

Master of Arts in Art

Handbook

Guidelines and Forms

Department of Art & Design California State University San Bernardino

2024- 25

Master of Arts in Art

Department of Art & Design California State University San Bernardino

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MASTER OF ART IN ARTS

**6 graduate units will constitute a full-time load. All semester courses are 3 units each.
Degree Requirements (30 units)**

ART 6617	Graduate Seminar in Critical Theory and Methodology	3
ART 6618	Graduate Seminar in Contemporary Art Issues and Practices	3
ART 6630	Graduate Seminar in Professional Practices	3
6 units each of: ART 6604	Graduate Studio in Art	12
ART 6620	Graduate Studio Critique	
Three units of electives and/or independent study appropriate to the student's goals. Courses may be chosen from upper-division and graduate offerings of any department in the university subject to prior approval by the student's area advisor and the Art Department graduate coordinator.		3
Six units from one concentration listed below.		6
Total Units		30

Concentrations (6)

Studio Art

ART 6604	Graduate Studio in Art	3
ART 6620	Graduate Studio Critique	3
Total Units		6

The Culminating Experience is expressed by the Master's Project: submission of a portfolio and documentation of the project approved by the Department of Art and Design graduate coordinator

Find more details from [the Catalog](#)

** You must be enrolled in a course every semester or you will be dismissed from the program and university. **ART 6690** is designed to maintain your graduate status when you are not taking a course or you have completed your academic coursework and are waiting for your exhibition. You may choose to apply for a leave of absence for special circumstances. If you are dismissed from the program and university, you must apply to both for re-admission.

UNIVERSITY POLICIES & PROCEDURES

Students are expected to review and consult the following links for up-to-date policy information:

[GRADUATE STUDIES POLICIES AND PROCEDURES](#)

[POLICY AND PROCEDURES CONCERNING ACADEMIC DISHONESTY FAM 803.5](#)

As well as download and consult the Coyote Graduate Student Guidebook (located in the graduate studies policies and procedures website).

ADVISING & THE PAWS REPORT

It is the responsibility of the student to monitor their PAWS report and seek advising from the Graduate Coordinator as needed. Find more information about your [PAWS report](#).

STUDIO SPACE

MA students are not offered private studio space in the department of Art & Design but may be offered some communal storage/workspace whenever possible. Students must be full time students following the cohort timeline of 2 full-time years. Due to limited space in the department, students who choose part-time studies, extended timeframes of study, and/or leave of absences may not be entitled to studio spaces.

All studio allocations are at the discretion of the Graduate Coordinator and Chair.

GRADUATE COURSES

All courses are 3 units

ART 6604. Graduate Studio in Art.Units: 3

Semester Prerequisite: admission to the MFA in Studio Art program. Prerequisite: admission to the MFA in Studio Art program. Investigation of advanced studio problems focusing on the development of individual directions. May be taken 5 times for up to 15 units. Graded Credit/No credit. Formerly offered as ART 604. One hour discussion and four hours of activity. Materials fee required.

ART 6617. Graduate Seminar in Critical Theory and Methodology.Units: 3

Prerequisite: admission to the MFA in Studio Art or the MA in Art, Studio Art Theoretical, critical and methodological approaches with emphasis on contemporary visual arts. Materials fee required. Formerly offered as ART 617.

ART 6618. Graduate Seminar in Contemporary Art Issues and Practices. Units: 3

Prerequisite: admission to the MA in Art, Studio Art or MFA in Studio Art Current issues and practices and their relevance to contemporary artists. Materials fee required. Formerly offered as ART618.

ART 6620. Graduate Studio Critique. Units: 3 Prerequisite: admission to the MFA in Studio Art program

Weekly critique and discussion of individual student work. May be repeated for credit 6 times for up to 18 units. Formerly offered as ART 620. Materials fee required.

ART 6630. Graduate Seminar in Professional Practices. Units: 3

Prerequisite: must be a second- or third-year classified student in the MFA in Studio Art program Portfolio development and selection of art markets; legal and financial issues in the production and protection of art; teaching practicum and creation of teaching philosophy and postgraduate professional development. Writing an extended artist's statement that fulfills the graduate writing requirement. Formerly offered as ART 630 and ART 670. Materials fee required.

ART 6695. Master's Project in Studio Art.Units: 3

Semester Prerequisite: - completion of [ART 6630](#) with a B or better and successful completion of advancement review conducted by the Department of Art graduate committee. Prerequisite: successful completion of advancement review conducted by the Department of Art graduate committee. Preparation for and completion of culminating exhibition of works produced by student in the M.F.A. in Studio Art program. A report, presentation and documentation of the project is required. Open only to students who have been advanced to candidacy. Formerly offered as ART 695E.

