

## **GLOSSARY OF TERMS:**

**Adjunct Faculty** - Instructors of specialized courses in the certificate programs and also teach other courses when Curricular Faculty teaching loads are exceeded.

**Advisor** – An Advisor is a resident member of the MFA Committee who provides supervision and guidance to an MFA student during the student’s tenure in the 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 student by the MFA Committee.

**Applicant** – An applicant is an individual who is in the process of seeking admission to a professional certificate program or MFA program.

**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 budget worksheet is 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.

**CCF** – Certificate in Collaborative Filmmaking Program

**Credits** – A Credit is a discrete measurement of work based on the federal time-on-task requirement of 45 hours. Candidates 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 in Visual Storytelling student must earn 48 quarter-hour credits to receive the certificate. Students in the Certificate for Collaborative Filmmaking must earn 30 credits to receive a 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 Programs. 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 comprehensive review before the Core Faculty of an MFA student’s progress conducted at the end of the first two semesters in the program.

**Guest Faculty** – MFA Guest Faculty are individuals with professional, artistic, and/or academic experience that are invited to attend and provide additional perspectives for students during MFA retreats. Guest Faculty members attend MFA Committee meetings held during retreats, vote on the granting of credit and may make recommendations concerning curricular policy issues although they may not vote on these matters. Guest Faculty serve a peer review function in their reports by giving us assessments of the student work and critique process, comparisons to other MFA programs they have experienced, and any recommendations for improvements to our program.

**Intensive** – An intensive is a short, academic course in an area of common interest to practitioners in the fields of media arts representing areas of study that the MFA Steering Committee believes form a foundation of knowledge integral to MFA study.

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

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

**MFA Committee** – The MFA Committee is composed of core 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.

**MFA Core Faculty** – Core Faculty are those faculty within the MFA program who are responsible for mentoring creative and academic projects, serving as academic advisors to students, evaluating student projects and progress and contributing their knowledge and experience to the development of the MFA program through committee work. MFA Core Faculty attend all student retreats.

**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.

**PCVS** – Professional Certificate in Visual Storytelling program

**Penultimate Review** – The Penultimate Review is a comprehensive progress review conducted prior to the start of the thesis semester to determine a student’s preparedness to undertake thesis work.

**Program Chair** – Leaders 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 Mentor** – A Mentor is a qualified individual charged with supervising an MFA student’s studio or academic project. A student chooses his/her Mentor for each project. A Mentor provides creative guidance and instruction, critical feedback and procedural advice on the project.

**Project Proposal** – An MFA student must complete a Project Proposal form for each mentored project indicating the scope and nature of the project as well as project goals and objectives. The form is submitted in conjunction with the Registration for Credit form.

**Registration for Credit** – This form commits an MFA student 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 student and reviewed and signed by the student’s advisor and the MFA Chair.

**Retreat** – A retreat is a four-day period in residence on the campus of Maine Media College. MFA students are required to participate in seven retreats. Two MFA Retreats are held each year, one in November and the other in May. Retreats begin on Tuesday evening and end on Sunday at noon. A student presents completed studio work to the MFA Committee, guest faculty and peers for critique; meets with faculty 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.

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

**TA** – Teaching Assistant

**Term Without Credit (TWC)** – Should an MFA student 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 student is no longer permitted to register. This will be deemed a “term without credit,” and the student 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 an MFA Student in fulfillment of the requirements for the MFA degree. A student 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.”

**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** – A short-term course offered on campus through Maine Media College. Most workshops are six days in length. Generally speaking, Workshop participants spend 10-12 hours per day in class and related working time.

**Workshop Instructors** – Individuals who teach in the Workshops program. Workshop Instructors with appropriate qualifications may also serve as faculty in the certificate programs, Guest Faculty and Project Mentors in the MFA program.