



**THESIS GUIDELINES
FOR THE
MASTER OF FINE ARTS
IN
CERAMIC ARTS**

April 2015

PREFACE

The document contains a program overview and guidelines for students to use in preparing the written MFA Thesis. The guidelines include Graduate School administrative procedures, thesis proposal requirements, and stylistic information for the writing and organization. The following guidelines and regulations take precedence over all guidelines for theses published prior to February 2014. The guidelines contain specific departmental requirements for the MFA theses.

Current information regarding curriculum requirements, and additions or changes to the curriculum information are presented in the Hood College Catalog, which is also available on the web at www.hood.edu.

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SECTION I

PROGRAM OVERVIEW

General Information

The Master of Fine Arts degree in Ceramic Arts is the joint responsibility of the Hood College Graduate School and the Department of Art and Archaeology with the oversight of the Director of the MFA, MA, and Graduate Certificate in Ceramic Arts. Requirements for entry, graduation and every aspect of the MFA degree must be considered in light of the requirements of both the Graduate School and the Department of Art and Archaeology.

The Master of Fine Arts degree provides substantial advanced study for a small number of highly talented individuals. The program emphasizes the artistic and intellectual development of the individual student and the creation of quality artistic works in the ceramic arts medium. Available course work in studio production, criticism, theory, history, and professional practices emphasizes the interwoven character of traditional and contemporary approaches in the 21st century. Students learn to contextualize their work within appropriate contemporary thought and practice. The Master of Fine Arts degree at Hood College requires 60 semester hours and is contingent upon the student's successful completion of the final thesis project encompassing ARTS 574 Advanced Studies in Ceramic Arts, ARTS 576 Thesis Preparation (3 credits), ARTS 580 Thesis Research (6 credits), and ARTS 595 Thesis Exhibition (4 credits). The final thesis project consists of written, oral, and object components. Each component is addressed in detail within these guidelines. The program takes a minimum of three years to complete, but must be finished within seven years.

Introduction to the MFA Thesis Research

The Master of Fine Arts is the recognized terminal degree in studio arts. As a studio arts degree, the granting of a Master of Fine Arts is primarily dependent on the quality and originality of the student's art. The student must understand and be able to communicate the work's genesis in and its relationship to the history of the medium, as well as, the work's genesis in and relationship to the student's own history and development as an artist. Technical research informs and facilitates the production of the student's body of work. As a terminal degree, generally held to be the standard of education for college and university level teaching in the arts, the Master of Fine Arts requires a research and written component directed at furthering both the student's own understanding of their creative process and the work generated, and the understanding of an educated critical audience composed of both artists and non-artists.

The MFA Thesis

The final thesis project for the MFA in Ceramic Arts has six components:

- Personal development – Growth in aesthetic expression, skill, and technical expertise demonstrated by the expression of an original concept in ceramic artwork.
- Artwork – The creation of a body of work demonstrating the application of knowledge gained during the student's program of studies and aesthetic and technical thesis research. A work of art from the thesis exhibition will be included in the college's permanent collection as documentation of the research.
- Written thesis – The written thesis records the research, including images of the students creative work, to be bound and retained in the Hood College Beneficial-Hodson Library permanent

collection as public documentation of the research performed.

- Public exhibition of artwork – At the conclusion of thesis research, the student will present the results of their research and creative endeavors in a public exhibition communicating a personal, aesthetic statement presenting their contribution to the field of ceramic arts.
- An oral defense – The student’s responses to a final critique of the object and written components of the thesis project before a committee of advisers, masters, faculty and students.
- A public lecture – The student will presenting the scope of the thesis research in a lecture open to the general public.

The Master of Fine Arts thesis is the culmination of a student’s formal education in the ceramic arts. Thesis research is the masterwork that proves an artist has both the knowledge and skills needed to continue working independently as a professional artist of the highest order. As a masterwork, the thesis project gives tangible evidence that the path from apprentice to journeyman to master has been successfully completed. In both visual and verbal form, the thesis project connects the student to an artistic tradition that goes back centuries. Hood College maintains its responsibility to this tradition, and to the society in which the artist will practice by making sure that the thesis project aspires to the highest standards and rigor within the ceramic arts.

Credit Requirements

The credit requirements are listed in the Hood College Catalog. The MFA requirements are governed by the catalogue in place at the time of the completion of the first course after acceptance into the MFA degree program. It is the responsibility of the student to meet with his or her adviser early and regularly to develop and update a program of study that conforms to the time constraints and course and administrative requirements for completion of the MFA in Ceramic Arts.

The MFA curriculum is a year long educational program. Course offerings are available in the fall and spring semesters, two summer sessions and the winter term. Courses offered during the summer and winter terms are not always available during the regular semester. All required courses are offered within a two year rotation. Elective courses may rotate on a three year schedule. Final decision about course availability lies with Hood College. One to three Special Topics courses per year, offering variety breadth and depth, are taught by current faculty or special visiting artists.

Core Ceramic Arts Course Requirements – 18 credits:

- Sculpture courses: ARTS 502, ARTS 508
- Clay and Glaze courses: ARTS 501, ARTS 511, ARTS 521, ARTS 540
- Throwing courses: ARTS 505, ARTS 512
- Firing courses: ARTS 525, ARTS 530
- Business of Art: ARTS 569

Art History and Criticism courses – 9 credits:

- ARTS 543
- ARTS 564, and ART 506, or ART 568 or 3 additional credits of graduate level Art History

Elective Requirements – 14 credits, including Special Topics and independent studies added as needed

Research Courses – 20 credits: ARTS 570, ARTS 574, ARTS 576, ARTS 580, and ARTS 595

Suggested Sequence for Required ARTS Courses

ARTS 501, ARTS 502, ARTS 511, ARTS 521, ARTS 505, ARTS 512, ARTS 508, ARTS 525, ARTS 530, ARTS 543, ARTS 540, ARTS 569, ARTS 570, ARTS 574, ARTS 576, ARTS 580, ARTS 595

A minimum of 14 credits and ARTS 569 Survival Skills for the Artist must be completed before enrolling in ARTS 570 Graduate Seminar in Personal Studio Research which is taught in the spring semester only.

A minimum of 41 credits and ARTS 574 Advanced Research in Ceramic Arts must be completed before enrolling in ARTS 576 Thesis Preparation which is taught in the fall semester only.

Typical Semester Offerings of Required Courses

Fall	Winter	Spring	Summer
ARTS 501	ARTS 505	ARTS 508	ARTS 502
ARTS 502	ARTS 512	ARTS 540	ARTS 505
ARTS 511	ARTS 525	ARTS 543 odd years	ARTS 508
ARTS 521		ARTS 564 even years	
ARTS 530			
ARTS 569 only		ARTS 574	
Art History course		Art History course	
ARTS 576 only		ARTS 570 only	
ARTS 580 and ARTS 595 offered every semester as needed			

Studio Facilities

Hood College graduate thesis students will have access to the ceramic arts studios and equipment on campus to facilitate their research. The graduate student is encouraged to set up a personal studio and begin to procure their own equipment and studio spaces in preparation for launching their professional careers. At the discretion of the student and with faculty approval the use of studio and kilns off campus is allowed. While we strive to provide for space and firing needs, the facilities and equipment must serve the needs of all. In cases where the student elects to do a thesis that requires the use of studio facilities outside of Hood College, locating and receiving approval to use an off-campus studio is the responsibility of the student.

