The following guidelines summarize the content of the IU Printmaking graduate program. They may be revised annually. Deadlines and/or specific requirements may change, but you are responsible for those distributed to you at the beginning of your 1st year. This is YOUR contract for 3 years, so please keep it available for your information.

Every student is expected to produce at least one major project each year involving printmaking. Though you are encouraged to develop your work as you see fit as an artist, this is an MFA program in printmaking, you have access to a world-class facility and you are getting your degree in printmaking.

**COURSE REQUIREMENTS:**
A minimum of 60 credit hours at the graduate level is required. Check the University Graduate School Bulletin. If the course is listed in this bulletin, it carries graduate credit. All students should consult with the printmaking faculty prior to registration concerning credit hours and courses to be taken. Graduate students at Indiana University can take classes for variable credits. For example, you may choose to take litho for 1 credit or 3 credits. The following requirements reflect your ability to tailor your graduate experience by showing the minimum and maximum credits you should take in each section.

1. **Media specific printmaking courses** (litho, intaglio, relief, silkscreen, alternative print or any special topics printmaking): 4-12 credits total, 2-6 credit hours per semester for each semester in the first year, two classes per semester. Familiarity of all printmaking processes is required. Course requirement is dependent on each individual student's evidence of proficiency. Unless approved by the faculty you must take at least 1 credit hour in all four major mediums. Even if you have considerable experience in a print medium as an undergraduate, you will be working under a new instructor in a new shop. If you want to teach, these experiences as well as a working knowledge of Adobe Photosho and digital processes for printmaking are necessary. You may repeat these courses more than once throughout your 3 years in the program, if desired, as long as you meet the necessary minimum requirements for all other coursework.

2. **S541 Graduate Printmaking:** 11-37 credits total, 1-12 credit hours (generally, see 3-year timeline below) every semester for all 3 years. The majority of the credits for your degree will be taken in this course. Anything over 6 credits in a single semester requires the approval of the print faculty. Personal studio work (accomplished outside of other courses) and attendance at and participation in both group and individual critiques are evaluated in this course. 1 credit hour spent in this course should be equal to 4-6 hours of work per week. This time may be reflected in the quality, quantity, level of completion and range of experimentation in the work, as well as the responsibility of the student during the course. Consult with the faculty throughout the semester to get appropriate feedback regarding your progress in this course.

3. **S545 Graduate Printmaking Seminar:** 8 credits total, 2 credit hours per semester for your first two years. This course is optional in your third year.

4. **FINAG840 MFA Thesis in Printmaking:** 1-12 credits total, taken only in the spring semester of your third year.
   This course is required for graduation and taken in preparation for the thesis exhibition presented in the same semester. Your written thesis and your final exhibition are part of this course.

5. **Art history/theory:** 4 credit hours (8 if you must complete a contemporary art history course as well) in one of the following areas, advisable to be taken within the first two years:
   - Print History (highly suggested when offered)
   - Art Theory
   - Art History (a contemporary art history course is required if not taken as an undergraduate)

6. **Elective Courses:** 6-9 credit hours, taken between the second semester of the first year and the first semester of the last year of the program and chosen in consultation with the printmaking faculty. It is suggested that students take one course or independent study in other studio areas that impact your work, ideas, desired skillsets, etc (permission from individual instructors may be required). One member of your orals committee must be a faculty member from another area, so this requirement should be fulfilled within the first two years to best prepare you for your final year. Some suggested courses may include, but are not limited to:
   - Upper Level Drawing
   - Photoshop and/or digital imaging courses through Photography or Digital Media areas
   - An independent study with a faculty member that would benefit your work
CRITIQUES:

Critiques are one of the most important aspects of graduate education. Attendance at critiques is mandatory, and participation in them is part of your grade for your S541 Printmaking Course.

