

## MFA Advising Handbook

### Advising Guidelines

An advisor assists a candidate advisee in creating a plan to complete the MFA degree program. In developing an effective plan, the advisor and advisee must consider the **specific degree requirements**, the advisee's **individual goals**, and the **timeline** for meeting requirements and goals. The plan should be reviewed after each retreat and modified if necessary.

An advisor must be familiar with the specific degree requirements as listed in the MFA Handbook: the total number of credits to be earned, appropriate credit allocations between studio and academic areas, mandatory projects such as the thesis and penultimate projects, retreat requirements, residency periods, electives and workshops. An advisor must ensure that the advisee understands these requirements as well. An Advisor should assist the Candidate whenever necessary in completing forms and other documents required by the College.

In tailoring the program to meet individual goals, the advisor and advisee should discuss and determine an estimated date for completion of the program. If, for example, an advisee expects to complete the program in 7 semesters (3-1/2 years), given that the final semester is to be reserved for thesis work only, the remaining 51 credits (60 credits – 9 thesis credits) must somehow be distributed over 6 semesters. While developing a plan may appear as easy as dividing these remaining credits equally over the semesters, the advisor and advisee may well consider a variety of other concerns prior to committing to such a simplistic plan. Travel expenses and related time away from family and work are typical concerns of candidates in the program. To reduce travel costs, a candidate may prefer to plan for residency periods and workshops to coincide. Moreover, students find it easier to carry heavier credit loads as they progress through the program; it is often a better idea to limit the number of credits undertaken during the initial semester.

An advisor may suggest projects and recommend mentors. To make informed recommendations in these instances, the advisor should understand the advisee's interests, creative or academic, and have a reasonable belief that a certain mentor is suitable.

Lastly, an advisor acts as a liaison between an advisee and the MFA Committee. In this capacity, he or she may be required to relate information to the candidate on behalf of the Committee, make requests or inquiries to the Committee on behalf of the advisee, interpret critique commentary, and so on. It is, therefore, imperative that the quality of the relationship between advisor and advisee be maintained. Should the relationship become permanently impaired, it is incumbent on the advisor to notify the MFA Chair or the Dean and request that the advisee be assigned another advisor.

**Components of the Maine Media College, MFA Program**

	Credit type	Credit amt.	Required
Mentored project	S/A	Variable	X
Retreat	A	1	X
Residency	S/A	2 or 4	X
Workshop	S/A	1.5	
Penultimate project	S	5	X
Thesis	S + A	6S + 3A	X

S = Studio

A = Academic

Notes:

A candidate must complete 4 retreats for graduate credit.

A candidate may complete no more than 6 workshops (9 credits) for graduate credit.

**Sample Advising Worksheet:**

A period for completion of the program, however tentative, is needed to formulate a working plan. If, for example, the advisee indicates that he or she expects to complete the program in 7 semesters (3-1/2 years) a worksheet may be structured as follows:

	Studio	Academic	Elective	Total
Semester 1:				
Semester 2:				
Semester 3:				
Semester 4:				

Semester  
5:

Semester  
6:

Semester  
7:

Required	39	15	6	60
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To continue, enter those required credits that are specifically designated and occurring, i.e., the penultimate and thesis projects:

	Studio	Academic	Elective	Total
Semester 1:				
Semester 2:				
Semester 3:				
Semester 4:				
Semester 5:				
Semester 6: Penultimate	5			5
Semester 7: Thesis	6	3		9
Required	39	15	6	60

All elective credits will eventually be designated as either studio or academic credits. While an advisee may initially be uncertain as to how to allocate these, for the purposes of this example we will distribute electives evenly, bearing in mind that elective credits provide some flexibility in planning:

	Studio	Academic	Elective	Total
Semester 1:				
Semester 2:				
Semester 3:				
Semester 4:				
Semester 5:				
Semester 6: Penultimate	5			5
Semester 7: Thesis	6	3		9
Required	42	18	0	60

It is now apparent that 46 (60-9-5) credits remain to be allocated over 6 semesters (the final semester is reserved for thesis work), and that of the 46 total credits, 31 (42-6-5) are to be studio credits and 15 (18-3) are to be academic credits. While it may, at this point, be tempting to divide these remaining credits evenly over the semesters, the advisor should consider that it may be most prudent to begin with lighter credit loads until the advisee is acclimated to the demands of the program, and that 4 academic retreat credits must also be distributed. A typical load for the first semester is 7 credits, which is composed of 2, 3 credit mentored projects and 1 retreat credit. After entering the first semester data and distributing the retreat credits over the first 4 semesters, the worksheet would appear as follows:

