Northern Illinois University

School of Art and Design Graduate Programs Handbook

for Students and Faculty

Revised Spring, 2020
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Northern Illinois University School of Art and Design (SOAD)
Graduate Programs

Information and Advice

i. Advising

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

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

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

ii. Registration

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

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

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

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

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

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

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

Categories of graduate faculty:

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

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

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

iv. M.A. Portfolio Review for Continuance (Studio / Design - Media Arts only)

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

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

**v. M.F.A. Review for Continuance (Studio and Design-Media Arts).**

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

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

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

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

**vi. Comprehensive Examinations**

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

**vii. Graduation Requirements**

Students are responsible for referring to the *Graduate Catalog*, which is available on the NIU website, to acquaint themselves with the requirements of their respective degree programs. The checklists in this document are provided to assist in this process. The requirements for each student are linked to the catalog year in which they enter.
Students may track their degree progress at any time by checking their **Degree Progress Report** on MyNIU. The report will indicate any deficiencies in their degree requirements by stating “Unsatisfied” if a requirement has not been met.

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

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

**For All Students:**
- Comprehensive Examination (see specific program section for details on process)

**For Students in the M.A. in Art History Teaching:**
- Submission of two Qualifying Research Papers with accompanying signed approval forms

**For Students in the M.A. in Art History Research:**
- Approval of Thesis or Master’s Research Project
- Submission of Final Version of Thesis or Master’s Research Project with accompanying signed approval forms

**For Students in the M.A. and M.F.A. in Art and Design:**
- One-Person Exhibition
- Documentation of One-Person Exhibition with accompanying signed approval forms. A digital version must also be uploaded to the Huskie Commons Digital Repository (see Guidelines for Documentation Submission).

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

**viii. Student Email Announcements**

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

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

**x. Assistantships**

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

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

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

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

Master of Fine Arts
Master of Arts

STUDIO and DESIGN - MEDIA ARTS (ART and DESIGN)
GENERAL GUIDELINES FOR THE M.A. AND M.F.A.  
Art and Design

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

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

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

___ Establish a Graduate Advisory Committee and Complete the 1st Year M.F.A. Portfolio Review for Continuance [approval form page 17].

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

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

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

Ongoing During the Progress of Degree Work:

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

In the Spring Semester Prior to Graduation:

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

One Semester Prior to Graduation:

___ Apply for Graduation to the Graduate School.  
(see Graduate School Calendar for deadlines)
During the Final Semester of Coursework:

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

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

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

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

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

As the take-home exam, the process should be administered by the student’s Graduate Committee Chair.
1. The Committee Chair should direct the student to contact the committee members, asking for questions from each member.
2. The student will write answers to the questions within a two-week period and submit them back to the committee for review.
3. The Committee Chair should then circulate the Report: Graduate Final Comprehensive Examination scoring form (page 21) and the Report on Graduate Student Examination form (Page 22) for each committee member to sign. The report form is also available at: https://www.niu.edu/grad/_pdf/examination-report.pdf
   If changes or edits are required, these should be conveyed to the student between the committee members.
4. Both completed forms should be forwarded to the Graduate Coordinator for processing by the deadline stated in the Graduate Programs in Art Calendar.
The exam may also be taken as an oral presentation. In this case, the candidate, along with the committee will establish the structure and time for the exam. The committee chair is responsible to return the results of the exam to the Graduate Coordinators office, together with the completed Report: Graduate Final Comprehensive Examination scoring form and the Report on Graduate Student Examination (https://www.niu.edu/grad/_pdf/examination-report.pdf), by the deadline stated on the Graduate Programs in Art Calendar.

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

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

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

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

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

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

M.A. – Art and Design

DEGREE REQUIREMENTS CHECKLIST:

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

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

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

___ Comprehensive Examination.

___ One-Person Exhibition and Documentation.

REQUIRED COURSEWORK CHECKLIST:

*Art History Electives (6 credits)
ARTH_____ Semester Taken_____
ARTH_____ Semester Taken_____

*One of the Following (3 credits):
ARTS 615 – Introduction to Studio Practices or ARTS 715 – Professional Studio Practices
Semester Taken_____

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

*Taken in the Semester of the One-Person Exhibition (3 credits)
ART 699 – One-Person Exhibition or Presentation and Documentation for the M.A. Studio Degree.

Semester Taken_____

11
EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.A. in Art and Design

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

Year One

Semester 1
- ARTS 615 or ART 680 _____
  - ARTS/ARTD Elective _____

Semester 2:
- Art History Elective ARTH _____
  - ARTS/ARTD Elective _____

*Complete the M.A. Portfolio Review _____

*Apply for Graduation by stated Graduate School deadline _____

*Reserve Studio Space for Exhibition _____

Year Two

Semester 3:
- Studio Art Elective _____
  - Art History Elective ARTH _____
- ART 699 _____
GRADUATE PROGRAM DEGREE AND COURSE REQUIREMENTS CHECKLIST

M.F.A. – Art and Design

DEGREE REQUIREMENTS CHECKLIST:

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

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

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

___ Comprehensive Examination.

___ One-Person Exhibition and Documentation.

REQUIRED COURSEWORK CHECKLIST:

*Seminars (6 credits)
ARTS 615  (Take in Semester 1)  _____  (only offered in the fall semester)
ARTS 715  (Take in Semester 4)  _____  (only offered in the spring semester)

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

*Art History Electives (9 credits)
ARTH_____  Semester Taken_____  ARTH_____  Semester Taken_____
ARTH_____  Semester Taken_____  

*Studio Art Electives – ARTS, ARTD, or ART courses (36 credits)
___  _____  Semester Taken_____  ___  _____  Semester Taken_____  
___  _____  Semester Taken_____  ___  _____  Semester Taken_____  
___  _____  Semester Taken_____  ___  _____  Semester Taken_____  
___  _____  Semester Taken_____  ___  _____  Semester Taken_____  

*Taken in the Semester of the One-Person Exhibition (3 credits) *A total of 3 credits is required for the degree – only take less than 3 credits if the work will span over multiple semesters.
ART 799  Semester Taken_____
EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.F.A. - Art and Design

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

Year One

Semester 1
- ARTS 615 – Intro to Studio Practices _____ - ARTS/ARTD Elective _____
- ARTS/ARTD Elective _____

Semester 2:
- Art History Elective ARTH _____ - ARTS/ARTD Elective _____
- ARTS/ARTD Elective _____

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

Year Two

Semester 3:
- Art History Elective ARTH _____ - ARTS/ARTD Elective _____
- ARTS/ARTD Elective _____

Semester 4:
- ARTS 715 – Professional Studio Practices _____ - Art History Elective ARTH _____
- ARTS/ARTD Elective _____

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

Year Three

Semester 5:
- ARTS/ARTD Elective _____ - Studio Art Elective _____
- Seminar (ART 680, ARTE 683, ARTH 701) _____

*Apply for Graduation by stated Graduate School deadline _____
*Reserve Studio Space for Exhibition _____

Semester 6:
- ART 799 – One Person Exhibition _____ - Studio Art Elective _____
Documentation Guidelines and Required Forms for:

STUDIO and DESIGN - MEDIA ARTS (ART and DESIGN)
M.A. ART AND DESIGN PORTFOLIO REVIEW FOR CONTINUANCE
Prior to the Completion of 18 credit hours

NAME OF STUDENT_________________________________________________________

DEGREE PROGRAM_________________________________________

AREA OF EMPHASIS_________________________________________

NUMBER OF GRADUATE HOURS COMPLETED __________

GRADUATE ADVISORY COMMITTEE:

1. Chairperson______________________________________________ PASS FAIL

2. MEMBER_________________________________________________ PASS FAIL

3. MEMBER_________________________________________________ PASS FAIL

4. (OPTIONAL) MEMBER_______________________________________ PASS FAIL

COMMENTS:
________________________________________________________

Coordinator, Graduate Programs in Art Date

Return this form to the Graduate Coordinator, VAB 203
M.F.A PORTFOLIO REVIEW FOR CONTINUANCE – YEAR 1
or Prior to the Completion of 18 credit hours

NAME OF STUDENT___________________________________________________________

DEGREE PROGRAM______________________________________________

AREA OF EMPHASIS______________________________________________

NUMBER OF GRADUATE HOURS COMPLETED___________

GRADUATE ADVISORY COMMITTEE:

1. Chairperson___________________________________________________________  PASS  FAIL

2. MEMBER____________________________________________________________  PASS  FAIL

3. MEMBER____________________________________________________________  PASS  FAIL

4. (OPTIONAL) MEMBER_______________________________________________  PASS  FAIL

COMMENTS:

______________________________________________________________

Coordinator, Graduate Programs in Art  Date

Return this form to the Graduate Coordinator, VAB 203
M.F.A. PORTFOLIO REVIEW FOR CONTINUANCE – YEAR 2
or Prior to the Completion of 42 credit hours

NAME OF STUDENT______________________________________________________________

DEGREE PROGRAM____________________________________________________________

AREA OF EMPHASIS____________________________________________________________

NUMBER OF GRADUATE HOURS COMPLETED________________

GRADUATE ADVISORY COMMITTEE:

1. Chairperson______________________________________________________________     __   __

2. MEMBER______________________________________________________________       __   __

3. MEMBER______________________________________________________________       __   __

4. (OPTIONAL) MEMBER____________________________________________________    __   __

COMMENTS:

______________________________________________________________

Coordinator, Graduate Programs in Art          Date

Return this form to the Graduate Coordinator, VAB 203
Studio and Design-Media Arts

Portfolio Review Assessment Rubric

M.F.A. and M.A. Degrees

Student Name:_____________________________________________

Number of Hours Completed:______  Date of Review Meeting:______

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

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

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

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

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

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

Comments / Recommendations:

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

NAME OF STUDENT: ________________________________

ZID: ____________________________________________

DEGREE PROGRAM: ________________________________

FIELD OF STUDY: ________________________________

NEW COMMITTEE MEMBERSHIP

1. CHAIRPERSON: ________________________________
   Print Name _____________________________________
   Sign Name ______________________________________

2. MEMBER: ______________________________________
   Print Name _____________________________________
   Sign Name ______________________________________

3. MEMBER: ______________________________________
   Print Name _____________________________________
   Sign Name ______________________________________

4. MEMBER: ______________________________________
   Print Name _____________________________________
   Sign Name ______________________________________

__________________________________________________
COORDINATOR, GRADUATE PROGRAMS IN ART       DATE

Return this form to the Graduate Coordinator, VAB 203
REPORT: GRADUATE FINAL COMPREHENSIVE EXAMINATION