SECTION II

PROGRESSION AND ADMINISTRATIVE PROCEDURES FOR MFA THESIS

The MFA degree in Ceramic Arts requires the student to focus on intensive independent artistic work culminating in the MFA Thesis. Students should carefully review the most current Hood College Catalog (also available on the Hood College web site: www.hood.edu) and seek the advice of their academic adviser in preparation for the beginning of thesis work.

Develop an Area of Interest

Students should begin thinking about a direction for the MFA thesis topic early in their graduate studies. Personal aesthetics will direct choices and guide decisions. Core courses should be completed within the first years of study. The foundation courses offer a breadth and depth of knowledge and skill to fill in the gaps and serve as a foundation for the development of a personal aesthetic direction. Research papers present opportunities for preliminary investigations. Additional elective courses assist the student to identify areas of need, explore topics of interest and help the student begin to focus in on a thesis subject for the MFA project.

ARTS 569 SURVIVAL SKILLS FOR THE CERAMIC ARTIST

Arts 569 Survival Skills for the Ceramic Artist is the preparation course for ARTS 570 Individual Studio Research. Survival Skills for Visual Artists covers the development of concepts in preparation for the artist's capstone exhibition and explores the business of art which is so critical to the success of an artist's career. The course addresses the multitude of practical concerns and multifaceted skills needed to survive in the world of art. Creating artwork and developing a body of work for exhibition are just the beginning. An artist must deal with the practical matters of survival: production plans, taxes, posters and postcards and other PR concerns, as well as writing about art, resumes, artist statements, biographical statements, press releases, ad copy, and writing about art for publication in journals, newspapers and other venues involved in getting the word out about your art. Developing a body of work for exhibition, the discussion of exhibition concepts, and emphasis on design and aesthetics, will facilitate the development of the artist's eye and provide the means to document inspiration process and the work itself. Researching and writing an article for submission to an appropriate journal and the compilation of a gallery book/portfolio will prepare students for the creation of a body of work for exhibition in Arts 570 Seminar in Personal Studio Research.

ARTS 570 INDIVIDUAL STUDIO RESEARCH

The Penultimate Project and Graduate Certificate Capstone

ARTS 570 Graduate Seminar in Personal Studio Research is the students' professional semester culminating in the penultimate exhibition leading into MFA research.

ARTS 570 serves as an evaluation course for continuation in the MFA program.

The student for the MFA degree in Ceramic Arts must present outstanding success in the completion of ARTS 570 in order to move forward into the MA exam and/or the thesis preparation and thesis research courses.

The completion of a thesis project is a daunting undertaking. In order to be certain a student has the best preparation for his/her thesis project, the projects immediately prior to the thesis (ARTS 569, ARTS 570) must be carefully designed with the advice of the adviser and instructors. 1) The penultimate project must stretch and challenge the student, bridge any technical or aesthetic gaps, and provide a stepping stone to the student's thesis project. 2) Conceptual research and exploration of aesthetic direction are developed in the work created for the exhibition and conveyed in the artist statement. 3) The production and submission of a magazine article documents the artist's research and writing abilities in relationship to contemporary thought. 4) The professional development establishes the skills to manage a career in art.

Research helps the student understand their creative process and produce a significant body of work. Professors, instructors, mentors, and advisers provide critiques, feedback and evaluations on the work and process. During studio research courses, it is expected that the work and time involved in the exhibition project will go well beyond the work and time involved in a graduate course of comparable credit. A 3 credit studio course typically requires 50 hours of class and an additional 100 hours outside of class. An additional 50 hours of professional development is required to establish the survival of the student's career. Therefore, the penultimate project should take a minimum of 200 hours to complete.

Upon completion of ARTS 570 and prior to registering for ARTS 576 the following questions must be addressed:

- Does the student have enough academic and creative credits to begin the thesis?
- Was the student's penultimate project successful?
- Is the student ready technically and aesthetically to move forward to a thesis project?

Successful MFA research requires a resolute, mature approach consisting of a focused goal of inquiry and investigation. If the concepts presented in the work produced for ARTS 570 do not present a personal aesthetic direction which communicates a focused cohesive statement, and/or the student's work is not deemed to be of sufficient quality and quantity, the problem will be referred to the MFA Committee, made up of Hood College ceramic arts professors. The committee will determine if the student should be allowed to continue in the MFA program, be placed on probation for a specific period of time or until specified projects (creative or academic) have been successfully completed, or be asked to leave the program.

ARTS 574 ADVANCED TOPICS IN CERAMIC ARTS

ARTS 574 is a course in research methodology for the ceramic arts: a course of faculty-guided individual research performed by the student, on a topic selected by the student, providing the initial opportunity for exploratory work that could be developed further into a thesis proposal for the MFA degree in ARTS 576 Thesis Preparation. Instruction is given in the performance of literature searches for obtaining broad background information on the area of interest, as well as for confirming the uniqueness of the research topic. Writing exercises are included to develop skills in concise expression

of ideas. The purpose of the class is to provide an opportunity for the student to gain experience in critical thinking and the methodology of research before advancing to an MFA program or an employment situation where research is a required discipline. Classes consist of lecture and group discussions of the methodology of research and critical thinking and consultation between the individual students and the instructor for the purpose of reviewing and evaluating work in progress to provide direction for continuing. Students benefit by participating in the discussions of all of the research in progress by all of the students.

ARTS 576 THESIS PREPARATION

ARTS 576 Thesis Preparation is a course of study to facilitate or refine the selection of a thesis topic, the organization of time, expected aesthetic and technical studio and literature research to establish the validity and viability of the chosen topic and the completion of the thesis proposal of the Masters of Fine Art Thesis at Hood College. The procedures in planning, writing the abstract, and the conceptual format of the thesis, selection of the active thesis committee, and presentation of the thesis are included. The Ceramic Arts Program requires registration in and completion of ARTS 570 Graduate Seminar in Personal Studio Research and ARTS 574 prior to enrolling for ARTS 576 Thesis Preparation.

Select a Thesis Adviser

The student is responsible for securing a Thesis Adviser to oversee the thesis project and submitting the thesis proposal, approved by the Reading Committee (see below), to the Graduate School. The proposed Thesis Adviser must be a member of the Hood College faculty. Rare circumstances may require the selection of a Thesis Adviser who is not a member of the Hood College faculty. A Thesis adviser who is not a member of the Hood College faculty must then be approved by the Director of the MFA and the Dean of the Graduate School. It is, in this case, the student's responsibility to forward a curriculum vitae and three letters of recommendation in support of the Thesis Adviser to the Department Program Director one month prior to the first meeting of the thesis committee during ARTS 576. If the Thesis Adviser is on the faculty or staff of an accredited college or university and is engaged in research, the Director of the Program and the Dean of the Graduate School may waive the requirement for three letters of recommendation. Advisers are approved by consent of the Director of the MFA and Department faculty. The Program Director, with the advice and consent of the program faculty, and the dean of the graduate school generally reviews the Thesis Adviser qualifications, and gives final approval of the Thesis advisor. It is expected that the Thesis Adviser will be a PhD, MFA, or master potter experienced in the topic of thesis research.