ART 6990. Continuous Enrollment for Graduate Candidacy Standing. Units: 0

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree-applicable nor will they qualify for financial aid.

ART 6991. Continuous Enrollment for Graduate Candidacy Standing. Unit: 1

Prerequisite: Advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree-applicable nor will they qualify for financial aid.

ART 6992. Continuous Enrollment for Graduate Candidacy Standing. Units: 2

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree-applicable nor will they qualify for financial aid.

ART 6993. Continuous Enrollment for Graduate Candidacy Standing. Units: 3

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree-applicable nor will they qualify for financial aid.

ART 6994. Continuous Enrollment for Graduate Candidacy Standing. Units: 4

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree-applicable nor will they qualify for financial aid.

ART 6995. Continuous Enrollment for Graduate Candidacy Standing. Units: 5

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified

standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree-applicable nor will they qualify for financial aid.

ART 6996. Continuous Enrollment for Graduate Candidacy Standing. Units: 6

Prerequisite: advancement to candidacy and approval of program graduate coordinator or, if an interdisciplinary studies major, consent of the Dean of Graduate Studies Independent study leading to completion of requirements (other than course work) for the master's degree. To retain classified standing in the master's program, a student must enroll in a Continuous Enrollment for Graduate Candidacy Standing course each quarter until the project or thesis is accepted or the comprehensive examination passed. Students who enroll through the university have full use of all university facilities. See Culminating Experience: Exam, Thesis, or Project in Graduate Degree and Program Requirements section of the Bulletin of Courses. Continuous Enrollment for Graduate Candidacy Standing is a variable unit course, see fee schedule in the Financial Information section of the Bulletin of Courses. Earned units are not degree-applicable nor will they qualify for financial aid.

SUPERVISORY COURSES

ART 5951. Independent Study. Unit: 1

Quarter Prerequisite: a minimum overall grade point average of 3

Academic or community-based research in the arts and/or visual studies conducted under the direction of a faculty member. May be repeated for credit, a total of 6 units may apply toward graduation. Enrollment is dependent on the consent of instructor and departmental approval of a written proposal of a project submitted by the student in advance of course. Formerly offered as Art 595A. Materials fee required.

ART 5952. Independent Study. Units: 2

Academic or community-based research in the arts and/or visual studies conducted under the direction of a faculty member. Enrollment is dependent on the consent of instructor and departmental approval of a written proposal of a project submitted by the student in advance of course. May be repeated for credit for up to 6 units. Formerly ART 595B. Materials fee required.

ART 5953. Independent Study. Units: 3

Academic or community-based research in the arts and/or visual studies conducted under the direction of a faculty member. Enrollment is dependent on the consent of instructor and departmental approval of a written proposal of a project submitted by the student in advance of course. May be repeated for credit for up to 9 units. Formerly ART 595C. Materials fee required.

AH 5270. Art History Capstone Research Methodology. Units: 3

Prerequisite: [AH 1103](#), [AH 1104](#), [AH 1221](#), [AH 1120](#), [AH 1222](#), [AH 3210](#) or [AH 3310](#), [AH 3250](#) or [AH 4250](#)

Methodology course, specifically focusing on further development of research methods, writing methodology, refining bibliography and photographic images for final Art History project. Materials fee required. Graded A through C-/No Credit.

The department requests that you enroll in a supervisory course if you wish to work closely with a specific faculty member. Please discuss with faculty member in advance.

To enroll in these supervisory courses, please complete this form via this link:

<https://rocket.csusb.edu/supervision/public/forms/1/application/create>

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You may be seeing this page because you used the Back button while browsing a secure web site or application. Alternatively, you may have mistakenly bookmarked the web login form instead of the actual web site you wanted to bookmark or used a link created by somebody else who made the same mistake.

rocket.csusb.edu

Achieving Classified Status: ONLY FOR CONDITIONALLY CLASSIFIED STUDENTS

Conditionally classified students must complete their requirements as outlined in their admission letters. You must do this before you complete **12 units**. Once completed, documentation must be submitted to the Graduate Coordinator along with the "Application for Classified Status Form". The Graduate Coordinator and Graduate Committee will review your material and file a new Graduate Application form with the university, indicating 'classified' status.

MASTER'S PROJECT

Please upload your Master's Project to Scholarworks.com, and complete and submit your Master's Project to the graduate coordinator. **Submit your Master's Project and documentation** in PDF containing all the following materials. The completed document must be submitted before the end of your final term, or **your degree will not be conferred**.

