University of Michigan

Penny W. Stamps
School of Art & Design

Graduate
Student
Handbook
2013 – 2014

MFA Program
and
MFA Dual Degree Programs
INTRODUCTION

This 2013–2014 Penny W. Stamps School of Art & Design Graduate Student Handbook is a guide to the policies, procedures and requirements of the Stamps School for the MFA and MFA Dual Degree programs. Beyond academic matters, this document also provides other potentially useful information for Stamps School graduate students. For additional information or clarification, students should consult with faculty and staff of the Stamps School and with other University personnel who are available to assist them. Students in dual degree programs should also consult with staff and faculty in the partner School or College for degree requirements specific to that School or College.

Please familiarize yourself with the contents of this Handbook. Changes made during the year will be announced and updated on the Stamps School’s web site at www.art-design.umich.edu/. An updated hardcopy edition will be published every year. Questions and suggestions will make subsequent editions more useful.

Gunalan Nadarajan
Dean

Elona Van Gent
Associate Dean for Academic Programs

Wendy Dignan
Director of Graduate Academic Services
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2013–2014 University Calendar

2013 Fall Term
Registration (for students not pre-registered) ........................................ Aug 30, Fri
Labor Day (Holiday) ................................................................. Sep 2, Mon
Classes Begin ................................................................. Sep 3, Tues
Fall Study Break ................................................................. Oct 14–15, Mon–Tues
Thanksgiving Recess ........................................................... 5:00 p.m. Nov 27, Wed
Classes Resume ................................................................. 8:00 a.m. Dec 2, Mon
Classes End ........................................................................ Dec 11, Wed
Integrative Project Consultations .............................................. Dec 12–13, Wed–Thurs
Examinations/Final Critiques ................................................. Dec 13, Fri & Dec 16–20, Mon–Fri

2014 Winter Term
Registration (for students not pre-registered) .......................... Jan 7, Tues
Classes Begin ........................................................................ Jan 8, Wed
Martin Luther King, Jr. Day (University Symposia. No Regular Classes.) .... Jan 20, Mon
Winter Recess Begins ............................................................ 12:00 noon Mar 1, Sat
Classes Resume .................................................................... 8:00 a.m. Mar 10, Mon
University Honors Convocation .............................................. Mar 16, Sun
Art & Design Classes End ..................................................... April 16, Wed
Thesis Presentations, Graduate Students ......................... April 21–22, Mon–Tues
Art & Design Review Week .................................................. April 21–25, Mon–Fri
University Classes End ....................................................... Apr 22, Tues
End-of-Year Reviews, Graduate Students .......................... April 25, Fri
Examinations .................................................. Apr 24–25, Thu–Fri & Apr 28–May 1, Mon–Thurs
Rackham Commencement ...................................................... May 2, Fri
A&D Graduation Recognition ................................................ 2:00 p.m. May 3, Sat

Religious Holidays and Academic Conflicts

Although the University of Michigan, as an institution, does not observe religious holidays, it has long been the University's policy that every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. See details on the University web site at www.provost.umich.edu/calendar/religious_holidays.html#conflicts
## Full-Time Faculty Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Uniqname</th>
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</thead>
<tbody>
<tr>
<td>Aaron Ahuvia, Professor</td>
<td>Professor</td>
<td>ahuvia</td>
</tr>
<tr>
<td>William “Buzz” Alexander, Professor</td>
<td></td>
<td>alexi</td>
</tr>
<tr>
<td>Jan-Henrik Andersen, Associate Professor</td>
<td></td>
<td>janhande</td>
</tr>
<tr>
<td>Irina Aristarkhova, Assistant Professor</td>
<td></td>
<td>airina</td>
</tr>
<tr>
<td>Celeste Brusati, Professor</td>
<td></td>
<td>cbrusati</td>
</tr>
<tr>
<td>David Chung, Professor</td>
<td></td>
<td>davchung</td>
</tr>
<tr>
<td>Jim Cogswell, Arthur F. Thurnau Professor</td>
<td></td>
<td>jcogs</td>
</tr>
<tr>
<td>Susan Crowell, Professor</td>
<td></td>
<td>nasus</td>
</tr>
<tr>
<td>Karl Daubman, Associate Professor</td>
<td></td>
<td>kmdaub</td>
</tr>
<tr>
<td>David Doris, Associate Professor</td>
<td></td>
<td>dtdoris</td>
</tr>
<tr>
<td>Seth Ellis, Assistant Professor</td>
<td></td>
<td>ssellis</td>
</tr>
<tr>
<td>Julie Ellison, Professor</td>
<td></td>
<td>jeson</td>
</tr>
<tr>
<td>Larry Gant, Professor</td>
<td></td>
<td>imgant</td>
</tr>
<tr>
<td>Phoebe Gloeckner, Associate Professor</td>
<td></td>
<td>phoebeg</td>
</tr>
<tr>
<td>Roland Graf, Assistant Professor</td>
<td></td>
<td>rolgraf</td>
</tr>
<tr>
<td>Melissa Gross, Associate Professor</td>
<td></td>
<td>mgross</td>
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<tr>
<td>John Hart, Assistant Professor</td>
<td></td>
<td>ajohnh</td>
</tr>
<tr>
<td>Daniel Herwitz, Professor</td>
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<td>herwitz</td>
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<tr>
<td>Holly Hughes, Professor</td>
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<td>hh Hughes</td>
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<tr>
<td>Sadashi Inuzuka, Professor</td>
<td></td>
<td>inuzukas</td>
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<tr>
<td>Carol Jacobsen, Professor</td>
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<tr>
<td>Gordon Kane, Professor</td>
<td></td>
<td>gkane</td>
</tr>
<tr>
<td>Matt Kenyon, Associate Professor</td>
<td></td>
<td>mtkenny</td>
</tr>
<tr>
<td>Osman Khan, Assistant Professor</td>
<td></td>
<td>osmank</td>
</tr>
<tr>
<td>Andy Kirshner, Associate Professor</td>
<td></td>
<td>feelgood</td>
</tr>
<tr>
<td>Heidi Kumao, Associate Professor</td>
<td></td>
<td>hkmumao</td>
</tr>
<tr>
<td>Petra Kuppers, Professor</td>
<td></td>
<td>petra</td>
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<tr>
<td>William Lovejoy, Professor</td>
<td></td>
<td>wlovejoy</td>
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<tr>
<td>Lou Marinaro, Professor</td>
<td></td>
<td>seago</td>
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<tr>
<td>John Marshall, Assistant Professor</td>
<td></td>
<td>johnjim</td>
</tr>
<tr>
<td>Rebekah Modrak, Associate Professor</td>
<td></td>
<td>rnmadrak</td>
</tr>
<tr>
<td>Anne Mondro, Associate Professor</td>
<td></td>
<td>ammondro</td>
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<tr>
<td>Thylas Moss, Professor</td>
<td></td>
<td>thylasm</td>
</tr>
<tr>
<td>Gunalan Nadarajan, Dean &amp; Professor</td>
<td></td>
<td>guna</td>
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<tr>
<td>Abe Mark Nornes, Professor</td>
<td></td>
<td>annornes</td>
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<tr>
<td>Franc Nunoo-Quarcoo, Professor</td>
<td></td>
<td>fnunoo</td>
</tr>
<tr>
<td>Cynthia Pachikara, Associate Professor</td>
<td></td>
<td>cpachika</td>
</tr>
<tr>
<td>Panos Papalambros, Professor</td>
<td></td>
<td>pyp</td>
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<tr>
<td>Janie Paul, Arthur F. Thurnau Professor</td>
<td></td>
<td>janiep</td>
</tr>
<tr>
<td>Sallyanne Payton, Professor</td>
<td></td>
<td>spayton</td>
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<tr>
<td>Robert Platt, Assistant Professor</td>
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<td>rbplat</td>
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<tr>
<td>Marianetta Porter, Professor</td>
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<td>mptr</td>
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<tr>
<td>Endi Poskovic, Professor</td>
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<td>poskovic</td>
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<tr>
<td>Eric Rabkin, Professor</td>
<td></td>
<td>esrabkin</td>
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<tr>
<td>Jennifer Robertson, Professor</td>
<td></td>
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<tr>
<td>Michael Rodemer, Professor</td>
<td></td>
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</tr>
<tr>
<td>Stephanie Rowden, Associate Professor</td>
<td></td>
<td>srowden</td>
</tr>
<tr>
<td>Max Shtein, Associate Professor</td>
<td></td>
<td>mshtein</td>
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<tr>
<td>Tobin Siebers, Professor</td>
<td></td>
<td>tobin</td>
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<tr>
<td>Bradley Smith, Professor</td>
<td></td>
<td>brdsmitth</td>
</tr>
<tr>
<td>Sherrr Smith, Catherine B. Heller Collegiate Professor</td>
<td>Associate Professor</td>
<td>grackle</td>
</tr>
<tr>
<td>Hannah Smotrich, Associate Professor</td>
<td></td>
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</tr>
<tr>
<td>Nicholas Tobier, Associate Professor</td>
<td></td>
<td>nicktob</td>
</tr>
<tr>
<td>Joseph Trumpy, Associate Professor</td>
<td></td>
<td>jtrumpye</td>
</tr>
<tr>
<td>Malcolm Tulip, Associate Professor</td>
<td></td>
<td>dmtulip</td>
</tr>
<tr>
<td>David Turnley, Associate Professor</td>
<td></td>
<td>dturley</td>
</tr>
<tr>
<td>Elona Van Gent, Associate Professor</td>
<td></td>
<td>evangent</td>
</tr>
<tr>
<td>Edward West, Arthur F. Thurnau Professor</td>
<td></td>
<td>ewest</td>
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</tbody>
</table>
## Staff Directory

**School Administration**

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Gunalan Nadarajan, Dean</td>
<td>guna</td>
</tr>
<tr>
<td>Elona Van Gent, Associate Dean for Academic Programs</td>
<td>evangent</td>
</tr>
<tr>
<td>Joann McDaniel, Assistant Dean for Undergraduate Programs</td>
<td>jmcdan</td>
</tr>
</tbody>
</table>

**Office of the Dean**

<table>
<thead>
<tr>
<th>Name</th>
<th>Uniqname</th>
</tr>
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<tbody>
<tr>
<td>Patricia Hodges, Chief of Staff</td>
<td>phodges</td>
</tr>
<tr>
<td>Scott Creech, HR Assistant Senior</td>
<td>creechsc</td>
</tr>
<tr>
<td>Betty Thomas, HR Assistant Senior</td>
<td>thombett</td>
</tr>
</tbody>
</table>

**Smucker-Wagstaff Academic Programs Center**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Brian Banks, Academic Success Advisor</td>
<td>bbscott</td>
</tr>
<tr>
<td>Paula Bousley, Assistant to the Undergraduate Deans</td>
<td>pbousley</td>
</tr>
<tr>
<td>Wendy Dignan, Director of Graduate Academic Services</td>
<td>wwilks</td>
</tr>
<tr>
<td>Erika Hess, Recruiting Representative/Coordinator, Summer Programs</td>
<td>ebhess</td>
</tr>
<tr>
<td>Romy Hill-Cronin, Office Coordinator</td>
<td>rhillc</td>
</tr>
<tr>
<td>John Luther, Career Development Coordinator</td>
<td>jonel</td>
</tr>
<tr>
<td>Karina Moore, Director of Admissions</td>
<td>kgmoore</td>
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**Communications**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Kate West, Director of Communications</td>
<td>katewest</td>
</tr>
<tr>
<td>Carl Greene, Graphic Designer</td>
<td>gcarl</td>
</tr>
<tr>
<td>Andre Grewe, Webmaster/Administrator</td>
<td>agrewe</td>
</tr>
<tr>
<td>Katherine Weider, Director, PLAY</td>
<td>kathwe</td>
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**Development & Alumni Relations**

<table>
<thead>
<tr>
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<tr>
<td>Mary Alice Bankert, Director</td>
<td>mbankert</td>
</tr>
<tr>
<td>Amber Connell, Annual Fund and Alumni Relations Assistant Director</td>
<td>amconnel</td>
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<tr>
<td>Eric Schramm, Major Gifts Office</td>
<td>ericwil</td>
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**Exhibitions**

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<tr>
<td>Mark Nielsen, Director, Work•Ann Arbor and Slusser Gallery</td>
<td>mnielsen</td>
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<tr>
<td>Stephen Schudlich, Director, Work•Detroit and Intersections</td>
<td>swscjid</td>
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**Finance**

<table>
<thead>
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<tr>
<td>Mahendra Kumar, Chief Administrative Officer</td>
<td>mkumar</td>
</tr>
<tr>
<td>David Constant, Budget Analyst</td>
<td>davecon</td>
</tr>
<tr>
<td>Besnik Topulli, Business Manager</td>
<td>btopulli</td>
</tr>
<tr>
<td>Jennifer Wubbenhorst, Accounts Assistant</td>
<td>jwubby</td>
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**Facilities**

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Peter Jansen, Director of Facilities</td>
<td>jansenp</td>
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**Information Technology**

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<tbody>
<tr>
<td>Neil Clennan, Computer Systems Specialist</td>
<td>nclennan</td>
</tr>
<tr>
<td>Kris Fazzari, Senior Computer Systems Specialist</td>
<td>fazzari</td>
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**International Engagement**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Sandra Wiley, International Engagement Coordinator</td>
<td>swiley</td>
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**Library**

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Annette Haines, Field Librarian</td>
<td>ahaines</td>
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**Visitors Programs**

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Chrissi Hamilton, Director</td>
<td>chrissti</td>
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**National Engagement**

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<tbody>
<tr>
<td>Nick Tobier, Director</td>
<td>niktob</td>
</tr>
</tbody>
</table>
Studio Coordinators
Matt Bierl, Sculpture................................................................. mbierl
Ana Fernandez, Print Media ....................................................... aferna
Mark Krecic, Woodshop .............................................................. mrkrecic
John Leyland, Clay................................................................. jleyland
Joe St. George, Photography/Painting/Drawing ......................... photojoe
Nancy Thorson, Fibers ......................................................... nthorson
Mike Vitale, Metals.................................................................. mpvitale
Expanding the intellectual reach of creative work

Viability in today’s culture requires that one’s creative work engage a broad intellectual and social context. In an effort to address this condition, the Penny W. Stamps School of Art & Design graduate program requires all students to develop an intense engagement with one or more fields of knowledge beyond the traditional purview of art and design. Graduates of this program will be prepared to thrive in a variety of public and private roles and become cultural leaders in a rapidly changing global culture.

