

SYLLABUS

ART 6564: Studio Thesis II

- I. THESIS PREPARATION - Prerequisites to Studio Thesis II
 - A. Prospectus has been approved by the Department of Art and the Graduate Office prior to beginning course work in ART 6564.
 - B. Outline of thesis has been approved by Art Faculty Committee.
- II. DEADLINE REQUIREMENTS FOR STUDIO THESIS II
 - A. The title of the study and the name of the director are due one month before graduation/end of the semester in order to be included in the printed commencement program.
 - B. An approved reader MUST review the final rough draft of thesis before the oral defense. This review will take place AFTER the approval of the Art Faculty Committee. In some cases, a student may be required to secure the services of a reader as the thesis is *in process*, i.e., prior to the review of the final rough draft.
 - C. Completed theses (four copies required) with binding fee receipt are due in the Graduate School Office NO LATER than two weeks before graduation or the end of the semester/summer term. ALL students enrolled in ART 6564 MUST defend the thesis prior to April 26, 2002.
 - D. The studio component of the thesis will be reviewed February 6 and 8, 2002 during the Graduate Portfolio Review. The student should be prepared to discuss the connection between the written and studio components to date.
 - E. Application for Graduation: Secure form from Office of the Registrar. You are not officially considered a candidate for graduation until these forms are completed and received by the Office of the Registrar.
 - F. Application for Comprehensive Oral Exam: Secure this from the Graduate Office. After the Application for Graduation has been received by the Office of the Registrar, the Application for Comprehensive Oral Exam will be sent to the Graduate Office for processing. The exam will be divided into two components: written and visual. Dates for the Oral/Written Examinations will be made by the Department of Art. The visual component of the Comprehensive Exam for students who plan to graduate in August, 2002, may be scheduled during June, 2002.
- III. CLASS STRUCTURE

A. All paperwork MUST be submitted in a 2 ½" binder with student's name on the spine. Labeled dividers must be included to distinguish between drafts. The following subdivisions should be included:

1. Comments and Suggestions
2. Deadlines
3. Resume
4. Copy of Prospectus - approved by the Graduate Office
5. Copy of Outline - must eventually be approved by committee
6. Header on EVERY page of each draft. Example:
Draft 1: Chapter 1 - SMITH

B. Copies of drafts that will be submitted to committee members should be submitted in 1" binders with identifying information on the cover and spine.

C. Class time will be divided to allow for individual consultations. Students are expected to be prepared to review work completed and to present a written list of concerns and/or questions that relate to the thesis. Preparedness will be a factor in evaluation for the semester grade.

D. Communication with the class will transpire primarily via e-mail. It is critical that students make a habit of checking e-mail messages.