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

Student: ____________________________________________

Degree Program: ________________________________

Area of Emphasis: ________________________________

Date of Examination: ____________________________

Examination Administered By: ______ Advisory Committee

_________ Graduate Coordinator

Graduate Advisory Committee

Chairperson________________________________________

Member___________________________________________

Member___________________________________________

Member___________________________________________

Comments: Code: 4 = Superior

3 = Acceptable

2 = Must Retake Exam

1 = No Second Exam Permitted

______________________________
Coordinator, Graduate Programs in Art

______________________________
Date

SCORE

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Northern Illinois University
Graduate School
Report on Graduate Student Examination

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<td>Second</td>
<td>Fail</td>
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Attestation

Committee members (print) | Signatures
--------------------------|-------------------
committee chair
committee chair
committee chair
committee chair
committee chair
department chair/director of graduate studies

White – Graduate School    Yellow – Department    Pink – Student
**APPROVAL: ONE-PERSON EXHIBITION / PRESENTATION**

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

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

Date: ______________________

Name of Student: __________________________ Signature: __________________________

Degree Sought: __________________________ Area of Emphasis: __________________________

Title of Exhibition / Documentation: ______________________________________________________

Dates of Exhibition: __________ Location: ______________________________________________________

SATISFACTORY____  UNSATISFACTORY____

1. Graduate Advisory Committee Chairperson________________________________________________________
   Signature

2. Graduate Advisory Committee Member________________________________________________________
   Signature

3. Graduate Advisory Committee Member________________________________________________________
   Signature

4. Graduate Advisory Committee Member (optional)_______________________________________________
   Signature

Coordinator, Graduate Programs in Art __________________________ Date __________________________

Return this form to the Graduate Coordinator, VAB 203
GUIDELINES FOR DOCUMENTATION OF ONE-PERSON EXHIBITION

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

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

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

B. Title Page and Certification Page (See attached examples)
   The Certification Page must follow the Title Page.

C. Text (this is a suggested text structure)
   1. The main objectives
   2. The historical influences
   3. Structural concepts
   4. Philosophical and aesthetic concepts
   5. Technique and process
   6. Other pertinent information and factors, which determine the character of the art and the exhibition

D. Documentation of Artwork
   All artwork must be documented in professional quality (at least 300 dpi), accompanied by a list of all images.
   Also include an image of the show card that was produced for the exhibition if possible.

   1. Image format must be jpeg, 300 dpi, 9” on the longest side.
   Time-based media documentation may include high quality image stills that are a minimum of 1920 x 1080 72 dpi jpgs or video files that are 1920 x 1080 in mp4 or mov format."

   2. Each image must be numbered and titled.
      Example: 01_Landscape.jpeg
      Example: 02_Landscape_Detail.jpeg

   3. Images should include all individual works (NOT behind glass) and installation views of the exhibition.
4. Three-dimensional works should include a front view, a side view, and a detail.

5. The image list should have a heading with the artist’s name and title of the exhibition. Each listing must include the title, medium, dimensions, and date of each piece.

II. PAPER (for hard copy)
All final copies of the Documentation submitted to the School of Art must be on 100% cotton uniform white paper measuring 8 ½ X 11 inches.

III. FORMATTING INSTRUCTIONS

A. Margins: The left margin must be at least 1 ½ inches; other margins must be a minimum of one (1) inch. On the first page of a major division (i.e., chapter headings, first page of documentation, etc.), the top margin above the first line of type should be two (2) inches. All typing, including page numbers and footnotes, must be within the margins. Wider margins may be used when necessary.

B. Pagination: Pages in the preliminary part (front matter) are numbered with lower-case Roman numerals; text pages are numbered with Arabic numerals. Every page of the documentation (except the Catalog, Title and Certification pages) must be assigned a page number. Numbers are placed in the upper right-hand corner, 1 inch from the top and 1 inch from the right edge of the paper. The numbers are to be un-adorned, without the use of periods, dashes, or hyphens.

C. Citations: Students should use the MLA Handbook for guidelines on citations.

D. Citation of Work from the Exhibition: Titles of piece cited in the text must follow, in parenthesis, by the number which corresponds to that piece in the catalog. Example: Landscape (#3)

IV. SUBMISSION and DEADLINE

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

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

One (1) Digital version of the Documentation must be uploaded the Huskie Commons Digital Repository. http://commons.lib.niu.edu/
HUSKIE COMMONS: Once your MFA Documentation is complete and approved by your committee, it should be deposited into Huskie Commons. Huskie Commons is the institutional repository, or digital collection, of the scholarly and artistic work created by the faculty, staff, and students of Northern Illinois University. Your documentation will be made accessible via the internet, preserved for your future reference, and have a permanent unique link that you can use on your resume, portfolio, or future applications.

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

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

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

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

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

DOCUMENTATION OF THE ONE-PERSON EXHIBITION

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

MASTER OF FINE ARTS
(MASTER OF ARTS)

SCHOOL OF ART

BY

Your Name

DEKALB, ILLINOIS
MONTH, 20XX
(expected date of graduation)
One-Person Exhibition

BY

Your Name

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

List of Work

1. Title (underlined), Medium, Dimensions, Month and Year of Execution

2. Landscape II, Charcoal on Paper, 16½” X 12", April, 20XX

3. Landscape III, Charcoal on Paper, 16½” X 12", April, 20XX

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

____________________________________
Chair, Graduate Advisory Committee

____________________________________
Date
GENERAL GUIDELINES AND CHECKLISTS FOR:

Master of Arts

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

Prior to Completing 12 – 15 Hours:

__Establish a Graduate Advisory Committee and complete the Graduate Advisory Committee Composition form (page 59).

Ongoing During the Progress of Degree Work:

___Meet with members Graduate Advisory Committee periodically to discuss degree progress.

After 18 hours of coursework:

___Submit prospectus and introductory literature for the Master’s Thesis or Research Paper. (research specialization only)

At Least One Semester Prior to Graduation:

___Meet with members of Graduate Advisory Committee to schedule Comprehensive Examination.

___Submit preliminary draft of the Master’s Thesis or Research Paper Project (research specialization) or Two Qualifying Research Papers (teaching specialization).

___Apply for Graduation to the Graduate School. (see Graduate School Calendar for deadlines)

Prior to or During the Final Semester of Coursework:

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

___Enroll in the ARTH 699A Master’s Thesis or ARTH 699B Masters Research Project– Student must be enrolled in consecutive semesters while working on thesis or Research Paper. Complete Master’s Thesis or Research Paper with the approval of the Graduate Advisory Committee. (research specialization only)
The Comprehensive Exam in Art History

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

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

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

Part I: Slide Identification Essays (both specializations)

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

Exam duration: 3 hours

Part II: Teaching (teaching specialization)

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

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

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

Process

When the student wishes to take the Comprehensive Examination, they must file a Comprehensive Examination form (page 63) with the Graduate Coordinator's office. This form should be filed at the time that the student has arranged a meeting with their Graduate
Advisory Committee (hereafter GAC) to discuss and determine the time, format, and content of the Comprehensive Examination.

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

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

Research Specialization

Master’s Thesis or Master’s Research Project

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

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

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

Thesis Option

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

During the oral defense, members of the committee will discuss with the student aspects of the arguments and findings. A copy of the Report of Oral Defense of Thesis or Dissertation
form (page 66) indicating whether the student has passed his/her defense should be completed and submitted to the graduate coordinator’s office.

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

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

Research Project Option

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

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

Teaching Specialization

Two Qualifying Research Papers

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

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

Art History Certificate of Graduate Study

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

M.A. – Art History Research

DEGREE REQUIREMENTS CHECKLIST:

___30 Semester Hours of Graduate level credits from a distribution in consultation with your graduate committee, exclusive of work taken to remove deficiencies.

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

___Reading Knowledge of One Modern Foreign Language

___Comprehensive Exam

___Master’s Thesis or Research Project

REQUIRED COURSEWORK:

Art History Electives (18 or more credits)

Ancient, Medieval, or Early Modern Topics
ARTH____ Semester Taken____
ARTH____ Semester Taken____

Asian or Non-Western Topics
ARTH____ Semester Taken____
ARTH____ Semester Taken____

Modern or Contemporary Topics
ARTH____ Semester Taken____
ARTH____ Semester Taken____

Cognate Elective (0-3 credits)
____ Semester Taken____

Seminar in Art History (6 or more credits)
ARTH 701 - Semester Taken____
ARTH 701 - Semester Taken____

Master’s Thesis (ARTH 699A) or Master's Research Project (ARTH 699B) (3 or more credits)
ARTH 699A - Semester Taken____
ARTH 699B – Semester Taken____

*Art Historical Methodology (0-3 credits)
ARTH 586 – Semester Taken____

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

M.A. – Art History Teaching

DEGREE REQUIREMENTS CHECKLIST:

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

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

___ Reading Knowledge of One Modern Foreign Language

___ Comprehensive Exam

___ Two Qualifying Research Papers

REQUIRED COURSEWORK:

Art History Electives (18 or more credits)

_Ancient, Medieval, or Early Modern Topics_
ARTH____  Semester Taken____
ARTH____  Semester Taken____

_Aisan or Non-Western Topics_
ARTH____  Semester Taken____
ARTH____  Semester Taken____

_Modern or Contemporary Topics_
ARTH____  Semester Taken____
ARTH____  Semester Taken____

Cognate Elective (0-3 credits)
____  Semester Taken____

_Seminars in Art History (6 or more credits)_
ARTH 701 - Semester Taken____
ARTH 701 - Semester Taken____

_Internship: Teaching at the College Level (3 credits)_
ART 780 - Semester Taken____

*Art Historical Methodology (0-3 credits)_
ARTH 586 – Semester Taken____

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

M.A. – Art History Research

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

Year One

Semester 1:
- ARTH Elective _____
- ARTH Elective _____
- ART 780 Teaching at the College Level (for new GTAs)

Semester 2:
- ARTH 586 Art Historical Methodology (unless completed for BA degree)
- ARTH Elective _____
- ARTH 701 Graduate Seminar in Art History

- Choose Members of Graduate Advisory Committee and Submit Form. (page 59)

- Schedule Comprehensive Exam Parts 1 (Slide Identification Essays) and 2 (Oral Defense of Thesis or Master’s Research Project Proposal) and Submit Form (page 63).

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

Year Two

Semester 3:
- ARTH Elective _____
- ARTH Elective _____
- ARTH 701 Graduate Seminar in Art History

- Complete Comprehensive Exam* Parts 1 and 2.

- Apply for Graduation by posted Graduate School deadline.

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

Semester 4:
- ARTH Elective _____
- ARTH 699A or 699B

- Complete Comprehensive Exam Part 1 (if not previously taken).

- Defend Thesis or Master’s Research Project and Submit Final Version to Graduate School by posted Graduate School deadlines as required.
EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE

M.A. – Art History Teaching

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

Year One

Semester 1:
- ARTH Elective ____
- ARTH Elective ____
- ART 780 Teaching at the College Level

Semester 2:
- ARTH 586 Art Historical Methodology (unless completed for BA degree)
- ARTH Elective ____
- ARTH 701 Graduate Seminar in Art History

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

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

Year Two

Semester 3:
- ARTH Elective ____
- ARTH Elective ____
- ARTH 701 Graduate Seminar in Art History

Apply for Graduation by posted Graduate School deadline.