Few institutions of higher learning match the intellectual resources at the University of Michigan. These resources form the forefront of the nation’s intellectual life – engaging critical issues of our time, addressing arenas such as social justice, the life sciences and medicine, the environment, information-communication technologies, visual culture, law and business. Individually and in combination, they are available at the University to inform creative work, providing unparalleled opportunities for artist-designers to contribute to the comprehensive culture.

Students in the MFA program access these resources through coursework and faculty advising, and ultimately incorporate them into their creative work processes.

It is expected that students in the MFA program will:
• Produce creative work
• Develop theoretical and practical foundations for art/design practices
• Develop a community of life-long peers
• Engage with fields of inquiry outside of the art and design culture
• Bring creative work into the public sphere through exhibitions, performances, publications, broadcasts, websites, blogs, or other distribution events and activities
• Articulate in writing and verbally the motivations, influences, and consequences of their own creative work
• Engage in critiques of their own work and the work of peers
• Develop skills for research and exploration
• Experience a global perspective for the role of art and design in society
• Secure a job, a fellowship, or an internship at the conclusion of the program
Utilizing a comprehensive process for bringing creative work into the world

Creative work is emergent – the results being more or less unpredictable from initial premises. The MFA program fosters less predictable creative work, requiring a robust exploratory process.

The process begins with desire, from which all creative work emanates, followed by design, development, and distribution of that work. These four components are essential to guarantee the momentum of the process. Iterations of evaluation and feedback are also essential to the process.

Desiring: From innate to socially conditioned, human desiring is the wellspring for creative work. Understanding our desiring is an essential first step in establishing a sustainable ability to create.

Designing: Through designing, creators organize the methods and means necessary to achieve their desires. Designing enables establishing goals, directions and intentions. In a world of constantly changing contexts, the ability to perceive, understand, and apply alternative courses of action is crucial to contemporary creative practice.

Developing: Creative work emerges through making – an iterative process that integrates intellect, tools, materials and technologies.

Distributing: Distribution is an often-overlooked but essential aspect of the creative process. It tests the connection between desire and context. Issues of economic feasibility, information-communication technology, and social networking are central to this component of the process.
MFA Program – Curriculum Schedule

The program is designed for completion in three consecutive academic years in residence. While there are no summer course requirements, summer collaborative projects will be facilitated and encouraged, particularly with the School’s international partners. Students complete 12 credits of coursework in each of six semesters in residence for a total of 72 credits. The schedule below must be strictly followed for completing coursework and students must maintain a “B” grade average to be considered in “good academic standing,” a condition for continuation of funding. Students who are not in good standing will be on academic probation.

List of Required Courses

<table>
<thead>
<tr>
<th>Stamps School of Art &amp; Design</th>
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<tr>
<td>Directed Studio Practice</td>
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<tr>
<td>Seminars</td>
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<td>University Academic Electives</td>
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<tr>
<td><strong>Total Credits Required</strong></td>
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Program Duration / Maximum Time Limit

Students who do not complete their degrees in three consecutive years must, by University policy, complete their degrees within five years from the first date of enrollment in the graduate program. Financial support, computing equipment, or studio space beyond the structured three academic years in the program is not provided. Students who discontinue and/or transfer to another program before three years also lose their privileges to the School’s computing equipment, studio spaces, and financial support.

MFA Curriculum Schedule

![MFA Curriculum Schedule Diagram]
<table>
<thead>
<tr>
<th>Year 1, Fall</th>
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<tbody>
<tr>
<td>ARTDES 600 Entrance Seminar</td>
<td>ARTDES 701 Topical Seminar</td>
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<td>ARTDES 610 Directed Studio</td>
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- Distribution event late semester 1 or semester 2
- End of Year Review
- International Experience: Summer

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<th>Year 2, Fall</th>
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<tr>
<td>ARTDES 700 Progress Seminar</td>
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- Distribution event late semester 3 or semester 4
- End of Year Review

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<tr>
<th>Year 3, Fall</th>
<th>Year 3, Winter</th>
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<tbody>
<tr>
<td>ARTDES 800 Exit Seminar</td>
<td>ARTDES 701 Topical Seminar</td>
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<tr>
<td>ARTDES 810 Directed Studio</td>
<td>ARTDES 811 Directed Studio</td>
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<td>Practice</td>
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<td>6</td>
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<tr>
<td>ARTDES 898 Thesis/Distribution/Presentation</td>
<td>ARTDES 899 Thesis/Distribution/Presentation</td>
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- Thesis distribution event semester 6
- Thesis presentation semester 6
- Thesis document semester 6
MFA/MSI Dual Degree – Overview

The Penny W. Stamps School of Art & Design and the School of Information at the University of Michigan offer a dual degree program enabling a small number of qualified students to pursue concurrent work in art and design and information science leading to the MFA and MSI degrees. This dual degree program provides students with the opportunity to study information design and data visualization, and to understand the role of visual perception and human emotion in the interpretation and processing of visual information. The dual degree program offers a combined approach to these topics through scientific research and creative practice.

Contemporary culture is dominated by visual stimuli. The pervasive presence of visual information—and visual noise—manifests itself in our cell phones with digital cameras, plasma displays in grocery stores, ultrasound images in family photo albums, handheld electronic games, GPS units on automobile dashboards, building-sized digital billboards, personal blood glucose monitors, instant replay scoreboards, virtual social networks, telemmedicine terminals, digital books, neighborhood-level weather radar, and ever-present surveillance cameras, T.V. signals, and movie screens.

Extracting, discovering, recognizing, and discerning the often-nuanced differences between information, emotion, and noise from this blizzard of visual stimulation presents both challenges and potential benefits for individuals and society. Indeed, recent dramatic increases in the ability to collect data threaten to overwhelm our capacity to meaningfully interpret and analyze incoming data. In response, fields as diverse as astrophysics and stock trading, athletic performance and seismology, have turned to information visualization as a solution for handling the rising volume and finer resolution of data. This confusion of signal-to-noise is the territory that the MFA/MSI dual degree program will prepare students to confront and resolve.

The four-year dual degree program combines the two-year MSI program from the School of Information with the three-year MFA program from the Penny W. Stamps School of Art & Design and is arranged so that all requirements for both degrees are completed in four years of enrollment. The degrees are awarded simultaneously. It is an eight-semester, 102 credit hour program of full-time study. It consists of core courses in information science, managements, research, and real world experience through practical engagement opportunities through the School of Information. It includes coursework in visual culture and theory in Art & Design seminars along with directed studio practice coursework to expand practical experience in generating creative work through the Penny W. Stamps School of Art & Design. Students must gain admission to both the School of Information MSI program and to the Penny W. Stamps School of Art & Design MFA program. They interact with faculty, students, and staff from both of these Schools.

This handbook addresses opportunities, resources, and policies for the MFA/MSI dual degree program from the perspective of the Penny W. Stamps School of Art & Design and its MFA component of the dual degree. Students are encouraged to be in communication with the School of Information for matters concerning the MSI component.
MFA/MSI Dual Degree – Curriculum Schedule

The MFA/MSI dual degree program is designed for completion in four consecutive academic years in residence. While there are no summer course requirements for the MFA component of this program, summer collaborative projects will be facilitated and encouraged, particularly with the Penny W. Stamps School of Art & Design’s international partners. Students complete 60 credits of Art & Design courses and 12 credits of electives in residence for the MFA component of this program. They complete 48 credits for the MSI component of the program. A total of 102 credit hours are required for this dual degree program as shown in the list of required courses below.
List of Required Courses

<table>
<thead>
<tr>
<th><strong>Stamps School of Art &amp; Design</strong></th>
<th><strong>School of Information</strong></th>
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</thead>
<tbody>
<tr>
<td>Directed Studio Practice</td>
<td>Core Courses</td>
</tr>
<tr>
<td>A&amp;D Seminars</td>
<td>SI 500</td>
</tr>
<tr>
<td>University Academic Electives</td>
<td>SI 501</td>
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<tr>
<td>Thesis/Distribution/Exhibition</td>
<td>SI 502</td>
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<td></td>
<td>Management</td>
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<td></td>
<td>Research Methods</td>
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<td></td>
<td>Cognates (6 cr. max)</td>
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<td></td>
<td>Practical Engagement</td>
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<td></td>
<td>Specialization and Electives</td>
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</tbody>
</table>

**Total Credits Required** 72 48

Dual degree total requirement: \((72 + 48) - 18\) (double counted) = **102** credits

Program Duration / Maximum Time Limit for MFA/MSI Dual Degree

Students who do not complete their degrees in four consecutive years must, by University policy, complete their degrees within five years from the first date of enrollment in the MFA graduate program. Financial support, computing equipment, or studio space beyond the structured four academic years in the program is not provided. Students who discontinue and/or transfer to another program before four years also lose their privileges to the School’s computing equipment, studio spaces, and financial support (See pg. 19 Directed Studio Practice – Critique Sessions). Directed Studio Practice – Critique Sessions).

MFA/MSI Sample Curriculum Schedule

<table>
<thead>
<tr>
<th><strong>Year 1, Fall</strong></th>
<th><strong>Year 1, Winter</strong></th>
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<tbody>
<tr>
<td>ARTDES 600 Entrance Seminar</td>
<td>ARTDES 701 Topical Seminar</td>
</tr>
<tr>
<td>Information in Social Systems</td>
<td>Networked Computing</td>
</tr>
<tr>
<td>Contextual Inquiry &amp; Project Management</td>
<td>Management for Non-Profit Libraries and Info Services</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>STIET Seminar</td>
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<tr>
<td>Game Theory</td>
<td>Information Economics</td>
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<th><strong>Year 2, Fall</strong></th>
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</thead>
<tbody>
<tr>
<td>ARTDES 700 Progress Seminar</td>
<td>ARTDES 701 Topical Seminar</td>
</tr>
<tr>
<td>ARTDES 610 Directed Studio Practice</td>
<td>ARTDES 611 Directed Studio Practice</td>
</tr>
<tr>
<td>Practical Engagement Workshop</td>
<td>Intro Statistics &amp; Data Analysis</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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Distribution event late semester 3 or semester 4
End-of-Year Review
International Experience
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<thead>
<tr>
<th>Year 3, Fall</th>
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<tr>
<td>ARTDES 710 Directed</td>
<td>ARTDES 711 Directed Studio</td>
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<td>Studio Practice</td>
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<td>Database Application</td>
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<td>Design</td>
<td>Recommender Systems</td>
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- Distribution event late semester 5 or semester 6
- End-of-Year Review

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<tr>
<th>Year 4, Fall</th>
<th>Year 4, Winter</th>
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<tbody>
<tr>
<td>ARTDES 800 Exit Seminar</td>
<td>ARTDES 701 Topical Seminar</td>
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<tr>
<td>ARTDES 810 Directed Studio Practice</td>
<td>ARTDES 811 Directed Studio Practice</td>
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<td>ARTDES 898</td>
<td>ARTDES 899</td>
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<td>Thesis/Distribution/Presentation</td>
<td>Thesis/Distribution/Presentation</td>
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<td>Aggregate Prediction Markets</td>
<td>School of Information Elective</td>
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- Thesis distribution event
- Thesis presentation
- Thesis document
MFA CURRICULUM

Directed Studio Practice

ARTDES 610, 611, 710, 711, 810, 811
The Directed Studio Practice forms the core of the MFA program. Students engage in six credit hours of intense exploration and production of creative work through a process of studying motivations, researching content, gathering resources, designing methods, developing skills, producing work, presenting the creative work, and reflecting on results. Faculty advisors direct this independent studio work. Students are responsible for identifying, selecting, and confirming an advising commitment from faculty advisors according to the advising policy described below.

As part of the Directed Studio Practice, first and second year students also participate in weekly critique groups to develop rigor in their ability to see, describe, assess, understand, and discuss their own work and the work of their peers. Second year graduate students will be assigned to a critique group of about 10 students that will meet once a week for two hours with three or four faculty members. Two students will present their work at each session and each student will have the opportunity to present their work once during the first half of the semester and again during the second half of the semester. More information about the critique sessions is found on page 19.

Students may elect to split the Directed Studio Practice for 3 graduate level credit hours of an advanced studio class and 3 credit hours of Directed Studio Practice no more than two times during the MFA program.

Directed Studio Practice Objectives
• Produce creative work
  Research motivations, content, and methods
  Gather resources
  Develop skills
  Experiment
  Produce and Perform
  Reflect
• Learn how to be productive
• Develop ability to critique own work and work of other artists and designers
• Become acquainted with faculty

Directed Studio Practice – Advising

During the first semester of the program, one School of Art & Design advisor is assigned to each entering student. For the following five semesters, students select their own advisors. In the second year, students identify one Art & Design and one non-Art & Design faculty member as advisors. Prior to the beginning of the third and final year, students will develop a four-person MFA Advisory Committee that includes two faculty members from the School and two from other units at the University. External advisors are selected in consultation with School advisors.
Following the guidelines below, graduate students select advisors for their Directed Studio Practice. Students are encouraged to become acquainted with faculty early in order to establish advising opportunities. Students are notified regarding deadlines for advisor selection via email. Students will instruct their advisors to confirm their advising agreement via email to Wendy Dignan between November 15 and December 15 for winter semester advisors, and between March 1 and April 1 for fall semester advisors. It is the student’s responsibility to identify, select, and verify the confirmation of advisors. Lists of current A&D and previous non-A&D advisors are available online in the Art & Design Graduate Programs Database at: http://adtv.soad.umich.edu/fmi/iwp/ (login as “Guest” with no Account Name or Password).

If Wendy Dignan does not receive email confirmation from all A&D and non-A&D advisors by the above dates, the student’s discretionary account will be frozen until she receives email confirmations from each advisor.

All graduate students are required to establish and document a bi-weekly schedule of meetings with their Art & Design advisors.