The Graduate Council of Hood College must approve a Thesis Adviser who does not hold the PhD or MFA degree. In such a case, the Director of the MFA is asked to submit the curriculum vitae and three letters of recommendation in support of the Thesis Adviser to the Dean of the Graduate School prior to completion of ARTS 576 by the student. The Graduate Council reviews credentials during the fall and spring semester monthly meetings. Final approval of the Thesis Adviser is made by the dean of the graduate school, based upon the credentials of the proposed Thesis Adviser and the recommendation of the Graduate Council.

Select a Reading Committee

The Reading Committee advises the student in the preparation of the MFA Thesis, evaluates the quality

of the thesis when completed, and supervises the oral defense. The approved thesis Adviser serves as Chair of the Reading Committee. The Adviser Chair and the student, in consultation, will identify a minimum of two additional persons to serve on the Reading Committee. At least one member of the Committee must be a full-time equivalency (AC) faculty member in the Department of Art and Archaeology. Additional members of the Committee may be an AC faculty member in the degree program, another faculty member from the department, or another professional working on the research topic. For non-members of the faculty, a curriculum vitae and one letter of recommendation must be submitted to the Program Director, and the Dean of the Graduate School, who approve such a member.

It is important to remember that in the selection of committee members, potential members must possess the skills necessary to contribute to guidance of the thesis work, must be capable of devoting the necessary time for continual evaluation of the student's progress and attendance at committee meetings, and must be willing to participate actively in the process.

The Reading Committee should be kept informed of progress on the thesis project, and should meet as required to help guide the research. It is the responsibility of the student to schedule the meetings at times convenient to all involved. The Committee should meet at least twice during enrollment in ARTS 576 Thesis Preparation, at least twice each semester during enrollment in ARTS 580 Thesis Research (at mid-term and three weeks before the last day of class), at least twice each semester during ARTS 595 Thesis Exhibition and at least one last time three weeks before the thesis defense. More frequent contact with faculty is recommended and encouraged, additional meetings with the committee or individual members may be arranged upon request. The student will schedule regular meetings with the student's thesis adviser during ARTS 580 and ARTS 595. Expect that the thesis will require some degree of revision specified by members of the committee.

The purpose of the thesis committee review meetings is three-fold:

- To keep the thesis committee apprised of the work and progress of the thesis student
- To provide the student the opportunity to present his or her work to the committee for discussion and feedback.
- To function as an ongoing forum providing information for evaluations related to the progress of individual student's thesis research and the health of the MFA program.

Develop the Thesis Proposal

During ARTS 576 Thesis Preparation, the student works with the course professor to prepare and write the thesis proposal. The reading committee members act as resources for the student's proposal development. Preparation of the proposal comprises six steps, each of which must be satisfactorily completed in order to progress:

1. A satisfactory written working description of the thesis concept must be submitted
2. A written outline/description of the work plan, the steps in the research process that are anticipated to be necessary for completion of the thesis
3. Literature search results in the form of an annotated bibliography
4. A detailed working outline of the proposal document – the outline becomes the table of contents in the final proposal

5. Draft(s) of individual sections or the entire thesis proposal, as requested by the course professor
6. Final draft for submission to the graduate school for approval

It is expected that, throughout the proposal process, the student will perform limited exploratory research in the studio, as needed, to evaluate the validity and practicality of the proposed research concept. The student should plan to write more than one draft of the thesis proposal. It is the responsibility of the student to insure that the proposal and all drafts thereof are free of grammatical and typographic errors. The faculty and committee members will reject for review any document with excessive errors. The thesis proposal includes but is not be limited to the sections listed below. The proposal should involve a clear statement of what the thesis project will entail, introducing readers to the project and to the student's aesthetic vision, give a clear picture of the study, how you plan to do the research and the time frame for completion. The committee must be able to discern whether the topic is original and of academic merit, and be able to assess the intended path and overall feasibility of the project. The language should be clear and concise, formal but direct. The reader should know from the opening paragraph what you intend to study, your sources, and how you intend to make use of them.

Organization of the Thesis Proposal

Title/Signature Page

- The Title/Signature page documents the formal acceptance of the thesis proposal with signatures of the student, reading committee, thesis adviser, dean of the graduate school (sample format is below). A Permission to Enroll Form must accompany your signed coversheet in order to complete the registration process.(The Title/Signature page of the thesis itself is signed by the student, reading committee, thesis adviser, director of the MFA program and dean of the graduate school as final acceptance of the written thesis)
- Working title: The title, which may change as your research progresses, should be clear and succinct

Abstract

- The abstract is a brief 150 word summary of your thesis proposal.
- Present a brief introduction to the issue.
- Make the key statement of your thesis (your hypothesis or thesis statement).
- Give a summary of how you will address the issue.
- Include possible implications of your work; if successfully completed what new knowledge will be put forth.
- The abstract has to be able to stand alone and be understood separately from the thesis itself.
- The abstract presents an overview of the information covered by your thesis which is used in publications about the work.

Table of Contents for the Thesis

- The outline to guide your research becomes a table of contents.
- Be as specific as you can.
- Delineate in an organized manner the information to be found in each chapter.

Thesis statement

- A final thesis topic must be broad enough to interest others and be deemed worthy of scholarly investigation, but narrow enough to do it justice in a thesis. Enough investigation will help turn the broad area into a narrower issue, and eventually a researchable question.

Introduction to the problem/research

- Explain the topic or question that is the area of research and the concept you plan to communicate through your work.
- Discuss your inspiration.
- Give a brief description of the historic background and previous work in the area.
- Give a sense of the importance of the research in relationship to contemporary thought.
- Indicate what background/courses you have to prepare yourself for the area of research.
- Avoid generalizations or other known statements. You are contributing new knowledge to the field.

Research to be performed

- Select questions to be answered.
- Determine test procedures/methods.
- Investigate technical aspects of the creation of the work.

Work plan and time table

- Describe your approach. What tools will you be using?
- What are the technical and physical constraints of your work and how will you address the issues.
- Give an estimate of how much time you plan to dedicate to the completion of each part, and when you estimate the work and then the document will be ready to begin the assessment process.

Preliminary results and discussion

- Show or reflect that you have done preliminary research;
- Discuss the results of your preliminary research and how the results support your concept and merit further investigation

Implications of research

- Explain how the study will add to the research already existing on the topic.
- You should be conversant with your medium and the important contemporary creative works published in your genre.

Annotated list of references/bibliography

- The primary and secondary sources you plan to use in your study.
- The review of the literature, visual imagery, technical documentation/developments, and historic and contemporary aesthetics should be current and thorough, encompassing all pertinent references.
- Describe your source materials, both primary and secondary, where they can be found, and how you plan to use them. If you plan to access sources that have been used in other studies, explain how your approach to them will differ so that your conclusions will offer something new to the field.

- Tell how you will analyze your source material in order to gather the necessary data to support your arguments.