Semester 4:
- ARTH Elective ____
- ARTH Elective ____

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

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

Certificate – Art History

CERTIFICATE REQUIREMENTS CHECKLIST (18 CREDIT HOURS):

REQUIRED COURSEWORK:

ARTH 586 (3 credit hours) _____

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

ARTH 510 – Studies in Ancient and Middle-Eastern Art _____
ARTH 520 – Studies in Medieval Art _____
ARTH 530 – Studies in Early Modern European Art _____
ARTH 540 – Studies in Modern Art _____
ARTH 550 – Studies in Contemporary Art _____
ARTH 560 – Studies in Design _____
ARTH 570 – Studies in Asian Art _____
ARTH 580 – Studies in African, Oceanian, Native American, Pre-Columbian, and Latin-American Art _____
ARTH 651 – Topics in Ancient and Middle Eastern Art _____
ARTH 652 – Topics in Medieval Art _____
ARTH 653 – Topics in Early Modern European Art _____
ARTH 654 – Topics in Modern Art _____
ARTH 655 – Topics in Contemporary Art _____
ARTH 656 – Topics in Design _____
ARTH 657 – Topics in Asian Art _____
ARTH 658 – Topics in African, Oceanian, Native American, Pre-Columbian, and Latin-American Art _____
ARTH 701 – Seminar in Art History _____
ARTH 703 – Independent Study in the History of Art _____
ARTH 785 – Topics in Art History _____

Other Requirements

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

Master of Science

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

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

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

Ongoing during the progress of degree work:

__Meet with the Master’s Advisor regularly each semester and the Chair of the GAC periodically to discuss degree progress.

One Semester Prior to Graduation:

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

__Meet with members of the GAC to discuss content of the exam.

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

During the Final Semester of Coursework:

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

The Comprehensive Exam in Art and Design Education

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

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

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

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

Determining the Form and Content of the Comprehensive Examination

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

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

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

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

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

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

DEGREE REQUIREMENTS CHECKLIST:

__36 Semester Hours of Graduate level credits for licensure__ exclusive of work taken to remove deficiencies (e.g. ARTE 500; Additional studio work as required) and Student Teaching.

__9 Semester Hours to complete the Master’s Degree.

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

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

__Comprehensive Examination.

REQUIRED COURSEWORK FOR LICENSURE (36 CREDITS):

ARTE 542 (Take in first semester. Elementary methods) ____
ARTE 544 (Take in second semester. Middle level methods) ____
ARTE 543 (online Fall Semester only. Technology and Art Education) ____
ARTE 563 (Take in spring semester (with ARTE 544 when possible.) Mod/Po-mo Aesthetics) ____
ARTE 545 (Take in last semester before student teaching. Curriculum/HS methods) ____
ARTE 679 (Summer only) Special Needs) ____
ARTE 684 (Offered only in Fall Semester. History & Philosophy of Art) ____
ARTE 687 (online Spring semester only). Evaluation in Art Ed ____
LTIC 520 (Take at any time. Methods for Teaching English Language Learners. Lit. Ed.) ____
ARTE 588 A/B (Take after all required coursework is complete. Student Teaching. These courses do not count toward the 36 Semester Hours required for the M.S. Degree.) ____

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

ARTE 683 (Take at any time. Art Education Seminar) ____
ARTE 685 (Take at any time. Research Readings) ____
ART 680 (Take at any time. Art Seminar) ____
To pursue licensure, you must be admitted to the Master of Science in Art with a Specialization in Art and Design Education program. Requirements to be completed before enrolling in ARTE 542 (Elementary Methods in Art Education):

1. **Be officially accepted and classified as a graduate student in the Master of Science in Art with a Specialization in Art and Design Education program.** Acceptance must be from both the School of Art and the Graduate School and classification must be reflected on the student’s academic record. **No students with the classification of Student At Large are permitted to enroll in ARTE 542.**

2. **Submit a copy of your negative tuberculosis (TB) test to the main art office** (room 216 of the art building). Once you begin classes at NIU, you can have your TB tests completed at University Health Services for a service fee. You can also choose to have the test completed by your doctor or your local health department (if they offer such tests) at your expense. You are responsible for either hand delivering a copy (your original will not be accepted) of your TB test results to the main art office or faxing them to the same (the fax number is 815-753-7701; fax to the attention of the Front Desk). **The negative test must be valid through the entire semester of the course.** Please note: The TB test takes more than one day to complete. Once you have begun NIU classes, you can start the test at University Health Services on Monday, Tuesday, Wednesday, or Friday (not on Thursday), and then you will need to return on another day to have the test read and receive your results. TB Tests are valid for one year.

3. **Apply for a permit for ARTE 542 by coming, in person, to the SOA main art office** (room 216 of the art building) and filling out the permit request form. **The permit request form will not be mailed to students nor will it be filled out for you over the telephone.** Once the form is completed you will leave your permit request in the main art office and you will be notified through your NIU email that you can enroll through MyNIU. If it was not approved for any of the reasons listed above, you will be notified by the main art office through your NIU email. This procedure applies for all Methods courses.

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

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

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

- Fine Arts Area Content test
**Art and Design Education – Teacher Licensure Graduate M.S.**  
*(Dual Licensure/M.S. Degree)*

Name: __________________________           Z-ID #: ________________________

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Class</th>
<th>Semester</th>
<th># Hours</th>
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<tbody>
<tr>
<td>ARTE 500 (if assigned)</td>
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<tr>
<td>ARTE 542</td>
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<tr>
<td>ARTE 544</td>
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(Apply for S/T during ARTE 544 semester)

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Class</th>
<th>Semester</th>
<th># Hours</th>
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<tbody>
<tr>
<td>ARTE 543 **</td>
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<tr>
<td>ARTE 684**</td>
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Apply for Graduation ________________

- May/Spring graduation: apply PRIOR to February
- August/Summer graduation: apply PRIOR to June
- December/Fall graduation: apply PRIOR to September

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

**Criminal Background Check: ________(in ARTE 542)**

**Tuberculosis Test Expiration Date:** yearly

**Portfolio Review:**

- Preliminary: ________________
- (approved or ARTE 500)
- Final: ________________

**Fine Arts Area Content Test:** ________________ (prior to 545)

**edTPA Licensure Exam:** ________________ (in Student Teaching)

**Safety Tutorial:** ________________ (in ARTE 542)
QUESTIONS?

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

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

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

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

Year One

Semester 1
ARTE 542____
ARTE 543____
LTIC 520____

EPS 501____
ARTE 684____

Semester 2:
ARTE 544____
EPS 508____

ARTE 563____
ARTE 679____

Year Two

Semester 3:
ARTE 687____
ARTE 683____

ARTE 545____
Final Portfolio____

Semester 4:
Student Teaching (ARTE 588 A/B)____

Year Three or Four or Five

Semester 5:
ART 680____
ARTE 685____

Comprehensive Examination____
GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

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

DEGREE REQUIREMENTS CHECKLIST:

__30 Semester Hours__ of Graduate level credits, exclusive of work taken to remove deficiencies.

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

__Comprehensive Examination.

REQUIRED COURSEWORK (15 CREDITS)

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

*Art Education Electives (6 credits)
ARTE ____  Semester Taken ____  ARTE ____  Semester Taken __

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

______  ____  Semester Taken ____  ______  _____  Semester Taken ____
______  ____  Semester Taken ____  ______  ____  Semester Taken ____

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

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

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

Year One

Semester 1
- ART 680 _____
- Art Education Elective ARTE _____
- ARTE 543____

Semester 2:
- ARTE 683 _____
- ARTS Elective____
- ARTE Elective____

Year Two

Semester 3:
- ARTE 685 _____
- ARTE Elective____
- ARTE 684____

Semester 4:
- ARTE elective____
- ARTH Elective____
GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.S. in Art and Design Education Online (Track 2)
(No Licensure Awarded)

DEGREE REQUIREMENTS CHECKLIST:
__30 Semester Hours of Graduate level credits, exclusive of work taken to remove deficiencies.
__Graduate Advisory Committee – After their third course, students should compose a Graduate Advisory Committee and submit the corresponding form to the School of Art Graduate Coordinator. Students should expect a mid-program assessment review after 15 credit hours of coursework.
__Comprehensive Examination.

REQUIRED COURSEWORK (30 CREDITS)

ARTE 543 (3) (Fall semester) Technology____
ARTE 685 (3) (Summer) Research Readings ____
ARTE 684 (3) (Fall Semester) History and Philosophy ____
ART 680/683 (9) (Take at any time) (Topics Seminar)* ____
ARTE 687 (3) (Spring) Assessment ____
ARTE 682 (3) Contemporary Curriculum Issues ____
ARTE 780 (6) Capstone Research Project (Or Selected Course Work) ____

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

One online course is offered every semester.

Please see link http://www.niu.edu/ora/MSAE/MSADE-academic-requirements.shtml for more detailed course descriptions.

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

Doctor of Philosophy

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

DEGREE REQUIREMENTS CHECKLIST:

__60 Semester Hours of Graduate level credits beyond the credits earned toward the student's approved Masters degree.

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

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

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

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

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

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

REQUIRED COURSEWORK CHECKLIST:

*REQUIRED CORE COURSES (15 CREDITS)
ARTE 780 – Research Development and Writing (Take when offered) ____
ARTE 790 – Art-Based Educational Programs: Research and Theory (Take when offered) ____
ARTE 792 – Critical Theories of Art, Culture and Pedagogy (Take when offered) ____
ARTE 791 – Philosophies of Art and Aesthetics (Take when offered) ____
ARTE 783 – Doctoral Seminar in Art Education (Take 1 credit 3 times – any time) ____

*RESEARCH METHODOLOGY REQUIREMENTS (9 CREDITS)
ARTE 784 - Research Methods in Art Education (Take when offered) ____
ETR 520 – Introduction to Educational Research (Take any time) ____
ETR 521 – Education Statistics 1 (Take any time) ____
**Cognate Requirements (12-15 credits)**
All students are required to complete a cognate of 12-15 semester hours in art or related fields such as education, anthropology, museum studies, visual culture, computer imaging, women's studies, or statistical analysis, at or above the 600 level. These must be in addition to the core and research methods courses. The student’s Doctoral Advisor or Dissertation Chair in the School of Art must approve the area(s) and the courses chosen to meet this cognate requirement in each case. Courses taken without approval of the Doctoral Advisor may not count toward graduation.

**Elective Course Work (12-15 credits)**
Elective graduate course work may be taken in art and related areas of studies. The courses chosen to meet this requirement are subject to the approval of the student’s Doctoral Advisor or Dissertation Chair in the School of Art.