First Year Advising

Fall
• One Art & Design Faculty Advisor is appointed by Deans prior to semester start
• Advisor is appointed for one semester only
• Advisor will assign the grade (Satisfactory/Unsatisfactory) for the Directed Studio Practice (ARTDES 610) and enter the final grade
• Approximately seven meetings per semester will be held with the A&D advisor

Winter
• One Art & Design, tenured/tenure-track Faculty Advisor, selected by student, with faculty member’s agreement
• No more than one Art & Design full-time faculty advisor
• Advisor is selected for one semester only
• Advisor assigns the grade (Satisfactory/Unsatisfactory) for the Directed Studio Practice (ARTDES 611) and enters the final grade
• Approximately seven meetings per semester will be held with the A&D advisor

Second Year Advising

Fall and Winter
• Two Faculty Advisors, selected by student, with faculty members’ agreement
• One advisor will be an Art & Design tenured/tenure-track faculty member
• No more than one Art & Design full-time faculty advisor
• One advisor will be non-A&D University full-time faculty
• Advisors are selected for one semester only
• Advisors consult each other to assign grades (Satisfactory/Unsatisfactory) for the Directed Studio Practice (ARTDES 710 and 711) and the A&D faculty advisor enters the final grade
• Approximately seven meetings per semester will be held with the A&D advisor
• Three meetings per semester will be held with the non-A&D University advisor

Third Year Advising
Fall and Winter
• Four Faculty Advisors, selected by student, with faculty members’ agreement
• Constitutes MFA Committee with one A&D advisor designated by the student and with permission of the Advisor as Chair
• Two advisors will be non-A&D University tenured/tenure-track faculty
• Two advisors will be Art & Design tenured/tenure-track faculty
• No more than two Art & Design full-time faculty advisors
• All advisors are selected for two semesters
• Advisors consult each other to assign grades (Satisfactory/Unsatisfactory) for the Directed Studio Practice (ARTDES 810 and 811) and Thesis/Exhibition/Presentation (ARTDES 898 and 899); the designated chair enters the final grade
• Approximately seven meetings per semester will be held with each A&D advisor
• Three meetings will be held per semester with University advisors

General Guidelines for Faculty Advisors
• A&D faculty advise one graduate student per semester
• A&D faculty on leave may serve as advisors if they carry out the bi-weekly meeting schedule
• Graduate students must work with a minimum of four different A&D faculty advisors during the three-year curriculum
• The A&D advisor assigns grades (Satisfactory/Unsatisfactory) and enters the final grade
• In addition to the specified advisors, graduate students may select additional qualified advisors from outside the University

Directed Studio Practice – Critique Sessions

Critique Sessions
As part of the Directed Studio Practice, first and second year students will participate in weekly critique groups to develop rigor in their ability to see, describe, assess, understand, and discuss their own creative work and the work of their peers. Third year students will participate in one critique session of their own work during the fall semester and are welcome to attend other first and second year critique sessions. Critique sessions will be held at the Faculty/Graduate Studios, will include 10 students and 3 or 4 A&D faculty members, will last approximately 2 hours, and will address the current work of two students. A different faculty member will be assigned to facilitate each critique session. Students may invite others to attend their critiques.

Students
The Associate Dean for Academic Programs will assign a mix of first and second year graduate students to a critique group of about 10 students that will meet once a week
for two hours with three or four faculty members. Two students will present their work at each session and each student will have the opportunity to present their work once during the first half of the semester and again during the second half of the semester. Students are expected to attend all of the weekly critique sessions for their group. Graduate student critique sessions support the Directed Studio Practice course and as such, student participation in the critiques is evaluated as part of that course’s grade.

Faculty
The Associate Dean for Academic Programs will assign faculty members to one of two graduate student critique groups based on their schedule availability and with an effort to create a group that has 10 students with first and second year student participation. Each faculty member will be scheduled to participate in 2 or 3 critique sessions per semester. Faculty members will be assigned such that Directed Studio Practice advisors will be in the same critique group as the student they advise. This will allow the advisor to participate in the advisee’s critiques. Faculty advisor participation in an advisee’s critique may also count as an advising meeting with that student.

Advanced Studio Electives

ARTDES 650, 750, 850
Advanced studio electives will enable students to develop technical skills relevant to their individual creative practice. Students will obtain permission to enroll in an advanced studio for graduate credit from the instructor teaching the appropriate undergraduate advanced studio course. Students may take up to two graduate level advanced studio courses in Art & Design as part of the Directed Studio Practice. Students will enroll for 3 credit hours of graduate level advanced studio work and 3 credit hours of Directed Studio Practice during semesters that an advanced studio elective is taken.
Graduate Seminars

The School offers three graduate seminars each semester. During the fall semester, one of these seminars is designed exclusively for entering first year students (ARTDES 600), one for second year students (ARTDES 700), and one for third year students (ARTDES 800). The three seminars offered in the winter semester are topical in approach, addressing both the context and the process aspects of the program. All three winter semester seminars are open to first, second, and third year graduate students (ARTDES 701).

Graduate Seminar Objectives

• Develop a theoretical basis for art/design practice
  Locate and understand creative work in various contexts: individual, social, technological, environmental, philosophical, economic, political, scientific, historical...
  Relate the following processes of creative work:
  Desiring, Designing, Developing, Distributing
  Develop research skills

• Develop a practical basis for art/design practice
  Develop routines and habits to sustain an art/design practice
  Develop skills of production
  Understand the business and economics of art/design practice
  Understand ethical issues of art/design practice
  Plan and develop career options

• Develop an intellectual community
  Participate in critiques and public presentations (establish norms for public evaluation)
  Observe others’ progress
  Be exposed to outside ideas
  Develop ability to communicate across disciplines (both sending and receiving)

• Prepare for thesis research, development, and distribution
  Practice developing questions and identifying issues
  Practice organizing ideas (outlining)
  Practice writing
  Practice presentations
  Identify multiple channels for distribution

Means to the Objectives

• Significant reading and writing assignments
• Critiques
• Student-directed discussions
• Faculty-directed discussions
• Guest seminars and lectures
• Field trips
• Presentations and performances
Entrance Seminar (ARTDES 600)

All first year graduate students will participate in an entrance seminar during the first semester. The seminar will help students cultivate resources for creative work by providing an orientation to unique features of the MFA program, the School of Art & Design facilities, University resources, and orientations to the communities of Ann Arbor, Detroit, and Southeastern Michigan. Students will be introduced to the Sweetland Writing Center and begin writing about their creative work and its context. Students will also be given direction and resources to establish international experiences through summer travel and Fulbright applications.

Students in the Entrance Seminar might investigate the following areas:

- The role of Desire in the creative process (from Desire, Design, Develop, Distribute sequence for creative work)
- Being effective as an MFA Student
  - Strategies to be productive
  - Critique strategies
- Identifying and using resources and opportunities in Ann Arbor and Southeast Michigan
  - Access to supplies and services
  - Events, spaces, communities, festivals, etc.
- Accessing the unique features of this MFA curriculum
  - Trans and inter-disciplinarity expectations and opportunities
  - Demonstrating a genuine commitment to the “+” component of this curriculum
  - Meeting and interacting with A&D and non-A&D faculty
  - Finding and requesting advisors
  - Identifying meaningful academic electives
  - Accessing the experiences of previous grads
- Identifying resources across the University
  - Offices, departments, and facilities on campus
  - Studio coordinators in A&D
  - Duderstadt Center
  - Libraries
    - Annette Haines – A&D field librarian
    - Katherine Weider – Creative Arts Producer
    - Electronic image databases
    - Seminars, colloquia, and events on campus
    - Funding for travel, research, and projects
    - Sweetland writing center
- Preparing for international experiences
  - International Experience Resources
  - Fulbright Orientation
- Community building
  - First year students with first year students
  - First year students with other MFA’s
  - First year students with faculty
  - First year students with undergrads
Progress Seminar: Designing, Developing, Distributing (ARTDES 700)

Second year students will participate in a progress seminar during the fall semester of their second year. The progress seminar will support students in building and maintaining momentum in the creative work and research for their thesis. It will set standards and expectations for the scope and rigor of the student’s research, creative work, and thesis. Specifically, students will explore the role of designing and planning in their creative work including how to conduct research in support of creative work. Students will seek out efficient methods for developing creative work, and study how the means of distributing their work is connected to the work’s content, audience, and intent.

Students in the Progress Seminar might investigate the following areas:

- **Designing**
  - Research methods
  - Developing robust and feasible thesis projects (a thesis plan for end-of-year review)
  - Embracing creative work with ambition, scope, and rigor
  - Embracing the trans and interdisciplinary “+” component of this curriculum
  - Applying for grants, fellowships, internships, and residencies
  - Managing time – setting priorities, learning when and how to say “no”
- **Developing**
  - Methodology – performing quick experiments, testing multiple approaches, and making assessments
  - Critiques – developing and experiencing effective critique strategies to inform production and revisions.
- **Distributing**
  - Producing presentation and documentation materials
  - Relating the intent of creative work to its audiences and venues or channels
  - Finding venues and channels for creative work

Exit Seminar (ARTDES 800)

Third year students will participate in an exit seminar during the fall semester of their third year. The exit seminar will prepare students for post-graduate professional experiences. In this seminar students will find ways to align personal core values with potential career options. They will investigate and practice methods to identify, research, apply, interview, and negotiate for post-graduate opportunities. The exit seminar will also support students in distributing their creative work through thesis writing, a thesis distribution event, and delivering a thesis presentation. Students will critique thesis outlines, statements, and drafts.

Students in the Exit Seminar might investigate the following areas:

- **Career Development**
  - Identifying personal core values
  - Exploring varieties of career options and post-graduate opportunities
Finding post-graduate opportunities
Applying for opportunities
Interviewing
Preparing portfolios
Negotiating

• Distributing – Thesis Preparation
  Managing the MFA Committee and deadlines
  Defining the thesis idea
  Relating visual work to the written work
  Outlining a thesis
  Using Sweetland Writing Center
  Preparing a first and second thesis draft
  Preparing a thesis presentation

Winter Semester Seminars: Topical (ARTDES 701)

First, second, and third year graduate students will participate in combined seminars during the winter semester. The topics for the winter semester seminars will be determined by the interests and expertise of the faculty teaching that semester and will be advertised prior to registration deadlines. The topics will focus on the theory or practice of creative work in contemporary culture. Seminars will emphasize theory and issues of visual culture, or they will emphasize creative practice, methodologies, techniques, and skills.

Topics for the Combined Seminars might include the following areas:
  • Contemporary art / design practice
  • Specific Skills
    Video editing
    Installations
    Projections
    Web design
    Digital imaging
  • Interaction with current Witt Visitors
  • LS&A theme semester topics
  • Detroit engagement
  • Instructor’s area of expertise
  • Desire, Design, Develop, Distribute
  • Teaching and pedagogy
  • Distributing creative work through various channels and social structures
  • Art / design activism
  • Trans and Inter-disciplinarity: Encouraging a deep understanding and commitment to the “+” component of this curriculum
Academic Elective Courses (Cognates)

Four academic elective University courses form the “+” component of the A&D+ program. They must be completed during the first two years of the program except for dual degree students who will need to distribute the academic elective courses throughout their program. Students will use the academic elective courses to develop a robust engagement with a field beyond the cultures of art and design and will use this experience to inform their creative work. Academic elective courses are taken in departments and programs outside of the Stamps School and are taught by faculty who do not have primary appointments in the Stamps School of Art & Design. For dual degree students, these elective courses will most likely be taken in the partner School or College in order to meet the requirements of the second degree.

A list of academic elective courses previously taken by MFA students is available online in the Art and Design Graduate Programs Database at: http://adtv.soad.umich.edu/fmi/iwp/ (login as “Guest” with no Account Name or Password). Students are encouraged to seek out additional courses that are relevant to their unique interests. Students select these courses in close consultation with faculty advisors.

Acceptable academic elective courses are numbered 400 or above, are offered by units other than the Stamps School of Art & Design, are taught by faculty who do not have primary appointments in the Stamps School, and are approved for graduate credit by Rackham. Be certain that the academic elective course you plan to take – especially those numbered in the 400s – are approved for graduate credit through Rackham. Students are responsible for contacting the University department that offers the intended academic elective course to make sure it is approved for graduate credit.

Academic Elective Courses Objectives
- Engage with fields of research outside of art and design
- Expand understanding of content for creative work
- Develop research skills
- Learn about resources across the University
- Identify potential non-A&D advisors and MFA Committee members

Thesis/Distribution/Presentation

ARTDES 898, 899
Supervised development of the final degree requirements, which include 1) a Thesis Exhibition or Performance of the visual creative work, 2) a written and illustrated thesis submitted as an electronic file (CD or DVD), and 3) an oral presentation of the thesis work followed by a conversation with the MFA Advisory Committee. (See thesis guidelines starting on page 32.)
Distribution Events

Students will bring their own work into a public setting at least once each year for the three years that they are in the program. This activity partially addresses the “Distributing” component of the graduate program’s process of bringing creative work into the world through Desiring, Designing, Developing, and Distributing.

Distribution Event Objectives
- Encourage productivity
- Provide an experience to conceptually organize creative work into a meaningful whole and into engaging presentations
- Contextualize the creative work within a public sphere
- Experience logistical requirements of distributing creative work
- Provide opportunities for students to present their creative work to an audience and receive the audience’s response
- Practice the documentation of creative work
- Provide experience in time management
- Provide experiences to work with other artists, technicians, and curators
- Apply for support and funding to distribute creative work

Requirements
- At least one distribution event per year
- Work will be placed in a public domain
- School will be pre-informed of events
- Events will be documented
- Events will be discussed during year-end reviews
- Directed Studio Practice advisor will confirm that the event meets these requirements

Description
The word Distributing is used to emphasize that creative work can be brought into the public domain through a wide variety of channels, venues, and media. These means to bring creative work into the world are not limited to galleries, studios, or museums. The process of distributing is integral to the content and intent of creative work and should not be an after-thought. Distributing might consist of an event, a broadcast, a publication, a lecture, an exhibit, a blog, a performance, or other activity that brings the creative work to public attention. The means of presenting the creative work will further the ideas and intentions of the work while bringing it into the world.

Directed Studio Advisors and MFA Thesis Committee members will help students identify means to bring the creative work into the world. The primary advisor or MFA Thesis Committee Chair will be responsible for making the final approval of the Distribution event.

The MFA Thesis Committee will participate in the third year student’s Distribution event either directly or through documentation.

The School will be pre-informed of Distribution events so those who are interested can experience the work. Inform the School by providing details to the School’s Director of Communications (Kate West).
Details about using the School’s exhibition venues and galleries are available on page 52.

**Lecture Series**

The School offers a weekly public lecture through the Penny W. Stamps Distinguished Speakers Series ([http://art-design.umich.edu/stamps](http://art-design.umich.edu/stamps)). All graduate students are expected to attend these presentations and participate in individual critiques and discussions with the visitors organized specifically for graduate students. Each graduate student will act as a host or co-host for one visitor per semester.

**End-of-Year Reviews**

Students are expected to show regular progress with their creative work throughout the three-year program. Although first year students are expected to take an exploratory approach to their work, evidence of substantial work is expected by the end of the year. By the end of the second year, evidence of a developing focus is expected. This focus will culminate with a comprehensive body of creative work, written thesis, distribution event, and oral presentation at the end of the third year. Continuation in the MFA program requires successful completion of End-of-Year Reviews after the first and second years for MFA students and after the second and third years for dual degree students. An Oral Presentation of the thesis will be the culminating event of the final year and will precede the awarding of the MFA degree. Guidelines for the Oral Presentation of the Thesis are provided in a later section of this handbook.

