

## **Glossary**

**Adjunct Faculty** – Non-curricular faculty in the Professional Certificate program.

**Advisor** – An advisor is a resident member of the MFA Committee who provides supervision and guidance to a Candidate during the Candidate's tenure in the MFA program. An advisor also provides assistance in selecting mentors, deciding on projects, evaluating credit distribution, ensuring that all requirements of the degree are met, and preparing the Registration for Credit forms. An advisor is appointed to work with a Candidate by the MFA Committee.

**Applicant** – An applicant is an individual who is in the process of seeking admission to the Professional Certificate program or MFA program. Prospective applicants to the MFA program must be invited to apply by a member of the MFA Committee.

**Auditor** – An auditor is an MFA retreat attendee who is not a faculty member, a Candidate for the degree, nor an applicant. Generally, an auditor is an individual with an interest in applying for admission to the MFA program.

**Budget Worksheet** – A template form used by the school to assist Professional Certificate students in determining financial needs related to the program and identifying sources of funds.

**Candidate** – A Candidate is a matriculant of the MFA program.

**Credits** – A Candidate must earn 60 graduate, semester-hour credits to receive an MFA degree from Maine Media College. Credits are designated as studio or academic and are earned upon the successful completion of mentored projects, workshops, retreats and residencies. Typically, a Candidate spends at minimum 45 clock hours on task to earn one credit. The MFA Committee grants all credits. A Professional Certificate student must earn 48 quarter-hour credits to receive the certificate. Typically, a student spends at minimum 33.75 clock hours on task to earn one credit.

**Curricular Faculty** – Full-time faculty in the Professional Certificate Program. Maine Media College considers 8 quarter-hour credits per trimester to be a full teaching load for curricular faculty. Curricular Faculty are employed by the school on an ongoing basis.

**Gateway Review** – A review of a Candidate's overall progress conducted after a Candidate earns 30 credits or 18 months after matriculation, whichever comes first. A Candidate is reviewed by his/her advisor and the chair of the MFA Committee or Dean.

**Guest Faculty** – Individuals may be invited to attend one or several retreats as members of the MFA Guest faculty. These faculty members participate in all aspects of the Retreat including voting for the granting of credits and the admission of students into the program. They do not, however, vote on matters of policy, procedure, student grievances, and academic or curriculum issues.

**Low-Residency** – The Maine Media College MFA program is described as a low-residency program. Candidates earn the majority of their credits off-campus by completing mentored projects. However, Candidates must fulfill some residency requirements.

**Managers** – Non-curricular staff with management responsibilities.

**Mentor** – A mentor is a qualified individual charged with supervising a Candidate's studio or academic project. A Candidate chooses his/her mentor for each project. A Mentor provides creative guidance and instruction, critical feedback and procedural advice on the project. The mentor may or may not be a member of the MFA Committee or Maine Media College faculty. The MFA Committee must approve a prospective mentor who is not on the faculty of Maine Media College.

**Mentored Project** – A studio or academic project undertaken by a Candidate for graduate credit. A mentored project is completed under the supervision of a qualified mentor.

**MFA Committee** – The MFA Committee is composed of resident and visiting faculty of Maine Media College. A quorum of Committee members is required to grant graduate credits and/or to make significant changes to policies and procedures of the MFA program.

**MMC** – Maine Media College

**MMW** – Maine Media Workshops

**Multimedia** – Multimedia is the integration of multiple forms of media, including text, still images, audio, video, graphic and animation.

**NGO** – Non-Governmental Organization; an organization independent of governmental authority formed to document and / or provide aid in a variety of situations across the globe.

**Penultimate Project** – A Candidate is required to complete a 5-credit Penultimate Project in advance of, and in preparation for, work on the thesis. The Penultimate Project includes both studio and written components. Studio work for the Penultimate Project must be geared toward clarifying a Candidate's vision of the discrete body of work to be presented as the thesis project. The written element of the Penultimate Project serves as the Candidate's Thesis Proposal. The MFA Committee assesses the Candidate's readiness to proceed to the thesis project upon review of the Penultimate Project.

