

INDIVIDUAL PROJECT
ART 6973C (Semester #2 of 2)
Class Periods: To arrange
Location: Gradhaus
Academic Term: [2025]

Students: Emily Conaty and Elmira Yousefi

Instructor

Bethany Taylor
Email: bwarp@ufl.edu

Course Description

Creative project in lieu of written thesis.

Course Pre-Requisites / Co-Requisites

Permission of Instructor

Course Objectives

- To complete the requirements for MFA in Art degree, including participating in the MFA Thesis Exhibition, defending your thesis, and writing the Thesis Report.

Required Textbooks & Fees

No required texts or fees for this course

Course Schedule

(subject to change after meeting with chair in week-1-2 to establish syllabus details together)

Week 1: **Meet with instructor (week1-2) to establish meeting times and discuss research plan for the semester.**

Creative work and/or Writing

Week 2: Creative work and/or Writing

Note UF graduation deadlines and add deadlines to calendar

1/27-31/2025

DUE: Work with Dianne to schedule a **studio visit during the week of January 27-31.**

OUTCOME: Curators have enough final information about your thesis work that they can determine the best placement for your work within the gallery and make specific plans for installation. After completing the visits, they can visualize the entirety of the show and write wall text that accurately and elegantly presents your collective work.

Ask about submission deadlines for show (ie. wall label text and installation/deinstallation plans)

Week 3: Creative work and/or Writing

Schedule A Full Committee Meeting (for week 5-6)

Week 4: **2/7/2025 DUE: Hard UF Deadline to apply for Spring 2025 graduation**

Creative work and/or Writing

Work on skeleton structure/outline of thesis (see thesis examples and templates provided by graduate school)

Week 5: Full committee meeting – final thesis plans/questions resolved
Share with committee skeleton structure/outline of thesis
Creative work and/or Writing

Week 6: Creative work and/or Writing
Studio Visit/s with Chair (and members as needed before exhibition)

Week 7: Creative work/writing
Studio Visit/s with Chair (and members as needed before exhibition)

Week 8: Creative work/writing

3/3/2025 DUE: MFA II artists submit a detailed plan of how you will use the assigned space to Flounder by March 3.

- _This should be a floor plan or a sketch of the wall if you are installing two-dimensional work on a wall.
 - _Include detailed technology and infrastructure requirements.
 - _In every exhibition, there is a moment where you have to commit to the work you will exhibit and how you will install it. This is that moment. You may not change your plan after this date.
- OUTCOME: The curators will use this information to make final and irrevocable preparations for installing the show.

DUE: All artists submit the text of your individual wall label to Flounder by March 3.

Flounder will copy edit your text and discuss any verbiage that might need clarification. Please look out for emails from him and respond in a timely manner.

OUTCOME: This text will be printed on a label and installed on the wall for the exhibition.

Week 9:

Full committee meeting possibility.

First draft thesis submitted for review to committee

Creative work/writing

defense (T.B.D. by March 12)

pre-schedule thesis defense date with committee and secure location (Defense must be completed by April 3. For MFA- Art, if the exhibition takes place in the 2nd show after the initial deadline, we can petition for an extension so you may defend at the time of your show.)

Week 10:

meeting with chair

Write Thesis Defense announcement (to be approved by chair) then sent by SAAH grad office 2 weeks prior to defense.

Creative work/paper revision

Week 11: Creative work/paper revision

Week 12:

revised thesis paper due prior to defense for final review by committee

Creative work/writing/exhibition prep for installation

Week 13:

4/14-18/25 MFA II Installation

Due: Submit your Thesis Project announcement for the grad listserv

- After Chair approval, submit to Patrick Grigsby via saahgradoffice@arts.ufl.edu
- This includes your name, date, time, location, usually one image of your artwork along with a summary paragraph approved by your Thesis Committee Chair.

MFA II Exhibition open 4/18-5/2

Friday 4/18 OR 4/25 TBA

MFA II Reception 5:00- 7:00 PM

Installation and documentation/revise thesis paper

Week 14: **Thesis paper finalized approved by chair/committee and officially submitted by April 23.**

4/23/25

DUE: Deadline for all artists to submit thesis paper. You will upload it to a COTA Graduation Canvas site managed by Laura Robertson. She will provide more details.

4/25/25

DUE: UF deadline for **MFA II** artists to complete thesis defense and for committee chair to submit defense paperwork. You must schedule your defense with Dianne to make sure that the University Gallery or other venue is open and available at your defense time with any necessary technology.

4/30/25

DUE: Deadline for **MFA II** artists to submit thesis paper. You will upload it to a COTA Graduation canvas site managed by Laura Robertson. She will provide more details.