End-of-Year Review Objectives

• In-depth reflection by the student on achievements, challenges, and risks taken within the program
• Faculty assessment of the student’s work and progress to date
• Students will define future plans and goals with the opportunity to receive advice and feedback from faculty

**First Year End-of-Year Review**

The End-of-Year Review for first year students is a one and one-half hour meeting between the student and an ad-hoc Graduate Review Committee (GRC) comprised of at least one faculty member who has served as directed studio practice advisor to the student, one faculty member who will advise the graduate student in the coming fall, and one who has not worked with the student before. The first half of the review will be a well-planned summary presentation of work to date in the program, including discussion of distribution events and exhibitions, and plans for the coming years. It will focus on the student’s conceptual and visual work and the student’s development as an artist/designer. The second half of the review will be spent as a faculty/student advising session. This session is an opportunity for the student to have a conversation with the faculty committee to discuss themes and focus found in the work and education experience. The student will have an opportunity to ask faculty for recommendations and will be expected to bring questions for discussion.
Second Year End-of-year Review

The End-of-year Review for second year students is a one and one-half hour meeting between the student and an ad–hoc Graduate Review Committee (GRC) comprised of at least one faculty member who has served as directed studio practice advisor to the student, one faculty member who will advise the graduate student in the coming fall, and one who has not worked with the student before. The first half of the review will be a well–planned presentation of a proposal for thesis work with a review of how the proposed thesis work relates to work produced to date in the program and a discussion of distribution events and exhibitions that took place in the current year. The second half of the review will be spent as a faculty/student advising session. This session is an opportunity for the student to have a conversation with the faculty committee to discuss themes and focus found in the work and education experience. The student will have an opportunity to ask faculty for recommendations and will be expected to bring questions for discussion.

Pre-Review

Two weeks prior to the review, students will submit to Wendy Dignan via email (wwilks@umich.edu) ONE PDF document that contains the following:

- One–page summary of planned presentation
- One–page summary of ALL courses (academic and studio) completed to date with instructors and grades (note: printed transcripts do not include instructor names)
- One–page summary of all assigned assistantships and faculty supervisors to date
- Current resume, including URL of personal website
- Statement on future plans and how these plans relate to development of thesis work
- Questions for faculty members

Evaluation Criteria

Students will be evaluated and measured on the following items:

- Evidence of intellectual development
- Evidence of imagination/creativity/risk–taking
- Evidence of realization skills: has the student successfully manifested their concepts?
- Evidence of work ethic/motivation/passion/commitment
- Evidence of critical reflection
- Articulation of future goals

Review Committees

The Associate Dean for Academic Programs will appoint the Graduate Review Committees (GRC’s). Each GRC consists of three or four full–time faculty members – at least one who has served as an advisor for the student being reviewed, one who will be advising the student in the coming Fall semester, and one who has not have worked with the student before. One GRC member is designated as chair.

Post–Review Procedure for 1st and 2nd Year Reviews

The GRC assesses the presentation and discussion and based on this assessment the committee chair submits 1) a written evaluation of the student’s status and progress
in the MFA program, and 2) a recommendation to the Dean and Associate Dean, who are responsible for notifying the student of the recommendation and for carrying out necessary administrative steps. The recommendation will typically be one of the following courses of action:

- Continue in the program
- Re-review at a specified time
- Withdraw temporarily from the program, with re-entry conditions specified
- Withdraw permanently from the program

The GRC may recommend a qualified version of any of the above actions, or may recommend an alternate course of action.

The GRC recommendation and written evaluation, a copy of which is provided to the student, becomes part of the student’s record.

A student may appeal a review recommendation to the Dean and Associate Dean of the School.

International Experience

International Experience Objectives

International travel and research is a vital component of the Stamps School experience. The School supports a three- to five-week international experience for all graduate students who are in good academic standing. The travel will take place during the summer after the first or second year. Crossing political and cultural boundaries to immerse oneself in other ways of perceiving, organizing and interpreting the world generates global perspective, new life experiences, creative insights, and global connections. The experience will yield heightened self-awareness, increased knowledge and access to new networks that will strengthen the student’s subsequent opportunities, including invitations to serve as resident artists, participate in exhibitions or other kinds of collaborations, and applications for Fulbright fellowships and other post-graduate funding opportunities. The School specifically promotes engagement with non-Western cultures that enhance the global perspective of students and assist them in becoming conscientious global citizens. Appropriate funds are awarded to students in good academic standing to cover transportation, housing, meals, visas and incidental travel expenses. Students are not in competition with each other for funding. The School’s Office of International Engagement supports students with their investigation of potential research sites, identification of contacts and institutions, formulation of proposals, and with travel and housing logistics. Directed Studio Advisors will also provide support in creating a proposal for the International Experience.

Process

The School’s International Engagement Coordinator (Sandra Wiley) will conduct an orientation for the International Experience for all first year graduate students in September. The Office of International Engagement, the International Center, the Language Resource Center, and the area study centers within the International Institute are excellent resources. To begin planning their own experience, students are encouraged to get ideas by reading other students’ reports on international experiences at
Preliminary Research
Students will investigate and select research sites individually or in groups if research goals overlap accordingly. Preliminary research will prepare students to be productive in their creative work while abroad, to take advantage of cultural and language opportunities both here and abroad, and to interact with artists, designers, and other relevant contacts at their selected destination. Preliminary research will provide the basis for a written proposal for the MFA International Experience. The proposal will identify external (non-A&D) funding when available and needed and include an application for those funds, if one is made. Non-US citizen MFA students can propose travel within the United States for their experience. Visit [http://travel.state.gov/](http://travel.state.gov/) for information about passports, country profiles, current travel warnings, and a wealth of other resources.

Travel to countries with an active US Department of State Travel Warning is discouraged, but proposals can be submitted to mitigate risks with additional review by Gunalan Nadarajan, Dean of the School of Art and Design and Elona Van Gent, Associate Dean for Academic Programs, and the UM International Travel Oversight Committee (ITOC), subject to current UM policy and procedures.

Proposal
The suitability of the specific travel location, activities, contacts, etc. should be discussed in detail and reviewed with current faculty advisors. This discussion should occur throughout fall term. The deadline for submitting the online application proposal, through M-Compass, the UM education abroad database, is 11:59 pm on January 16, 2014. Detailed requirements will be listed in M-Compass but the basic elements include the following:

- Destination(s).
- Approximate dates of travel.
- Proposed projects and activities.
- Relevance of the destination and activity to the student’s creative work and future objectives.
- Names of contacts, institutions, and organizations with whom students will interact.
- Estimated budget for airfare, ground transportation, housing, food, visas, and travel insurance

Faculty members of the International Engagement Committee will review the proposal. Feedback, which might include clarifying questions and require a revised submission, and funding decisions will be given to students by February 1, 2014. Note that the committee will review proposals only on the basis of feasibility and clarity of purpose, not to eliminate proposals from consideration. Students are not in competition with each other for funding.

Logistics
Students will finalize their International Experience and make logistical arrangements based on the proposal feedback from the International Engagement Committee. Each student will complete the following forms or upload documents through M-Compass by the dates indicated below:

- Travel advance – provided three months prior to departure
Students are responsible for researching visa requirements for their host country (or countries), submitting the application, and securing the visa before their travels. By March 2, 2014, all students are required to complete the Health Clearance Form within M-Compass and in some instances, physician’s authorization. Appointments with the University Health Service should be scheduled several months in advance of this deadline to ensure time for administering multiple vaccinations, securing anti-malarial medications, or other medical preparations required for the student’s travels. Allow at least four to eight weeks between your appointment and your departure date for required follow-up, such as a series of vaccinations.

http://www.uhs.umich.edu/travelhealth

Required Post-travel Activities

Check-in
Students will send an email notice to Wendy Dignan soon after they return from their international travel to communicate their safe arrival home.

Report
By September 30, students will upload a brief report with images summarizing their experience to M-Compass and email it to the faculty, staff and graduate students. Students should take time to re-adjust to life on campus and reflect upon their experience before finalizing this report. A personal letter must also be written and sent to the A&D donor, whose gift to the School made the international experience possible.

Exhibition / International Fair
Students are required to participate in the annual international exhibition. Exhibition space will be limited, so the purpose of the venue is to provide a small window into your experience rather than a full-blown exhibit of your research. Additionally, students are required to participate in additional A&D sponsored events that promote the School’s internationalization, such as the International Fair and promoting opportunities to undergraduates. The International Fair includes all A&D community members who have recently returned / arrived from an international experience. This annual event is a tool to mentor other students, undergraduate and graduate, and create synergy for greater international engagement by our community.
MFA THESIS

MFA Thesis Show

During the final year of the MFA curriculum students will maintain their directed studio practice, produce creative work, carry out an MFA thesis show, conduct research, produce a written thesis, and give an oral presentation of their thesis work to a group of faculty and students. All of this activity is referred to as the thesis work. The MFA Thesis Show is one component of the thesis work.

The MFA Thesis Show will occur in February or March of the student’s final semester. Third year students will collaborate to organize an event that celebrates the individual creative work of each student as well as creates a memorable group exhibition/performance. The School’s onsite and offsite venues will be made available for the MFA Thesis Show. Students will submit a brief proposal for specific School venues after meeting as a group to formulate a cooperative plan that reflects both the group and individual needs. The school’s Exhibitions, Performances and Visitors Committee with input from the Graduate Committee will assign School venues for the MFA Thesis Show after reviewing these proposals.

Written Thesis

During the final year of the MFA curriculum students will maintain their directed studio practice, produce creative work, carry out an MFA thesis show, conduct research, produce a written thesis, and give an oral presentation of their thesis work to a group of faculty and students. All of this activity is referred to as the thesis work. The written thesis is one component of the thesis work. The written thesis is an illustrated document that presents the creative work of the student and addresses the context in which this work is created.

Written Thesis Objectives

- Produce a lasting documentation of creative work
- Integrate visual material with written material
- Engage academic coursework within the creative work
- Develop analytical skills
- Develop writing skills
- Develop research skills
- Encourage rigor in thinking and expression
- Post the thesis on the University of Michigan’s DeepBlue website
- Provide the basis for a manuscript adaptable for publication

Thesis Content

The thesis documents the student’s creative work and contextualizes the creative work. It elucidates the creative work as informed by coursework, research, and life experiences. It is a rigorous presentation of the student’s creative work and ideas and
can include expressive elements as they serve to communicate this work. Language, style, and content will be accessible to a reader who is reasonably conversant with our general culture as well as to colleagues with specialized backgrounds.

Preceding the Body of the Thesis
The following sections will precede the body of the thesis.

Title Page
The Title Page will follow the example shown on page 37.

[Copyright Page] – optional
Posting your thesis on Deep Blue is a requirement of the MFA program. Note that posting your thesis on Deep Blue allows you to keep the copyright for your thesis. Deep Blue does not require or ask you to give up your copyright. You retain all rights to your thesis and can publish your thesis or parts of your thesis after it is posted on Deep Blue. (See page 35)

Abstract and Keywords
The abstract is a summary of the thesis in no more than 250 words written in the third-person. The abstract will include a list of three to ten “keywords” to facilitate electronic searches. The keywords will appear on the same page as the abstract and will be listed as: Keywords: keyword1, keyword2, keyword3....

[Acknowledgements] – optional
The acknowledgements section can be used to recognize individuals and organizations providing important support and encouragement toward the completion of the degree.

Table of Contents
The table of contents lists the sections of the thesis and indicates the page number where each section begins. It includes the page numbering for the abstract page, acknowledgements, and table of contents, as well as the page numbering for sections of the body of the thesis, references, and appendices. The title page and copyright page are not numbered.

[List of Tables and Figures] – optional
The list of tables and list of figures identify each table or figure number, each table or figure title, credits for tables and figures (where appropriate), and the page number for each table and each figure.

Body of Thesis
The body of the thesis will contain the following material:

Introduction
The introduction presents the questions and issues that will be addressed in the thesis and briefly suggests their relevance or importance.

Contextual Information and Literature Review
This section provides historical and theoretical background and puts this work in context with other work that has been done in the area of this thesis. Citations are included for published work that has influenced development of the ideas in the
thesis. See “References” below for formatting citations. Contextual information may be included throughout the thesis and does not have to appear in a separate section.

Creative Work
Present the creative work. Use prose, figures, illustrations, tables, poetry, animations, and other representations to thoroughly present the creative work and research.

Discussion
Interpret the work, reflect on the work, and/or explain the work. Suggest how and why this work is compelling or important.

Conclusion
Briefly restate the questions and issues addressed in the thesis, why they are important and what has been learned from this work. Identify new questions that arise from this thesis work and suggest areas for future work.

Following the Body of the Thesis
The following sections will follow the body of the thesis:

References
List citations at the end of the thesis in a bibliography in alphabetical order by author/editor and chronologically for each author/editor.

[Appendices] – optional
Document technical and detailed material in the form of appendices at the end of the thesis. Appendices are numbered and referred to in the text by that number.

Sections of Thesis
Title Page
Abstract
[Copyright Page]* or Blank Page
[Acknowledgements] *
Table of Contents
[List of Tables and Figures] *
Body of Thesis
Introduction
Contextual Information, literature review
Creative Work
Discussion
Conclusion
References
[Appendices] *
*Items in brackets [ ] are optional.

Mode
Students will produce one printed copy and one digital version (PDF file) of the thesis according to the following instructions:
Printed Thesis and Title Page (Signature Page)
Produce one copy of the thesis on white paper (8 1/2 x 11 inches). The printed copy of the thesis will be submitted to the Associate Dean for Academic Programs with the signed Title Page by April 23, 2014. All committee members will sign the same Title Page before it is submitted to the Associate Dean. The Associate Dean and the Dean will then sign the signature page and return the signature page to the student within one week of receipt at the Associate Dean’s office. The fully signed signature page will then be scanned and incorporated into the thesis as the Title Page for the final PDF file.

Digital (PDF) File
Produce one CD-ROM or DVD containing a single PDF file of the written thesis and illustrations (word-processing files are not acceptable). Name the PDF file “2014_LastName_MFA_Thesis.pdf”. Label the CD or DVD disk 2014 LastName MFA Thesis. Time-based files will be included on the same CD or DVD and will be saved in standard file formats (.mov, .qt, .avi, .html). Hyperlinks can point to these media files from the PDF file. The Thesis Committee Chair will approve other file formats for time-based work. The PDF file will be no larger than 200 MB. See the next section for instructions on producing appropriately sized illustrations and images. The thesis PDF file containing the signed Title Page will be submitted to the Associate Dean for Academic Programs by April 30, 2014.