It is understood that preparation of a document such as a thesis proposal is an interactive process, and that revisions will likely have to be made on a continuing basis until a satisfactory version is achieved.

Defend the Thesis Proposal

Students are responsible for arranging the date and location with the students reading committee to defend the thesis proposal. The finalized version of the proposal should be submitted to all members of the committee at least three weeks prior to the defense. The defense should be held at least one week prior to the graduate school deadline for submission of theses which is usually scheduled six weeks before the last day of classes. In order to complete ARTS 576 Thesis Preparation, students must make any recommended revisions, submit the final proposal to their reading committee for review, and obtain signatures of approval from the thesis committee, thesis adviser, the director of the MFA, and the dean of the graduate school.

Submit Thesis Proposal to the Registrar's Office

The approved proposal, a signed coversheet along with the completed Permission to Enroll Form requesting registration for ARTS 580 Thesis Research should be submitted to the Registrar's Office. This must be submitted during the traditional registration period.

ARTS 580 THESIS RESEARCH

The Master of Fine Arts (MFA) degree in studio art is the recognized terminal degree in the visual arts. The MFA Standards established by the College Art Association Board of Directors and the National Association of Schools of Art and Design read:

“The MFA degree demands the highest level of professional competency in the visual arts and contemporary practices. To earn an MFA, a practicing artist must exhibit the highest level of accomplishment through the generation of a body of work. The work needs to demonstrate the ability to conceptualize and communicate effectively by employing visual language to interpret ideas. In addition, the MFA recipient must give evidence of applying critical skills that pertain to meaning and content, ultimately encouraging a comprehensive examination and critique of the function and role of art from a variety of views and contexts.

Regardless of the chosen area of concentration, an MFA student must be able to prove not only strong conceptual development, but also the skillful execution of tools, materials, and craft.”

ARTS 580 Thesis Research provides the opportunity to proceed with in-depth research in the student’s chosen area. The MFA thesis must exhibit qualities that are associated with original research: scholarship, logical consistency, creativity, and comprehensiveness.

- The student is expected to produce a significant body of work and supporting documentation of the aesthetic and technical research as evidence of his or her growing ability to develop and continue an aesthetic and technical dialogue.
- Mastery of one’s materials is essential if an artist is to be able to fully communicate ideas to an audience. The technical component of the written thesis, the research and documentation of materials, methods and discoveries, includes investigation and critical analysis of the findings in terms of the relevance to the artist’s own ideas and conveys the research necessary to the creative process.
- The exploration of the artist’s interests, ideas and discoveries constitute a body of artistic problems whose solution takes the form of personal creative work. The appearance and material choices of the work must be thought out, deliberate, and defensible.
- The development and demonstration of basic writing skills are considered to be an important component of the successful accomplishment of the MFA degree as well as for future professional career goals.

The Arts 580 course is divided into two sections:

- First – Section I: Thesis research and record-keeping
- Second – Section II: Documentation of research: preparation of the written thesis

The student must satisfactorily complete Section I, or at least show sufficient progress in the judgment of the committee members in order to progress to Section II. Application for scheduling of the thesis exhibition may be made after successful completion of section I of ARTS 580.

Registering for Thesis Credits

With approval of the thesis proposal and completion of the request and candidates writing a thesis must register during the regular graduate school registration period for the six credit course **ARTS 580 Thesis Research**. Registration for ARTS 580 requires payment for the full six credits during the first semester of enrollment. With approval of the thesis proposal, the student submits the “Permission to Enroll” form to the graduate school and formally enrolls in the ARTS 580 Thesis Research.

If the thesis is not completed within the first semester of registration, a grade of IP (In Progress) will be assigned each semester of acceptable ongoing research until the thesis has been completed, defended, and finalized. Therefore make sure you are ready before registering for ARTS 580.

The student must register for ARTS 580 each semester as the research progresses. It is the student’s obligation to:

- inform the thesis committee of progress with monthly progress reports,
- request regular studio visits with the thesis adviser to discuss progress,
- meet with other members of the thesis committee as needed,
- submit drafts of the written research,
- and facilitate the scheduling of meetings of the thesis committee.

The student will provide the thesis committee with regular updates on the progress of the research and writing. Monthly progress report will be submitted on the first day of each month and a summary report at the end of each semester in order to obtain the grade of IP. Meeting dates should be scheduled at mid-term and three weeks before the last day of classes. More frequent contact is recommended. Creative work must be developed and finished as part of the research and record keeping progress for ARTS 580 section I to demonstrate the validity of the research before moving into written documentation of research in section II.

The MFA student is required to submit the final draft of their written thesis at the completion of ARTS 580 before concurrent registration for ARTS 595 begins. It is the responsibility of the student to insure that the thesis and all drafts thereof are free of grammatical and typographic errors. The faculty and committee members will reject for review any document with excessive errors.

Continuing Registration

With satisfactory progress, the grade for ARTS 580 will continue as IP until the following are accomplished:

- Thesis research and record keeping resulting in viable artwork
- Completion of the written component
- The final oral defense of the thesis
- Approval of the thesis committee
- Public presentation of the thesis work in the thesis exhibition and public lecture
- Final signatures of the thesis committee members, thesis adviser, and dean of the graduate school are obtained
- Submission of the completed MFA thesis to the Graduate School according to the Graduate school thesis guidelines and within the graduate school thesis deadlines

Concurrent Registration

The final step in the MFA thesis process, registration for ARTS 595 Thesis Exhibition, should occur

after completion, review and revisions of the written component, completion of research for the object component, and initial approval by the thesis committee of all thesis research and all but the finish of the final aesthetics chapter. An informal thesis research committee defense will occur at the end of ARTS 580 before the student is allowed to proceed to ARTS 595 Thesis Research. The student must meet with the thesis committee in advance of the informal thesis defense to review the research and the final draft of the written thesis. After all revisions are addressed the student will present the final draft to the thesis committee a minimum of two weeks in advance of the informal defense. The informal thesis defense will prepare the student for their final defense, cite any problems that may need to be addressed, and allow an opportunity to discuss the plans for the next step in the thesis process, ARTS 595 Thesis Exhibition.

The final written thesis cannot be completed without the possibility of needed revisions and the inclusion of images of thesis art work completed during ARTS 595 Thesis Exhibition, the exhibition and public lecture and the final thesis defense. Therefore, registration for ARTS 580 continues concurrent with registration for ARTS 595, Thesis Exhibition until all requirements for the MFA thesis are met.

Approval to Register for ARTS 595

The final draft of the written component of the thesis (as complete and polished as possible with only the last chapter discussing the work created for the exhibition left unfinished) must be approved by the thesis committee at the informal thesis defense before the student will be allowed to register for ARTS 595 Thesis Exhibition. Upon acceptance of the final draft of the thesis research, the student must present the final draft of the MFA Thesis and secure the signatures of the thesis committee, program director and dean of the graduate school (see the appendix for sample title pages). The final draft of the MFA Thesis with the signed title page must be delivered to the graduate school records manager two business days before the starting date of classes each semester. Please consult the Hood College calendar for the official dates.