DATE 5/5/2025 (Monday)

DUE: De-install MFA II Exhibition

Attendance Policy

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies. [Click here to read the university attendance policies.](#)

Evaluation of Grades

The final grade for this course is recorded as Satisfactory or Unsatisfactory. In order to receive a Satisfactory grade, you need to successfully complete three requirements for the MFA degree at a level sufficient for awarding an MFA: (1) MFA Thesis Exhibition, (2) Oral Thesis Defense, and (3) Thesis Report. Your thesis committee assesses each requirement and submits paperwork to UF certifying that you have completed them successfully. The other assignments in this course are important steps toward successfully completing the degree requirements. If you do not complete the assignments on time, you jeopardize your ability to complete the requirements for the degree.

More information on UF grading policy may be found at:

Assignments

Assignment	Due Date/pts.	How to Submit and Schedule	Details and Assessment Criteria
Meetings with committee	[TBD] see schedule above and be sure to pre-schedule meetings (2 with full committee and 2 with chair (10 pts each=30)	Meeting dates/times/location to be determined in consultation with committee.	Full score for being prepared for and attending meeting. Meeting dates/times to be determined in consultation with committee.
Creative Work	TBD (50 pts.)	Before MFA Installation see schedule above	All elements—form, ideas, craft, terms, technology—determines 1/3 of the grade.
Studio Visit with MFA Thesis Exhibition curators	TBD	Schedule date/time/location with Gallery	See MFA Exhibition Timeline
Detailed plan of how you will use space assigned for MFA Thesis Exhibition	WEEK 4	by first committee meeting	See MFA Exhibition Timeline
Text of your individual wall label for MFA Thesis Exhibition	See gallery for deadlines		See MFA Exhibition Timeline (below) for details.
MFA Thesis Exhibition	MFA install Date TBD Check with Gallery	Install your work in your assigned space in the University Galleries.	MFA degree requirement. Assessed at the Oral Defense.
Oral Defense (written announcement to be approved by chair and sent two weeks prior to defense.)	MFA: by April 3 (extension for show 2 so it can happen during exhibition-see MFA schedule above) This is a UF deadline to complete and for committee to upload approval paperwork.	Should be completed before deadline. Date/time to be determined in consultation with committee. Location to be scheduled with Dianne Caple to make sure that the University Galleries or other venue is open and available.	MFA degree requirement. Evaluated for rigor of research (40%), development of artistic ideas through the work (40%), and communication (20%) at the graduate level.
Draft Project in Lieu of Thesis report	Before spring break (20 pts.)	Email bwarp@ufl.edu And/or submit to canvas for ART 6973C	Word document Evaluated for rigor of research (40%), development of artistic ideas through the work (40%), and communication (20%) at the graduate level.

FINAL Project in Lieu of Thesis report	Final approved report due for upload on April 23 This is a UF deadline.	After final approval from chair, Upload to COTA Graduation Canvas site managed by Laura Robertson. She will provide more details.	MFA degree requirement. Evaluated for rigor of research (40%), development of artistic ideas through the work (40%), and communication (20%) at the graduate level.
	Total=100 pts <i>for scheduling and attending committee meetings/creative work/draft thesis</i>		

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. Click here to get started with the Disability Resource Center. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

COVID Issues

In response to COVID-19, the following recommendations are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available and have been demonstrated to be safe and effective against the COVID-19 virus. Visit ONE.UF for screening/testing and vaccination opportunities.
- If you are sick, stay home. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 to be evaluated.
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.

In-Class Recording

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Policy on Course Syllabi 3 UF, Academic Affairs, August 5th, 2021 Honor Code and Student Conduct Code.

Health and Wellness

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: counseling.ufl.edu/cwc, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or police.ufl.edu.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

GatorWell Health Promotion Services: For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, [visit the GatorWell website](#) or call 352-273-4450.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.

Library Support, Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints Campus

On-Line Students Complaints

School of **ART + ART HISTORY**

UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

MFA Thesis Exhibition Procedures 2023

MFA I Exhibition March 24 - April 7, 2023

MFA II Exhibition April 14 - 28, 2023

Gary R. Libby University Gallery and Gary R. Libby Focus Gallery

Statement of Purpose

The MFA Thesis Exhibition is the culmination of the MFA degree. The role of the curators in the MFA exhibition is to professionalize and enrich the graduate students' learning experience. Students interact with arts professionals whose constructive critique of their work offers a fresh perspective that builds on conversations with their faculty advisors. Working with the curators on the show approximates the real-world process of participating in a group show. The curators work with every MFA artist individually to create a coherent exhibition. The exhibition should foster a dialog on how the MFA artists' works relate in a productive and meaningful way both to the space of the galleries and to the other works in the show.