Illustrations
Illustrations, diagrams, photographs, video clips, sound clips, animations, and other visual materials are inserted as numbered figures. All figures will have a brief figure legend. The PDF file can contain links to time-based material on a single CD or DVD disk. The printed thesis only shows a figure number and legend for time-based material. Details for producing and including illustrations can be developed in conjunction with the MFA Committee. Keep image files at or near screen resolution in order to meet the PDF file size requirement. Image files should be 5 MB or smaller each. Use additional files as insets for details of images.

Resources
University of Michigan Sweetland Writing Center
http://www.lsa.umich.edu/sweetland/

Deep Blue
All MFA theses will be posted on the University of Michigan’s Deep Blue website (http://deepblue.lib.umich.edu/). Deep Blue is the University of Michigan’s permanent, safe, and accessible service for representing its rich intellectual community. Its primary goal is to provide access to the research, teaching, and creative work that distinguishes the University of Michigan. Making your work accessible via Deep Blue will ensure more of your peers can find it (in Google Scholar, for example) and will cite it. Deep Blue uses technology that assures the stability of your work’s location online, making the citation to it as reliable as a scholarly journal, while making it very accessible.

Posting your thesis on Deep Blue is a requirement of the MFA program. Note that posting your thesis on Deep Blue allows you to keep the copyright for your thesis.
Deep Blue does not require or ask you to give up your copyright. You retain all rights to your thesis and can publish your thesis or parts of your thesis after it is posted on Deep Blue. The following URL describes your intellectual property rights as they relate to Deep Blue.

http://deepblue.lib.umich.edu/static/about/deepblueip.html
Sample Thesis Title Page (signature page)

Extravagant Currents

By

Brent Fogt

Bachelor of Fine Arts, University of Texas, 1997
Masters of Science in Foreign Service, Georgetown University, 1985
Bachelor of Arts, Austin College, 1982

Thesis Submitted in Partial Fulfillment of the Requirements of the Degree of
Master of Fine Arts

Penny W. Stamps School of Art and Design
University of Michigan
Ann Arbor, Michigan

April 24, 2007

Approved by:

______________________________________________________
Nick Tobier, Graduate Committee Chair

______________________________________________________
Sherri Smith, Graduate Committee Member

______________________________________________________
Julie Ellison, Graduate Committee Member

______________________________________________________
Clayton Lewis, Graduate Committee Member

______________________________________________________
Elona Van Gent, Associate Dean of Academic Programs

______________________________________________________
Gunalan Nadarajan, Dean, School of Art and Design
Date Degree Conferred: May, 2007
Oral Presentation of Thesis

During the final year of the MFA curriculum students will maintain their directed studio practice, produce creative work, carry out an MFA thesis show, conduct research, produce a written thesis, and give an oral presentation of their thesis work to a group of faculty and students. All of this activity is referred to as the thesis work.

The oral presentation will address the creative work of the student and the context in which this work was created – it will be supported by actual creative work or representations of it. The oral presentation will be delivered to a group of faculty and students during the school’s review week (April 21–25).

Oral Presentation of Thesis Objectives
• Communicate the results of the thesis work and evaluate its success
• Provide a speaking opportunity wherein the thesis work is organized into a combined oral and visual presentation
• Provide an opportunity to receive feedback on thesis work
• Provide a ceremonial conclusion to the MFA Program

Procedure
• The student will be responsible for announcing the title, date, time, and location of the oral presentation by March 1, 2014 to the non-Art & Design committee members in order to facilitate their attendance
• The Oral Presentation will occur during the school’s review week (April 21–25)
• The student’s MFA committee will approve the format of the Presentation
• The Presentation will accommodate discussion but will not be a “defense”
• The student’s MFA committee will attend the Presentation
• All graduate students will attend the Presentations
• The MFA committee will meet alone after the Presentation and then have a discussion with the student to acknowledge the student’s achievements
• The MFA Chair’s signature of the written thesis will constitute acceptance of the oral presentation as well as the written thesis

Thesis Schedule and Deadlines

Failure to meet any of the following deadlines can lead to postponing the Oral Presentation of the Thesis and the awarding of the degree.

End of fourth semester  MFA committee selection.
End of fourth semester  Thesis proposal (End-of-Year Review).
After fourth semester  Focused creative work begins.
September 13, 2013  Venue options for MFA Thesis Show announced and proposal forms distributed.
October 14, 2013  Proposals for requested MFA Thesis Show venues due.
October 21, 2013  Full committee meets before this date.
November 1, 2013  MFA Thesis Show venue decisions announced.
November 1, 2013  Meet with staff at Sweetland Writing Center by this date.
November 1, 2013  Outline of the thesis to committee Chair. Include all sections as described in “Sections of Thesis” above.
November 15, 2013  Outline comments returned from chair.

January 27, 2014  Title, dates, statement paragraph, and image for MFA Thesis Show are emailed to Director of Communications (Kate West).
February 3, 2014  Thesis first draft to committee Chair. Include all sections as described in “Sections of Thesis” above.
February 10, 2014  Meet with gallery directors (Mark Nielen/Stephen Schudlich) and Peter Jansen to confirm exhibition logistics.
February 14, 2014  First draft comments returned from chair.
February  Work with staff at Sweetland Writing Center prior to submitting fully developed second draft to full committee.
March 3, 2014  Fully developed thesis second draft, one copy to each committee member. Include all sections (with illustrations/figures/tables/animations/video sequences/sound-bites) as described in “Sections of Thesis” above.
March 1, 2014  Install MFA Thesis Shows.
March 7, 2014  MFA Thesis Show Opens.
TBD  MFA Thesis Show Reception.
March 15, 2014  Committee meets to discuss second draft and to present comments and questions to the student.
April 4 –8, 2014  De-install MFA Thesis Shows.
April 9, 2014  Thesis final draft to committee Chair.
April 15, 2014  Final draft suggested revisions returned from chair.

April 23, 2014  One printed copy of thesis and one Title Page signed by all committee members to Academic Programs Dean.

April 30, 2014  One CD or DVD with the thesis PDF file containing the signed Title Page to Academic Programs Dean.
POLICIES AND PROCEDURES

Finance Office – Reimbursements and Advances

Reimbursements and Advances

Allowable Reimbursement Expenses
Reimbursements are allowable for the following types of expenses:

- Travel (airfare, car rental, lodging) for research and to conferences
- Conference or workshop fees
- Reimbursement for mileage for recurring (weekly) trips to research locations are subject to review on a case by case basis; needs prior approval for use of funds before such trips occur; may need to be processed as ‘scholarship’ which may impact existing financial aid amounts. If your research or thesis project will include such expenses, please contact the Stamps Finance Office before you submit your proposals for approval.
- Supplies used to create art work/projects
- Thesis writing supplies including paper, ink cartridges, pens, pencils, printing costs
- Portfolio supplies including printing costs, photo processing expenses
- Exhibition supplies over and above School funds including extra postcards or advertising costs, mailing expenses
- Hosting in conjunction with thesis project
- One piece of equipment up to $500.00 for all 3 years the student is enrolled in the MFA program. All equipment like Apple iPads, Apple TV’s, camera equipment, computer equipment, audio/video equipment are included in this category. NOTE: Such equipment remains the property of the Penny W. Stamps School of Art & Design and must be left at the School upon graduation.

Reimbursement Process
In order to receive reimbursement, all A&D graduate students must provide the documents listed below via Concur, the University electronic travel and expense system, to the School’s Finance Office within 30 days of purchase:

- Original itemized receipt(s) from a vendor showing the total expense and full payment received. Note: If an original itemized receipt(s) does not show payment in full, the student must provide one of the following: original canceled check, bank statement along with the itemized receipt(s).
- All reimbursable expenses need receipts to be turned in with the Concur expense report for all travel, hosting, supplies and misc. expenditures.
- Please download the receipt form from A&D website at this weblink: http://art-design.umich.edu/images/uploads/Receipt_Reimbursement_Form_Fillable.pdf. This receipt form is not required for expense travel items submitted via Concur but necessary for all expense reimbursements processed in paper form (supplies, travel and hosting expense reports) if a graduate student does not have an active appointment with UM; typically during the spring/summer terms.
A detailed description of what was purchased and why in the “business purpose” or the “comment” field for each of the Concur expense line items or when using the “receipt reimbursement form” mentioned above. Be as specific as possible.

All receipt scans should be submitted as pdf files. Please do not attach snapshots (pictures) taken with a cell phone or screenshots of computer screens of expense items from vendor websites. **All receipts must show all the items purchased in a transaction** and not just the total of the receipt.

All receipts must be taped to an 8.5”x11” piece of paper and scanned into images and attached to each expense line item in the Concur travel and expense system.

Receipts older than 45 days cannot be reimbursed. There are NO EXCEPTIONS to this policy.

One-on-one training to learn to use the Concur travel and expense system is available by contacting a staff member in the School’s Finance Office.

Any software purchases to be installed on the laptop provided by the School should have the approval of the Stamps School IT staff and the Chief Administrative Officer. Please do not purchase software from the UM Computer Showcase and expect reimbursement from the graduate discretionary funds.

Address questions to any Finance Office staff member.

**Advances**

Advances are allowable for the following types of expenses:

- Travel (airfare, car rental, lodging) for research and to conferences
- Conference or workshop fees

**Hosting**

Individual show openings are reimbursable up to $150 for food and publicity. Group show openings are reimbursable up to $250 for food and publicity. These expense limits apply to all exhibition venues irrespective of funding source: Work•Detroit, Work•Ann Arbor, Slusser Gallery, and Robbins Gallery. All receipts for food and publicity need to be submitted via the Concur travel and expense system. If you are hosting a visiting artist, please get appropriate approval from Christstina Hamilton (Director of Visitor Programs). Follow the guidelines for UM hosting reimbursements mentioned in UM SPG available at [http://spg.umich.edu/pdf/507.10-1.pdf](http://spg.umich.edu/pdf/507.10-1.pdf). All hosting receipts submitted for reimbursement need to include itemized details of what was ordered for the meals and not just a credit card receipt. Please indicate any tips given on the hosting receipt. Follow the same procedure outlined above in the “Reimbursements” section when completing Concur expense reports for hosting exhibition openings, hosting graduate program recruits etc.

**Payments to Individuals**

Payments to individuals made by a student with cash or check will NOT be reimbursed by the University. To pay an individual, download the “Payment For Services” request form from the A&D weblink: [http://art-design.umich.edu/images/uploads/Pymt_For_Svcs_Form_w9.pdf](http://art-design.umich.edu/images/uploads/Pymt_For_Svcs_Form_w9.pdf). The payee will also need to complete the attached Substitute W-9 Form. The completed request forms should be sent to artdes-hr@umich.edu for processing of payments to individuals. All
payments will be processed only after the work is completed and not in advance of completion of required services.

Travel
Discretionary grant funds for international travel for research, to conferences, courses, and workshops must be approved by the Associate Dean in advance. All reimbursable expenses need all receipts to be scanned and attached to the Concur expense report for each travel, hosting, supplies and misc. expenditure. If there are cash purchases where no receipts are available or in situations where a written receipt is not provided by the vendor (as in some international countries), there needs to be an expense log maintained for the cash purchases and turned in as evidence of such cash expenditures. Appropriate notes should be added to the comment fields for these cash expense line items. Please contact Jennifer Wubbenhorst in the A&D Finance Office before such international trips to get a copy of this “expense log” which is helpful in keeping track of cash expenditures during the trip.

Please follow the same procedure outlined above in the “Reimbursements” section when completing Concur travel expense reports. All expense receipts pertaining to travel, including hosting and supplies’ purchases that occurred during travel should be submitted for reimbursements via Concur within 30 days of the completion of travel. Please seek advice from Jennifer Wubbenhorst or David Constant in the A&D Finance office on how to organize the receipts from the trip before the Concur expense report is created. If you can get their advice before the trip occurs, this will help you to organize the receipts in an appropriate manner during the trip and make your life easier when you create your Concur expense report. This will help speed up the reimbursement process.

Final Semester: Deadline for Submitted Receipts
The deadline for 3rd year (or final year) students for spending their discretionary funds is the last day of their graduating semester (typically April 30th). All receipts must be turned into the School’s Finance Office within 30 days of incurring the expenditures to be eligible for reimbursement. Expenditures incurred after the date of the University Commencement will not be reimbursed. All expense reports must be submitted to the School’s Finance Office via Concur, the University of Michigan electronic travel and expense system. One-on-one training to learn to use this system is available by contacting a staff member in the School’s Finance Office.

Registration
Students register on the web through Wolverine Access at: http://wolverineaccess.umich.edu/. In most cases University Academic Electives (non-A&D courses) are open to student registration without special permission. Students will occasionally need to obtain permission from the instructor to register. The Entrance and Exit Seminars, Directed Studio Practice and Thesis/Distribution/Presentation require permission (an override) to link the student’s registration to appropriate faculty advisors. Wendy Dignan will issue permission overrides prior to early registration. Students will receive an email message with registration instructions once the permission is granted.
Registration for graduate students occurs during the first two days of early registration each semester; late November for winter, and early April for fall. Students are assigned an appointment time for registration. The appointment time is found in the student business section of Wolverine Access.

Registration for MFA/MSI Dual Degree Program
Students will register in the Penny W. Stamps School of Art & Design for 50% of the four years of the dual degree program and in the School of Information for 50% of the four years. Registration will alternate between the two programs every year of the dual degree program.

Adding/Dropping and Course Changes
Schedule changes include dropping or adding a course, changing between credit and visit status, changing the credits for a course within the range listed in the University Schedule of Classes, withdrawing, or disenrolling for the term. Graduate students may make changes to their schedules by obtaining the required approvals and using the following procedures.

During the first three weeks of the fall or winter term, students may change schedules without approvals as long as they follow the MFA program requirements. After the third week and until the last day of classes of the term, students must obtain signatures of approval from the course instructor and the Director of Graduate Academic Services for changes. Students use drop/add forms that can be obtained from the Stamps School Smucker•Wagstaff Academic Programs Center.

Drops made any time after the last day of class in the term are known as retroactive drops. Retroactive drops are contrary to Rackham policy and are only granted in unusual cases. It is possible, however, for students to petition for such a change by submitting a Petition for Modification or Waiver of Regulation form to Rackham’s Office of Academic Records and Dissertations (OARD) for review. Please contact the Director of Graduate Academic services for guidance with this process. The Associate Dean must endorse such requests.

Grades and Transcripts

Grades for Art & Design graduate courses in the A&D MFA program are Satisfactory/Unsatisfactory only.