**Professional Certificate (PC)** – The Professional Certificate program of Maine Media College is a 30-week trimester intensive program in Photography, Filmmaking or Multimedia.

**Program Chair** – Department heads of College programs. Responsible for translating the mission and goals into statements of purpose (objectives) for the individual programs and refining curricula to achieve these stated objectives.

**Program Director** – Department heads of Workshops programs. Responsible for translating the mission and goals into statements of purpose (objectives) for the individual programs and refining curricula to achieve these stated objectives.

**Project Proposal** – A Candidate must complete a Project Proposal form for each Mentored Project indicating the scope and nature of the project. The form is submitted in conjunction with the Registration for Credit form.

**Registration for Credit** – This form commits a Candidate to a course of study for the coming term. All credits to be earned, started, or carried through the term are to be listed on this form, which is to be signed by a Candidate and reviewed and signed by the Candidate's Advisor, and MFA Chair.

**Residency** – A Candidate spends at least four weeks in residence at the College, working under the guidance of a resident mentor. Periods in residence must be at least two weeks in length with one credit given for each week.

**Resident Faculty** – Faculty of any status group working on campus.

**Retreat** – A retreat is a four-day period in residence on the campus of Maine Media College. Candidates are required to attend retreats. Retreat attendance is a residency requirement in addition to the four-week Residency. Two MFA retreats are held each year, one in November and the other in April/May. Retreats begin on Wednesday evening and end on Sunday at noon. A Candidate presents completed studio work to the MFA Committee, guest faculty and peers for critique; meets for individual critiques; consults with his/her advisor to assess progress toward the degree; participates in a required discussion group covering topics in visual culture and aesthetics.

**Retreat Credit** – A Candidate earns one academic credit for attending a Retreat, completing assigned readings in visual culture, critical theory, aesthetics, etc., participating in a discussion group on these readings conducted during the Retreat, and researching and writing a related paper. A Candidate must earn four Retreat credits. A Candidate may not earn more than four credits, however all Candidates attending retreats must complete the assigned readings and participate in the discussion group regardless of whether or not they are seeking the Retreat credit.

**Semester** – A semester is the period between retreats. Semesters are approximately six months in length.

**Senior Staff** - The senior staff consists of the President and four individuals who report directly to the President. These include the Dean / Director of Education, Director of Finance and Administration, Director of Marketing and Development and Registrar /

Director of Student Services. Senior staff meetings occur weekly immediately following Staff meetings.

**TA** – Teaching Assistant

**Term Without Credit (TWC)** – Should a Candidate fail to register within 30 days after a retreat, they will be charged a late-registration fee, after which they will be allowed to register for up to 45 days after the retreat (an additional 15 days.) After 45 days, a Candidate is no longer permitted to register. This will be deemed a “term without credit,” and the Candidate will be assessed a TWC fee. The Candidate’s deadline for completing the program will not be adjusted.

**Thesis Project** – The thesis project is the final project completed by a Candidate in fulfillment of the requirements for the MFA degree. A Candidate earns nine credits for the successful completion of the thesis project, including six credits for studio work and three credits for an academic paper. A description of the Thesis Project and guidelines for completing it are included in the Appendix to the MFA Handbook, "Thesis Guidelines.”

**Thesis Proposal** – A Candidate must complete a thesis proposal before he/she begins work on the thesis project. The thesis proposal includes a written document providing an abstract of the forthcoming written thesis, an explication of meaning of the work, an outline citing the historical influences and appropriate critical contexts for the proposed work, a rationale for the project describing what a Candidate expects to learn and its significance. The Thesis Proposal is the written component of the Penultimate Project.

**Trimester** – A ten-week term in the Professional Certificate Program. There are three trimesters in an academic year. Credits for trimesters are computed on a quarter-hour basis.

**Workshop** – An intensive, short-term offering. Most workshops are six days in length. Generally speaking, Workshop participants spend 10-12 hours per day at work. A Candidate may take up to six approved workshops for credit. A Candidate receives 1.5 credits for the successful completion of a six-day workshop.