



The Ohio State University College of the Arts and Humanities
Department of Industrial, Interior, and Visual Communication Design

Master's of Fine Arts Program



Graduate Studies Handbook

Draft August 2009

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Purpose

Purpose of the Graduate Studies Handbook

The purpose of this handbook is to define the expectations of graduate student performance as it relates to the Department of Design's philosophy, goals, policies, and procedures.

The Graduate Studies Handbook has been developed by the Graduate Studies Committee with cooperation from the Graduate Faculty to provide information on policies and procedures pertinent to graduate study in the Department of Design. This document is a supplement to regulations contained in The Ohio State University Graduate School Handbook (Edition 2008-09, version 7), and the Department of Design Patterns of Administration and generally does not duplicate the standard policies and procedures presented in those documents.

The Graduate School at Ohio State is comprised of university faculty authorized to give graduate instruction (the Graduate Faculty), the Graduate Council, and the Graduate School office.

Rules, policies, and guidelines relating to graduate education are established by the Graduate Council, which includes graduate faculty and graduate student members.

In addition, the Graduate School serves graduate students, graduate faculty, and the university community through professional development programs and administrative services that support all stages of a graduate student's program. Additional information on the Graduate School may be found at: <http://www.gradsch.osu.edu>



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Department Mission and Goals

Statement of Philosophy

The Department of Design's advance degree program operates under the philosophy of Design of Experience. In an effort to enable useful and desirable user interactions, the program focuses on the development of specialists who are knowledgeable about design processes, methods, discovery, and outcomes.

The process is centered on design research with the objective of giving rise to new theories, concepts, and outcomes that are testing and evaluated methods for performance, usability, and user satisfaction. The techniques and tools applied may be those traditional to design practice, or those evolving from experimentation or electronic media. Critical to this discovery is the engagement of a primary research effort.

Unique to the Department of Design is an interdisciplinary approach to design activity and research. Therefore, candidates evaluate relevant factors from the humanities, social and natural sciences, and from technology, but also the creative ability to reach a tangible embodiment, and to insure its appropriate implementation. On the basis of current technical and professional needs, design must be a cross-disciplinary activity aligned with the arts and humanities, social sciences, engineering, computer science, architecture, and business.

Goals of the Graduate Program

The program of graduate study can lead to a Master's of Fine Arts, the terminal degree in design practice. It is aimed at achieving the following goals in the areas of professional orientation, professional development, and professional contribution.

The program seeks to:

- orient the student to and reflect the purpose and philosophy of graduate education as brought forth by the Department of Design and the Graduate School of The Ohio State University and relate the study of design to similar programs at other higher education institutions;
- provide the student with an understanding of the developmental history of the design field and profession. Included as part of the orientation information are such things as: professional organizations and design societies, acknowledged leaders and innovators, noted institutions and schools, the professional literature and significant writings;
- demonstrate the interrelationships between the discipline of design, the student's area of specialization within the design field, and related fields of study and endeavor;
- provide the opportunity for the student to develop a personal philosophical stance and a set of values within society and the profession of design;
- provide the opportunity for the enrichment of the student's personal development through the broadening of a repertoire of experience in addition to professional and technical growth;
- make a significant contribution to the body of knowledge in design discourse, education, or professional practice.



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The program also seeks to:

- provide the necessary acquisition of professional knowledge and technical competence for advanced participation within the design field;
- extend and reinforce verbalization and visualization knowledge and skills, which are employed within the field of design;
- expand and reinforce the knowledge and skills of systematic planning, communicating, methodologies, and manufacturing practices as used within the field of design;
- provide for the acquisition of new, and the extension of previous design related knowledge and skills through both advanced specialized professional study and professional involvement in development of solutions to significant problematic situations; and
- provide for the acquisition of highly proficient specialized knowledge and skills within one of the two graduate level program areas of emphasis:
 - Design Development*
 - Digital Animation and Interactive Media

***Ancillary Focus**

The Design Development track is also supportive to those interested in Design Management and Planning, Design Education, or a joint MA in Design and PhD. in Cognitive Engineering. The department faculty has expertise in Design Management and Planning via their focus on the analysis of design-related managerial problems; the creation of manageable frameworks for the organization of design activities; the use of systematic methods in group problem-solving; the effective execution of the leadership function in a design activity; and the planning, development, and implementation of effective management policies and strategies in a wide range of business settings.

Regarding Design Education, the faculty emphasizes a process-oriented approach to education. This means that courses are structured so that the focus is on design principles and the process of problem solving, rather than on subject matter that must be memorized, and on projects that are end-product oriented and lacking in theory or methodology. This approach is concerned primarily with the processes involved in planning, developing, implementing, and evaluating collegiate-level instruction in the design fields.