Art & Design has no jurisdiction over grading for University courses in other academic units. Graduate students may individually negotiate a Satisfactory/Unsatisfactory grade option with the instructors of those courses. A Satisfactory grade must be the equivalent of a “B” letter grade for graduate students.

A student in good academic standing
- is making satisfactory progress toward the completion of degree requirements and is within the time limits of the degree program, including approved extensions
- is demonstrating an ability to succeed in the degree program; and
- has a cumulative grad-point average of 3.00 (B) or better.
All official University of Michigan transcripts must be ordered through the University Registrar's Office, B430LL Pierpont Commons or 500 South State St., or requested electronically through Wolverine Access (wolverineaccess.umich.edu). Students may also generate an unofficial record for unofficial use through Wolverine Access.

**Rackham Guidelines**

The Penny W. Stamps School of Art & Design offers the MFA degree under the auspices of the Horace H. Rackham School of Graduate Studies, which grants graduate degrees and establishes guidelines for academic quality as well as minimum requirements including grade point average and academic elective courses. Students are responsible for knowing the Rackham rules, regulations and requirements as described in the Rackham Student Handbook. These policies can be found on the web at http://www.rackham.umich.edu/policies/.

Acceptable academic electives courses are numbered 400 or above, are offered by units other than the Penny W. Stamps School of Art & Design, are taught by faculty who do not have primary appointments in the Penny W. Stamps School of Art & Design, and are approved for graduate credit by Rackham. Be certain that the academic elective course you plan to take – especially those numbered in the 400s – are approved for graduate credit through Rackham. Students are responsible for contacting the University department that offers the intended academic elective course to make sure it is approved for graduate credit.

**Student Appeals**

The Penny W. Stamps School of Art & Design Student Appeals Process provides students with a forum to contest grades, substitution and waiver decisions, and other decisions that impact upon them and their academic records. In many cases, differences can be resolved through conversation between the parties involved, without mediation or intervention by others. The Associate Dean for Academic Programs is available to counsel students regarding strategies for resolving differences. Unresolved differences may be presented for the formal Appeals Process explained in detail below.

**Purpose**

This student appeals process exists to provide student complainants as well as Stamps School faculty and staff respondents with a just process by which opposing views may be expressed and equitable decisions may be made relating to student grievances on matters of grades, academic misconduct, financial aid, illegal racial or sexual discrimination, intimidation, or harassment, violations of the Family Educational Rights and Privacy Act involving inaccuracy of student records or improper access of records to third parties without student comment or consent, and/or any other alleged arbitrary, capricious, or otherwise unprofessional conduct toward a student by a Stamps School faculty or staff member.
The Mediator
In the student appeals process, the Penny W. Stamps School of Art & Design's Associate Dean for Academic Programs will serve as Mediator. The Mediator will not serve as an advocate for either party. In the event that the Associate Dean for Academic Programs is in a conflict of interest position in a grievance procedure, an Alternate Mediator will be appointed by the Dean of the Stamps School for that one case only.

The Mediator's duties are to:
- Insure that both the grievant and respondent have complete information on the appeals process as detailed below.
- Explain the appeals process to the student if necessary.
- Receive, acknowledge and record the history of student grievances and responses to them.
- Investigate the alleged grievance and circumstances surrounding it.
- Talk with both parties and make every attempt to get them to resolve their differences in a way satisfactory to both.
- Maintain accurate records of all grievance procedures.

The Appeals Process
1. Before submitting a grievance to the Mediator, students are encouraged to seek resolution to their problem by talking directly with the faculty or staff member involved. Should direct and informal dialogue yield unsatisfactory results, the student may then consider mediation.

2. The student appeals process consists of two distinct mediation phases.
   a. Informal mediation
   b. Formal mediation

3. Upon the initiation of an appeals procedure, the Mediator will give a copy of the Stamps School's Appeals Process document to both the grievant and the respondent. Both will be asked for a written acknowledgement that they have received and read this information. By this acknowledgement the grievant officially initiates the appeals process.

4. Informal Mediation
   a. The grievant must submit to the Mediator a written account of his/her grievance. This should normally take place within 60 days of the occurrence giving rise to the complaint. The grievant should describe the exact nature of the complaint, supporting the claim with any available evidence.
   b. The mediator will file the complaint and acknowledge its receipt.
   c. The mediator will give the respondent a copy of this grievance, and request a written response from the respondent, who should normally reply within ten (10) working days.
   d. The Mediator will acknowledge and record receipt of the respondent's reply and give a copy of it to the grievant.
   e. The Mediator will study the grievance and the response, and investigate the matter as necessary.
   f. The Mediator will attempt to get the correspondents to resolve their differences in a way satisfactory to both.
g. If this mediation fails to satisfy the grievant, the matter then goes to the Student Appeals Committee for formal mediation.

h. If the grieving student requests the presence of a student on the committee, that student will be selected from a standing panel of two (2) undergraduate students (selected by the Associate Dean for Academic Programs) and two (2) graduate students (selected by the Associate Dean for Academic Programs) on the basis of lack of involvement in the grievance. The standing panel of student members will have received training and signed a waiver covering confidentiality.

5. Formal Mediation
   a. The Student Appeals Committee will study the particulars of a grievance as supplied by the Mediator and the correspondents.
   b. Convene to hear the case, (usually within two weeks) hearing from both correspondents and any others involved.
   c. Deliberate on the evidence presented by the correspondents and other witnesses, and solicit and hear new evidence if necessary;
   d. Arrive at a collective decision as to whether a legitimate grievance exists, and if so, how it should be remedied.
   e. Make a report on this decision and recommend remedies, if any, to the grievant, the respondent and the Mediator. This will normally take place within two weeks of the hearing. The Committee may also present a dissenting opinion if the dissenting member of the committee wishes it entered into the record.

6. In the event that, at the conclusion of formal mediation, either correspondent feels that there have been procedural omissions and/or errors committed, which, in his/her view, adversely affected the Appeals Committee's view(s) and decision(s), either correspondent may appeal to the Stamps School's Executive Committee to address said issues of procedural omission or error.

7. In the event that, in addressing appeals on procedural issues of a case, the Executive Committee decides that there have been omissions and/or errors, which may have significantly effected the decision, it will instruct the Appeals Committee to make the appropriate corrections in the process. The Student Appeals Committee will then repeat any aspects of the procedure found wanting.

8. An accurate record of any and all Appeals Proceedings will be maintained throughout and filed with the Mediator's Office as formal documentation of the process.

9. At the conclusion of all the Appeals Committee's work, it will stand down, and the matter will be considered closed by the Stamps School.

10. If there is good reason to do so, the time intervals in each phase of the Student Appeals Process may be extended upon approval by the Mediator.
Leave of Absence / Disenrollment / Withdrawal

Leave of Absence
A student’s decision to leave the University must be discussed in advance of leaving with the Associate Dean for Academic Programs. The required paperwork is different for students who leave before a semester begins (disenrollment) as opposed to leaving after classes begin (withdrawal). A student taking a leave of absence will submit a Penny W. Stamps School of Art & Design Leave of Absence Request Form, clean and check out of their studio, return all keys, and return all computer equipment according to the checkout procedure in the Graduation and Final Checkout section of the Graduate Student Handbook.

Disenrollment
Students, who register for classes and then decide not to attend, must notify the University before classes begin to avoid assessment of any fees. Students may disenroll by submitting a signed disenrollment memorandum to the Registrar’s Office in the Pierpont Commons. Forms are available in the Smucker-Wagstaff Academic Programs Center. A signature from the Director of Graduate Academic Services is required.

Withdrawal
Students, who register and attend classes at the beginning of the semester and then decide not to attend, must withdraw from the University. Withdrawal must take place before the end of the third week of classes for one to receive a tuition refund. A student may withdraw from all courses for a given term by submitting a signed withdrawal notice to the Registrar’s Office in the Pierpont Commons. Forms are available in the Smucker-Wagstaff Academic Programs Center. A signature from the Director of Graduate Academic Services is required. Students who register and subsequently withdraw after the term begins will be charged a registration and disenrollment fee of $130.

Readmission to MFA Program after Leave of Absence
Readmission to the MFA program after a leave of absence will be according to the policy described below. Contact the Associate Dean of Academic Programs for assistance with this process.

Students may return from a leave of absence after a minimum of two semesters. This will allow for students to return to their coursework in the same sequence as when the leave began. The Rackham Graduate School and the Penny W. Stamps School of Art & Design require an Application for Readmission. The application is due March 1st to return in the fall and October 1st to return in the winter. The application is found at http://www.rackham.umich.edu/downloads/admissions/forms/readmit.pdf

Students who have not been enrolled in the Graduate School for more than one year (12 months) must apply for readmission. Exceptions are Doctoral Candidates and students returning to the University at the end of a certified period of Detached Study.

Readmission is dependent upon departmental approval and upon the availability of space and facilities for the term in which readmission is requested. Before readmission can be finalized for international students, proof of adequate funding is required in order to obtain the appropriate visa documents.
If a student withdraws for health reasons, readmission may be subject to satisfactory evidence that the condition has been remedied. If a student was on Probationary Admission, Academic Probation, or Extended Probation, that standing will continue in effect if he or she is readmitted, unless approval to remove or modify the status is granted by the program and the Graduate School. If a student was required to withdraw, readmission may be granted only following approval by the program and the Graduate School.

In addition to the Rackham application, the Stamps School requires a written statement from the student requesting readmission and an explanation for the leave of absence.

Financial Aid
The financial assistance package awarded when a student was admitted to the program is not guaranteed for students returning from a leave of absence. This includes assistantship positions, tuition waivers, the assistantship stipend, and the discretionary grant. Contact the Associate Dean for Academic Programs to determine if the original financial assistance package will still be available.

Advisors
Students returning from a leave of absence will be assigned advisors from faculty who are available after advisors have been selected for current and new students.

Studio Space
An attempt will be made to provide studio space to students returning from a leave of absence, however studios cannot be guaranteed for all returning students.

Laptop Computer
An attempt will be made to provide a computer to students returning from a leave of absence, however computers cannot be guaranteed for all returning students.

Graduation
Students apply for graduation via Wolverine Access (wolverineaccess.umich.edu) within the first four weeks of their sixth term. Students who do not apply by this deadline will not be listed in the University Commencement Program. Students receive their diplomas approximately six months after commencement.

Final Checkout
The deadline for check out is June 1, 2014. Graduates may not retain their studios during the summer following their graduation. After a student graduates, or permanently or temporarily leaves the program, an Art & Design Checkout Form must be completed. Designated staff signatures on the form verify that a student has returned keys, laptops and peripherals; and has cleaned out his/her studio.
At the end of the last semester of enrollment, graduate students are required to empty and clean up their studios, take down any construction projects in their studios, return Stamps School keys, and return computer equipment. Use the Graduate Student Check-Out Form to obtain signatures certifying that these requirements are complete. Graduation from the University is contingent upon the return of the Check-Out Form. In addition, the following penalties will be assessed for non-compliance: $100 re-keying fee for each key not returned, cleaning costs for the studio, and replacement costs for any computer or computer accessory not returned.
RESOURCES

Exhibiting at A&D Venues

The School maintains four professional gallery spaces:

Jean-Paul Slusser Gallery (Art & Architecture Building)
Warren Robbins Gallery (Art & Architecture Building)
Work•Ann Arbor (downtown Ann Arbor)
Work•Detroit (downtown Detroit)

The Slusser Gallery is the forum for an active program of international, national and student exhibitions and events; The Warren Robbins Gallery is a space primarily for short-term undergraduate student exhibitions and events; Work•Ann Arbor shows all types of student creative work, and the Work•Detroit gallery seeks to make community connections with residents and visitors in the Detroit area.

In addition, to the three primary venues, the School also offers public exhibition areas that include Interventions, a series of display cases and wall spaces throughout the A&A building, as well as many informal installation opportunities in other areas of the building and its grounds, including the central foyer and community spaces of the Faculty/Grad Studios.

A&D Exhibitions Proposal System

Graduate students are expected to bring their creative work into a public venue at least once each academic year. Therefore, graduate students are strongly encouraged to become involved in the exhibitions programs at A&D. Graduate students provide a crucial vitality to the exhibitions program, a willingness to challenge and engage viewers and an inspiration to undergraduates.

The A&D exhibitions program is comprised of several annual shows that attempt to broadly address the exhibition needs of the school’s various components. Annual shows include the MFA Thesis Show of third-year graduate students, The Juried Student Exhibition, Faculty Exhibition, and the Integrative Project Exhibition for senior year undergraduate students.

These shows are balanced by a proposal system, inviting proposals from the entire A&D community. Proposals range from curated shows sponsored by students or faculty to pre-arranged theme shows or broad open call shows. These shows have great potential for bringing in work from outside the school and connecting to other university units, established or emerging artists and designers in the region and creative communities around the world. Graduate students have a vital role in this exciting endeavor. First and second year students are strongly encouraged to work in teams or with faculty to develop proposals for submission to the A&D Exhibitions/Performance Committee for review. The A&D Exhibitions/Performance Committee considers proposals once a year, usually in January, when they schedule shows for the following academic year. Proposals are submitted via the A&D website at: http://art-design.umich.edu/exhibitions/proposal. Examples of proposals and
guidelines for developing proposals, calls for work, and the submission process can be obtained at the previous URL or from the exhibition committee at a&dexperf@umich.edu.

**Exhibition Costs**

The School provides some funds to cover Exhibition Hosting Costs and Other Exhibition Costs for graduate student organized exhibitions at any of the A&D venues. Obtain authorization and an account number from the School’s Finance Office prior to incurring any expenses. $150 is available for individual graduate student shows and $250 is available for group student shows. Expenses beyond these amounts will be taken from the students’ discretionary grants, evenly divided among the participating students.

**Exhibition Hosting (Refreshments) Costs**

Obtain a hosting advance authorization from the School’s Finance Office (minimum of $100) and then request the hosting cash advance via Concur. Submit all receipts for reconciliation of the cash advance via Concur. Remaining funds will be deducted from your GSI/GSSA/GSRA monthly stipend. All expense reports must be submitted to the School’s Finance Office via Concur, the University of Michigan electronic travel and expense system. One-on-one training to learn to use this system is available by contacting a staff member in the School’s Finance Office.

**Other Exhibition Costs**

For expenses such as postcards, rental equipment, banners, lettering, etc., the student will pay for the expenses and then submit receipts to the School’s Finance Office for reimbursement. All receipts must be turned into the Finance Office within 30 days of incurring the expenditures to be eligible for reimbursement. All expense reports must be submitted to the School’s Finance Office via Concur, the University of Michigan electronic travel and expense system.

**Live Music Expenditures**

Obtain prior authorization to pay individuals from the School’s Finance Office at least three weeks in advance. Obtain the payee’s name, social security number, address, and citizenship for this authorization. The School’s Finance Office will prepare the request for payment.