1. Group Critiques:
   - Group critiques take place Tuesdays, 6pm to approximately 8:30pm. They are usually held in the screen print room and the paper tearing room and average 25-35 minutes each. They are intended to be in-progress critiques for the group to talk about your work and for you to get additional group feedback during the semester.
   - All MFAs and BFAs are required to attend and participate in all group critiques unless otherwise noted.
   - You will have at least one group critique per semester, but may have more depending on the number of students in the program and the resulting schedule.
   - To help focus the discussion in the critiques toward your own concerns you are required to have a typed statement about your work for each of your critiques. Please bring enough statements for everyone and them set out 10-15 minutes before critiques begin.
   - Do not edit your work for critiques. The information contained in sketchbooks, studies, and unfinished works are necessary for a better understanding of your work. You are required to bring these to your critiques.
   - You must label the work displayed that was created for S541 Graduate Printmaking (independent coursework) as opposed to work created for a specific instructor as part of a structured class.
   - We expect everyone to actively participate in each other's critiques. The honest dialogue that can and should ensue is often crucial to your development. Speaking your mind about your peer's work helps everyone grow. Please be respectful in your comments to others, and be mindful of the difference between BFA critiques and MFA critiques.

2. Individual Critiques:
   - Individual critiques take place Thursdays, 9:30-11am. Usually these crits take place in your individual studio, but if another venue is more suitable consult with the faculty at least one day in advance. Your crit will last for 45 minutes. Please be on time for your scheduled crit.
   - You will have around two individual crits per semester, but may have more or less depending on the number of students in the program and the resulting schedule.
   - Have your work on the wall and be prepared to talk about it. If for any reason you cannot attend your critique time, you must inform the faculty member you are meeting with at least one day in advance.
   - As with the group critiques, please do not edit your work for these meetings. The information contained in sketchbooks, studies, and unfinished works are necessary for a better understanding of your work. You are required to bring these to your critiques.
   - You must label the work displayed that was created for S541 Graduate Printmaking (independent coursework) as opposed to work created for a specific instructor as part of a structured class.

3. Visiting Artist Critiques:
   - Critiques or workshops with visiting artists are mandatory when made available in the artist’s schedule. These activities are a valuable resource in your education, allowing you to meet, connect with, and get feedback from prominent figures in the art world. Critiques or workshops will be scheduled prior to or during the artist’s visit, and may include details such as BFA or MFA only, limited slots by lottery, or first come basis. Please look for and read email announcements from faculty before and during visits to avoid any confusion. Additionally, please let faculty know if you are unable to attend or participate due to a class conflict, documentable illness or other documentable reason to avoid unexpected gaps or poor attendance in a visitor's busy schedule.

WRITTEN THESIS

Your written thesis is one of the culminating events of your education at Indiana University. The thesis is a research paper that is self-directed, but that should relate to the work that you are completing for your thesis exhibition. It is included as part of your grade for your thesis exhibition class, FINA G840. Your research can be based around conceptual, theoretical, technical, educational or historical concepts that relate to your work. However, as you get deeper into your research it is likely that you will draw upon all of these categories to fully
realize your ideas and intentions in the paper. If you choose a historical or theoretical topic it is advisable to choose an art historian to direct your thesis with the advice of the printmaking faculty.

You paper should be 15-20 pages in length, not including a cover page or bibliography. Do not go below or above this range without approval from the faculty. The thesis should include a cover page with your name, year of graduation and the title of your thesis. The thesis should also be formatted in 12 point, Times New Roman font with 1” margins. Any images that you may include to support your research should be included as appendix, which will not be included in the required length of the paper. This is not an extended artist statement, but a focused research paper that relates to your work. As a research paper it should be fully cited and include extensive references. You may cite using MLA or Chicago, as long as you are consistent. The timeline for your written thesis is as follows and is repeated in the 3-year timeline at the end of this document:

- End of 1st semester, 2nd year: propose topic (thesis sentence and a 1 paragraph abstract). Submit in final BFA/MFA studio reviews of the semester.
- Last Friday in February, 2nd semester, 2nd year: complete outline for paper that defines the structure of your investigation and ideas, as well as a short paragraph detailing your research methodology (scope of research, who will you need to contact, how will you accomplish your investigation, etc.). Submit this to Tracy, who will distribute it to the rest of the faculty for review.
- Second Friday in February, 2nd semester, 3rd year: submit rough draft of paper (full length) to Tracy, who will distribute it to the rest of the faculty for review. This paper will also be submitted to the grad seminar course and be accompanied by a 20-25 minute PowerPoint presentation to the seminar class, followed by a short discussion and feedback period.
- Last day of classes, 2nd semester, 3rd year: Submit final paper to Tracy in preparation for graduation.

**PRE-ORALS, ORALS AND THESIS EXHIBITION:**

During the first two weeks of your 5th semester you will have a pre-orals review with the printmaking faculty to determine your readiness for your orals. In these pre-orals, as well as in the orals, your work and your ability to talk about it will both be evaluated and discussed. In your pre-orals you will present all of the work you have completed in the program to date and provide a short narrative on your progress. You will also consult with the printmaking faculty to select a committee for your orals.

If you fail your pre-orals exam you will be placed on probation by the area head. A reevaluation will be rescheduled for within two months. Failure to pass the second pre-orals may result in ejection from the program. In the case that the pre-oral examination is postponed or needs to be repeated, the thesis exhibition may also be postponed accordingly in consultation with the faculty and gallery staff. An orals and thesis exhibition, except in the case of reevaluation, may not occur in the same semester or in the summer.

Providing that no issues arise in your pre-orals your oral exam will be scheduled for November or early December. It is suggested that you determine and invite your committee members as soon as possible after your pre-orals so that you are able to secure the faculty that will be most beneficial to your development through the orals process. Your orals committee should number 5-6 people and be comprised of the following members:

- The entire printmaking faculty (usually 3 members)
- One SoFA faculty with whom you have studied
- One with whom you have not studied who has never seen your work. It is important that the person with whom you have not worked be totally unfamiliar with your work (a cold read), and is not to be invited to your studio prior to the oral exam. This provides an unbiased and new perspective on your work that is extremely valuable to you.
- An art historian (recommended but not required)
- You can also ask a faculty member in another field with whom you have studied if it is relevant to your work.

For your orals you will again present your work to the committee, but will also provide a 1 page orals statement that describes the concepts underlying your work. This statement should be sent to Tracy for review 2 weeks before your orals, and will be sent to your entire committee 1 week before your orals.

The thesis exhibition takes place the spring semester of the final year. The schedule and venue will be arranged by a faculty coordinator from the Grunwald Gallery and IU Art Museum in a group meeting during your 5th semester. You are responsible for consulting with the printmaking faculty regarding the contents of your show at the beginning of your final semester. Your exhibition is part of your thesis, and as we perceive this exhibition as a
culmination of three years of artistic productivity, all work executed during your tenure in the program must be available for possible inclusion in the final show. This includes works that have been sold or previously exhibited.

**EVALUATION:**

MFA students’ progress in the program will be evaluated by the faculty at the end of each semester. If a student’s progress is deemed deficient by the faculty, that student will be placed on probation. If that student’s progress is deficient again, he/she may be dropped from the program. Progress in the MFA program is assessed based on the following criteria:

- Quality and quantity of work produced in S541 each semester
- Achievement within Media Specific courses
- Progress and development of artwork
- Ambition of creative projects
- Ability to listen and apply feedback given during critiques
- Attendance to all seminars, group critiques, individual critiques, and visiting artist events
- Verbal participation in Group Critiques
- Contribution / Involvement in the Printmaking Department
- Ability to articulate personal artistic concepts both verbally and written
- Maintain a GPA of at least 3.4

**GRADUATION REQUIREMENTS:**

Students are expected to complete their degree within three years. If for any unforeseen reason this is not possible, the Graduate School allows only two additional years to complete the degree, which is 5 years from matriculation. After that time the printmaking faculty cannot revalidate any of the course work previously taken for the degree. No student may be graduated in the middle of the year or during the summer sessions regardless of when he/she entered the program.

