

## **MFA Program Forms Instructions**

### **Registration for Credits**

The candidate lists the projects he or she intends to undertake during the semester, and seek credit for at the subsequent retreat, including mentored projects, residencies, and workshops. The candidate indicates the project title, the name of the project mentor, and the credit value for each project. *Candidates are advised to keep project titles relatively general, as they may not be changed after the form has been processed.* In listing course titles, the candidate notes the credit type parenthetically at the end of the title, e.g., “A History of Street Photography” (A), or “Documentary Film on Aspiring Olympic Archers” (S). Finally, the candidate notes the number of credits remaining to be earned, studio and academic, at the time the *form* is completed. The form is to be signed and dated by the student, advisor, and the Chair of the MFA Program. The form is submitted with the required attachments (see below) to the MFA Program office. The forms are due no later than 30 days after the Monday following the prior retreat.

### **Checklist of forms and documents to be submitted with the Registration for Credits related to mentored projects:**

1. Mentored Project Proposal (for each project listed on the Registration for Credits)
2. Mentor’s CV (if the mentor has not yet been approved)
3. Mentor Agreement Form (for each project listed on the Registration for Credits)
4. Mentor Payment (for each project listed on the Registration for Credits)
5. Residency Request (when a Residency is listed on the Registration for Credits)
6. Workshop Proposal (when a workshop(s) is listed on the Registration for Credits)
7. Support / Supply Lists for Photography, Digital & Film Projects (if necessary as described below)

### **1. Mentored Project Proposal**

The Registration for Credits provides an aggregate view of the candidate’s upcoming semester. The candidate offers a more detailed description of individual projects by completing a Project Proposal for **each** mentored project listed in the Registration for Credits. The candidate may complete the Project Proposal without the assistance of the advisor; however, the advisor must review and sign the completed form, as must the project mentor, and the MFA Chair. Project Proposals are to be sent to the program office along with the Registration for Credits. While it is understood that some of the information requested on the form is difficult to ascertain in advance, the candidate should respond to all of the questions on the form to the best of his or her ability. Taken together, these responses outline the goals of the project and a strategy for attaining them.

### **2. Mentor’s CV**

The MFA Committee must approve project mentors, in advance. Should a candidate wish to use a mentor who has not yet been approved, the candidate must request from the proposed mentor that his or her CV and contact information be sent to the MFA Office for review. Generally speaking, an individual who holds the terminal degree in an area related to that of the candidate’s project is likely to receive approval to act as a mentor. Absent the terminal degree, the proposed mentor should have significant professional experience in the related field demonstrated by the CV. The Committee reviews proposed Mentor CVs and notifies the Candidate as to its decision as promptly as is

practical. The Mentor's CV should be sent to the program office at the earliest opportunity, but no later than the deadline for registration.

### **3. Mentor Agreement Form**

The Mentor Agreement form contains general information about the project and sets forth the terms of the College's contractual relationship with the Mentor. Candidates complete the top portion of the form. Mentors complete the bottom portion of the form. A Mentor Agreement Form must be completed for each project, even if a Mentor is serving in this capacity for multiple projects. The form is to be signed by the Mentor and forwarded to the program office.

### **4. Mentor Payment Form**

This form is used to document payments to the Mentor. A Mentor Payment form must be completed for each project. Mentors review and sign the forms and send them to the program office.

### **5. Residency Request**

In essence, this form is the equivalent of the project proposal. Candidates complete this document when they are planning to complete all or part of their residency requirement during the upcoming semester. The candidate may complete the Residency Request without the assistance of the advisor; however, the advisor must review and sign the completed form, as must the Residency mentor, and the MFA Chair. Residency Request forms are to be submitted along with the Registration for Credits.

### **6. Workshop Proposal**

Candidates who wish to take workshops approved for graduate credit during the semester must complete a Workshop Proposal form. These must be signed by Candidates, and reviewed and signed by Candidates' Advisors and the Program Chair. Completed forms are due with the Registration for Credits.

### **7. Support / Supply Lists for Photography, Digital & Film Projects**

Candidates must complete this form on those occasions they are, or will be over the course of the semester, in residence to work on projects and would like to use equipment and supplies owned by the College. Candidates must complete and sign the form and send it to the program office with the Registration for Credits. If Candidates' needs for support and supplies are not known at the time Registrations for Credits are submitted, Candidates may still complete and submit the form but should do so at the earliest possible date. Program administrators will make every effort to accommodate Candidates' needs.

### **Checklist of forms to be submitted during the semester related to mentored projects:**

1. Mentor Mid-Project Evaluation (due at midterm)
2. Mentor Final Project Evaluation (due at end of semester)
3. Candidate Mid-Project Evaluation (due at midterm)
4. Candidate Final Project Evaluation (due at end of semester)

5. Candidate Evaluation of Project Mentor (due at end of semester)

**1. Mentor Mid-Project Evaluation**

Mentors complete these forms evaluating Candidates' work and submit them to the program office at the midterm date specified.

**2. Mentor Final Project Evaluation**

Mentors complete these forms evaluating Candidates' work and submit them to the program office at the semester end date specified.

**3. Candidate Mid-project Evaluation**

Candidates complete these forms evaluating their work and submit them to the program office by the midterm date specified.

**4. Candidate Final Project Evaluation**

Candidates complete these forms evaluating their work and submit them to the program office by the semester end date specified.

**5. Candidate Evaluation of Project Mentor**

Candidates complete these forms evaluating Mentor performance and submit them to the program office at the end of the semester.

**Note: Payments to Mentors will not be remitted until such time as appropriate evaluations have been delivered to the program office for review.**

**Checklist of forms to be submitted during the semester related to Residencies:**

1. Candidate Residency Evaluation (due at end of residency)
2. Mentor Residency Evaluation (due at end of residency)

**1. Candidate Residency Evaluation**

Candidates evaluate the work they completed during the Residency as well as the quality of their interaction with the Residency mentor and submit this form to the program office.

**2. Mentor Residency Evaluation**

Mentors evaluate the work completed by Candidates during the Residency and submit the form to the program office.

**Other forms to be submitted as noted:**

1. Retreat Evaluation (by 30 days after the Retreat)
2. Program Evaluation (annually)
3. Candidate Evaluation of Advisor (annually)

**1. Retreat Evaluation**

Candidates evaluate the quality of Retreat seminars and events and submit the form to the program office.

**2. Program Evaluation**

Candidates evaluate all aspects of the MFA program and submit the form to the program office.

**3. Candidate Evaluation of Advisor**

Candidates evaluate their interaction with the Advisor and submit the form to the program office.

**Note on Workshops:**

The registrar provides workshop instructors with grade sheets for Candidates taking workshops for graduate credit. The instructor completes this document and returns it to the registrar. The registrar sends a copy of the grade sheet to Candidates.