**Exhibition Publicity**

Graduate student curators, working with the School’s Communications Group, are responsible for designing, producing and distributing exhibition promotional materials for graduate student organized shows.

Publicity material includes:

- Title of show
- Short, lively description of the work or concept
- Names of all artists (check spelling carefully)
- Dates and times for the show
• Date and time for the reception
• Location of the show

The School’s Communications Office publicizes local, national and international events through a number of venues, including: The Ann Arbor Observer; the School’s web site at www.art-design.umich.edu; the UM website at www.umich.edu; large monthly calendar postings around the School; information cases; and, when appropriate, press releases to both local and national press. The contact person for publicity is Kate West, Director of Communications.

Deadlines for Publicity

Ann Arbor Observer Calendar, Emergence, and large monthly calendar postings
The Observer calendar includes only local events (i.e. within an hour radius of Ann Arbor)

• Deadline: 5th of the month BEFORE the event.
  E.g. a January 12 event must be received by December 5th. (If ALL materials are not received by this deadline, your event cannot be included in the calendar)

• Information:
  Title of Event
  Brief Description
  Date(s) of Event
  Location
  Image at 300dpi 4”x5”
  Name of contact person

A&D Web Site
The A&D web site has a robust exhibition section that features current work in all of the School’s venues. Information for upcoming exhibitions and performances should be submitted at least one month prior to the exhibition opening by contacting agrewe@umich.edu. Please include:

  Title of Event
  Brief Description
  Date(s) of Event
  Location
  Image at 300dpi 4”x5”

Posters
• Posters must be designed by graduate students and be submitted for review by the School’s Communications Office at least one week before you need them.
• Images should be 300dpi
• Maximum poster size is 18”x24”
• Once poster designs have been reviewed and approved, final poster designs must be submitted to the Communications Office for printing at least 3 days before you need them. Files can be written in Photoshop, InDesign or Illustrator. All fonts and images must be included.
• The Communications Office is able to print:
  • 6 large posters (maximum size 18” x 24”)
  • 20 smaller posters (scaled to fit 11” x 17”)

Cards
• Cards must be designed by graduate students and be submitted for review by the School’s Communications Office at least one week before they are printed. The Communications Office does NOT print postcards.

• Two reliable and affordable sources for printed cards are:
  Got Print
  http://gotprint.net/g/welcome.do
  Modern Postcard
  http://www.modernpostcard.com/

Press Releases
• Local, national, and international events, awards, exhibitions, etc.
• If you have an event, exhibition, etc. that you think might make a good story, please contact the Communications Office (Kate West) immediately
• Materials should be submitted as soon as possible. Two months lead time is ideal, minimum lead time is one month prior to event, exhibition, etc.

Roles and Responsibilities of Exhibitors
The following tasks for an exhibition should be assigned:
• Curator – organize all events and assignments
• Design – layout the creative work within the space (artists should “hang” their own work)
• Labels – gather information for labels, print and hang labels
• Poster and/or Postcard – design and send to Kate West for review and approval and then send to the printer
• Exhibit Title – design and send to the School’s Communications Office for printing
• Food – select, order, pickup, and pay
• Music – select, schedule, and pay
• Schedule – organize hang times and take down times
• Publicity – see above

The curator should schedule a common time for the work to be installed and each contributor should be encouraged or required to hang or install his or her own work.

Hardware, Equipment, Lighting
Hanging hardware and pedestals can be requested from the Slusser Gallery Office. Audio/visual equipment should be reserved well in advance from the coordinator for digital equipment (Joe St. George, 763-3527, photojoe@umich.edu). Computer equipment and software should be reserved well in advance from the IT Office.
Expensive equipment must be bolted down and locked for security.

Lighting will make a big difference in the overall success of an exhibit. Work with Mark Neilson for lighting in the Slusser Gallery. Extension cords are not allowed by building fire codes. Projects should be constructed so that cords run sufficient length without extension cords.

Exhibit Take Down
The following take down tasks are the responsibility of each student who exhibits or the curator for shows with work from distant contributors. Each participant will patch and repaint their part of the gallery within 2 days of the show’s closing date. If any walls were painted with a dark color for an exhibition, a good quality primer must be applied before returning the wall to its original color. Spackle and paint are kept in the Slusser Gallery Office. All vinyl lettering, tape, and any other materials and equipment used in the exhibit must be removed and the gallery restored to its original condition within two days after the exhibit’s closing date.

Exhibit Title and Labels

Exhibit Title
The title of the exhibit is typically mounted on a gallery wall or window with vinyl transfer lettering. These can be ordered from any graphics or sign company. The following vendor is recommended for complicated jobs:

Kolossos Printing Inc.
2055 W. Stadium Blvd.    994-5400
1214 S. University    994-0454
301 E. Liberty    741-1600
http://www.kolossosprinting.com

For simple jobs, consider Fastsigns. Other vendors are listed in the Yellow Pages.

Curators are responsible for the design of vinyl lettering for exhibitions. Once designed, check with the Communications Group about ordering vinyl exhibition lettering.

Vendors accept Adobe Illustrator files with at least one-week advance notice. The Exhibitions staff will assist with the installation of exhibit titles when requested.

Labels
The curator is responsible for gathering information and producing labels. Labels can be made from paper dry-mounted on foam core, adhesive backed paper, resume paper pinned to the wall, numbered tacks, or self-adhesive numbers with a corresponding list posted on a wall. Labels must be completed and ready to hang before the show opens.

Openings and Receptions
Exhibition and performance openings and receptions should be scheduled to coincide with shows at other A&D venues whenever possible to leverage publicity and ensure a larger audience. The small refrigerator in the graduate student office can be used to
store perishables prior to a show’s opening time. All areas of the gallery must be cleaned and restored to normal condition immediately after the reception. Tables and chairs can be provided by contacting the Director of Facilities (Peter Jansen).

Gallery Security
It is the exhibition curator or organizer’s responsibility to arrange for gallery security when needed. Discuss security needs with Mark Neilson well in advance of the opening dates. Graduate students can use their discretionary grants to pay for gallery attendants by contacting the Finance Office prior to making any commitments.

Helpful contacts
Mark Nielsen  mnielsen@umich.edu  office: 734.936.2082  |  cell: 734.368.1095
Stephen Schudlich  swschud@umich.edu  office: 313-593-0940  |  cell: 248-330-1224
Peter Jansen  jansenp@umich.edu  734.615.5973
Kate West  katewest@umich.edu  734.763.1265
Wendy Dignan  wwilks@umich.edu  734.763.5247
Joe St. George  photojoe@umich.edu  734.763.3527
IT a&dit@umich.edu
Mahendra Kumar  mkumar@umich.edu  734.647.8970
Exhibition and Performance Committee a&dexperf@umich.edu

Financial Assistance

Graduate Assistantships

All students receive financial support for six semesters from the Penny W. Stamps School of Art & Design through graduate assistantships and discretionary grants. The graduate assistantship is comprised of a 100% tuition waiver and a stipend. Graduate assistantships and compensation are governed by the guidelines of the Graduate Employees Organization (GEO). In turn, each student contributes to the educational programs of the School through required GSI or GSSA appointments every semester (see GSI/GSSA Appointments on page 60).

Dual degree program students are eligible to receive the graduate assistantship and access their discretionary grant each semester they declare the Stamps School as their home school for registration.

Assistantships for graduate students are based on GSI and GSSA appointments of 23.7%, requiring an average commitment of 9 hours per week for the 15-week semester (see the section on GSI and GSSA appointments, page 60, for more information). Students must maintain satisfactory academic standing (minimum cumulative grade point average of B or 5.00 on a 9 point scale). Please refer to section 4.6 of the Rackham Graduate School’s Academic Policies for information about academic standing:

Students are paid at the end of each month. Checks can be deposited directly in a bank account or picked up at the University’s Payroll Office, G395 Wolverine Tower-Low
Rise, 3003 South State Street, Ann Arbor, MI 48109–1279, on the last working day of the month.

Students receive and sign GSI or GSSA contract letters outlining requirements of their individual positions and their responsibilities for those positions. Students also sign a Fraction Calculation Form specifically listing the details of their responsibilities.

Students and GSI or GSSA supervisors (faculty or staff) are responsible for jointly developing schedules that comply with these requirements. Regular communication assures that the hourly commitments are fulfilled. Both students and supervisors (faculty and staff listed in the contract letter) must keep track of hours worked.

At the end of each semester, an evaluation prepared by both the graduate student and the supervisor must be submitted. In order to successfully complete the End-of-the-Year Reviews, all work commitments must be satisfied.

**Discretionary Grants**

Graduate students receive $2,000 per year that they enroll in the Penny W. Stamps School of Art & Design (up to 3 years) to spend at their discretion on the support of educational projects. These funds are administered by the School’s Finance Office in compliance with University regulations as documented in the Standard Practice Guide [http://spg.umich.edu/](http://spg.umich.edu/).

The following expenses are NOT ALLOWABLE for reimbursement:

- Personal items (clothing, personal hygiene products, graduation cap & gown, etc)
- Furniture
- Donations
- Alcohol (even if it is for hosting purposes)
- Telephone bills
- Gasoline/fuel
- Medical expenses
- Personal checks made to individuals as payment for any service such as ‘project help’ or ‘translation service’
- Credit card statements or bank (debit) card statements ALONE cannot be submitted as proof of payment for airfare or hotel expense reimbursement.
- Contracts made without prior approval of the School’s Chief Administrative Officer and the University of Michigan contract/legal department.

The following expenses ARE ELIGIBLE for reimbursement:

- Travel (airfare, car rental, lodging) for research and to conferences*
- Conference or workshop fees*
- Reimbursement for mileage for recurring (weekly) trips to research locations are subject to review on a case by case basis; needs prior approval for use of funds before such trips occur; may need to be processed as ‘scholarship’ which may impact existing financial aid amounts. If your research or thesis project will include such expenses, please contact the Stamps Finance Office before you submit your proposals for approval.
- Supplies used to create art work/projects
• Thesis writing supplies including paper, ink cartridges, pens, pencils, printing costs
• Portfolio supplies including printing costs, photo processing expenses
• Exhibition supplies over and above School funds including extra postcards or advertising costs, mailing expenses
• Hosting in conjunction with thesis project
• One piece of equipment up to $500.00 for all 3 years the student is enrolled in the MFA program. All equipment like Apple iPads, Apple TV’s, camera equipment, computer equipment, audio/video equipment are included in this category. NOTE: Such equipment remains the property of the Penny W. Stamps School of Art & Design and must be left at the School upon graduation.

* Discretionary grant funds for international travel for research, to conferences, courses, and workshops must be approved by the Associate Dean in advance. To apply for discretionary travel funding students must submit to the Associate Dean a written request that describes the research, conference, workshop, or course, shows a budget of estimated expenses, and explains the relevance of this travel to the student’s research, creative work, and academic progress. In addition, students are required to submit a written report upon return of their travel.

Smucker•Wagstaff Project Scholarship
The Smucker-Wagstaff Project Scholarship was established in 2007 to help Art & Design graduate students achieve excellence by supporting students who need assistance to carry out research for their creative work that advances their progress toward their degree. The grant is intended to defray costs of conducting clearly defined research and preparations for the production of creative work. Deadlines are November 15th and March 15th. Third (final) year students are not eligible for the March round. Contact Wendy Dignan for detailed information about this funding opportunity.

Exhibition Awards
An award will be granted during the annual First and Second Year Graduate Student Exhibition. A separate MFA Thesis Exhibition Award will be granted for third-year graduate students during their Thesis Exhibitions. The Richardson Graduate Award was established in 1990 by Dean and Barbara Richardson. One award is presented annually to a graduate student from each cohort.

Rackham School of Graduate Studies
The Rackham Office of Fellowships and Recruitment, located in 120 Horace H. Rackham School of Graduate Studies, provides information on University fellowship programs for graduate students and major federal opportunities, including Fulbright Grants for International Study. Please consult the Rackham web site for more information at http://www.rackham.umich.edu/funding/.

Office of Financial Aid (OFA)
The Office of Financial Aid, located at 2500 Student Activities Building, administers student loans and work-study programs. Graduate students may apply for Federal Perkins Loans, Work-Study Employment, Federal Stafford Loans, and Federal
Supplemental Loans for Students. Most programs require the demonstration of financial need and specific application materials for eligibility determination. Continuing students should be aware of the application deadline for priority consideration for their next academic year. For specific information concerning aid programs, eligibility, and application procedures and deadlines, students should consult the Office of Financial Aid website at [http://www.finaid.umich.edu/](http://www.finaid.umich.edu/).

**Tax Information for Fellowship/Scholarship Recipients**
As a general rule, any income is subject to federal taxation. Scholarships and fellowships, however, are excluded from taxation when the award is a qualified scholarship given to the recipient who is seeking a degree that is made for the purpose of studying or conducting research at an educational institution.

Qualified scholarship and fellowships are defined to include tuition and fees required for enrollment or attendance at the educational institution and fees, books, supplies or equipment required for courses of instruction at the institution.

ALL STIPENDS AND AWARDS ARE TAXABLE INCOME. For tax purposes you must keep copies of all award notices and announcements. For items you wish to deduct you must have receipts. Additional information can be found through the Rackham Graduate School at [http://www.rackham.umich.edu/funding/](http://www.rackham.umich.edu/funding/), and the Payroll Office at [http://www.payroll.umich.edu/](http://www.payroll.umich.edu/).

**GSI and GSSA Appointments**

**Purpose**
All graduate students in the Penny W. Stamps School of Art & Design receive substantial financial support through grants and graduate assistantships. In turn, each student contributes to the educational programs of the school through required graduate student instructor (GSI) or graduate student staff assistant (GSSA) positions every semester. These positions offer opportunities for the graduate students to develop valuable skills and experience to prepare them as future faculty in addition to supporting the educational programs of the school. GSI appointments provide opportunities for students to gain classroom and studio teaching experience. GSSA appointments offer opportunities for students to work as gallery assistants, studio assistants, or assistants to Art & Design staff members where they gain experience in administrative and curatorial practices.

To be given a GSI or GSSA appointments, Art & Design graduate students must maintain good academic standing. Appointments may be withheld from students in Academic Probation. Although students are not required to accept a GSI or GSSA appointment, fulfilling an appointment is necessary in order to receive funding from graduate assistantships.

**GSI and GSSA Positions**
GSI positions are typically offered in the following courses depending on current needs: ARTDES 150 (lecture and discussion based course) and ARTDES 498 and 499 (Integrative Project; studio based courses).
GSSA positions are offered in the following areas depending on current needs: Exhibitions, International Engagement, Play Gallery, Foundations course administration (ex. Studio: 3D, Studio: 2D), and various Studio Area Mentor positions.