In addition to completing the course requirements and the thesis exhibition listed above students must also fulfill the following requirements in order to graduate and to receive a grade for FINA G840:

- In conjunction with your written thesis and thesis exhibition a CD of 20 images most recent and thesis work is to be submitted to the Fine Arts Library via the Graduate Services Coordinator.
- Two copies of a CD with 30-40 images representative of the past three years must be submitted to Tracy two weeks before graduation. This will become part of the printmaking archives and may be used for future teaching purposes.
- Students are requested to plan for and leave one to two prints representative of their culminating work selected in consultation with the print faculty, to become part of the Print Archives. You are responsible for preparing your work for the archives by providing archival envelopes, folders and labels for your own prints. Please consult the faculty for examples and sources for archival materials as needed. The print collection is our most valuable teaching tool. It is also used for traveling exhibitions (Graduate Printmaking 1968-1981”, “Two Decades of Change,”) and other shows, (U.S.I.A. exhibition, group show in Warsaw Poland, etc.), and to publicize the program. This activity helps you and the program by having your work viewed by a wide audience, often many years after you have received your degree, and enhances your exhibition record. It is an invaluable resource, which we feel an obligation to continue and expand. Again, your cooperation is expected and appreciated.
- Outstanding fees paid.
- Written thesis submitted.
- All shop keys are returned by the Monday after finals week.
- All materials removed from lockers and storage files in the studios by the Monday after finals week or an acceptable date agreed upon with the printmaking faculty in the case of unforeseen circumstances. Any screens used must be are cleaned and, if necessary, dehazed. Any stones used must be leveled and grained to 120.
- Studio is emptied and cleaned for the next occupant by the Monday of finals week or an acceptable date agreed upon with the printmaking faculty in the case of unforeseen circumstances. Items removed from the studios may not be left in the hallways for any reason.
STUDIOS:
You will be provided with an individual studio, located in the Graduate Printmaking Studios building, throughout your 3 years as a part of the MFA program. Studios will be assigned in the first week of classes. Upon completing the program, or leaving the program, your studio must be cleaned, painted, and vacated according to the deadline provided by SOFA at the end of the semester. These studios act as both your work space and your storage space as no additional storage, other than flat files and lockers in the common studio areas, is available. You may not store materials in the hallways or bathrooms at any time. No alcohol is permitted in any of the studios.

ASSISTANTSHIPS:
The awarding of assistantships is based on merit, not financial hardship, and will be filled by the most competent and experienced students based on the needs of the program. Assistantships consist of a stipend and a tuition waiver, and are usually awarded for the year. The faculty has a right to terminate an individual's assistantship if their performance proves unsatisfactory at the end of any semester. Remuneration for all assistantships may vary with each year's budget, and are not firm commitments until the School's budget is determined.

1. Assistantships in Printmaking: There are two types of assistantship: AI (Associate Instructors) who teach the S240 beginning printmaking classes as well as help in the workshops, and GA (Graduate Assistants) who assist the printmaking faculty in advanced classes and help in the workshops. GAs are also in charge of ordering supplies for all the workshops with input from the faculty and AI's. They are also responsible for the print shop finances and work with the SOFA Bookkeeper. First year or second students who are interested in these assistantships (when available) should demonstrate a serious interest in printmaking and our program. It should be noted that GA positions are normally used in recruitment of outstanding MFA students. The printmaking faculty selects the GA and AI Positions.

2. Assistantships (AI) in Fundamental Studio and N110, or other studio areas: All students interested in teaching should apply for these assistantships, which are usually announced by the Fundamental Studio faculty in February. Should a conflict occur where a student is offered an assistantship in printmaking and another area, the printmaking faculty will examine its needs and make the final determination for the benefit of our program.

3. Assistantships outside the School of Fine Arts: Acquired by the student's own initiative with faculty support. Consult the Office of Student Financial Assistance at 855-0321.