	Studio	Academic	Elective	Total
Semester 1:				
Mentored projects	3	3		6
Retreat		1		1
Semester 2:				
Retreat		1		1
Semester 3:				
Retreat		1		1
Semester 4:				
Retreat		1		1
Semester 5:				
Semester 6:				
Penultimate	5			5
Semester 7:				

Thesis	6	3		9
Total to date	14	10		24
Required	42	18	0	60

Note that I have included in the sample a “Total to date” line to make computation easier, and that the sample advisee has elected to complete a 3-credit studio project and a 3-credit academic project during the first semester. There now remain 36 (60-24) credits to allocate over 5 remaining semesters. Of the 36, 28 (42-14) will be studio, and 8 (18-10) will be academic.

The last requirement for consideration is the residency requirement. Candidates are required to spend 4 weeks in residence, for which they will earn 1 credit per week. The residencies must be at least 2 weeks in duration. Further, the residencies are elective as to credits distribution. Again, for the purposes of this example, we will allocate the residency credits equally between studio and academic, and then complete the worksheet as below:

	Studio	Academic	Elective	Total
Semester 1:				
Mentored projects	3	3		6
Retreat		1		1
Semester 2:				
Retreat		1		1
Mentored projects	6	3		9
Semester 3:				
Retreat		1		1
Residency	2			2
Mentored projects	6			6
Semester 4:				
Retreat		1		1
Mentored projects	6	3		9
Semester 5:				
Residency		2		2
Mentored projects	6			6

Semester 6:				
Penultimate	5			5
Mentored projects	2			2
Semester 7:				
Thesis	6	3		9
Total to date	42	18		60
Required	42	18	0	60

To complete the program in 7 semesters, the candidate will need to carry an average load per semester of 9 credits for semesters 2 through 6. Note also that the candidate has not elected to do any workshops for credit. Qualified workshops are valued at 1.5 credits each. If the sample candidate elects to complete 2 workshops in lieu of a 3-credit mentored project, the worksheet may easily be revised. Should a candidate choose to complete a single workshop for credit, future allocations of credits may become somewhat complicated. It will be necessary to adjust the value of another project by .5 credits if the candidate does not wish to exceed the minimum number of credits required to graduate.

Remember that credit values are not arbitrary; a student is expected to complete approximately 45 hours of work for each credit earned.

An advisor should review the plan with the advisee and make necessary adjustments after each retreat and prior to completing a subsequent registration for credit form.

### Forms

Candidates, Advisors and Mentors are required to complete a number of forms and submit them to the program office. Program forms, instructions for completing them, and a flow chart of documentation may all be downloaded from the College website. Sample forms and discussion of related procedures and purposes follows.

### Registration for Credits

After the advisor and advisee have discussed the requirements of the program, the advisee's individual goals, and his or her timeline for completing the program, and they have entered all of the pertinent information on a worksheet, they may turn their attention to the forms required by the MFA administrator and registrar. The first of these to consider is the 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.

What follows is a completed (but unsigned) Registration for Credits for our sample student:

**Maine Media College MFA Program  
Registration for Graduate Credits**

Student: Jane Doe Date: December 1, 2009

Advisor: Isaac Newton

Student’s area of concentration (check one):

Photography  Film  Multimedia

Credits required to complete the degree (prior to this contract):

Creative 42; Academic 18

Describe below information regarding proposed creative projects, residencies, or workshops to be completed this term:

1. Project title (attach completed Project or Course Proposal)

“Photographic Essay on Drag Racing” (S)

Number of creative credits requested 3

Mentor / Instructor: A. J. Foyt

2. Project title (attach completed Project or Course Proposal);

“A History of Street Photography” (A)

Number of creative credits requested 3

Mentor / Instructor: Baron Haussmann

Describe below information requested regarding proposed academic projects, courses, or independent studies to be completed this term:

1. Project or course title (attach completed Project or Course Proposal)

Number of academic credits requested \_\_\_\_\_

Mentor / Instructor \_\_\_\_\_

2. Project or course title (attach completed Project or Course Proposal);

Number of academic credits requested \_\_\_\_\_

Mentor / Instructor \_\_\_\_\_

The undersigned acknowledge and agree that the above proposals are to be completed by the student, and evidence of completion is to be presented at a retreat scheduled to be conducted November 10 - 14 , 2010

Candidate _____	Date _____
Advisor _____	Date _____
MFA Chair _____	Date _____

**Note:**

**Retreat credits are not listed on the Registration for Credits as these are registered for in advance. The candidate should account for retreat credits earned when listing the credits remaining to be earned for the degree.**

## **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. Support / Supply Lists for Photography, Digital & Film projects (if necessary)

### **1. Project Proposal & 2. Mentor's CV**

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. 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.