Graduate students should expect to be assigned an ARTDES 150 appointment during their time at the school. Integrative Project (IP) appointments are typically assigned for two consecutive semesters to maintain continuity for this yearlong course sequence.

Graduate Assistantships are based on GSI and GSSA appointments of 23.7%, requiring an average commitment of 9 hours per week for the 15-week semester.

For information about payment, see the section on Graduate Assistantships, page 57.

Appointment Process
GSI and GSSA position memos and application forms are sent to current graduate students in October and March. Students return the application forms indicating which positions they are applying for and providing information about qualifications and relevant work experience. The Associate Dean for Academic Programs makes assignments based on programmatic needs, student qualifications, and faculty input. An effort is also made to distribute opportunities evenly for students whenever possible, taking into account previous assignments and possible scheduling conflicts.

Students are sent their assignments and a contract letter spelling out the details of the appointment approximately one month prior to the end of each semester. The letters are signed by the student and returned to Wendy Dignan at least 3 weeks prior to the end of the semester in order to ensure that students receive their financial aid without interruption. The School retains the right to change the type of employment, including to a different course or responsibility (with equivalent appointment fraction).

GSI and GSSA assignments are made by the Associate Dean for Academic Programs for incoming first year graduate students based on school needs and student capabilities.

GSI Training and Orientation
All entering Art & Design graduate students participate in GSI Orientation workshops by the university’s Center for Research on Learning and Teaching (CRLT) prior to their first semester. Additionally, the faculty supervisor for each GSI position will provide a course syllabus, reading materials, assignments and reading lists prior to the beginning of the semester. The faculty supervisor will also conduct a GSI orientation specific to the individual assignment during the first 2 weeks of the semester. GSI supervisors will also hold regular meetings with GSI’s and request occasional progress reports to assist the GSI’s in their assignments.

Graduate student instructors and graduate student staff assistants should communicate regularly with their supervisor and peer GSI’s in order to learn best practices for their assignments. GSI’s and GSSA’s should contact their position supervisor if difficulties arise. The student should contact the Associate Dean for Academic Programs if the supervisor cannot resolve the difficulties.
Students With Care-Giving Responsibilities

The University and the School recognize the unique challenges faced by students who have childcare or adult care giving responsibilities. The following programs and resources are available to support the success of students with parenting and care giving responsibilities.

Students with Children Website
http://www.studentswithchildren.umich.edu

One-stop shopping for all your parenting needs...This website is dedicated to the needs of students at the University of Michigan who juggle parenting or elder care, study and work. It is maintained by the Work Life Resource Center.

Information available through this website includes:

- Financial Aid
- Social Support
- Housing
- UM Policies
- Child Care Resources
- Other Parenting Resources
- Community Health Clinics
- Health Insurance Options

Work/Life Resource Center
http://www.umich.edu/~hraa/worklife

WLRC exists to help the University of Michigan provide an environment supportive of, and sensitive to, the healthy integration of work life and personal life. We understand that you can contribute your best efforts to the University when you are able to address the goals and obligations of your personal life and when you can balance your family’s care with the other facets of your life. WLRC offers individual consultations, group presentations, and a resource library. It also advocates for enlightened, family-responsive policies and practices. WLRC can assist students, faculty and staff with:

- Locating child care
- Locating elder/dependent care
- Locating emergency, back-up child care (Kids Kare at Home)
- Balancing work and personal responsibilities
- Creating flexible work schedules
- Expectant Parents' Resource Program
- Questions about maternity leaves

Center for the Education of Women
http://www.cew.umich.edu

CEW advances the personal, educational, career, professional and leadership potential of women. The services, programs, applied research, and action initiatives conducted by CEW promote inclusiveness and equity within the University, across the state and throughout the nation.
The CEW Scholarship Program for returning women students was established in 1970 to honor the academic performance and potential of women whose education has been interrupted and to commemorate the one hundredth anniversary of the admission of women to the University of Michigan. Thanks to the generosity of individuals and foundations, CEW has awarded nearly 1300 scholarships since 1970. CEW Scholarship Awards are invaluable, since they often mean the difference between completing a degree or not doing so for many students at the University of Michigan. Due to the generosity of donors, CEW was able to expand the program in 2008 to include additional scholarships for male and female students on the Ann Arbor campus.

Northwood Community Apartments
http://www.housing.umich.edu/northwood/

With over 1,000 graduate and student families as residents, the Northwood Community Apartments is a vibrant campus community. Residents represent more than 80 countries, affording both adults and children the opportunity to discover lifestyles and customs from around the world. Throughout the year, Northwood community aides work with residents on a wide range of cultural and social events that engage students and families.

Northwood has its own Community Center, which serves as a focal point for social events and programs. Adjacent to Northwood Community is the North Campus Children’s Center, offering year-round childcare for infants through six year-olds.

Rackham Office of Graduate Student Affairs
http://www.rackham.umich.edu/student_life/

The primary mission of Graduate Student Affairs (GSA) is to work in partnership with Rackham departments and programs to build connections and provide enrichment and support at each stage of the graduate experience. The office provides intellectually-enriching programs, personal and professional development workshops, and social events; produces and disseminates information; addresses climate issues with a view toward the graduate experience as a whole; and serves in a consultant or supportive role to faculty, staff, and students across a variety of graduate student issues.

Email Listserves for Student Parents
All activities and announcements directed toward Rackham-affiliated student parents are advertised through the e-mail group Rackhamgradstudentparents@umich.edu. If you would like your name to be added to this group, contact Darlene Ray-Johnson at rayj@umich.edu.

A separate listserve for students who are not affiliated with the Rackham graduate school is maintained by the Center for the Education of Women. It forwards to non-Rackham student parents all of the Rackham emails noted above unless the event is exclusive to Rackham students. Students can request to be added to this listserve by emailing bsulliva@umich.edu.
Career Development

Art & Design Career Development Services
The School’s Career Development Coordinator, John Luther, assists student exploration and pursuit of both traditional and non-traditional career paths, and organizes regular career development activities as well as special events for undergraduates and graduate students. Watch for announcements for student meetings, presentations, workshops and other opportunities. A comprehensive list of professional associations, art-specific and design-specific websites, internships, higher education jobs, residencies, grants and funding opportunities, and general career information are available at: http://art-design.umich.edu/career/resources.

The University Career Center
The university’s Career Center, located in 3200 Student Activities Building, offers a variety of resources and individual career counseling. See their web site at http://careercenter.umich.edu/.

Job Announcements
Suitable job announcements that come into the Stamps School are forwarded via email to all Art & Design students. Questions about job announcements should be referred to the Career Development Coordinator, John Luther.

Graduate Employees Organization

Graduate Employees Organization
Graduate student employment is governed by a collective bargaining agreement. The Graduate Employees Organization (GEO) is the legally certified bargaining agent for graduate student employees. The GEO negotiates contracts with the University for all graduate assistants, whether or not they have chosen to become union members. Union members at the Penny W. Stamps School of Art & Design may select a union steward to represent them. Dues are based upon appointment fraction and are automatically deducted from the employee’s paycheck. Union cards, authorizing the deduction of dues, are included with the appointment letter. For more information see the Graduate Employees Organization Handbook online at http://www.umgeo.org/.

Rackham Student Handbook

Policies and procedures for admission and readmission, registration, fees and expenses, standards of academic performance, student services and privileges, programs and requirements are available at http://www.rackham.umich.edu/policies/.

Facilities

A&A Building Studio Facilities and Equipment
Graduate students have access to all studios and equipment in the School, contingent upon their abilities to use equipment safely. Studio Coordinators are responsible for
setting policies within their studios and should be contacted to obtain permission to use the facilities for which they are responsible. Access to other University facilities may be available depending upon students’ needs, technical skills, and persuasive abilities.

Access to A&A Building Facilities
All graduate students have access to the A&A building outside doors and individual Art & Design studios (except for the woodshop) within the building using their M-Card. Students must not prop open doors, leave the building open, or admit people to any facility whom they are not prepared to supervise during times when the School is closed. No key to the Stamps School facilities may be reproduced.

Lockers
There are no fees to use a locker in the Art & Architecture Building. At the end of each winter and summer term, all lockers will be cleaned out and contents found will be discarded.

A&A Graduate Student Office
Graduate students have a designated office space in room 1003 of the Art & Architecture Building.

The Director of Facilities, Peter Jansen, distributes keys to for the graduate student office after email notification from the Director of Graduate Student Services. The refundable deposit for each key is $10.00. If a key is lost a new $100.00 non-refundable deposit is charged. Key deposits are returned when keys are returned.

Graduate Student Studio Space
The Stamps School maintains faculty/graduate studio facilities off-campus at 1919 Green Rd, Ann Arbor, MI 48109. This 33,000 square foot facility accommodates all of the School’s faculty and graduate students in one building, featuring thirty spacious, private studios for graduate students as well as large shared working and meeting spaces, a multi-purpose shop and digital media studio.

Locating studios for all the graduate students and faculty in a single integrated facility is the catalyst for community development among students and faculty, allowing students and faculty to share their creative work experiences and have opportunities to collaborate. These facilities rank favorably with those of any Art & Design graduate student studios in the U.S.

Only currently enrolled MFA degree candidates and occasional international visiting artists are assigned studio spaces. Individual spaces must be kept clean; valuables should be kept in locked cabinets. For the health and safety of others no dangerous or harmful substances may be stored in this facility.

At the end of the student’s program, or the final term of enrollment, all work, supplies, and personal belongings must be cleared from the studio and cabinets and common areas; walls and storage areas must be restored to their original condition. A designated administrator, Peter Jansen, will inspect the studio and verify compliance with policy by signing a Checkout Form. If there is residue remaining, it will be removed at the student’s expense. (See Graduation and Final Checkout procedure on page 37.)
Contact the Faculty/Graduate Studios Committee for questions and suggestions about Faculty/Graduate studio policies and practices: mailto:artdes-fgscmt@umich.edu.

Computers and Equipment

Computers
All full-time faculty, staff and graduate students receive Apple laptop computers from the School. Each machine is loaded with a standard array of software appropriate for the artist–designer. Everyone also receives external backup drives. If a graduate student needs any special software, a request must be sent to the IT office and approved by the Chief Administrative Officer. The cost of this special software will be charged to the student’s discretionary funds. All equipment and software provided by the School remains the property of the School at all times.

Graduate students may retain possession of their computers and accessories for the duration of their program (three years for MFA students, four years for Dual Degree students). Equipment must be returned by an established and announced deadline after graduation.

The University offers extensive computing resources, which are described on the web at http://www.umich.edu/computing.php. There are several public access workstations for use by University students, faculty, and staff in the Art and Architecture Building (http://www.itcs.umich.edu/sites/labs/general.php). Users need a valid uniqname and password. Many of the campus sites are available around-the-clock with a University ID card.

Reporting Damaged Equipment
Care must be taken to maintain laptop computers in good working condition. Damage to individual laptop computers needs to be reported to the IT Office staff and to the Department of Public Safety (DPS) within 24 hours of damage to the equipment. DPS can be contacted at 763-1131. A DPS report of the damage must be provided to the Director of Finance and Facilities. A temporary computer (loaner) will be provided until the damages can be repaired or until the computer can be replaced. A fee of 10% of the cost of the repair will be assessed to the graduate student, which needs to be paid by means of personal check payable to the “University of Michigan.” Discretionary funds or other grant funds cannot be used to pay for these repair assessments.
Photo, Video and Digital Equipment

Art & Design
Digital and video cameras, and other digital equipment are available for loan from the coordinator for digital equipment (Joe St. George, 763-3527, photojoe@umich.edu). Students will be expected to follow check out procedures and to meet deadlines for returning the equipment. Students will be assessed late fees if deadlines are not met. Any lost or damaged equipment will be reported immediately to Joe St. George. Any repairs or replacement cost to the photo or video equipment will be charged to the student accounts.

Duderstadt Digital Media Center
Photo and video equipment can be borrowed from the Duderstadt Digital Media Center: http://www.dc.umich.edu/groundworks/. Equipment borrowed from this media center will be the responsibility of the graduate student. The Stamps School will not be responsible for equipment borrowed from the Duderstadt media center.

Vehicle Rentals

Vehicles for graduate student creative work and research are not available through the school or the university. Graduate students can rent vehicles for individual work from off-campus vendors using their discretionary grants and following standard procedures for reimbursement as found in the reimbursement and advances section of this handbook. You are encouraged to book car rentals through Concur when using your discretionary grant. The preferred car rental company is “National Car” because they have a contract with the university that automatically pays for loss damage waiver (LDW) insurance in the rental rate.

Graduate students using school or university vehicles for official school business such as class trips or GSI and GSSA assignments should refer to the transportation forms and transportation request policies on the A&D website at: http://art-design.umich.edu/forms/faculty_staff.

Communications

Good communication is essential to academic life. Your success as a student depends on your abilities in this regard.

Email
Electronic mail is the dominant and preferred method of transmitting and communicating at the School and the University. All students must read and respond to email on a regular basis, and develop discipline that includes message filing and record keeping. Communication of a sensitive nature should not be carried out through email, but conducted in person. Email must be handled with the same discretion as any written correspondence. Email messages are legal documents. Do not send any messages through email that you would not like to see published.

Graduate students may utilize the following graduate student group lists for sending email:
artdes-grad@umich.edu  all A&D graduate students
artdes-grad1@umich.edu  1st year A&D graduate students
artdes-grad2@umich.edu  2nd year A&D graduate students
artdes-grad3@umich.edu  3rd year A&D graduate students

Send general announcements to the Director of Communications who will forward the information to faculty, staff, students, and the community. Do not use email groups other than the graduate student group lists above to send announcements.

Bulletin Boards and Display Cases
Bulletin boards and display cases are located throughout the A&A Building. They are useful resources that include:

- A photo gallery of all the faculty, staff, and students in the School
- Notices of internships, jobs, international study, exhibitions, conferences
- Announcements for lectures, presentations, exhibitions, and student meetings
- Student organization announcements
- Stamps School course schedules and related information
- Forms and informational documents of interest to both undergraduate and graduate students

Mailboxes
Permanent faculty and staff members have mailboxes outside of the Art & Architecture Faculty/Staff Lounge. Part-time faculty and graduate students have mailboxes in the second floor hallway next to the School’s Finance Office. Undergraduates have mailboxes in the second floor north corridor of the A&A building near the drawing and painting studios. Email has become such an expected mode of communication that everyone should follow-up hardcopy mail distribution with an email notification to the recipient(s).
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