The MFA Thesis Exhibition takes place in the context of an academic learning community and a university degree program. Students will be professionals at the end of the show, but the process of curating the show should respect that they are still learning along the way. Each artist's participation and successful installation of work in the MFA Thesis Exhibition is the most significant part of how they are evaluated for an important degree requirement.

MFA Thesis Exhibition Advisory Committee

- Jack Stenner, Studio Art Director of Graduate Studies (DGS)
- Elizabeth Ross, Director of the School of Art + Art History (SAAH)
- Jesús Fuenmayor, Director of the University Galleries and MFA Thesis Exhibition Curator
- Mark Hodge, Visiting Assistant Professor of Art History and MFA Thesis Exhibition Curator

Please direct your questions to any or all of the committee, or to your committee chair who can query the committee. This group organizes and oversees the MFA Thesis exhibitions process.

University Galleries Staff

- Jesús Fuenmayor, Director of the University Galleries and MFA Thesis Exhibition Curator
- Mark Hodge, Visiting Assistant Professor of Art History and MFA Thesis Exhibition Curator
- Jorge Bernal, University Galleries Exhibitions Coordinator
- Dianne Caple, Senior Administrative Office for the School of Art + Art History

Dianne works full-time in the SAAH offices, and this year, she is also serving as the administrator for the University Galleries. Dianne will schedule studio visits and other meetings with Jesús and Mark. She sends group emails, schedules meetings, pays bills, and navigates UF administrative systems.

Jorge works 30 hours/week, although he will work full-time during installation of the MFA Thesis Exhibitions. Jorge will work collaboratively with the curators and MFA artists to implement the

installation design. Jorge manages the facilities, prepares the gallery spaces, troubleshoots technical and material issues for exhibitions, assists as needed with installation and de-installation, and arranges the lighting.

Dr. Mark Hodge is teaching an art history course next semester, but he will also be working half-time in the University Galleries, especially to support the MFA Thesis Exhibitions.

Jesús is the full-time Director of the University Galleries.

Curators Roles and Responsibilities

In conversation with the Studio Art DGS and SAAH Director, the curators will develop and plan for the exhibition.

- Mark and Jesús will conduct two studio visits with each artist. They will do the studio visit together.
- In consultation with Liz and Jack, the curators will decide who will be in each show, who will exhibit in which gallery, and what space in the gallery you will be allotted. We have found that it works best to have a neutral arbiter make these decisions based on what will produce the most cohesive shows.
- The curators will name the shows and write a summary wall text.
- You will write the text for the wall label for your work (one label per artist). The curators will help edit it. See due date below.
 - **Pro Tip:** Write your thesis proposal with this label in mind. Then condense the thesis proposal to fit the label space.
- The curators and Jorge design, format, print, and install all the signage, wall text, labels, etc. – everything that is not your work.
- The curators will work with you to troubleshoot special installation or health and safety issues. Please let them know as soon as possible—in the Fall semester—if you think there is an issue to be addressed.

University and College Graduate Deadlines

The university has several deadlines you will need to observe to graduate. These are administered by Laura Robertson, College of the Arts Senior Associate in Graduate Studies. She will invite you to a meeting this Fall to go over the procedures. You are encouraged to attend. These deadlines are not part of the MFA Thesis Exhibition process, and the curators are not involved. They are included below for your reference **in BLUE**. Laura Robertson will provide more details, and she can answer questions about these items.

Timeline

NOVEMBER 2022

11/4/22, 4pm

Orientation meeting with MFA artists, Jesús, Dianne, Mark, Jack, and Liz

- Introductions
- Liz goes over this document to explain the procedural aspects of the exhibition

- Jesús and Mark explain the curatorial process and share information on University Galleries infrastructure, such technology, equipment, furniture, and floorplans.
- Jesús and Mark answer questions about the curatorial process

11/5/22 to 12/9/22

Studio Visits and Draft Thesis Proposals

DUE: Work with Dianne to schedule a **studio visit before December 9**

DUE: Submit a **draft of your thesis proposal** to Dianne (dcaple@arts.ufl.edu) **two days before your studio visit.**

In your syllabus for ART 6973C, you each arranged different due dates for a draft of your thesis proposal. Schedule your studio visit after that due date, or at a time when you are sure you will have the draft proposal. Jesús and Mark must have the proposal two days before the studio visit. The proposal should give the curators an accurate understanding of the size, scope, and materials of your work; its visual presence in the exhibition; and the ideas and issues you engage.

