available in time for the defense and comprehensive examination.

The members of each candidate’s committee must be sent to the Graduate College at least fourteen days prior to the MFA Thesis Defense – this can be done by providing the information to the Graduate Liaison, who can report it to the Graduate College when requesting the student’s Authority Report Form. **It is the responsibility of the student (in consultation with the chair of his or her committee) to make sure that a list of the MFA Thesis Committee is submitted to the Graduate Liaison by the required date.** The Graduate Liaison must also be included as an examiner and must also approve the list prior to submitting it to the Graduate College.

**Admission to Candidacy Form**

An Admission to Candidacy form must be filed with the Graduate College by the deadline published in the Graduate College Bulletin. This form is available from the Graduate College and can be found on the Graduate College website. The Admission to Candidacy form must list all courses that will apply toward the MFA, including those not yet completed or enrolled in. This form must be reviewed and signed by the Graduate Liaison, therefore the completed Admission to Candidacy Form must be given to the Graduate Liaison at least one week prior to the Graduate College deadline.
Authority Report Form of the Comprehensive Examination
Students in the MFA program create a visual comprehensive exhibition and then are examined by their committee for suitability to receive the degree. As such they are enrolled in a non-thesis program and the Authority Report Form of the Comprehensive Examination must be requested by the Graduate Liaison prior to the defense. The Graduate Liaison will bring the form to the committee defense and the student is responsible for returning the completed form to the Graduate College office within seventy-two hours of their defense. Further details are available in a non-thesis packet of information which may be obtained from the Graduate College.

MFA Thesis Exhibition Defense and Comprehensive Examination
During the scheduled dates of the MFA exhibition, a student will be required to undertake a formal presentation for all members of the studio faculty as a component of the comprehensive evaluation of the Graduate Exhibition, the MFA Thesis Exhibition Defense. Before the defense begins, the student will present to the chair the Authority Report Form, assigned by the Graduate College. Following the defense, each committee member must sign the form, and indicate whether a “Satisfactory/ Unsatisfactory” Graduate Exhibition has been completed. The student is responsible for returning the Authority Report Form to the Graduate College within seventy-two hours following completion of the MFA Thesis Defense and comprehensive examination. All documentation required for the Thesis Exhibition must be submitted to the School of Art and Art History at this time. This includes slides or acceptable digital documentation, the written thesis component and any other substantive material related to the successful completion of the graduate studies. The Graduate Liaison will only sign the Authority Report Form after the student has deposited documentation, along with an approved copy of the written thesis document in the School of Art and Art History office. Slide sheets and the written statement along with a signature page containing the signatures of all committee members, should be submitted in an approved binder. There is a very limited time in which to return the signed Authority Report form to the Graduate College after the thesis review, so students are advised to have documentation and the written document approved prior to the thesis oral review.

If the exhibition is not approved by the advisory committee, the student may receive a grade of X for ART 6880, Graduation Exhibition, and must maintain continuous enrollment in the program, until such time as a successful exhibit is completed. While highly unlikely, it is also possible for the student to fail the comprehensive exam.

The MFA Written Component and Thesis Documentation
Along with the creative graduate exhibition, MFA candidates must produce a written document that places the candidate’s visual exhibition in an appropriate aesthetic, historical or social context. Enrollment in ARTC 6881 will provide direction in the development of the Graduate Exhibition proposal and guidance on the written component of the Thesis Exhibition.

This paper, written in a standard scholarly style as proscribed by an agreed upon style guide, should be approximately 15 - 20 pages in length and must be approved by the candidate’s thesis committee prior to the scheduling of the MFA Thesis Defense. While this is not a document that is filed in the library, it is an integral part of the MFA Thesis and the defense may not be scheduled until this is complete. It must follow the approved format used by the Graduate College for submission of all documents.

Each bound Thesis Document folder should contain a signature page at the front with space for all involved faculty to sign and date their approval on all original copies. No document will be considered complete until appropriate signatures are obtained. This document must be complete, with all signatures obtained prior to the date that the MFA Thesis Defense is scheduled. All papers should be written in conformity with accepted standards of attribution, as prescribed by the
Graduate College format. Use the suggested style guide: Turabian, Kate L., A Manual for Writers of Term Papers, Theses, and Dissertations, 6th ed., University of Chicago Press.

A minimum of 5 original copies of this complete document (including slides, prints or digital documentation of the visual work) are required. One copy will be given to each member of the Thesis Committee, one is permanently stored in the School of Art and Art History Office and one is for the candidate. If the MFA Thesis Committee is larger than three members, more copies may be required.