MASTER'S PROJECT CHECKLIST

SUBMIT IN A GOOGLE SHARED FOLDER:

1. Cover sheet with approval signatures from all members of your Graduate Committee and the Graduate Coordinator. Please use Adobe Sign
2. A copy of your "Artist's Statement"
3. Twenty professional quality images of the work produced during your graduate studies, with an accompanying typed image list that includes your name, title, medium, size and any other relevant details for each work. File sizes should not exceed 1MB per image.
4. Your CV
5. A screenshot showing successful upload of your Master's Project to *scholarworks.com*, an online campus repository of graduate theses and dissertations. Here's the link: https://libguides.csusb.edu/submit_thesis

GRADUATION

To be included in the Commencement Program, you must submit your Graduation Requirement Check by the last business day of April and you must notify the graduate coordinator, who will submit your Master's Project title to the Dean's office and arrange for you to be 'hooded' at the graduation ceremony. To avoid a late fee, file your grad check form two terms before your graduation date.

MA PROGRAM MILESTONES

This is a quick reference guide for full time students. You might want to post this somewhere easy to refer to. For further details please refer to the year-by-year guide below.

2nd Semester	<ul style="list-style-type: none">-apply for classified status (for conditionally classified students only)-Meeting with advisor for advancement to candidacy
3rd Semester	<ul style="list-style-type: none">-Group MA Exhibition (second year students only)-Make an advising appointment with the graduate coordinator-Register for commencement and pay fee.
4th Semester	<ul style="list-style-type: none">-Thesis PDF project submitted. See checklist and Grad Studies handbook for more information. Deadline is April 15th.

LIST OF EXPECTATIONS OF MA STUDENTS:

The following expectations are not part of the formal curriculum but are considered vital to your experience as a graduate student. The MA degree is meant to prepare you to enter the field of art as a working professional. In addition to the development of your artistic practice and academic training, a significant part of your preparation involves gaining practice and comfort in negotiating the demands of the professional artist. Thus while many of the following may seem like mere social obligations, they should be considered as important as your work in the classroom and studio.

- 1. Keep regular studio hours:** In ideal circumstances an artist should work on a daily basis. At a bare minimum you should be working in the studios several days a week. You are encouraged to spend time in the campus studios, even if part of your practice takes place elsewhere. Having set scheduled time in your workweek can be very helpful. Artistic and personal crises should not keep you from your art practice.
- 2. Attend all visiting events:** These are arranged for your benefit and offer priceless opportunities to get to know professionals in your field. Your attendance is considered mandatory.
- 3. Attend campus openings:** Openings are simply part of the job description of any working artist. Your attendance at all RAFFMA events is mandatory and missing the openings of your graduate colleagues is unforgivable. You are highly encouraged to attend the openings of undergraduate exhibitions as well.
- 4. Get to know and mentor undergraduates:** As a graduate student, you are a role model for undergraduates. You are encouraged to be generous and accessible to them. We have outstanding students at CSUSB and you will want as many as possible to be part of your long-term professional network. The university is an experimental laboratory in which we all learn from each other regardless of level, professors included.
- 5. Attend off-campus art events:** You should commit yourself to going to openings, exhibitions, lectures, events and parties on a regular basis. Graduate students and professional artists should do so nearly every weekend. If someone from our CSUSB community is participating in something off-campus, it is a terrific opportunity to expand your network of associates. There are vibrant art scenes in Riverside, Pomona, Palm Springs and Joshua Tree and Los Angeles is one of the world's top cities for art. Becoming a "regular" at gallery openings is the first step in establishing the professional relationships that could lead to success as an artist.
- 6. Have an online and/or social media presence:** Disseminating information and images about your work through digital media is essential to emerging and working artists. It is extremely convenient and beneficial to be able to direct a new acquaintance to a site or page to see your work.
- 7. Take responsibility for your own education:** The university provides a wealth of resources for you as graduate students, and it is largely your responsibility to take advantage of these opportunities. Seek out feedback about your work from your professors, but be self-informed and self-sufficient navigating as a graduate student. You shouldn't just try to satisfy expectations; take control of your own artistic existence to exceed those expectations.
- 8. Have fun:** Graduate school is a rare opportunity to focus on exactly what you are most passionate about. Enjoy the journey and savor the time.

MASTER'S PROJECT IN ART

Final Review and Approval

MA in Art

California State University, San Bernardino

Date _____

Name _____

I have reviewed the above student's Master's Project and find that it meets my approval for graduation with a M.A. in Art.

Faculty Member _____
signature name

Faculty Member _____
signature name

Faculty Member _____
signature name

Graduate Coordinator _____
signature name