**Dissertation (At Least 15 Credits)**
ARTE 799 – Dissertation. Take after successful completion of the Comprehensive Exam. Students must work with the Chair of their DAC to determine the number of credits required to complete their dissertation and number of credits per semester. See the Graduate School website for details regarding minimum requirements related to number of credits per semester and maximum time frame.

**The Comprehensive Exam in Art and Design Education**

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

**Comprehensive Exam Process**

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

In the semester prior to the last semester of coursework, the student must contact the Art and Design Education secretary to let her know your intention to take the exam in the next semester. In the last semester of coursework, file a Comprehensive Examination form [page 63].
with the graduate coordinator’s office. Early in the same semester, the student should
arrange a meeting with the DAC individually or in a group to discuss the content of the
Comprehensive Examination.

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

**Determining the Form and Content of the Comprehensive Examination**

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

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

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

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

**The Doctoral Dissertation**

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

*The Ph.D. program emphasizes research, theory and philosophical development,
and applications of new knowledge in art and visual culture. The Ph.D. prepares*
students to be researchers, scholars, and leaders in the field of art education, including education in K-12 schools, colleges and universities, museums and community art centers, and other cultural institutions.

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

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

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

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

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

Demonstration of Professionalism and Leadership in the Doctoral Program

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

Art and Design Education maintains its own website as well as a presence on many social media sites. Information is updated on a regular basis on events such as lectures, receptions and conferences. Please see links to social media sites on the Art and Design Education website.
ADVISOR GUIDELINES FOR PH.D. STUDENTS IN ART EDUCATION

CHECK SHEET

____ 1. File program with: __ Graduate School __ Advisee File
   __ Program Chair (Must be Graduate Faculty Status)

____ 2. Student must meet with doctoral faculty advisor about dissertation proposal.

____ 3. File Request for Appointment of Committee to Conduct A Doctoral Candidacy Examination form with the Graduate School (blue form).

____ 4. Dissertation Proposal Approval form (Place completed form in student’s file after advisor with committee meets and approves dissertation plan).
   File Human Subjects form (if necessary) with Graduate School.

____ 5. At candidacy time: __ File Report on Doctoral Examination with Graduate School.

____ 6. Result letter (pass/fail) goes to student with copy to advisor and student file.

____ 7. Graduate Secretary fills in whatever information she has and sends to Dissertation Director to complete.
   __ File Approval of Doctoral Dissertation Director form with Graduate School.
   *Chair must be Senior Faculty member. Co-chair can be Full Member.

   __ File Dissertation Committee form with Graduate School. *Majority must be Senior faculty.

____ 8. File Request for Oral Defense of Dissertation form (Must be at Graduate School at least three weeks prior to oral defense of dissertation). Notify Candidate that a copy of dissertation must be on file at Dissertation Director’s office.


____ 10. File Results of Oral Defense of Thesis or Dissertation with Graduate School (oral defense).

____ 12. File Change of Grade form with Graduate School

____ 13. Send congratulations letter to student (c: MS exams pass letter)

____ 14. Candidate MUST electronically submit the final dissertation copy to the Graduate School following the online “Guidelines for Preparing and Submitting Electronic Theses and Dissertations”, located on the Graduate School’s website.
Required Forms for:

Art History
and
Art and Design Education
GRADUATE ADVISORY COMMITTEE
(ART HISTORY / ART AND DESIGN EDUCATION – M.S.)

NAME OF STUDENT: _____________________________________________

ZID: ___________________________________________________________

DEGREE PROGRAM: ______________________________________________

FIELD OF STUDY: _______________________________________________

COMMITTEE MEMBERSHIP

1. CHAIRPERSON: ______________________________________________
   Print Name ___________________________ Sign Name

2. MEMBER: _____________________________________________________
   Print Name ___________________________ Sign Name

3. MEMBER: _____________________________________________________
   Print Name ___________________________ Sign Name

__________________________ ________________________
COORDINATOR, GRADUATE PROGRAMS IN ART DATE

This form should be submitted to the Graduate Programs in Art office upon the completion of 15 – 18 semester hours.
DOCTORAL ADVISORY COMMITTEE – ART AND DESIGN EDUCATION PH.D.

NAME OF STUDENT: ________________________________

ZID: ____________________________________________

DEGREE PROGRAM: _______________________________

FIELD OF STUDY: _________________________________

COMMITTEE MEMBERSHIP

1. DOCTORAL DIRECTOR: __________________________
   Print Name ___________________________ Sign Name

2. MEMBER: ______________________________________
   Print Name ___________________________ Sign Name

3. MEMBER: ______________________________________
   Print Name ___________________________ Sign Name

______________________________________________
COORDINATOR, GRADUATE PROGRAMS IN ART

______________________________________________
DATE

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

(Art History)

NAME OF STUDENT: ____________________________________________

ZID: _________________________________________________________

DEGREE PROGRAM: ___________________________________________

FIELD OF STUDY: _____________________________________________

PAPER TITLE:

___APPROVED

COMMITTEE MEMBERSHIP

1. CHAIRPERSON: _____________________________________________
   Print Name                  Sign Name

2. MEMBER: ___________________________________________________
   Print Name                  Sign Name

3. MEMBER: ___________________________________________________
   Print Name                  Sign Name

COORDINATOR, GRADUATE PROGRAMS IN ART  DATE
Masters Research Project Approval Form (Art History)

NAME OF STUDENT: ________________________________

ZID: ____________________________________________

DEGREE PROGRAM: ______________________________

FIELD OF STUDY: ________________________________

PROJECT TITLE: 

___ APPROVED

Committee Membership

4. CHAIRPERSON: ________________________________
   Print Name  Sign Name

5. MEMBER: ______________________________________
   Print Name  Sign Name

6. MEMBER: ______________________________________
   Print Name  Sign Name

_________________________  ________________
COORDINATOR, GRADUATE PROGRAMS IN ART  DATE
COMPREHENSIVE EXAMINATION FORM

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

Name: ____________________________________________________ Z-ID: __________________

Address: _________________________________________________ E-mail Address: __________________

City __________________________________ State _______________ Zip Code _______________________

Degree Program: _________________________________________ Area of Emphasis: __________________

1. Graduate Advisory Committee Chairperson____________________________________________________ Signature

2. Graduate Advisory Committee Member__________________________________________________________ Signature

3. Graduate Advisory Committee Member__________________________________________________________ Signature

4. Graduate Advisory Committee Member (optional)________________________________________________ Signature

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

PLEASE CHECK THE APPROPRIATE OPTION:

TIME: [ ] Examination to be Administered by Advisory Committee:
      Date: _________ Time: _________ Location: ________________

      [ ] Take-Home - Administered by Graduate Coordinator. Questions must be submitted to the Graduate Programs in Art Secretary – preferably attached to an email to jsmola@niu.edu.

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

Note: Consult the Graduate Programs in Art calendar for deadlines.
      Return this form to the Graduate Coordinator, VAB 203.
REPORT: GRADUATE FINAL COMPREHENSIVE EXAMINATION

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

Student: ____________________________________________

Degree Program: ________________________________________

Area of Emphasis: ________________________________________

Date of Examination: ________________________________

Examination Administered By: ____ Advisory Committee

____ Graduate Coordinator

Graduate Advisory Committee

Chairperson__________________________________________

Member____________________________________________

Member____________________________________________

Member____________________________________________

Member____________________________________________

Comments: Code: 4 = Superior

3 = Acceptable

2 = Must Retake Exam

1 = No Second Exam Permitted

______________________________

Coordinator, Graduate Programs in Art

______________________________

Date

SCORE

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Northern Illinois University
Graduate School
Report on Graduate Student Examination

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Attestation

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<th>Signatures</th>
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committee chair

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<th>department chair/director of graduate studies</th>
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White – Graduate School
Yellow – Department
Pink – Student
Results of Oral Defense of Thesis or Dissertation

Student ________________________________  ZID ______________

Department ____________________________  Program ____________________________

Date of Defense ____________  Degree  Master’s  Doctoral  Attempt  First  Second

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

Title of Thesis/Dissertation

Results of Defense  Pass  Fail

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

Committee Members (Print)  Signatures

Committee chair or co-chair (circle one)  Committee chair or co-chair

Committee co-chair or member (circle one)  Committee co-chair or member

Member

Member

Member

Member

Member

Member

If passed, mark one:

_____ Pass: THE THESIS/DISSERTATION REQUIRES NO FURTHER REVIEW BY THE COMMITTEE OR CHAIR

The thesis/dissertation may be submitted to the Graduate School for review. Submit this form to the Graduate School by fax (753.6366) or hand deliver to Adams Hall 223 within 3 days of the defense.

_____ Pass: THE THESIS/DISSERTATION REQUIRES REVISIONS OR CORRECTIONS WHICH MUST BE REVIEWED

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

Once revisions are approved, the chair and committee members conducting the review initial here:

Submit form immediately by fax (753.6366) or hand deliver to Adams Hall 223.
Congratulations on the completion of your Art Thesis Project!

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

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

To start the deposit process, go to:

http://commons.lib.niu.edu/
Welcome to Huskie Commons

Log In

Start by logging in... using your NIU ID and password.
Find your community

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

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

Click here to initiate your submission...

...and begin describing your Art Project.

Submit a new item to this collection
Describe your Senior Project

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

- Houlne, Katherine

**Title:**
Enter the main title of the item.

- Tattered Remains

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

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

- Labatte, Jessica

**Department:**
Select the name of your department, college, or organization. If it is not listed, please select "Other."
- Center for Latino and Latin American Studies
- Division of Public Administration
- School of Allied Health and Communicative Disorders
- School of Art
- School of Family, Consumer and Nutrition Sciences
- School of Music
- School of Nursing and Health Studies

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

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

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For Senior Projects, only the year is needed.

You will likely need to select multiple content types and genres. The CTRL key is your friend.
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For Creative Commons License language to paste into the rights field go here: https://creativecommons.org/share-your-work/
At the very least, we recommend CC BY-NC-ND with means attribution required, non-commercial uses only, and no derivative works allowed.

Still need more details!

Save & Exit  Next >
More Details, Please

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

Provide an abstract describing your project in 250 words or less.

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

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

Upload your Project into the repository.

Choose a pdf, jpg, and/or other archival-friendly file format. For format recommendations, go to: http://www.digitalpreservation.gov/formats/
You can add multiple files. Choose archival-friendly formats like jpeg or jpeg2000.