OUTCOME: The curators will understand your proposed thesis well, so they can think about your work, put it in dialog with the other MFA artists' work, foresee and discuss installation issues, and determine the best groupings for the two thesis exhibitions.

To achieve this outcome, they would like the thesis proposal to contain:

- Project description, including a physical description (250-500 words)
- Images explaining the expected result of the project
 - These can be completed works, sketches or mock-ups of works, installation sketches, concept drawings, floorplans, etc.
 - 10 images is a good number. There needs to be enough images to convey the visual and physical presence of the work in the space.
- List of artworks including title (working), dates, materials, technique, and dimensions
- Display requirements, including technology, pedestals, and other infrastructure
- Installation floor plan draft
- MFA committee chair

DECEMBER 2022

12/16/22

DUE: Final Thesis Proposal submitted to **Canvas** by **December 16.**

In your syllabus for ART 6973C, all of you have a requirement to submit a final thesis proposal on or before this date. The deadline here aligns with that requirement. If your committee chair requests the final thesis proposal earlier than December 16, submit it earlier, according to your chair's deadlines. You may not, however, submit it later than December 16.

12/16/22

Via Dianne, the curators will notify artists:

- Whether they have been assigned to MFA I or MFA II Thesis Exhibition, and
- Whether they will be in the Gary R. Libby University Gallery or the Gary R. Libby Focus Gallery.

Jack, Jesús, Liz, and Mark will meet this week, after studio visits are completed, to make those decisions.

JANUARY – FEBRUARY 2023

1/30 – 2/3/23

DUE: Work with Dianne to schedule a **studio visit during the week of January 30 to February 3.**

OUTCOME: Curators have enough final information about your thesis work that they can determine the best placement for your work within the gallery and make specific plans for installation. After completing the visits, they can visualize the entirety of the show and write wall text that accurately and elegantly presents your collective work.

2/3/23

DUE: Hard UF Deadline to apply for Spring 2023 graduation.

2/13/2023

Via Dianne, the curators will send final installation design/floor plans to artists, outlining the spaces artists are assigned within the gallery.

2/20/2023

DUE: MFA I artists submit a **detailed plan of how you will use the assign space** to Dianne by **February 20.**

- This should be a floor plan or a sketch of the wall, if you are installing two-dimensional work on a wall.
- Including detailed technology and infrastructure requirements.
- In every exhibition, there is a moment where you have to commit to the work you will exhibit and how you will install it. This is that moment. You may not change your plan after this date.

OUTCOME: The curators will use this information to make final and irrevocable preparations for installing the show.

MARCH 2023

3/6/23

DUE: MFA II artists submit a **detailed plan of how you will use the assign space** to Dianne by **March 6.**

- This should be a floor plan or a sketch of the wall, if you are installing two-dimensional work on a wall.
- Including detailed technology and infrastructure requirements.
- In every exhibition, there is a moment where you have to commit to the work you will exhibit and how you will install it. This is that moment. You may not change your plan after this date.

OUTCOME: The curators will use this information to make final and irrevocable preparations for installing the show.

3/6/2023

DUE: All artists submit the **text of your individual wall** label to Dianne by **March 6.**

Mark will copy edit your text and discuss any verbiage that might need clarification. Please look out for email from him and respond in a timely manner.

OUTCOME: This text will be printed on a label and installed on the wall for the exhibition.

3/20-3/24/23

DUE: MFA I Installation

3/24/23

MFA I opening reception

3/24-4/7/2023

MFA I Exhibition

APRIL 2023

4/7/23

DUE: Hard UF deadline for **MFA I** artists to complete thesis defense and for committee chair to submit defense paperwork. You must schedule your defense with Dianne to make sure that the University Gallery or other venue is open and available at your defense time with any necessary technology.

4/8/2023 (SATURDAY)

DUE: De-install MFA I Exhibition

4/10-4/14/23

DUE: MFA II Installation

4/14/23

MFA II Opening reception

4/14-4/28/23

MFA II Exhibition

4/26/23

DUE: Deadline for all artists to submit thesis paper. You will upload it to a COTA Graduation Canvas site managed by Laura Robertson. She will provide more details.

4/28/23

DUE: UF deadline for **MFA II** artists to complete thesis defense and for committee chair to submit defense paperwork.

You must schedule your defense with Dianne to make sure that the University Gallery or other venue is open and available at your defense time with any necessary technology.

5/1/2023 (Monday)

DUE: De-install MFA II Exhibition