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 candidate must have the mentor complete and sign the Mentor Agreement Form and send it to the MFA office. The program administrator and the MFA Chair will also sign the form. The candidate must provide the mentor with a Mentor Payment form, which the mentor completes and submits to the MFA Office. ***The mentor will not be paid until these forms have been received. While this material is due with the Registration for Credits and Project Proposals, the candidate and advisor should consider submitting a not-yet-approved mentor's CV at least one week in advance.***

***In the event that a candidate requests his or her assigned advisor to act as a project mentor, the advisor should request that another faculty member act as advisor for the specific project and sign as such on the Project Proposal form.***

During the semester, both the candidate and the mentor must submit other forms related to the progress of the project. Specifically, each submits mid-term and final evaluations. As is the case with all forms, these are available in PDF form in the Maine Media College Form Book.

A sample Project Proposal form is shown below. The advisor may be asked to assist the candidate in responding to questions on the form, particularly if the candidate is new to

the program. While experienced advisors should have little difficulty in providing this assistance, the advisor may seek additional help from the MFA Chair:

**MAINE MEDIA COLLEGE  
MFA Program Mentored Project Proposal**

Candidate: Jane Doe

Mentor: A.J. Foyt

Advisor: Isaac Newton

Dates: December 1, 2009 through May 4, 2010 # of credits:3

Project Title: "Photographic Essay on Drag Racing" (S)

This project is for Academic Studio credit (Circle one)

Please provide the information outlined below. Additional pages may be attached to this form.

Be as specific and detailed as possible while allowing sufficient flexibility to adjust as the project proceeds.

Brief Description/Title of Project:

**Here the candidate describes the parameters of the project.**

1. Describe the goals and learning objectives of this project and the sources of imagery or research. Be specific with regard to the skills and knowledge you expect to attain.

**Here the candidate discusses the primary goals and objectives of the project.**

2. How will you demonstrate that you have achieved these goals and objectives? What criteria will be used to assess and evaluate your project? What kind and how much work do you expect to complete by the end of the project?

**Here the candidate discusses the criteria for self-evaluation.**

3. Describe the reading and writing component of this project.

**Here the candidate describes the reading and writing component of the project; ostensibly, this is most significant for academic projects, however, compiling a bibliography throughout the candidate's tenure in the program is useful later when she writes her thesis paper.**

4. Provide the dates you anticipate meeting with your mentor.

**The advisor determines, in consideration of the information entered here, that the candidate has an itinerary for completing the project and that the mentor will see the candidate's work with adequate frequency so as to complete the required evaluations. The MFA Committee recommends that the mentor and candidate meet**

**at least four times during the semester.**

5. Additional comments.

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_  
Mentor signature \_\_\_\_\_ Date \_\_\_\_\_  
Advisor signature \_\_\_\_\_ Date \_\_\_\_\_  
MFA Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. Mentor Agreement Form

Maine Media College  
MFA program  
Mentor Agreement Form  
Mentor: \_\_\_\_\_

Candidate: \_\_\_\_\_

Project dates: \_\_\_\_\_ to \_\_\_\_\_  
Project Title: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Both Mentor and MFA Candidate are held to the policies and duties as described in the MFA, Candidate and Faculty Handbooks.

The fee for this contract will be one half of the tuition paid for the project. The Mentor fee per credit on current projects is \$237.50/credit. The fee will be paid in two installments, one upon receipt of the Mentor's Mid-Term Evaluation, and the balance upon receipt of the Mentor's Final Evaluation of the project.

Mentors are considered and paid as Independent Contractors and as such are not covered under the Maine Media Workshops / Maine Media College worker's compensation or liability policies.

Either party may cancel this agreement upon written notice, with four weeks notice to both the Candidate and MFA Administrator. This agreement is automatically canceled upon the termination of the Candidate's enrollment or active status in the program.

The signature confirms agreement to fulfill the Mentor responsibilities as described in the MFA Handbook.

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TO BE COMPLETED AND SIGNED BY THE MENTOR

FULL NAME:

ADDRESS:

STUDIO PHONE: HOME PHONE:

FAX: EMAIL:

Are you authorized to work in the U.S. on an unrestricted basis: YES NO

If YES, please provide your Social Security #: \_ \_ \_ - \_ \_ - \_ \_ \_ \_ \_

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MFA Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

MFA Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete, sign and return the original of this agreement with the Mentor Payment Form and signed Project Proposals.