DOCTORAL STUDENT GRANT-IN-AID OF RESEARCH:
Second and third year students are eligible. Opportunities and deadlines are usually announced via email from the Graduate Coordinator (sofagrad@indiana.edu) but you should call the Graduate School at 855-9343 for details.

RECOMMENDATION LETTERS:
The faculty is constantly asked to write recommendations for present and past students, both undergraduate and graduate. We are happy to do this for our students. However, in order for us to write a well-considered document, we ask that you submit any proposals for grants, residencies, scholarships, or job recommendations to the faculty at least 3 weeks in advance of the due date. Include a resume and a description of the project, grant or job for which you are applying. No recommendations will be made unless the above criteria are met. We thank you in advance for your understanding.

3-YEAR TIMELINE:
The graduate coordinator and printmaking faculty can help you in creating your schedule for each semester, but below are some general guidelines for each semester of your three-year program. Consult frequently with the graduate coordinator to be sure that you are fulfilling the necessary requirements to graduate in a timely manner.

1st semester (9 credits):
- 2-6 credits of media specific courses
- 1-5 credits of S541 Graduate Printmaking
- 2 credits of S545 Graduate Printmaking Seminar
- 4 credits of Art History (anytime in first 2 years)*
2nd semester (9-12 credits):
- 2-6 credits of media specific courses
- 1-8 credits of S541 Graduate Printmaking
- 2 credits of S545 Graduate Printmaking Seminar
- 4 credits of Art History (anytime in first 2 years)*
- Up to 4 credits of Electives (suggested in first 2 years)**

3rd semester (9-12 credits):
- 1-8 credits of S541 Graduate Printmaking
- 2 credits of S545 Graduate Printmaking Seminar
- 4 credits of Art History (anytime in first 2 years)*
- Up to 4 credits of Electives (suggested in first 2 years)**
- Propose topic for written thesis. Submit in final BFA/MFA studio reviews of the semester

4th semester (9-12 credits):
- 1-8 credits of S541 Graduate Printmaking
- 2 credits of S545 Graduate Printmaking Seminar
- 4 credits of Art History (anytime in first 2 years)*
- Up to 4 credits of Electives (suggested in first 2 years)**
- Complete outline for written thesis. Due on the last Friday in February. Submit this to all printmaking faculty.

5th semester (9-12 credits):
- 1-12 credits of S541 Graduate Printmaking
- Up to 4 credits of Electives or any other course that you may still need to fulfill your requirements for graduation**
- Pre-orals. Scheduled for the first couple of weeks of the semester.
- Orals. Scheduled between late September and November.
- Group meeting with a faculty coordinator from the Grunwald Gallery and IU Art Museum to determine the dates and venue of the thesis exhibition. Usually happens near the end of the semester.
- Book a time with the faculty member teaching MFA Seminar in the Spring to present the written thesis.

6th semester (9-12 credits):
- 1-12 credits of S541 Graduate Printmaking
- 1-12 credits of FINA G840
- Complete rough draft of written thesis. Due on the second Friday in February. Submit this to all printmaking faculty.
- Written Thesis presented to MFA seminar.
- Submit written thesis. Due on the last day of classes. Submit this to all printmaking faculty.
- Thesis Exhibition. Usually scheduled between late March and early May.
- CD of 20 images submitted to the Fine Arts Library
- CD of images representative of three years of work (30 or more) submitted to printmaking archive. Must be presented IN PERSON to one of the faculty to receive a grade for FINA G840.
- Printed Impressions submitted in prepared archival envelopes, or other archival packaging suitable to the work, to printmaking archive. Must be presented IN PERSON to one of the faculty to receive a grade for FINA G840.

* The art history requirement can be fulfilled in any semester within the first two years. Remember that print history is highly encouraged when available. Please consult the current course schedule to check availability.
** The Electives should be taken between the second semester of the first year and the first semester of the last year of the program. See Elective Courses listed under Course Requirements above.