With design practice becoming more interdisciplinary, the Department of Design in collaboration with the Department of Cognitive Systems Engineering offers a joint MA in Design and PhD. in Cognitive Engineering. This affords an opportunity for deeper exploration in the areas of analytical methods to design problem solving; empirical methods for the evaluation of product and systems designs, experimental design concepts; and advanced design concepts and methodologies.

The program seeks to:

- contribute to the design field and profession through all appropriate means offered by higher education as a result of the learning process; e.g., design problem solutions, theses, and publications;
- promote and support research, development and creative activity in and related to the design field and profession;
- gather, structure, develop and make available a body of professional knowledge pertinent to the design field and;



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- provide the design field and profession with knowledge and highly competent design practitioners, educators, managers and planners.

Graduate Studies Committee

The Graduate Studies Committee

The Design Department Graduate Studies Committee is responsible for the conduct and administration of the Department's graduate program. The committee formulates rules and procedures relevant to the Department's graduate program within the policies established by the Council on Research and Graduate Studies of the Graduate School and the graduate faculty of the Department. Other responsibilities of the Graduate Studies Committee are identified in Section XIV of the Graduate School Handbook.

Although various responsibilities may be delegated to other faculty members and subcommittees, the Graduate Studies Committee is responsible for the general conduct and administration of the graduate program of the Department. The Committee is also responsible for hearing and resolving grievances. Actions taken by the Committee are subject to approval, modification, or reversal by the graduate faculty in the Department.

Graduate faculty are those who have Category M and P status as approved by the Graduate School. Category P status is applicable to Ph.D. degrees only, and therefore is not relevant to our graduate faculty. In the case of joint or complimentary appointments to other departments with Ph.D. programs, Category P status can be conferred within those departments as long as the faculty member meets the qualifications listed in Section XV of the Graduate Student Handbook.

Student Course Load

The student and the advisor mutually determine the number of credit hours taken by a graduate student each quarter. Graduate credit is earned by registering in a graduate level course, paying fees, and being enrolled when the course is completed. Graduate courses are designated with a G in the course offerings bulletin. Generally, graduate courses are 600 level or above. Specifics are noted in the Graduate Studies Handbook in Section IV.1.

In some cases (fellows, graduate associates, and international students) minimum requirements apply. In these cases, minimum enrollment requirements are:

- | | |
|--------------------------|---|
| • Graduate Associates | 9 credit hours (7 in summer for fee waiver) |
| • International students | 9 credit hours |
| • Fellows and Trainees | 15 credit hours |

A student may not enroll for more than 18 credit hours per quarter without advisor approval. Course audits are not permissible.

Registration and Scheduling

Registration Procedures

Registration procedures for the Department of Design follow those for the Graduate School and are described in Section III of the Graduate School Handbook.

(Note: Due to reductions in state subsidy as a result of late registration, a \$500 penalty fee is assessed for any student who registers for a course after the second Friday of the quarter.)



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Graduate Student Advising

Responsibilities of Mentor and Committee Chair/Graduate Advisor

Upon the arrival of first year graduate students a faculty mentor will be designated. The faculty member is responsible for acclimating the student to the university environment and department procedures, and assists with course enrollment and other student matters. During the first year, students must begin to transition to a formal relationship with a Committee Chair. This may or may not be the same faculty member who served as mentor. The student shall initiate the change by submitting a Graduate Committee/Advisor Change Request form to the Graduate Studies Committee.

The Committee Chair assumes the responsibility of advising the student and it is strongly recommended but not required that this relationship be established by the end of the first quarter in residence. It is required that candidates have a Committee Chair by the beginning of the second year. The student's Committee Chair also serves as the student's Master's Committee Chairperson. This requires the agreement of the Committee Chair and the approval of the Graduate Studies Committee.

Occasionally a student or graduate faculty member may feel that it would be beneficial for the student to change the committee chair or committee members. This might be due to a desire to change specialization or dissatisfaction on the part of either party. Changes of this nature are infrequent and are subject to approval by the Graduate Studies Committee. The change requires the agreement of the Committee Chair and the approval of the Graduate Studies Committee. The student shall initiate the change by submitting a Graduate Committee/Advisor Recommendation petition to the Graduate Studies Committee.