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

Notes:
URL for website to be inserted
Extent:
7 pages; 4 photographs

Upload File(s)
Kate_Houlne_BFA_2016_2.pdf - Adobe PDF (Known)
HoulneKatherineBFA_1_Harbinger.jpg - JPEG (Known)
HoulneKatherineBFA_2_Monoculture.jpg - JPEG (Known)
HoulneKatherineBFA_3_21stCenturyFauna1.jpg - JPEG (Known)
HoulneKatherineBFA_4_21stCenturyFauna2.jpg - JPEG (Known)
Final step

Read the distribution license carefully and complete your submission.
Once you submit your Project, it will be reviewed for accuracy. Upon approval, you will receive an email confirmation with your Project’s permanent identifier and your Project will become accessible in Huskie Commons.

http://commons.lib.niu.edu/
Congratulations!

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

[jschumacher@niu.edu](mailto:jschumacher@niu.edu)
815.753.0576
Founders Memorial Library 145D
Northern Illinois University

School of Art and Design
Graduate Programs
Handbook

for Students and Faculty

Revised Spring, 2020
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Northern Illinois University School of Art and Design (SOAD) Graduate Programs

Information and Advice

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

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

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

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

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

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

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

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

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

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

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

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

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

iv. M.A. Portfolio Review for Continuance (Studio / Design - Media Arts only)

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

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


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

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

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

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

vi. COMPREHENSIVE EXAMINATIONS

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

vii. GRADUATION REQUIREMENTS

Students are responsible for referring to the Graduate Catalog, which is available on the NIU website, to acquaint themselves with the requirements of their respective degree programs. The checklists in this document are provided to assist in this process. The requirements for each student are linked to the catalog year in which they enter.
Students may track their degree progress at any time by checking their Degree Progress Report on MyNIU. The report will indicate any deficiencies in their degree requirements by stating “Unsatisfied” if a requirement has not been met.

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

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

**For All Students:**
- Comprehensive Examination (see specific program section for details on process)

**For Students in the M.A. in Art History Teaching:**
- Submission of two Qualifying Research Papers with accompanying signed approval forms

**For Students in the M.A. in Art History Research:**
- Approval of Thesis or Master’s Research Project
- Submission of Final Version of Thesis or Master’s Research Project with accompanying signed approval forms

**For Students in the M.A. and M.F.A. in Art and Design:**
- One-Person Exhibition
- Documentation of One-Person Exhibition with accompanying signed approval forms. A digital version must also be uploaded to the Huskie Commons Digital Repository (see Guidelines for Documentation Submission).

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

**viii. Student Email Announcements**
Each student is responsible for regularly checking their NIU student email account. Important advising, general notices and events will be sent to these email address. Events to be posted may be emailed to the Graduate Coordinator, who may send them to the group list. If messages are not being received or if a change of e-mail address occurs, the Graduate Coordinator should be notified immediately.
IX. SCHOOL OF ART GRADUATE CALENDAR
Each semester a calendar will be issued by the Graduate Coordinator’s office which lists the important deadlines for graduate degree work. This calendar will be sent out via student email and hard copies will be available in the Graduate Coordinator’s Office.

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

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

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

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

Master of Fine Arts
Master of Arts

STUDIO and DESIGN - MEDIA ARTS (ART and DESIGN)
GENERAL GUIDELINES FOR THE M.A. AND M.F.A.
Art and Design

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

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

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

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

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

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

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

Ongoing During the Progress of Degree Work:

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

In the Spring Semester Prior to Graduation:

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

One Semester Prior to Graduation:

___ Apply for Graduation to the Graduate School.
(see Graduate School Calendar for deadlines)
During the Final Semester of Coursework:

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

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

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

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

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

As the take-home exam, the process should be administered by the student’s Graduate Committee Chair.
1. The Committee Chair should direct the student to contact the committee members, asking for questions from each member.
2. The student will write answers to the questions within a two-week period and submit them back to the committee for review.
3. The Committee Chair should then circulate the Report: Graduate Final Comprehensive Examination scoring form (page 21) and the Report on Graduate Student Examination form (Page 22) for each committee member to sign. The report form is also available at: https://www.niu.edu/grad/_pdf/examination-report.pdf If changes or edits are required, these should be conveyed to the student between the committee members.
4. Both completed forms should be forwarded to the Graduate Coordinator for processing by the deadline stated in the Graduate Programs in Art Calendar.
The exam may also be taken as an oral presentation. In this case, the candidate, along with the committee will establish the structure and time for the exam. The committee chair is responsible to return the results of the exam to the Graduate Coordinators office, together with the completed Report: Graduate Final Comprehensive Examination scoring form and the Report on Graduate Student Examination (https://www.niu.edu/grad/_pdf/examination-report.pdf), by the deadline stated on the Graduate Programs in Art Calendar.

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

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

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

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

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

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

M.A. – Art and Design

DEGREE REQUIREMENTS CHECKLIST:

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

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

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

___ Comprehensive Examination.

___ One-Person Exhibition and Documentation.

REQUIRED COURSEWORK CHECKLIST:

*Art History Electives (6 credits)
ARTH____ Semester Taken____
ARTH____ Semester Taken____

*One of the Following (3 credits):
ARTS 615 – Introduction to Studio Practices or ARTS 715 – Professional Studio Practices
Semester Taken____

*Studio Art Electives – ARTS, ARTD, or ART courses (18 credits)
____ _____ Semester Taken_____ _____ _____ Semester Taken____
____ _____ Semester Taken_____ _____ _____ Semester Taken____
____ _____ Semester Taken_____ _____ _____ Semester Taken____

*Taken in the Semester of the One-Person Exhibition (3 credits)
ART 699 – One-Person Exhibition or Presentation and Documentation for the M.A. Studio Degree.

Semester Taken____
**Example Semester-by-Semester Course Structure**

**M.A. in Art and Design**

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

### Year One

**Semester 1**
- ARTS 615 or ART 680 _____
- ARTS/ARTD Elective _____

**Semester 2:**
- Art History Elective ARTH _____
- ARTS/ARTD Elective _____

*Complete the M.A. Portfolio Review _____

*Apply for Graduation by stated Graduate School deadline _____

*Reserve Studio Space for Exhibition _____

### Year Two

**Semester 3:**
- Studio Art Elective _____
- Art History Elective ARTH _____
- ART 699 _____
GRADUATE PROGRAM DEGREE AND COURSE REQUIREMENTS CHECKLIST

M.F.A. – Art and Design

DEGREE REQUIREMENTS CHECKLIST:

___60 Semester Hours of Graduate level credits, exclusive of work taken to remove deficiencies.

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

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

___Comprehensive Examination.

___One-Person Exhibition and Documentation.

REQUIRED COURSEWORK CHECKLIST:

*Seminars (6 credits)
ARTS 615 (Take in Semester 1) ____ (only offered in the fall semester)
ARTS 715 (Take in Semester 4) ____ (only offered in the spring semester)

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

*Art History Electives (9 credits)
ARTH____ Semester Taken_____ ARTH____ Semester Taken____
ARTH____ Semester Taken____

*Studio Art Electives – ARTS, ARTD, or ART courses (36 credits)
___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Taken_____ ___ _____ Semester Take

*Taken in the Semester of the One-Person Exhibition (3 credits) *A total of 3 credits is required for the degree – only take less than 3 credits if the work will span over multiple semesters.
ART 799 Semester Taken____
**EXAMPLE SEMESTER-BY-SEMESTER COURSE STRUCTURE**

**M.F.A. - Art and Design**

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

**Year One**

**Semester 1**
- ARTS 615 – Intro to Studio Practices _____
- ARTS/ARTD Elective _____
- ARTS/ARTD Elective _____

**Semester 2:**
- Art History Elective ARTH _____
- ARTS/ARTD Elective _____
- ARTS/ARTD Elective _____

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

**Year Two**

**Semester 3:**
- Art History Elective ARTH _____
- ARTS/ARTD Elective _____
- ARTS/ARTD Elective _____

**Semester 4:**
- ARTS 715 – Professional Studio Practices _____
- Art History Elective ARTH _____
- ARTS/ARTD Elective _____

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

**Year Three**

**Semester 5:**
- ARTS/ARTD Elective _____
- Studio Art Elective _____
- Seminar (ART 680, ARTE 683, ARTH 701) _____

*Apply for Graduation by stated Graduate School deadline _____
*Reserve Studio Space for Exhibition _____

**Semester 6:**
- ART 799 – One Person Exhibition _____
- Studio Art Elective _____
Documentation Guidelines and Required Forms for:

STUDIO and DESIGN - MEDIA ARTS
(ART and DESIGN)
M.A. ART AND DESIGN PORTFOLIO REVIEW
FOR CONTINUANCE
Prior to the Completion of 18 credit hours

NAME OF STUDENT______________________________________________________________

DEGREE PROGRAM____________________________________________________________

AREA OF EMPHASIS____________________________________________________________

NUMBER OF GRADUATE HOURS COMPLETED___________

GRADUATE ADVISORY COMMITTEE:

1. Chairperson______________________________________________________________
   PASS   FAIL

2. MEMBER______________________________________________________________
   PASS   FAIL

3. MEMBER______________________________________________________________
   PASS   FAIL

4. (OPTIONAL) MEMBER______________________________________________
   PASS   FAIL

COMMENTS:

______________________________________________________________

Coordinator, Graduate Programs in Art                                  Date

Return this form to the Graduate Coordinator, VAB 203
M.F.A PORTFOLIO REVIEW FOR CONTINUANCE – YEAR 1
or Prior to the Completion of 18 credit hours

NAME OF STUDENT______________________________________________________________

DEGREE PROGRAM______________________________________________________________

AREA OF EMPHASIS______________________________________________________________

NUMBER OF GRADUATE HOURS COMPLETED________

GRADUATE ADVISORY COMMITTEE:

1. Chairperson______________________________________________________

2. MEMBER_________________________________________________________

3. MEMBER_________________________________________________________

4. (OPTIONAL) MEMBER______________________________________________

COMMENTS:

Coordinator, Graduate Programs in Art

Date

Return this form to the Graduate Coordinator, VAB 203
M.F.A. PORTFOLIO REVIEW FOR CONTINUANCE – YEAR 2
or Prior to the Completion of 42 credit hours

NAME OF STUDENT___________________________________________________________

DEGREE PROGRAM_________________________________________________________

AREA OF EMPHASIS_________________________________________________________

NUMBER OF GRADUATE HOURS COMPLETED___________

GRADUATE ADVISORY COMMITTEE:

1. Chairperson____________________________________________________________

2. MEMBER______________________________________________________________

3. MEMBER______________________________________________________________

4. (OPTIONAL) MEMBER___________________________________________________

COMMENTS:
__________________________

Coordinator, Graduate Programs in Art          Date

Return this form to the Graduate Coordinator, VAB 203
Studio and Design-Media Arts

Portfolio Review Assessment Rubric

M.F.A. and M.A. Degrees

Student Name:_____________________________________________

Number of Hours Completed:______ Date of Review Meeting:______

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

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

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

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

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

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

Comments / Recommendations:

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

NAME OF STUDENT: ________________________________

ZID: ________________________________

DEGREE PROGRAM: ________________________________

FIELD OF STUDY: ________________________________

NEW COMMITTEE MEMBERSHIP

1. CHAIRPERSON: ________________________________
   Print Name
   Sign Name

2. MEMBER: ________________________________
   Print Name
   Sign Name

3. MEMBER: ________________________________
   Print Name
   Sign Name

4. MEMBER: ________________________________
   Print Name
   Sign Name

______________________________________________
COORDINATOR, GRADUATE PROGRAMS IN ART

__________________
DATE

Return this form to the Graduate Coordinator, VAB 203
REPORT: GRADUATE FINAL COMPREHENSIVE EXAMINATION

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

Student: ____________________________________________

Degree Program: ________________________________

Area of Emphasis: ________________________________

Date of Examination: ______________________________

Examination Administered By: ______ Advisory Committee

____ Graduate Coordinator

<table>
<thead>
<tr>
<th>Graduate Advisory Committee</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson__________________</td>
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<tr>
<td>Member_______________________</td>
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<td>Member_______________________</td>
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</tbody>
</table>

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

Comments: ________________________________

Coordinator, Graduate Programs in Art ________________________________

Date ________________________________

SCORE

Pass

Fail
<table>
<thead>
<tr>
<th>Student __________________________________________</th>
<th>Campus ID __________________________</th>
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</thead>
<tbody>
<tr>
<td>Department ______________________________________</td>
<td>Program __________________________</td>
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<tr>
<td>__________________________________________________</td>
<td>Degree level Masters Doctoral</td>
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<tr>
<td>Date of examination ______________________________</td>
<td>Type of examination Qualifying exam Candidacy exam Comprehensive exam</td>
</tr>
<tr>
<td>Attempt First Second Result Pass Fail</td>
<td></td>
</tr>
</tbody>
</table>

Attestation

Committee members (print) Signatures

committee chair

______________________________

general chair

______________________________

general chair

______________________________

general chair

______________________________

general chair

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general chair

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general chair

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general chair

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general chair

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general chair

______________________________

general chair

department chair/director of graduate studies

______________________________

White – Graduate School Yellow – Department Pink – Student

22
**APPROVAL: ONE-PERSON EXHIBITION / PRESENTATION**

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

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

Date: __________________________

Name of Student: __________________________ Signature: __________________________

Degree Sought: __________________________ Area of Emphasis: __________________________

Title of Exhibition / Documentation: __________________________________________

Dates of Exhibition: __________ Location: ________________________________________

Satisfactory_______ Unsatisfactory_______

1. Graduate Advisory Committee Chairperson__________________________________________ Signature

2. Graduate Advisory Committee Member____________________________________________ Signature

3. Graduate Advisory Committee Member____________________________________________ Signature

4. Graduate Advisory Committee Member (optional)__________________________________ Signature

Coordinator, Graduate Programs in Art __________________________ Date __________

Return this form to the Graduate Coordinator, VAB 203
GUIDELINES FOR DOCUMENTATION OF ONE-PERSON EXHIBITION

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

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

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

B. Title Page and Certification Page (See attached examples)
   The Certification Page must follow the Title Page.

C. Text (this is a suggested text structure)
   1. The main objectives
   2. The historical influences
   3. Structural concepts
   4. Philosophical and aesthetic concepts
   5. Technique and process
   6. Other pertinent information and factors, which determine the character of the art and the exhibition

D. Documentation of Artwork
   All artwork must be documented in professional quality (at least 300 dpi), accompanied by a list of all images.
   Also include an image of the show card that was produced for the exhibition if possible.

   1. Image format must be jpeg, 300 dpi, 9” on the longest side. 
      Time-based media documentation may include high quality image stills that are a minimum of 1920 x 1080 72 dpi jgps or video files that are 1920 x 1080 in mp4 or mov format.”

   2. Each image must be numbered and titled.
      Example: 01_Landscape.jpeg
      Example: 02_Landscape_Detail.jpeg

   3. Images should include all individual works (NOT behind glass) and installation views of the exhibition.
4. Three-dimensional works should include a front view, a side view, and a detail.

5. The image list should have a heading with the artist’s name and title of the exhibition. Each listing must include the title, medium, dimensions, and date of each piece.

II. PAPER (for hard copy)
All final copies of the Documentation submitted to the School of Art must be on 100% cotton uniform white paper measuring 8 ½ X 11 inches.

III. FORMATTING INSTRUCTIONS

A. Margins: The left margin must be at least 1 ½ inches; other margins must be a minimum of one (1) inch. On the first page of a major division (i.e., chapter headings, first page of documentation, etc.), the top margin above the first line of type should be two (2) inches. All typing, including page numbers and footnotes, must be within the margins. Wider margins may be used when necessary.

B. Pagination: Pages in the preliminary part (front matter) are numbered with lower-case Roman numerals; text pages are numbered with Arabic numerals. Every page of the documentation (except the Catalog, Title and Certification pages) must be assigned a page number. Numbers are placed in the upper right-hand corner, 1 inch from the top and 1 inch from the right edge of the paper. The numbers are to be un-adorned, without the use of periods, dashes, or hyphens.

C. Citations: Students should use the MLA Handbook for guidelines on citations.

D. Citation of Work from the Exhibition: Titles of piece cited in the text must follow, in parenthesis, by the number which corresponds to that piece in the catalog. Example: Landscape (#3)

IV. SUBMISSION and DEADLINE

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

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

One (1) Digital version of the Documentation must be uploaded the Huskie Commons Digital Repository. http://commons.lib.niu.edu/
**HUSKIE COMMONS:** Once your MFA Documentation is complete and approved by your committee, it should be deposited into Huskie Commons. Huskie Commons is the institutional repository, or digital collection, of the scholarly and artistic work created by the faculty, staff, and students of Northern Illinois University. Your documentation will be made accessible via the internet, preserved for your future reference, and have a permanent unique link that you can use on your resume, portfolio, or future applications.

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

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

Also:

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

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

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

DOCUMENTATION OF THE ONE-PERSON EXHIBITION

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

MASTER OF FINE ARTS
(MASTER OF ARTS)

SCHOOL OF ART

BY

Your Name

DEKALB, ILLINOIS

MONTH, 20XX
(expected date of graduation)
One-Person Exhibition

BY

Your Name

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

List of Work

1. Title (underlined), Medium, Dimensions, Month and Year of Execution

2. Landscape II, Charcoal on Paper, 16½” X 12”, April, 20XX

3. Landscape III, Charcoal on Paper, 16½” X 12”, April, 20XX

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

__________________________
Chair, Graduate Advisory Committee

__________________________
Date
GENERAL GUIDELINES AND CHECKLISTS FOR:

Master of Arts

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

Prior to Completing 12 – 15 Hours:

___Establish a Graduate Advisory Committee and complete the Graduate Advisory Committee Composition form (page 59).

Ongoing During the Progress of Degree Work:

___Meet with members Graduate Advisory Committee periodically to discuss degree progress.

After 18 hours of coursework:

___Submit prospectus and introductory literature for the Master’s Thesis or Research Paper. (research specialization only)

At Least One Semester Prior to Graduation:

___Meet with members of Graduate Advisory Committee to schedule Comprehensive Examination.

___Submit preliminary draft of the Master’s Thesis or Research Paper Project (research specialization) or Two Qualifying Research Papers (teaching specialization).

___Apply for Graduation to the Graduate School.
(see Graduate School Calendar for deadlines)

Prior to or During the Final Semester of Coursework:

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

___Enroll in the ARTH 699A Master’s Thesis or ARTH 699B Masters Research Project – Student must be enrolled in consecutive semesters while working on thesis or Research Paper. Complete Master’s Thesis or Research Paper with the approval of the Graduate Advisory Committee. (research specialization only)
The Comprehensive Exam in Art History

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

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

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

Part I: Slide Identification Essays (both specializations)

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

Exam duration: 3 hours

Part II: Teaching (teaching specialization)

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

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

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

Process

When the student wishes to take the Comprehensive Examination, they must file a Comprehensive Examination form (page 63) with the Graduate Coordinator’s office. This form should be filed at the time that the student has arranged a meeting with their Graduate
Advisory Committee (hereafter GAC) to discuss and determine the time, format, and content of the Comprehensive Examination.

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

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

Research Specialization

Master's Thesis or Master's Research Project

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

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

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

Thesis Option

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

During the oral defense, members of the committee will discuss with the student aspects of the arguments and findings. A copy of the Report of Oral Defense of Thesis or Dissertation
form (page 66) indicating whether the student has passed his/her defense should be completed and submitted to the graduate coordinator’s office.

Based on the final recommendation from the GAC, the student must then prepare and submit a final electronic version of the document to the Graduate School online. The final version should be produced following the Graduate School’s “Guidelines for Preparing and Submitting Electronic Theses and Dissertations”, located on the Graduate School’s website (http://www.grad.niu.edu/grad/thesis/index.shtml). The student’s GAC will review the draft of the final version to suggest any final corrections before the document is submitted online to the Graduate School. The final copies of the thesis and abstract must be submitted to the Graduate School by the deadline specified in the Graduate Programs in Art calendar.

**Research Project Option**

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

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

**Teaching Specialization**

**Two Qualifying Research Papers**

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

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

Art History Certificate of Graduate Study

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

M.A. – Art History Research

**DEGREE REQUIREMENTS CHECKLIST:**

___30 Semester Hours of Graduate level credits from a distribution in consultation with your graduate committee, exclusive of work taken to remove deficiencies.

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

___Reading Knowledge of One Modern Foreign Language

___Comprehensive Exam

___Master’s Thesis or Research Project

**REQUIRED COURSEWORK:**

**Art History Electives (18 or more credits)**

_Ancient, Medieval, or Early Modern Topics_

ARTH____ Semester Taken_____  
ARTH____ Semester Taken_____

_Artistic or Non-Western Topics_

ARTH____ Semester Taken_____  
ARTH____ Semester Taken_____

_Modern or Contemporary Topics_

ARTH____ Semester Taken_____  
ARTH____ Semester Taken_____

**Cognate Elective (0-3 credits)**

_____ Semester Taken_____

**Seminar in Art History (6 or more credits)**

ARTH 701 - Semester Taken_____  
ARTH 701 - Semester Taken_____

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

ARTH 699A - Semester Taken_____  
ARTH 699B – Semester Taken_____

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

ARTH 586 – Semester Taken_____

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

**M.A. – Art History Teaching**

**DEGREE REQUIREMENTS CHECKLIST:**

__30 Semester Hours__ of Graduate level credits from a distribution in consultation with your graduate committee, exclusive of work taken to remove deficiencies.