Application for Graduation

Upon receiving approval of the thesis committee for registration in ARTS 595, the student must apply for graduation. The deadline for application is usually the end of the second week of the semester the student plans on graduating.

ARTS 595 THESIS EXHIBITION

The course ARTS 595 provides for the application of the conceptual research completed during ARTS 580. The application of the knowledge and skills gained during thesis research manifests in the creation of the work for exhibition during ARTS 595 Thesis Exhibition. The critical analysis of the exhibition work-in-progress and dedication to the discovery of universal aesthetics are essential parts of the thesis process. While projects, workshops, courses, and independent studies are the student's primary path towards making art and obtaining the skills and education necessary for functioning as an artist, critiques provide the essential synthesis of these discoveries, the opportunity to share the eyes, minds and hearts of our colleagues in the process of evaluation and understanding of our work. The ongoing interaction and evaluation allows the student to take the next step in their creative development. The willingness to evaluate revise and reevaluate is the research that pushes the work to the next level of development suitable for presentation to the public in an exhibition, lecture and discussion. Thesis research culminates with the completion of the art work for exhibition, the finish of the written thesis, and the

opening of the thesis exhibition. The MFA student will present an exhibition of their work, a formal public defense in the form of a public lecture covering the scope of the thesis research, as well as a private defense in front of the thesis committee, thesis adviser, and dean of the graduate school. Preparation for the public exhibition, public lecture and thesis defense is considered part of ARTS 595 Thesis Exhibition.

At the beginning of ARTS 595 the student will submit a written outline (subject to continual revision) of his/her plan for the art work to be made for the exhibition and the anticipated work schedule for producing the artwork. The outline provides a basis for comparison and discussion of actual progress during the course. All pieces to be presented in the final exhibition must meet the approval of the thesis committee.

MFA THESIS DEFENSE

The MFA Thesis Defense includes:

- A public exhibition of the student's body of creative work
- A convening of the MFA defense committee, department faculty and the dean of the graduate school, to discuss, evaluate, and critique the MFA thesis and make a determination on the awarding of the MFA degree
- A public lecture encompassing the scope of the thesis research

MFA Thesis Exhibition

The thesis exhibition is a solo public showing of the object component of the thesis research and is the culmination of thesis research. The exhibition will vary with each project. The student is responsible for contacting the curator of Hodson Gallery upon entering section II of ARTS 580, one year in advance of the needed exhibition time in order to reserve the exhibition, lecture, and reception dates and times. The student is responsible for all aspects of the thesis exhibition including informing the graduate school staff of the time and date of the thesis exhibition, the exhibition design and installation, and the creation and dissemination of publicity materials to generate an audience. **The college will provide the exhibition space and the currently available gallery furniture and lighting. Any other exhibition needs are the responsibility of the student.**

MFA Thesis Lecture

The MFA Thesis Lecture is the student's public presentation of the thesis data. Open to faculty and staff, students, other invitees, and the general public, the thesis lecture culminates in a question and answer period which serves as a public thesis defense. The lecture must fall within the dates of the MFA exhibition and be completed before the graduate school thesis deadlines. The lecture must be scheduled after the opening of the thesis exhibition and may be held immediately preceding or following the exhibition reception.

The lecture should include but is not limited to the following:

- Aesthetic influences
- Historical references
- Details of the research
- Documentation of process
- Images of the thesis art work
- Conclusions

MFA Oral Thesis Defense

A final oral defense of the thesis is required and will be conducted by the Reading Committee at an agreed upon date and at a specified location. The formal thesis defense in front of the thesis committee will occur after the thesis exhibition is set and open to the public.

To schedule a location on campus, the Graduate School Program Assistant for the MFA degree program should be contacted. Defense dates should not be set until the thesis advisor and the reading committee members approve the thesis draft and finished art work. At least two weeks before the oral defense the student should submit the thesis, in final form, to their thesis adviser and reading committee members, the program director and the dean of the graduate school. The dean of the graduate school and the program director and department faculty should be invited to attend the defense, whether or not they are members of the reading committee.

The student should expect to present the thesis research and findings in a professional manner, similar to presentations at a professional meeting. The use of a power point with well-prepared graphs, charts, and other explanatory aids is encouraged. The student will be expected to explain the research and to answer questions relating to the thesis topic.

The oral defense may be attended by members of the sponsoring department, the dean of the graduate school, and others in the research group interested in the topic, subject to the approval of the reading committee. The question and answer session is closed and attended only by the student, the reading committee members, the program director, the dean of the graduate school, and (at the student's request) members of the department graduate faculty.

Approval of the MFA Thesis

The thesis is approved after the opening of the exhibition, public lecture, oral defense and after corrections recommended by the thesis advisor, the reading committee, the program director and the dean of the graduate school have been completed. Signatures on the title page indicate approval. (Names of individuals who sign the title page should be typed below the signature line.) Final Committee authorization and signatures of the Program Director and the Dean of the Graduate School are required before the thesis is submitted to the library for binding. Copies of the title page submitted to the Graduate School should bear original signatures, not photocopies.

Grade for Thesis

The thesis is graded "S" (satisfactory) or "U" (unsatisfactory). After satisfactory completion of the first semester of thesis research, the thesis advisor awards an interim grade of "IP". The thesis advisor awards the final grade. The grade of "S" has no effect upon the student's grade point average. The grade of "U" has the same effect as a grade of "F" (failure). A final grade of "U" on the thesis usually results in the student's dismissal from the MFA degree program.

An unsatisfactory performance at the oral defense of the thesis may result in the student's dismissal from the Master of Fine Art degree program. The program director, in consultation with the thesis adviser, the reading committee and the dean of the graduate school, may allow the student one additional opportunity to defend the thesis. Unsatisfactory performance at the retake will result in dismissal with no additional opportunities to complete the degree.

Tangible Documentation of Thesis Exhibition

Student is required to submit tangible documentation of the thesis work in addition to the bound thesis document. Documentation of all theses must be submitted to the College for a permanent file record. The documentation should be selected from the thesis exhibition and adequately represent the nature, scope, and intent of the thesis work. There are advantages to you, such as a line for the student's resume under "Permanent Collections."

SECTION III

PREPARATION FOR THESIS PUBLICATION

Introduction

Theses will be written according to the format and style described in established publication manuals. Students in Ceramic Arts will follow the format and style of the Chicago Manual of Style. The Chicago Manual of Style is available in the reference section of the Hood College Beneficial-Hodson Library, as well as in the Hood College Bookstore and other bookstores.

The following paragraphs address requirements for thesis preparation, which apply to all students preparing a thesis. Students are advised also to follow the more specific guidelines contained in the Chicago Manual of Style.

THESIS REQUIREMENTS FOR ALL STUDENTS

Copyright

Under the Copyright Act of 1976, the "copyright in the work of authorship" becomes the property of the author who created it. For further information, please refer to the Copyright Office, Library of Congress, Washington, D.C. 20559.