**Time Limits**

The Graduate College strictly limits the completion time of master’s degrees to no more than five years. Under extenuating circumstances, a student may request in writing an extension to complete the program. This request should be made to the Graduate Liaison who will submit it to the Graduate Committee for approval. The recommendation of the committee will be forwarded to the Graduate College Dean for final approval. Any approval to extend the deadline will not change the expiration of overage coursework. Please see the Graduate College Bulletin for details.
A CONTENT ANALYSIS OF THE CHANGES EFFECTED IN A SMALL OKLAHOMA DAILY FOLLOWING A READER INTEREST SURVEY

A WRITTEN DOCUMENT SUBMITTED TO THE GRADUATE FACULTY in partial fulfillment of the requirements for the degree of MASTER OF FINE ARTS

By

STUDENT NAME HERE
Norman, Oklahoma
year
(the above city/state will always be Norman, Oklahoma)
(use year in which you deposit the thesis; do not indicate a month or day)
Sample Signature Page

The back of the sheet is left blank. Spacing shown is not exact since printer fonts and typefaces vary. Adjust the following to fit your printer specifications. Margin requirements are specific and all pages must be within the set limits for thesis. The number of signature lines will correspond to the number of committee members. All copies must bear original signatures of all members of committee.

(Single-space title and center first line of title approximately 2" below top of page)

A CONTENT ANALYSIS OF THE CHANGES EFFECTED IN A SMALL OKLAHOMA DAILY

(Skip down two lines and center the following)
A WRITTEN DOCUMENT APPROVED FOR THE SCHOOL OF ART

(just below the mid-point of the page, approximately 10-12 single-spaced lines from the "APPROVED FOR" line; double-space signature lines; use only the number of signature lines for which you have committee members)

BY

Chair:_________________________________________
    Type name here

Member: ______________________________________
    Type name here

Member: ______________________________________
    Type name here

Member: ______________________________________
    Type name here

Member: ______________________________________
    Type name here

Director:_______________________________________
    Dr. Mary Jo Watson
Administration of the Graduate Programs

Graduate Liaison and School of Art and Art History Graduate Committee

In order to streamline interactions and to develop more effective communication between the Graduate College and academic units, a system of Graduate Liaisons was initiated. Within the School of Art and Art History, the Graduate Liaison provides assistance to graduate students, while the Chair of the Graduate Committee oversees this governing body concerned with graduate instruction. The School of Art and Art History Graduate Committee is the representative body of the faculty and is selected by the faculty with the approval of the Director as outlined in the School of Art and Art History Faculty Bylaws. This body is composed of tenured or tenure-track graduate faculty representing the four major disciplines: Art History, Media, Studio and Visual Communications. The School of Art and Art History Graduate Committee will choose Selection Committees, provide recommendations regarding admission, and other administrative duties relative to graduate operations within the School of Art and Art History consistent with University and Graduate College policy. Please note that the School of Art and Art History uses the term Thesis Committee to refer to a student’s committee which she/he selects. This is not the same as the Graduate Committee which is a governing body of the School of Art.

Because of the differences in the MA, PhD and MFA degrees, there are currently two Assistant Directors. The Graduate Liaison serves as the Assistant Director for the MFA program while the Chair of the Graduate Committee serves as Assistant Director for the MA and PhD programs.

Responsibilities of the Assistant Director include, but are not limited to the following:

- Recommending applicants for admission to the Graduate College
- Advising graduate students on degree requirements
- Evaluating and overseeing each graduate student’s academic progress
- Approving the course of study for each graduate student’s program
- Approving each student’s committee
- Approving any changes in a student’s program or committee
- Keeping the faculty informed of Graduate College regulations
- Insuring that each graduate student fulfills the academic requirements

In addition to the above, the Graduate Liaison is responsible for:

- certifying completion of degree requirements
- Insuring that the academic unit, its faculty and students meet Graduate College deadlines

Summer Semester Thesis/Dissertation Defense & Thesis Exhibition Restrictions

No graduate student may present an exhibition, thesis, dissertation, general examination or hold an oral review in a summer semester unless his or her complete Graduate Committee provides written verification that the members agree to be physically present during the defense. If the entire committee cannot be assembled during the summer semester, the Chair of the Thesis Committee may appoint one replacement member with the approval of the student and other committee members and notification of the Graduate Liaison. Doctoral Committees may not be changed within 30 days of the general examination or dissertation defense.
Annual Review of Graduate Students

Students admitted to the program will prepare their course of study in close collaboration with members of the faculty. The performance of all students is reviewed annually, and a progress report is filed with the Graduate College. Students are expected to maintain high standards of performance and are expected to make satisfactory progress towards completion of their graduate degrees, with no unnecessary delays. Students receiving two consecutive unsatisfactory reviews face dismissal from the programs.

