Hello: GRADUATING MFA GRAD STUDENT!

I’m writing to give you some information about your MFA Written Thesis.

Sonja Staum and her staff in the IUPUI Herron Art Library are developing plans so they can upload each graduate student’s Written Thesis in IUPUI ScholarsWorks. This is an exciting development! MFA Written Theses will then be available for online access.

The staff at Herron Library will be in contact with you soon, to provide you with directions about the process. I THANK YOU in advance for your cooperation!

In the meantime, I want to provide you with some directions/guidelines about your Written Thesis.

HERRON School of Art and Design

WRITTEN THESIS DIRECTIONS/GUIDELINES for GRADUATE STUDENTS

M.F.A. IN VISUAL ART AND PUBLIC LIFE

Paper:
100% cotton, watermarked, 20lb
/or/ 24lb, acid free

Margins:
left margin at 1.25 inches
Top, right, and bottom margin at 1.0 inches

Font size: 12 (for text)

Typeface:
Cambria, Times, /or/ Times New Roman

COPIES TO SUBMIT:
> One digital copy on CD or flash drive
> One unbound copy on official paper for binding in the library

➢ One cheaply bound copy for the department, like the plastic binding Kinkos does.
➢ Any other optional copies YOU WANT TO KEEP on which YOU want the dean’s signature

PAGES:
➢ TITLE PAGE (see sample in the attachment)
➢ THESIS COMMITTEE SIGNATURE PAGE (see sample in the attachment) * NOTE: WHEN YOU SUBMIT YOUR COPIES TO CRAIG Mc DANIEL please have the committee’s signatures already! Craig will arrange for the Dean’s signature.
➢ Number all pages consecutively, with the first page of text as page number 1.

CONTENT OF THESIS PAPER:
• The following description of requirements is contained in the M.F.A. Handbook you received at your first orientation meeting.

• Written Thesis: The written thesis paper will include the following:
  1. Formal description of the work
  2. Formal and conceptual analysis of the work
  3. Interpretation of the work to include: a theoretical, art historical, social, cultural, cognitive, and/or technological context.

The text of the thesis paper will document and analyze the development and resolution of the M.F.A. candidate’s artistic achievement during the M.F.A. program in a manner that communicates effectively to professional colleagues and other knowledgeable readers. The paper will include an analysis and interpretation of the final thesis exhibit/project, and will provide sufficient historical and theoretical background information to portray how the candidate’s work relates to, builds on, and connects to the achievements of other artists. References to appropriate literature should be cited. The length of your written text will be approximately 11 to 15 pages.

Note: your Thesis Committee may have placed additional requirements for the content of your Written Thesis, which you should follow. Your thesis statement should discuss any major artworks that you created during the M.F.A. even if they are not included in your final thesis exhibition (for example: if you worked on a public art project).

ILLUSTRATIONS:
Please ONLY illustrate YOUR OWN artworks in your Thesis Statement. Due to copyright restrictions, we can’t include illustrations to other artists’ art when we place your Thesis Paper in the digital library.

You should include approximately 8 – 12 illustrations of your work created during the M.F.A. program. (Note: this can include some illustrations of art that is not featured in your thesis exhibit; the illustrations should also include documentation of artworks that are included in your thesis exhibit.)

The illustrations can be integrated into the text of your paper/or/ you can place the illustrations at the back, after the text.

**DOCUMENTATION:**

IN ADDITION TO YOUR WRITTEN THESIS (which will include illustrations of some of your artworks) you will submit digital images (jpg or tiff) of your artworks created during the MFA program. These should include all of the most significant/highest quality works that you created, including those that will not appear in your final thesis exhibition (e.g., if you worked on a public art commission you should include image/s of that piece).

THANK YOU FOR YOUR ATTENTION AND COOPERATION!

IT IS VERY EXCITING THAT YOU ARE DRAWING NEAR TO COMPLETING YOUR M.F.A. DEGREE REQUIREMENTS !!!!!

ALL BEST WISHES,

CRAIG