Students completing a thesis must take care to obtain permission before using copyrighted materials within their thesis. Permission to use copyrighted materials, for example, tables and figures, must be obtained from the holder of the copyright. The student needs to search carefully for the source of the copyright and obtain permission to use the copyrighted materials in the thesis document. The permission to use copyrighted materials should be referenced in the thesis at the point where such materials are presented. The student must retain copies of the copyright permissions, and supply them to Hood College upon request (See below for a sample copy right request). Students completing a thesis are able to facilitate the use of their thesis research and findings by including a copyright waiver as part of the thesis document. (See the following paragraph.)

Copyright Waiver

In order to permit others to utilize the thesis research and findings, the following statement should appear in the thesis on a separate page immediately following the title page, with the heading in standard format: "I do/do not authorize Hood College to lend this thesis, or reproductions of it, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research. Signed _____" Circle your choice and sign the page.

Acknowledgment of Hood College in Publications of Thesis Work

The Graduate School of Hood College should be acknowledged in publications that result from the thesis research. A simple statement of acknowledgment is sufficient. An appropriate example would be "Research reported in this document was originally published in a Master's degree thesis sponsored by the Department and submitted to The Graduate School of Hood College in Frederick, Maryland." *This statement should not, of course, be included in the thesis itself.*

Thesis Paper and Printing

The original copy of the thesis for the Hood College Library should be on thesis paper, which is available from the Hood College Bookstore or other office supply store. A second identical copy, for the sponsoring department, is also required. The minimum requirement is a 20 lb., 25% rag or cotton content paper. Additional copies may be made at the discretion of the student. However, waiting for the Reading Committee's final approval before producing multiple copies will help to avoid unnecessary expense. The thesis should be typed or produced on a high quality laser or ink jet printer. A dot matrix printer may not be used. Both official thesis documents (for the Library and the Department) must be originals, not photocopies. Font sizes of 12 point are recommended for thesis work. Standard typefaces should be used, either proportional or moonscape. Justification at the right margin is optional. Reduction of Tables or Figures such that type size is smaller than 10 point is not acceptable.

Headings, Spacing, and Margins

Section headings should contain all uppercase letters, is boldface, and centered at the top of a new page. All text should be **double spaced** with a left hand margin of 1.5 inches (3.8 cm.) and with right, top, and bottom margins of 1.0 inch (2.5 cm.). **The Graduate School will not accept theses that violate these margin requirements.**

The one exception to this is on a "facing" legend page where the right margin (adjacent to the spine) is 1.5 inches and the left margin (toward the outer edge) is 1 inch. The margin requirements apply to all tables and figures as well as pages with text. A facing figure legend page and the figure together have one page number.

Binding and Distribution

The original typed or printed thesis copy becomes the property of the Hood College Beneficial-Hodson Library. The sponsoring department retains the second copy for its files. Title pages for both of these copies must bear **original** signatures (not photocopies) of the Adviser, Reading Committee members, Program Director, and Graduate School Dean. Additional copies may be bound at the student's request for an additional fee. A third copy, preferably in electronic form, is required for submission to UMI ProQuest for archiving and electronic publication. All final copies are to be submitted to the Graduate School prior to the published deadline for each academic semester. The Graduate School will send the theses to the Library for binding, archiving, and electronic publishing. Instructions for binding and guidelines for archiving and electronic publishing have been published by the Hood College Beneficial-Hodson Library and are included in Section II of this document. The student is responsible for all fees associated with the binding, archiving and electronic publishing of their thesis.

Deadlines

The importance of observing published deadlines for final submission of the completed and approved thesis cannot be overemphasized. Students are urged to follow closely and carefully the published dates for thesis submission. Arrangements for the oral defense of the thesis should be made early enough to allow time for completion of required corrections. Prior planning will enable the student to earn the Master's Degree at the earliest possible date. Past experience has shown that the most common reason for thesis students to receive their diplomas later than anticipated is because of poor planning with respect to the deadlines.

As a general guideline, all theses are due in final form with signed cover pages to the Graduate School six weeks prior to the last day of classes in the fall or spring semester. However, be sure to check the Catalog or contact the Graduate School to confirm the assigned date each term.

For Further Information

Students are encouraged to visit the Hood College Beneficial-Hodson Library to examine recent theses. Requests for theses should be made at the circulation desk. Specific questions regarding the mechanics of the thesis are answered best in the Chicago Manual of Style. If questions are not answered in these manuals, present the questions in writing to the Program Director.

SECTION IV

PUBLICATION GUIDELINES FOR MASTER OF FINE ARTS THESES AT HOOD COLLEGE

Preliminary Pages

1. Title page format should follow the example and guidelines found in this document.
2. Preliminary pages are presented in the following order:
 - a. Title Page
 - b. Statement of Use and Copyright Waiver (see copyright)
 - c. Dedication (optional)
 - d. Acknowledgments and Sponsorship
 - e. Table of Contents - should include the beginning page for each section
 - f. List of Tables - should include the page location of each Table, and short legends
 - g. List of Figures - should include the page location of each Figure, and short legends
 - h. List of Abbreviations (optional)

All of the above sections should begin on separate pages and must be double-spaced. The pages should be numbered in lower case Roman numerals located at the bottom center of each page. The Title Page is page #1 but is not numbered.

Content Sections

Section headings should be centered, capitalized, and should begin on a new page. Content sections are presented according to the following guidelines:

Abstract -- The abstract should be a short, concise summary of the thesis project outlining the purpose of the work, the rationale and method, and highlighting the most significant findings. The maximum length of the abstract is **150** words.

Introduction -- This section is used to describe the rationale for the project and to provide an overview of previously published relevant work that serves as a foundation and prelude to the thesis. Thus, it encompasses the introduction, rationale, and review of the primary literature often used in grant proposals and publications. If a hypothesis is being tested, it is often stated explicitly in the introduction. The introduction should make clear the significance of the research in the context of the wider body of the current ceramic arts aesthetics today and the scientific knowledge needed to support the aesthetic direction, and should have a clear statement of purpose. The review of the literature should be current and thorough, encompassing all pertinent references. Subheadings may be used, and are helpful for organizing the information. In general, it is better to err in favor of excess length than to abbreviate this section. Tables and figures may be used in the introduction.

Materials and Methods -- This section should describe in detail all of the methods, protocols, materials, equipment, etc. used to conduct the research. In a thesis, as contrasted to a journal article, the purpose of this section is to provide enough information so that another knowledgeable person could duplicate the data with only the thesis available as an information source. Tables and figures may be included in this section (see below).

The Materials and Methods section should:

- Clearly state all of the procedures performed by the student
- Identify sources of compounds not prepared by the student.

- Describe data collection and analysis methods (e.g. description of statistical analyses)
- Use abbreviations if necessary, but keep use consistent.
- Tabulate abbreviations in the preliminary pages (see above).
- Spell out numbers only if they begin a sentence.

Results -- This section presents a comprehensive picture of all the research results and data. More data is included in a thesis than in a journal article. The supporting data are included whereas in a paper the results would be described briefly. Preliminary standardization of an essay would be incorporated so that someone reading the thesis would be instructed and fully informed.