Time Limits

The Graduate College strictly limits the completion time of master's degrees to no more than five years and doctoral degrees to nine years. Under extenuating circumstances, a student may request in writing an extension to complete the program. This request should be made to the Graduate Liaison who will submit it to the Graduate Committee for approval. The recommendation of the committee will be forwarded to the Graduate College Dean for final approval. Any approval to extend the deadline will not change the expiration of overage coursework. Please see the Graduate College Bulletin for details.
Financial Opportunities

Scholarships
The School of Art and Art History offers a competitive basis a limited number of scholarships. The purposes of these awards are slightly different and provide different levels of financial support. All awards are given for the specific time period specified in the award letter and the School does not automatically renew awards. Renewal is dependent on the availability of funds and the continued meritorious recognition of our students. Further information is available in the School of Art and Art History.

Financial Aid
Financial aid is centralized in one office for the University. However, applications for School of Art and Art History assistantships, fellowships and scholarships are submitted to the School of Art and Art History.

Departmental Teaching Assistantships and Graduate Research Assistantships
The School offers a limited number of teaching assistantships every year. Assistantships carry with them a responsibility to provide a service to the school, generally in the form of teaching or assisting in the classroom or with related duties. Students in the School of Art and Art History who are granted an assistantship receive either a .25 FTE (quarter time) assistantship, or a .5 FTE (half time) assistantship.

In order to be considered for a Teaching Assistantship, the University of Oklahoma requires that all prospective Teaching Assistants have completed the Training Program for Teaching Assistants which is held each August prior to the beginning of the semester. Under no circumstances may a student who has not completed this training be engaged in a position in which he or she is directly responsible with students. International students have the added requirement of satisfactory performance on written and oral language examinations and completion of International Teaching Assistantship Training Programs.

A limited number of Graduate Research Assistantships are available to art and art history students. Art history students assist with the Understanding Art and General Surveys I and II, the Non-Western courses, and duties in the Slide Library. A Graduate Research Assistantship does not require the Training Program for Teaching Assistants to be completed for this assignment, however, we recommend that all students complete the Training Program for Teaching Assistants in the case that opportunities arise for teaching/student interaction.

Assistantships are granted to students while they are enrolled full time, in good standing, and have not exceeded the credits for the agreed upon degree plan. Assistantships will not be granted to part-time or unclassified students.
Departmental Scholarships

**Madeline Colbert Steed Fellowship: MFA Candidate**
(Three year award, given to two fellow every year)
This fellowship provides $15,000 in financial support through a Graduate Assistantship position and supplemental stipend over a 9 month academic year. Additionally, students receive $3000 in professional development funds, a parking permit, a small budget for materials and some travel assistance. Every accepted student into the MFA program will be considered for this fellowship.

**Ben Y. Barnett Scholarships**
The School also awards the Ben Y. Barnett Scholarships which carry a variable annual award ranging from $500 to $2500. These are awarded annually through application to the Graduate Committee. Any graduate student who is not already a current recipient of another School of Art and Art History scholarship is eligible to apply.

**Kim and Paul Moore Scholarship**
Awarded on an annual basis to BFA / MFA students majoring in figurative sculpture. The amounts of the award may vary.

**Glennis Horn Scholarship**
Awarded on an annual basis to BFA / MFA students who are Oklahoma residents majoring in painting. The amounts of the award may vary.

**John R. Potts Jr. Scholarship**
Awarded on an annual basis to BFA / MFA students who are majoring in sculpture. The amounts of the award may vary.

**Dan Kiacz Memorial Scholarship**
Awarded on an annual basis to BFA / MFA students who are majoring in printmaking. The amount of the award may vary.

**Other Funds Available**
Tuition waivers are possible for graduate students with .50 graduate assistantships. Please see the Graduate College website for details. Other forms of financial aid available to graduate students include federally supported loans – information is available through the OU financial aid office. Applicants may also wish to contact the OU Financial Aid Services or the College of Fine Arts for further information concerning university scholarships.

Students should also meet with the faculty in their area of emphasis for information about external funding that may be available.
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School of Art and Art History Faculty & Staff

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