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

__Reading Knowledge of One Modern Foreign Language__

__Comprehensive Exam__

__Two Qualifying Research Papers__

**REQUIRED COURSEWORK:**

**Art History Electives (18 or more credits)**

* Ancient, Medieval, or Early Modern Topics
  ARTH____ Semester Taken____
  ARTH____ Semester Taken____

* Asian or Non-Western Topics
  ARTH____ Semester Taken____
  ARTH____ Semester Taken____

* Modern or Contemporary Topics
  ARTH____ Semester Taken____
  ARTH____ Semester Taken____

**Cognate Elective (0-3 credits)**

____ Semester Taken____

**Seminars in Art History (6 or more credits)**

ARTH 701 - Semester Taken____
ARTH 701 - Semester Taken____

**Internship: Teaching at the College Level (3 credits)**

ARTH 780 - Semester Taken____

*Art Historical Methodology (0-3 credits)*

ARTH 586 – Semester Taken____

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

M.A. – Art History Research

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

Year One

Semester 1:
- ARTH Elective ____
- ARTH Elective ____
- ART 780 Teaching at the College Level (for new GTAs)

Semester 2:
- ARTH 586 Art Historical Methodology (unless completed for BA degree)
- ARTH Elective ____
- ARTH 701 Graduate Seminar in Art History

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

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

Year Two

Semester 3:
- ARTH Elective ____
- ARTH Elective ____
- ARTH 701 Graduate Seminar in Art History

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

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

Semester 4:
- ARTH Elective ____
- ARTH 699A or 699B

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

M.A. – Art History Teaching

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

Year One

Semester 1:
- ARTH Elective ____
- ARTH Elective ____
- ART 780 Teaching at the College Level

Semester 2:
- ARTH 586 Art Historical Methodology (unless completed for BA degree)
- ARTH Elective ____
- ARTH 701 Graduate Seminar in Art History

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

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

Year Two

Semester 3:
- ARTH Elective ____
- ARTH Elective ____
- ARTH 701 Graduate Seminar in Art History

- Apply for Graduation by posted Graduate School deadline.

Semester 4:
- ARTH Elective ____
- ARTH Elective ____

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

*It is recommended that students take the Exam Part 1 (Slide Identification Essays) no later than the first week of semester 4. It is recommended that students take Exam Part 2 (Demonstration of Teaching Readiness) midway through semester 4.
CERTIFICATE REQUIREMENTS CHECKLIST (18 CREDIT HOURS):

REQUIRED COURSEWORK:

ARTH 586 (3 credit hours) ______

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

ARTH 510 – Studies in Ancient and Middle-Eastern Art ______
ARTH 520 – Studies in Medieval Art ______
ARTH 530 – Studies in Early Modern European Art ______
ARTH 540 – Studies in Modern Art ______
ARTH 550 – Studies in Contemporary Art ______
ARTH 560 – Studies in Design ______
ARTH 570 – Studies in Asian Art ______
ARTH 580 – Studies in African, Oceanian, Native American, Pre-Columbian, and Latin-American Art ______
ARTH 651 – Topics in Ancient and Middle Eastern Art ______
ARTH 652 – Topics in Medieval Art ______
ARTH 653 – Topics in Early Modern European Art ______
ARTH 654 – Topics in Modern Art ______
ARTH 655 – Topics in Contemporary Art ______
ARTH 656 – Topics in Design ______
ARTH 657 – Topics in Asian Art ______
ARTH 658 – Topics in African, Oceanian, Native American, Pre-Columbian, and Latin-American Art ______
ARTH 701 – Seminar in Art History ______
ARTH 703 – Independent Study in the History of Art ______
ARTH 785 – Topics in Art History ______

Other Requirements

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

Master of Science

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

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

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

Ongoing during the progress of degree work:

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

One Semester Prior to Graduation:

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

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

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

During the Final Semester of Coursework:

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

The Comprehensive Exam in Art and Design Education

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

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

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

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

**Determining the Form and Content of the Comprehensive Examination**

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

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

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

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

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

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

DEGREE REQUIREMENTS CHECKLIST:

___36 Semester Hours of Graduate level credits for licensure exclusive of work taken to remove deficiencies (e.g. ARTE 500; Additional studio work as required) and Student Teaching.

___9 Semester Hours to complete the Master’s Degree.

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

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

___Comprehensive Examination.

REQUIRED COURSEWORK FOR LICENSURE (36 CREDITS):

ARTE 542 (Take in first semester. Elementary methods) _____
ARTE 544 (Take in second semester. Middle level methods) _____
ARTE 543 (online Fall Semester only. Technology and Art Education) _____
ARTE 563 (Take in spring semester (with ARTE 544 when possible.) Mod/Po-mo Aesthetics) _____
ARTE 545 (Take in last semester before student teaching. Curriculum/HS methods) _____
ARTE 679 (Summer only) Special Needs) _____
ARTE 684 (Offered only in Fall Semester. History & Philosophy of Art) _____
ARTE 687 (online Spring semester only). Evaluation in Art Ed _____
LTIC 520 (Take at any time. Methods for Teaching English Language Learners. Lit. Ed.) _____
ARTE 588 A/B (Take after all required coursework is complete. Student Teaching. These courses do not count toward the 36 Semester Hours required for the M.S. Degree.) _____

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

ARTE 683 (Take at any time. Art Education Seminar) _____
ARTE 685 (Take at any time. Research Readings) _____
ART 680 (Take at any time. Art Seminar) _____
GRADUATE STUDENTS PURSUING ART AND DESIGN EDUCATION LICENSURE

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

1. Be officially accepted and classified as a graduate student in the Master of Science in Art with a Specialization in Art and Design Education program. Acceptance must be from both the School of Art and the Graduate School and classification must be reflected on the student’s academic record. No students with the classification of Student At Large are permitted to enroll in ARTE 542.

2. Submit a copy of your negative tuberculosis (TB) test to the main art office (room 216 of the art building). Once you begin classes at NIU, you can have your TB tests completed at University Health Services for a service fee. You can also choose to have the test completed by your doctor or your local health department (if they offer such tests) at your expense. You are responsible for either hand delivering a copy (your original will not be accepted) of your TB test results to the main art office or faxing them to the same (the fax number is 815-753-7701; fax to the attention of the Front Desk). The negative test must be valid through the entire semester of the course. Please note: The TB test takes more than one day to complete. Once you have begun NIU classes, you can start the test at University Health Services on Monday, Tuesday, Wednesday, or Friday (not on Thursday), and then you will need to return on another day to have the test read and receive your results. TB Tests are valid for one year.

3. Apply for a permit for ARTE 542 by coming, in person, to the SOA main art office (room 216 of the art building) and filling out the permit request form. The permit request form will not be mailed to students nor will it be filled out for you over the telephone. Once the form is completed you will leave your permit request in the main art office and you will be notified through your NIU email that you can enroll through MyNIU. If it was not approved for any of the reasons listed above, you will be notified by the main art office through your NIU email. This procedure applies for all Methods courses.

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

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

Requirements to be completed before Student Teaching:

Fine Arts Area Content test.
# Art and Design Education – Teacher Licensure Graduate M.S.
(Dual Licensure/M.S. Degree)

**Name:** __________________________  **Z-ID #:** ________________________

## Required Coursework For Licensure
(36 credits):

- ARTE 500 (if assigned)_____
- ARTE 542 _____________
- ARTE 544 _____________
  (Apply for S/T during ARTE 544 semester)
- ARTE 543 ** ____________
- ARTE 684** _____________
- ARTE 563* ______________
- ARTE 679 _____________
- ARTE 687* ______________
- EPS 501 _______________
- EPS 508 _______________
- ARTE 545 _____________
- LTIC 520 _______________
- ARTE 588A and
  ARTE 588B (S/T): ________

### Clinical Hours – 100 Clock Hours Total:

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**Tuberculosis Test Expiration Date:**

- yearly

### Criminal Background Check: ________(in ARTE 542)

**Portfolio Review:**

- Preliminary: ______________
  (approved or ARTE 500)
- Final: ______________

**Fine Arts Area Content Test:** ___________(prior to 545)

**edTPA Licensure Exam** ___________ (in Student Teaching)

**Safety Tutorial:** ____________ (in ARTE 542)
QUESTIONS?

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

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

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

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

Year One

Semester 1
ARTE 542____
ARTE 543____
LTIC 520____

EPS 501____
ARTE 684____

Semester 2:
ARTE 544 ____
EPS 508 ____

ARTE 563____
ARTE 679____

Year Two

Semester 3:
ARTE 687 ____
ARTE 683____
Final Portfolio____

ARTE 545 ____

Semester 4:
Student Teaching (ARTE 588 A/B)____

Year Three or Four or Five

Semester 5:
ART 680 ____
ARTE 685____
Comprehensive Examination____
GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

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

DEGREE REQUIREMENTS CHECKLIST:

__30 Semester Hours of Graduate level credits, exclusive of work taken to remove deficiencies.

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

__Comprehensive Examination.

REQUIRED COURSEWORK (15 CREDITS)

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

*Art Education Electives (6 credits)
ARTE _____ Semester Taken _____ ARTE _____ Semester Taken _____

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

_____ _____ Semester Taken _____ _____ _____ Semester Taken _____
_____ _____ Semester Taken _____

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

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

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

Year One

Semester 1
- ART 680 _____
- Art Education Elective ARTE _____
- ARTE 543 _____

Semester 2:
- ARTE 683 _____
- ARTE Elective _____
- ARTS Elective _____

Year Two

Semester 3:
- ARTE 685 _____
- ARTE 684 _____
- ARTE Elective _____

Semester 4:
- ARTE elective _____
- ARTH Elective _____
GRADUATE PROGRAM COURSE REQUIREMENTS CHECKLIST

M.S. in Art and Design Education Online (Track 2)
(No Licensure Awarded)

DEGREE REQUIREMENTS CHECKLIST:
__30 Semester Hours of Graduate level credits, exclusive of work taken to remove deficiencies.
__Graduate Advisory Committee – After their third course, students should compose a Graduate Advisory Committee and submit the corresponding form to the School of Art Graduate Coordinator. Students should expect a mid-program assessment review after 15 credit hours of coursework.
__Comprehensive Examination.

REQUIRED COURSEWORK (30 CREDITS)

ARTE 543 (3) (Fall semester) Technology____
ARTE 685 (3)(Summer) Research Readings ____
ARTE 684 (3) (Fall Semester) History and Philosophy ____
ART 680/683 (9) (Take at any time) (Topics Seminar)* ____
ARTE 687 (3) (Spring) Assessment ____
ARTE 682 (3) Contemporary Curriculum Issues ____
ARTE 780 (6) Capstone Research Project (Or Selected Course Work) ____

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

One online course is offered every semester.

Please see link http://www.niu.edu/ora/MSAE/MSADE-academic-requirements.shtml for more detailed course descriptions.

