

## **History of Art, Design, and Visual Culture (HADVC) Course-based Master's program**

Students must declare whether they intend to follow the course-based or thesis-based program in their graduate program applications. Students wishing to change their programs midstream must obtain the approval of the HADVC Graduate Program Advisor.

In addition to satisfying the general requirements of the Faculty of Graduate Studies and Research, students in the course-based MA program must complete the following:

- 1) ★24 credit weights of courses approved by the HADVC Graduate Program Advisor
- 2) HADVC 900 (★3 credits) as part of the ★24, in which students will write a research paper on a topic of their choice
- 3) ★18 of the ★24 credit-weight approved courses must be taken from HADVC offerings at the 500 and 600 levels
- 4) up to ★6 of the ★24 required to be taken may be taken outside HADVC, subject to the approval of the HADVC Graduate Program Advisor

### **Capstone**

The capstone project provides students with an opportunity to engage in independent research. Students research an original topic in which they are interested by developing a project that has been initially explored in earlier coursework. In addition to research skills, the student will hone analytical, methodological, interpretive and expository skills appropriate to the fields of art, design, and visual culture.

The capstone course (★3 credits) is usually taken during the final term of the student's program. The faculty advisor for each student's capstone project will be chosen by the student in consultation with the HADVC Graduate Program Advisor. The culminating research paper is to be evaluated by the project advisor and a second HADVC faculty member.

### **Course Selection**

Course selection for students in the course-based MA program is approved by the HADVC Graduate Program Advisor, who will often consult with other faculty, and is guided by the following principles:

- 1) students should work with as many different professors as possible
- 2) courses should not be specialized in a single area, but should cover diverse periods, cultures, and themes, providing students with breadth for later research as well as employment opportunities

### **Registration Process**

The HADVC Graduate Program Advisor will register students in all courses offered by the Department of Art and Design. Registration in courses outside the department is the responsibility of the individual student. In some cases, the student may need to go to the department offering the course to request consent for registration.

### **Courses Extra to the Degree**

Students may wish to take courses that are not necessary to or an integral part of their graduate program. Courses extra to the degree must be designated and approved by the Faculty of Graduate Study and Research (FGSR) at the time of registration in the courses. The FGSR does not include

these courses when calculating the student's GPA for continuation in the graduate program or for convocation.

If students do not declare a course as extra to degree when registering and then fail (earning a grade of C+ or lower), the course must be repeated or an alternate course taken for credit.

To register, students complete a "[Course Extra to Degree](#)" form. The Associate Chair of Graduate Studies and Research approves the form and submits it to the FGSR.

### **Ethics Training**

[Academic integrity and ethics training](#) is mandatory for all newly-admitted U of A graduate students. Each student is expected to complete the equivalent of at least eight hours of structured academic activity to meet this requirement.

### **Professional Development Requirement**

Graduate students must undertake a minimum of eight hours of professional development over the course of their degree as required by the Faculty of Graduate Studies and Research.

There are two components. Students cannot graduate without meeting both:

- 1) Master's students must complete an "[Individual Development Plan & Professional Development Completion Form](#)" in the first 12 months of their program; PhD students in the first 18 months.
- 2) A minimum of eight hours of professional development activities inspired by individual career plans.

To meet the requirement of [eight hours of FGSR professional development activities](#), professional development hours may be counted in each of the broad areas of:

- Career development
- Entrepreneurship
- Internship
- Mentorship
- Professional practice
- Skills training
- Teaching

To be counted, professional development activities must be trackable and verifiable. It is the responsibility of the student to ensure that professional development documentation meets these requirements.

The [Department of Art & Design proseminars](#) are organized by the Associate Chair of Graduate Studies and Research. These take place on Friday mornings and Wednesday afternoons during the fall and winter terms. Sessions may count toward the professional development requirement or the ethics requirement. Attendance is optional, though highly encouraged.

A sample of proseminar topics:

- "How to Construct a Killer C. V. and Artist Biography"
- "How to Write a Successful Grant Application"

- “How to Get Your First Publication, Art Exhibition, Poster Display, Conference Paper Accepted”
- “How to Present Research and Creative Work to New Audiences”

The following list of acceptable professional development activities has been pre-approved by the Department of Art and Design, to be amended from time to time. Any students requesting professional development credit for activities not included in this list are required to obtain approval from the Associate Chair of Graduate Studies and Research in order to have it counted and added to the list.

- Three minute thesis (3MT) workshop
- Graduate Teaching and Learning levels 1, 2, 3
- Career development activities as elected graduate student association executive or as elected members of University, Faculty or Department committees
- Graduate Research Assistant (GRA) with the Fine Arts Building Gallery
- Internships as defined by the FGSR
- For the student's convenience, the FGSR has also purchased online seminars through MyGradSkills.ca and Mitacs.

### **Convocation**

The University of Alberta holds two convocation ceremonies each year. All students must apply for convocation to be included in the program list. Even if students do not wish to attend the convocation ceremonies, they must still apply for graduation in order to receive the degree. To apply for convocation, please use consult the Academics menu in Bear Tracks.

### **Deadlines**

Bear Tracks will be available for graduate students to apply for graduation:

May 1 to September 30 for Fall Convocation

November 1 to April 3 for Spring Convocation

Note: All applications for convocation are subject to review and approval by the Faculty of Graduate Studies and Research. Applying to convocate on Bear Tracks does not guarantee convocation.

For more information about graduate studt at the University of Alberta, please view the [Graduate Program Manual from the Faculty of Graduate Studies](#).