Use of table and figures in the results section:

- Tables and figures **should be cited in the text (Table __) and positioned on the page immediately following their first mention in the text.**
- It is also permissible to incorporate tables and figures into the text at the point where they are mentioned.
- Tables and figures are numbered consecutively (Arabic numerals) throughout the thesis document.
- Numbering for tables and figures is independent (start at Table 1 and Figure 1, etc.).
- Each table or figure has a legend and a title, and is listed by page number in the contents pages.
- If space for the legend is a problem, the facing page method can be used. In this case, the figure and its legend *share one page number*.
- Each figure or table is interpreted and explained in the text.
- Write out descriptions of all the tabular and figure data as part of the text, along with appropriate comments and observations relating to collection of the data.

Discussion – Subsequent to presentation of the actual data in the results section, the discussion section presents critique and interpretation, conclusions and comparative findings with other reported data. Where there is validation of findings or disagreement with suggest reasons and explanations include descriptions of future directions for research.

References -- The list of references in the references section should be single spaced and arranged alphabetically by first author. No numbering should be used. Include the names of all authors and editors, as well as full titles, and starting and ending page numbers. Examples of appropriate reference format can be found in the Chicago Manual of Style.

End Note ®, a commercial reference management software package is available to all Hood students. This software can be used to manage references and bibliographies.

Internet references -- References to pages on the World Wide Web should not normally be used, since such references often change or become unavailable. In certain cases, e.g., Genbank references, where it is likely that the cited material will be continuously available, such references are permitted.

Appendices -- Some data may be included in appendices if the data are (a) not original work of the student, but required to understand the thesis, (b) useful, but not results of research (tables of common data), or (c) so extensive it may interrupt the flow of the thesis (e.g., many photographs or specialized graphics). It is unusual to use an appendix in a thesis. One common usage, however, is to place reprints of journal articles describing thesis research in an appendix.

APPENDICES

Copyright Letter Example

Date

Holder of Copyright
Street Address
City, State Zip

Dear Holder of Copyright:

I am a graduate student pursuing an MFA in Ceramic Arts at Hood College in Frederick Maryland. My thesis is _____. I am requesting permission to include in my thesis the following material:

(Include all relevant information about your request: title, page numbers, year of publication, etc.)

If permission is granted, proper acknowledgement and credit will be incorporated in the thesis document.

Sincerely,

Your Name
Contact Information

Sample Title Page for Thesis Proposal

TITLE OF THESIS

by

Author

Undergraduate degree (college or university name) year of graduation

THESIS PROPOSAL

Submitted in partial satisfaction of the requirements

for the degree of

MASTER OF FINE ARTS

in

CERAMIC ARTS

in the

GRADUATE SCHOOL

of

HOOD COLLEGE

May 2009

Accepted:

(Type Name)
Committee Member

(Type Name)
Program Director, Joyce Michaud, MFA

(Type Name)
Committee Member

(Type Name)
Thesis Adviser

Allen P. Flora, Ph. D.
Dean of the Graduate School

Sample Title Page for Completion of Final Draft

TITLE OF THESIS

by

Author

Undergraduate degree (college or university name) year of graduation

FINAL DRAFT OF THESIS

Submitted in partial satisfaction of the requirements

for the degree of

MASTER OF FINE ARTS

in

CERAMIC ARTS

in the

GRADUATE SCHOOL

of

HOOD COLLEGE

May 2009

Accepted:

(Type Name)
Committee Member

Joyce Michaud, M.F.A.
Director of the MFA in Ceramic Arts

(Type Name)
Committee Member

(Type Name)
Thesis Adviser

Allen P. Flora, Ph. D.
Dean of the Graduate School

Sample Thesis Title Page

TITLE OF THESIS

by

Author

Undergraduate degree (college or university name) year of graduation

THESIS

Submitted in partial satisfaction of the requirements

for the degree of

MASTER OF FINE ARTS

in

CERAMIC ARTS

in the

GRADUATE SCHOOL

of

HOOD COLLEGE

May 2014

Accepted:

(Type Name)
Committee Member

(Type Name)
Committee Member

(Type Name)
Thesis Adviser

Joyce Michaud, M.F.A.
Director of the MFA in Ceramic Arts

Maria Green Cowles, Ph. D.
Dean of the Graduate School

Title Page Signature Guidelines

Names of the individuals signing the title page should be typed in the space below their signature line, above their title.

HOOD COLLEGE BENEFICIAL-HODSON LIBRARY

INSTRUCTIONS FOR BINDING

The following procedures apply to Masters' Theses, BMS Mock Grant Proposals, Humanities Capstone Projects, BMS Master's Field Work Projects, and ENV Independent Research Projects, all of which are to be submitted to the Hood College Library for binding. A minimum of two copies (one for permanent storage in the Library, and one for the originating Department) will be submitted for binding, and should conform to the guidelines enumerated below.

All pages must have at least 1 ½ inch left margins, and 1 inch upper, bottom, and right margins. These are minimum figures. Photocopies should have the same margins as originals. When making photocopies, special care should be taken when placing the original on the machine so that copies are neither off center nor out of alignment.

Page sequences should be correct and verified. The bindery will not correct pagination errors. Pagination should be uniform and consecutive, i.e., all preliminary pages should appear in Roman numerals in one sequence, and beginning with the title page (which is "page 1," but is not numbered), all content pages should appear in Arabic numerals in one sequence. If folded pages are included, then these should be folded at least one inch from the right margin to prevent their being cut during the trimming process at the bindery.

Supplementary materials, such as separate electronic disks or large maps or charts that are not to be bound into the finished "book," should be accompanied by an explanation of how they will be used in relation to the project. E.g., an accompanying CD with raw statistical data might have a note appended stating "Raw statistics, submitted as supporting documentation." This helps the Library, as it prepares the materials for the bindery, to determine the best way for the bindery to incorporate these materials into the book.

If photographs are included, they should be firmly glued to standard 8 1/2 inch x 11-inch pages, and should not move on the page when handled. Full-page photographs come out of the bindery process best. Page protectors may NOT be used because they prevent trimming.

Lightweight papers must be avoided, both for the original and for copies; 20-pound bond paper is the minimum requirement. Paper should be "bright white" in color. Extraneous decorations should not be added to any page. Only the text (which includes, as applicable, charts, tables, illustrations, etc.) should appear on the pages.

The Library asks that the following procedures be observed:

- Projects ready for binding should be submitted to the Graduate Office in file folders or a box to protect the pages. Please be sure that formatting guidelines have been followed and that all necessary documentation accompanies your submission. Upon receipt, projects will be forwarded to the Library Collection Development Services Department. Binding orders are sent from the Library when a minimum order has been accumulated, therefore, there may be a delay of several months from submission to the Graduate Office until projects are shipped to the

bindery while the minimum number of items for binding is accumulated.