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

Doctor of Philosophy

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

DEGREE REQUIREMENTS CHECKLIST:

__60 Semester Hours__ of Graduate level credits beyond the credits earned toward the student’s approved Masters degree.

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

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

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

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

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

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

REQUIRED COURSEWORK CHECKLIST:

*REQUIRED CORE COURSES (15 CREDITS)
ARTE 780 – Research Development and Writing (Take when offered) _____
ARTE 790 – Art-Based Educational Programs: Research and Theory (Take when offered) _____
ARTE 792 – Critical Theories of Art, Culture and Pedagogy (Take when offered) _____
ARTE 791 – Philosophies of Art and Aesthetics (Take when offered) _____
ARTE 783 – Doctoral Seminar in Art Education (Take 1 credit 3 times – any time) _____

*RESEARCH METHODOLOGY REQUIREMENTS (9 CREDITS)
ARTE 784 - Research Methods in Art Education (Take when offered) _____
ETR 520 – Introduction to Educational Research (Take any time) _____
ETR 521 – Education Statistics 1 (Take any time) _____
*Cognate Requirements (12-15 credits)*
All students are required to complete a cognate of 12-15 semester hours in art or related fields such as education, anthropology, museum studies, visual culture, computer imaging, women’s studies, or statistical analysis, at or above the 600 level. These must be in addition to the core and research methods courses. The student’s Doctoral Advisor or Dissertation Chair in the School of Art must approve the area(s) and the courses chosen to meet this cognate requirement in each case. Courses taken without approval of the Doctoral Advisor may not count toward graduation.

*Elective Course Work (12-15 credits)*
Elective graduate course work may be taken in art and related areas of studies. The courses chosen to meet this requirement are subject to the approval of the student’s Doctoral Advisor or Dissertation Chair in the School of Art.

*Dissertation (at least 15 credits)*
ARTE 799 – Dissertation. Take after successful completion of the Comprehensive Exam. Students must work with the Chair of their DAC to determine the number of credits required to complete their dissertation and number of credits per semester. See the Graduate School website for details regarding minimum requirements related to number of credits per semester and maximum time frame.

The Comprehensive Exam in Art and Design Education

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

Comprehensive Exam Process

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

In the semester prior to the last semester of coursework, the student must contact the Art and Design Education secretary to let her know your intention to take the exam in the next semester.
In the last semester of coursework, file a *Comprehensive Examination* form (page 63).
with the graduate coordinator’s office. Early in the same semester, the student should arrange a meeting with the DAC individually or in a group to discuss the content of the Comprehensive Examination.

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

**Determining the Form and Content of the Comprehensive Examination**

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

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

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

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

**The Doctoral Dissertation**

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

*The Ph.D. program emphasizes research, theory and philosophical development, and applications of new knowledge in art and visual culture. The Ph.D. prepares*
students to be researchers, scholars, and leaders in the field of art education, including education in K-12 schools, colleges and universities, museums and community art centers, and other cultural institutions.

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

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

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

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

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

Demonstration of Professionalism and Leadership in the Doctoral Program

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

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

**Check Sheet**

1. File program with:  
   - Graduate School  
   - Advisee File  
   - Program Chair (Must be Graduate Faculty Status)

2. Student must meet with doctoral faculty advisor about dissertation proposal.

3. File *Request for Appointment of Committee to Conduct A Doctoral Candidacy Examination form* with the Graduate School (*blue form*).


5. At candidacy time:  
   - File *Report on Doctoral Examination* with Graduate School.

6. Result letter (pass/fail) goes to student with copy to advisor and student file.

7. Graduate Secretary fills in whatever information she has and sends to Dissertation Director to complete.

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

   - File *Dissertation Committee form* with Graduate School.  
     *Majority must be Senior faculty.*

8. File *Request for Oral Defense of Dissertation form* (*Must be at Graduate School at least three weeks prior to oral defense of dissertation*). Notify Candidate that a copy of dissertation must be on file at Dissertation Director’s office.


10. File *Results of Oral Defense of Thesis or Dissertation* with Graduate School (oral defense).

12. File *Change of Grade* form with Graduate School

13. Send congratulations letter to student (c: MS exams pass letter)

14. Candidate MUST electronically submit the final dissertation copy to the Graduate School following the online “*Guidelines for Preparing and Submitting Electronic Theses and Dissertations*”, located on the Graduate School’s website.
Required Forms for:

Art History
and
Art and Design Education
GRADUATE PROGRAMS IN ART  NORTHERN ILLINOIS UNIVERSITY  
SCHOOL OF ART AND DESIGN  DeKalb, IL 60115  (815) 753-0292

GRADUATE ADVISORY COMMITTEE
(Art History / Art and Design Education – M.S.)

NAME OF STUDENT: ________________________________________________

ZID: __________________________________________________________________

DEGREE PROGRAM: ________________________________________________

FIELD OF STUDY: _________________________________________________

COMMITTEE MEMBERSHIP

1. CHAIRPERSON: ________________________________________________
   Print Name  Sign Name

2. MEMBER: ______________________________________________________
   Print Name  Sign Name

3. MEMBER: ______________________________________________________
   Print Name  Sign Name

____________________________________________  _______________
COORDINATOR, GRADUATE PROGRAMS IN ART  DATE

This form should be submitted to the Graduate Programs in Art office upon the completion of 15 – 18 semester hours.
DOCTORAL ADVISORY COMMITTEE – ART AND DESIGN EDUCATION PH.D.

NAME OF STUDENT: ______________________________________________

ZID: ___________________________________________________________

DEGREE PROGRAM: ______________________________________________

FIELD OF STUDY: _______________________________________________

COMMITTEE MEMBERSHIP

1. DOCTORAL DIRECTOR: __________________________________________
   Print Name ___________________ Sign Name _________________________

2. MEMBER: ______________________________________________________
   Print Name ___________________ Sign Name _________________________

3. MEMBER: ______________________________________________________
   Print Name ___________________ Sign Name _________________________

_____________________________________________ _______________
COORDINATOR, GRADUATE PROGRAMS IN ART DATE

This form should be submitted to the Graduate Programs in Art office upon the completion of 15 – 18 semester hours.
QUALIFYING RESEARCH PAPER APPROVAL FORM
(ART HISTORY)

NAME OF STUDENT: ________________________________

ZID: ____________________________________________

DEGREE PROGRAM: ______________________________

FIELD OF STUDY: ________________________________

PAPER TITLE:

___APPROVED

COMMITTEE MEMBERSHIP

1. CHAIRPERSON: ________________________________
   Print Name ________________________________
   Sign Name ________________________________

2. MEMBER: ___________________________________
   Print Name ________________________________
   Sign Name ________________________________

3. MEMBER: ___________________________________
   Print Name ________________________________
   Sign Name ________________________________

COORDINATOR, GRADUATE PROGRAMS IN ART  DATE
Masters Research Project Approval Form
(Art History)

Name of Student: ________________________________

ZID: __________________________________________

Degree Program: ________________________________

Field of Study: _________________________________

Project Title:

_____ Approved

Committee Membership

4. Chairperson: ___________________________________________________________
   Print Name ___________________________ Sign Name

5. Member: _____________________________________________________________
   Print Name ___________________________ Sign Name

6. Member: _____________________________________________________________
   Print Name ___________________________ Sign Name

_________________________________________  ______________
Coordinator, Graduate Programs in Art  Date
COMPREHENSIVE EXAMINATION FORM

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

Name: __________________________________________ Z-ID: __________________________

Address: ____________________________________________ E-mail Address: __________________________

City __________________________________________ State __________________________ Zip Code __________

Degree Program: __________________________________ Area of Emphasis: __________________________

1. Graduate Advisory Committee Chairperson____________________________________________________
   Signature

2. Graduate Advisory Committee Member________________________________________________________
   Signature

3. Graduate Advisory Committee Member________________________________________________________
   Signature

4. Graduate Advisory Committee Member (optional)_____________________________________________
   Signature

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

PLEASE CHECK THE APPROPRIATE OPTION:

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

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

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

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

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Student: ______________________________________________________

Degree Program: _____________________________________________

Area of Emphasis: _____________________________________________

Date of Examination: ________________________________

Examination Administered By:  _____ Advisory Committee

 _____ Graduate Coordinator

Graduate Advisory Committee

Chairperson__________________________________________________

Member_______________________________________________________

Member_______________________________________________________

Member_______________________________________________________

Member_______________________________________________________

Comments:        Code: 4 = Superior

3 = Acceptable

2 = Must Retake Exam

1 = No Second Exam Permitted

______________________________
Coordinator, Graduate Programs in Art

______________________________
Date
# Northern Illinois University
## Graduate School
### Report on Graduate Student Examination

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committee chair

---

department chair/director of graduate studies

---

White – Graduate School     Yellow – Department     Pink – Student
Results of Oral Defense of Thesis or Dissertation

Student _______________________________ ZID ______________

Department ___________________________ Program ___________________

Date of Defense ______________ Degree Master’s Doctoral Attempt First Second

Type of defense Thesis Dissertation Master’s Project Recital

Combined comprehensive exam & thesis defense/recital/show

Title of Thesis/Dissertation

Results of Defense Pass Fail

Certification

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

Committee Members (Print) Signatures

_____________________________ ______________________________
Committee chair or co-chair (circle one) Committee chair or co-chair

_____________________________ ______________________________
Committee co-chair or member (circle one) Committee co-chair or member

_____________________________ ______________________________
Member Member

_____________________________ ______________________________
Member Member

_____________________________ ______________________________
Member Member

_____________________________ ______________________________
Member Member

_____________________________ ______________________________
Member Member

If passed, mark one:

_____ Pass: THE THESIS/DISSERTATION REQUIRES NO FURTHER REVIEW BY THE COMMITTEE OR CHAIR
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All life depends upon connections. As one uniting thread begins to unravel, all other threads become tattered and torn. Birds are a vital thread in the connections within an ecosystem. Birds are an indicator species and their presence, or absence, and their relative health is a sign of the overall health of that ecosystem. Seventy-five percent of bird species are in decline globally from habitat loss, habitat transformation, climate change, pollution, human predation, and exposure to pesticides, fungicides, herbicides and fertilizers. Much of this decline can be directly related to human activity in this Anthropogenic Epoch. Birds contribute to the ecosystem, through provisioning, regulatory, and supportive services. These direct services are seed dispersing, pollination, waste disposal, disease control, pest and weed removal, nutrient cycling, and ecosystem engineering. Humans benefit directly and indirectly from these services, in the form of production of medicine, air, clothing, wood, and food. Birds provide cultural services as well. Many people find inspiration for art, music, and spirit through birds. Without these species and the services they provide, the world would look very different. There are catastrophic declines across multiple species when even just one connection point of life fails. Tattered Remains is a documentation of the avian part of this sixth mass extinction we are currently experiencing. It is a protest of the dualistic Western view that nature and humans are separate while showing gratitude for the work birds do and the inspiration they bring.

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