Send to: Maine Media College, MFA Program, 70 Camden Street, Rockport, ME 04856

#### 4. Mentor Payment Form

Maine Media College MFA Program

Mentor Payment Form

Candidate \_\_\_\_\_

Project Title \_\_\_\_\_ Project Start Date \_\_\_\_\_

Number of credits \_\_\_\_\_ Project End Date \_\_\_\_\_

Mentor \_\_\_\_\_

Mentor Signature \_\_\_\_\_ Mentor Agreement

MFA Chair Signature \_\_\_\_\_

Mid Project

\_\_\_\_\_ Candidate Mid project Evaluation

\_\_\_\_\_ Mentor Mid Project Evaluation

\_\_\_\_\_ Mentor Payment Requested MFA Program Administration \_\_\_\_\_

\_\_\_\_\_ Mentor Payment Issued Financial Dept. Signature \_\_\_\_\_

\_\_\_\_\_ Amount Due

Final Project

\_\_\_\_\_ Candidate Final Project Evaluation

\_\_\_\_\_ Mentor Final Project Evaluation

\_\_\_\_\_ Mentor Payment Requested MFA Program Administration \_\_\_\_\_

\_\_\_\_\_ Mentor Payment Issued Financial Dept. Signature \_\_\_\_\_

\_\_\_\_\_ Amount Due

#### 5. Support / Supply Lists for Photography, Filmmaking & Multimedia Projects

Project Support List

Candidate \_\_\_\_\_

Project: \_\_\_\_\_ # of Credits: \_\_\_\_\_

Please provide a list of things you will need to complete your project. Tell us what you need whether it is space, equipment, crew, etc. Be very specific about your needs.

Include a list film/video, photographic, or digital equipment the school can provide.

Please use the Equipment Check-Out sheet when requesting any equipment.

Dates Requested: from \_\_\_\_\_ to \_\_\_\_\_

Which Department do you need support from? \_\_\_\_\_

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_

Department Mgr signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

MFA Chair \_\_\_\_\_ Date \_\_\_\_\_

Support List

#### 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

Maine Media College MFA Program

Mentor Mid-Project Evaluation

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

Mentor Name \_\_\_\_\_

Project Title \_\_\_\_\_

1. Have the Candidate's goals changed since the initial Project Proposal? If so, have you approved the changes?
2. Has the scope or type of work changed substantially. If so, do you approve?
3. Are you satisfied with the Candidate's progress so far? If not, have you discussed a plan to address the concerns?
4. What do you consider to be the strengths of the Candidate's work to date?
5. What do you consider to be the weaknesses?
6. Are you satisfied with the Candidate's level of commitment to the Project?
7. How many times have you met with the Candidate to date?
8. Do you anticipate the Candidate fulfilling the goals and work outlined in the project proposal within the specified timeline? If not, when do you expect the work to be complete?
9. Do you have any other concerns about the Candidate's work or anything we should know related to the Candidate's progress toward the MFA?

This form should be sent to the Program Administrator.

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

## 2. Mentor Final Project Evaluation

Maine Media College MFA Program

Mentor Final Project Evaluation

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

Mentor Name \_\_\_\_\_

Project Title \_\_\_\_\_

Please address the following questions in your evaluation of the Candidate's work on this Project.

1. Did the Candidate accomplish the goals and requirements of the Project?
2. Are you satisfied with the scope and quality of the Candidate's work?
3. What do you consider to be the strengths of the Candidate's work?
4. What do you consider to be the weaknesses and what recommendations do you have for improvement in these areas?
5. Are you satisfied with the Candidate's level of commitment to the Project?
6. Do you have any concerns about the Candidate's work or anything we should know related to the Candidate's progress toward the MFA?

This form should be sent to the Program Administrator.

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

## 3. Candidate Mid-Project Evaluation

Maine Media College MFA Program

Candidate Mid-Project Evaluation

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

Mentor Name \_\_\_\_\_

Advisor Name \_\_\_\_\_

Project Title \_\_\_\_\_

1. Have your goals changed since the initial Project Proposal. If so, how?
2. Has the scope or type of work changed substantially. If so, how?
3. Are you and your mentor satisfied with your progress so far? If not, how do you plan to address the concerns?
4. What do you consider to be the strengths of your work to date?