- The Library will retain one original copy (with original signatures on the title page), and the originating department will retain the second.
- The author's full name, address, telephone number and e-mail address should be included with each copy to be bound.
- The cost to the author for binding is \$20.00 per copy. Multiple copies should be pre-sorted into complete documents, so that each copy of your project has all of the requisite elements in its proper place. Materials submitted to the Library go out with the next bindery shipment and are usually returned to the Library within five weeks of shipment. Payment for binding is to be made to the Graduate School, and checks for binding should be made payable to Hood College.
- Students should consider whether they will be in a position to pick up personal copies from the library when the binding is completed. If not, they can request that personal copies be mailed to them. There is a charge of \$5.00 per copy for this service. Mailing charges can be included in the total for binding services, so only one check is necessary. As noted above, payment should be made to the Graduate School, with checks payable to Hood College.
- Upon receipt from the bindery, the Library's copy of the Master's Project (Thesis, Mock Grant Proposal, Capstone, Field Work Project, or Independent Research Project) is cataloged under author, title, and appropriate subject entries. It is then shelved alphabetically by author's last name in the Master's Project section and is available for use only in the Library.
- If the student has ordered additional personal copies of the thesis or project, he or she will be notified by letter when the bound copies are received. It is expected that the student will pick the materials up from the library upon notification.

GUIDELINES FOR ARCHIVING AND ELECTRONIC PUBLISHING

Guidelines for Submission of MFA Theses in Electronic Format

As of September 2004, archiving and electronic publication is a Hood College Graduate School requirement for all theses. FTP submission to UMI Dissertations Publishing ProQuest Information and Learning is the most efficient means of submission. Submission on CD-ROM is also supported. Dissertations and theses on floppy disk cannot be submitted to UMI ProQuest.

Guidelines for Theses in Digital Format

The document should appear in Adobe PDF format. Compression of images is permitted; however, please do not "zip" files. UMI ProQuest can make no changes to the document. Therefore, the burden of how the document looks when it is accessed or printed is entirely the responsibility of the author. It is strongly recommended that the author assume responsibility for reformatting the document into Adobe PDF, checking the reformatted document for accuracy, and submitting the PDF document to the graduate school or library for publication.

All fonts used should be embedded in the document. External or internal links to multi-media files are

acceptable. If multi-media elements are used in the document, file formats should be identified in the dissertation/thesis abstract. Acceptable file formats include the following:

Images	Video	Audio
GIF (.gif) JPEG (.jpeg) PDF (.pdf) use Type 1 PostScript fonts TIFF (.tif)	Apple Quick Time (.mov) Microsoft Audio Video Interleaved (.avi) MPEG (.mpg)	AIF(.aif) CD-DA CD-ROM/XA MIDI (.midi) MPEG-2 SND (.snd) WAV (.wav)

Supporting Documents for Digital Format

Supporting documents **must be submitted on thesis paper** and be forwarded in an 8.5 X 11 envelope.

Those documents should include:

- Title Page with Signatures
- Abstract (limited to 150 words)
- Completed Agreement Form – both sides
- Completed Author Discount Order Form
- Cashiers Check, Certified Check or Money Order
- Reprint Permission Letters
- Third party software licenses, if required

Print and Electronic Access to Theses in Electronic Format

Theses received in digital format will be processed in a manner identical to paper documents.

Bibliographic citations and abstracts for these documents will be published in Dissertation Abstracts International in print, on-line, CD-ROM and microform. Bibliographic information concerning these documents will also be made available through the UMI ProQuest Dissertation Abstracts Database and to a worldwide network of online information providers including OCLC and Dialog (r). The print output of the document will be microfilmed and stored with the electronic segment of the document in UMI ProQuest 's vaults. The PDF format of the document will be loaded into UMI ProQuest Digital Dissertations, a digital archive of dissertations and theses. UMI ProQuest will check for document integrity and copyright compliance. If the document appears to be incomplete or if there are questions about the reproduction of previously copyrighted materials, publication will be delayed until those concerns are resolved.

MFA Theses as Compound Documents

A compound document contains both text on paper and other information only available in and accessible through a specific electronic format. For example: Geography: an analysis of the topography of a region is accompanied by a computer simulated "flight" through that area on CD.

Supporting Documents for Compound Documents

Supporting documents **must be submitted on thesis paper** and be forwarded with the CD-ROM in an 8.5 x 11 envelope. Those documents should include:

- Title Page with Signatures
- Abstract (limited to 150 words)

- Completed Agreement Form – both sides
- Cashiers Check, Certified Check or Money Order
- Reprint Permission Letters

Specifications of Hardware and Software Versions Required to Run the Electronic Component

Other applications: Any third party application used to calculate a problem, present a video clip or sound recording or a combination of sound and video, a graph, picture, animation or representation, must be licensed for commercial distribution. Without written permission, the document will not be distributed.

Disk Specifications

CD-ROM: ISO 96-60 for disk creation. Player or reader must be free ware or licensed third party software. A copy of the application used to display, play or read the document must be available on the CD and be fully licensed to be copied and installed on a reader's machine. Formats for Author Created Programming: Anything that can be copied by machine at an operating system prompt.

Print and Electronic Access To and Distribution of Compound Documents

Compound documents will be processed in a manner similar to paper documents. Bibliographic citations and abstracts for these documents will be published in the DAI/MAI complex in print, on-line, CD-ROM and microform. The citation will indicate the nature and components of the document. The paper segment of the document will be microfilmed and stored with the electronic segment of the document in UMI's vaults. Compound documents will be distributed as hardbound publications only. Library bindings allow the secure placement of a CD-ROM disk sleeve on the inside of the binding and proper packaging of electronic segments.

MFA Theses on CD-ROM

ProQuest will accept Masters' theses on CD-ROM under the following conditions: Software to display, play or read the document is either ubiquitous free ware such as Netscape or Adobe Acrobat or is fully licensed third party software. A copy of the application used to display, play or read the document is available on the CD and is fully licensed to be copied and installed on a reader's machine.

Supporting Documents for CD-ROM

Supporting documents **must be submitted on thesis paper** and be forwarded with the CD in an 8.5 X 11 envelope. Those documents should include:

- Title Page with Signatures
- Abstract (limited to 150 words)
- Completed Agreement Form – both sides
- Cashiers Check, Certified Check or Money Order
- Reprint Permission Letters to reproduce previously copyrighted materials within the body of the work
- A description of software or other applications used to create the CD-ROM disk, including a list of files and file sizes on the CD-ROM disk
- Copies of licenses for third party software necessary to access, display, run or print the dissertation
- Written permission to reproduce copyrighted images, video, graphics, animation, data and images of individuals.

Print and Electronic Access to and Distribution of CD's

Dissertations and Masters' theses on CD will be processed in a manner similar to paper documents. Bibliographic citations and abstracts for these documents will be published in the DAI/MAI complex in print, on-line, CD-ROM and microform. The citation will indicate the nature of the document and that it is only available in CD-ROM format. The master disk will be stored in UMI ProQuest's vault. Dissertations and Masters' theses on CD-ROM will be distributed in CD-ROM format only.

Additional Requirements for Submission

Both sides of the Master's Thesis Agreement Form must be completed and signed, a photocopy of the title page with adviser signatures, and the 150-word abstract must be submitted to the Graduate School office with the final copies of your thesis. In addition, **a cashiers check, certified check, or money order made payable to PQIL (ProQuest Information and Learning Company) for \$65.00** must be submitted to the Graduate School with the final copies of your thesis. This fee covers ProQuest's costs to process and store a copy of your thesis and to publish the citation and abstract on their website. The fee also covers making the thesis itself available electronically at Hood, if you have authorized that.

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