5. What do you considered to be the weaknesses?
  6. Are you satisfied with the dialogue and work with your mentor. If not, have you discussed this with your advisor or the MFA Chair?
  7. How many times have you met with your mentor to date?
  8. Do you anticipate fulfilling the goals and work outlined in your project proposal within the specified timeline? If not, when do you expect to complete?
  9. Do you have any questions, concerns or need for additional assistance at this point?
- Copies of this form should be sent to the Project Mentor and the Program Administrator

Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Candidate Final Project Evaluation**

Maine Media College MFA Program  
 Candidate Final Project Evaluation  
 Candidate Name \_\_\_\_\_ Date \_\_\_\_\_  
 Mentor Name \_\_\_\_\_  
 Project Title \_\_\_\_\_

- Please address the following questions in your evaluation of the work on this Project.
- Did you accomplish the goals and requirements of the Project?
  - Are you satisfied with the scope and quality of your work?
  - What do you consider to be the strengths of this particular work?
  - What do you consider to be the weaknesses of this particular work?
  - Are you satisfied with your level of commitment to the Project?
  - Are you satisfied with the dialogue and work with your mentor?
  - Do you have any questions, concerns or need for additional assistance that have come about by working on this project?

Copies of this form should be sent to the Program Administrator  
 Candidate signature \_\_\_\_\_ Date \_\_\_\_\_  
 Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Candidate Evaluation of Mentor**

**Maine Media College MFA  
 Candidate Evaluation of Project Mentor**

Candidate \_\_\_\_\_ Mentor \_\_\_\_\_  
 Date \_\_\_\_\_ Project Title \_\_\_\_\_

Please address the following questions pertaining to your mentor:

1. Why did you choose to work with this mentor?
2. Was the mentor accessible and responsive?
3. What do you believe are the mentor’s strengths?
4. What do you believe are the mentor’s weaknesses?
5. Overall, was the mentor helpful to you in realizing your goals for this project?
6. Would you recommend this mentor to one of your peers? Why, or why not?

## Residencies and Workshops:

If the candidate plans to complete all or part of the residency requirement during the semester, or if he or she plans to take a workshop for graduate credit, the following forms, respectively, must be completed and submitted to the MFA Office with the Registration for Credits:

1. Residency Request (due with Registration for Credits)
2. Workshop Proposal (due with Registration for Credits)

Upon completion of a residency, both the candidate and the mentor complete final evaluations and submit them to the MFA Office. The registrar provides workshop instructors with grade sheets for students taking workshops for graduate credit. The instructor completes this document and returns it to the registrar.

3. Candidate Residency Evaluation (due at end of term)
4. Mentor Residency Evaluation (due at end of term)

### 1. Maine Media College MFA Program Residency Request

Candidate: \_\_\_\_\_

Mentor: \_\_\_\_\_

Advisor: \_\_\_\_\_

Dates: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ through \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ # of credits: \_\_\_\_\_

Project Title: \_\_\_\_\_

This project is for Academic  Studio credit (Circle one)

Please provide the information outlined below. Additional pages may be attached to this form.

Brief Description/Title of Residency:

1. Describe the goals and learning objectives of this residency and the sources of imagery or research. Be specific with regard to the skills and knowledge you expect to attain.

2. How will you demonstrate that you have achieved these goals and objectives? What criteria will be used to assess and evaluate your residency? What kind and how much work do you expect to complete by the end of the residency?

3. Additional comments:

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

MFA Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Maine Media College MFA Program  
Workshop Proposal**

Candidate: \_\_\_\_\_

Workshop Instructor: \_\_\_\_\_

Dates of Workshop & Location: \_\_\_\_\_

Brief description of Project to be done as part of the Workshops:

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

MFA Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

MFA Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Maine Media College MFA Program  
Candidate Residency Evaluation**

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

Mentor Name \_\_\_\_\_

Residency Title \_\_\_\_\_

Please address the following questions in your evaluation of this residency.

Did you accomplish the goals and requirements of the residency?

Are you satisfied with the scope and quality of your work?

What do you consider to be the strengths of this particular work?

What do you consider to be the weaknesses of this particular work?

Are you satisfied with your level of commitment to the residency?

Are you satisfied with the dialogue and work with your mentor?

Copies of this form should be sent to the Program Administrator

Candidate signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Maine Media College MFA Program  
Mentor Residency Evaluation**

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

Mentor Name \_\_\_\_\_

Residency Title \_\_\_\_\_

Please address the following questions in your evaluation of the Candidate's work during

this residency.

1. Did the Candidate accomplish the goals and requirements of the residency?
2. Are you satisfied with the scope and quality of the Candidate's work?
3. What do you consider to be the strengths of the Candidate's work?
4. What do you consider to be the weaknesses and what recommendations do you have for improvement in these areas?
5. Are you satisfied with the Candidate's level of commitment during the residency?

This form should be sent to the Program Administrator.

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor signature \_\_\_\_\_ Date \_\_\_\_\_