Responsibilities of the committee chair are as follows:

- maintain knowledge of the rules, regulations, and policies set forth in the Graduate School Handbook and Departmental Graduate Studies Handbook.
- provide general help and guidance to the student in his or her graduate studies and related activities.
- keep the graduate student informed of all graduate school correspondence, requirements, and deadlines.
- guide the graduate student in planning a course of study that is based upon both the Department's recommended structure for graduate study, and the needs of the individual student. The first draft of the course plan is completed in concert with Design 785. Final course plans must be approved at the mandatory 3rd quarter review and filed with the candidate's records.
- ensure that the student takes a course load which reflects the following considerations:
 - the student's Graduate Associateship, fellowship, or external employment situation;
 - the student's previous academic record, and
 - the nature of the courses to be taken.
- approve or reject the content or actions proposed by the graduate student in any required plans or forms.
- conduct the 3rd and 5th quarter reviews (with full committee participation).



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- participate with at least one other graduate faculty member in the final comprehensive examination.
- make certain that one copy of the student's thesis or graduate student's body of work report and hardcopy, DVD or CD-ROMs, or other relevant material are submitted to the Graduate Studies Chairperson for placement in the appropriate records file.
- make certain that one copy of the Master's Examination is placed on file with the Graduate Studies Chairperson. These files are maintained in the Design Office.

Committee Members

MFA committee

The MFA committee shall consist of three committee members, two of whom are graduate faculty from the Department of Design. The third committee member may be from either a related discipline or a practicing designer. Committee members shall be selected by the third quarter of enrollment.

The committee shall collectively meet at least twice prior to the final examination. Specifically, the committee must meet to conduct the formal 3rd and 5th quarter reviews.

It is at the discretion of one's thesis committee that candidates redirect their work to pursue a Master's of Arts (MA). In this case the MA committee is required to have one or two committee members in addition to the advisor. The student is strongly encouraged to select a committee member from another discipline when appropriate to the student's area of interest.

The committee shall collectively meet at least once prior to the final examination. Specifically, the committee must meet to conduct the formal 3rd quarter review.

Student File

The Chairperson of the Graduate Studies Committee will maintain a confidential file for each graduate student. Files may be obtained from and returned to the Chairperson by the graduate faculty advisor. The following documents will be included in each file:

- Course work plan of study
- Graduate School Application and Admission form
- Departmental Application form
- Letters of reference (3)
- Grade transcripts
- TOEFL and GRE reports when applicable
- Letters of correspondence
- Committee/Advisor Change Request form
- 3rd and 5th quarter review approval forms
- Master's Thesis Approval Sheet when applicable
- Comprehensive Examination Approval Sheet
- Copy of Master's examination questions
- Application for Graduation

Course Work Plan

The student will begin to develop a course work plan of study during the first quarter of residence. The first draft of the course plan is completed in concert with Design 785. Once the student has selected a Committee Chair, the course plan is to be revised to reflect the needs of the individual stu-



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dent as well as follow the recommended structure for the Design Development or Digital Animation and Interactive Media track. Download DAIM details from the Design web site.

The final course plan must be approved by the Committee Chair as a part of the mandatory 3rd quarter review. This plan is to be developed in cooperation with the Committee Chair who is obligated to oversee the accomplishment of all the student's course requirements for graduation.

Once established, the course work plan of study may receive minor modification and alteration through the mutual agreement of the student and the Committee Chair as based upon sound rationale and reason.

Successful fulfillment of the course work plan of study constitutes completion of the course work requirements for Master's degree candidacy. In situations where the program structure changes, the student will be given the option to modify his or her plan of study.

General Structure

Structure for the Graduate Program in Design

The two graduate program areas of emphasis are titled:

- Design Development
- Digital Animation and Interactive Media (DAIM)

These represent the major application areas of advanced professional design related activities.

Design Development Philosophy

Process and conditions for design are investigated as they apply to such diverse problems as communication for special users (such as the handicapped and the elderly), transportation vehicles, international symbol systems, packaging systems, instrument panels, interior lighting systems, and color application. Department core courses address the specific methods, theories, and practices related to the development of design solutions. Studio and laboratory courses facilitate the implementation of theory and concept. In addition to courses taken within the Department, students take selected sequences of electives in the Departments of Computer and Information Science, Psychology, and Integrated Systems Engineering. Other electives may be selected as they relate to specific research interests.

DAIM Philosophy

The Department of Industrial, Interior, and Visual Communication Design at The Ohio State University, in collaboration with the Advanced Computing Center for the Arts and Design (ACCAD), offers a program in Digital Animation and Interactive Media leading to the Master's of Fine Arts (M.F.A.) degree. This M.F.A. provides opportunities for experienced animation students to develop his or her own artistic vision in a research environment for multidisciplinary and collaborative activities. Digital animation can extend beyond traditional forms to exploration of new and emerging technologies. Real time graphics and virtual environments, performance animation, game art, responsive and interactive media and installations are approaches which expand the definition and application of digital animation, providing new ground for the design and creation of meaningful content by the animation designer.

Program Intent

It is the intent of the graduate program in the Department of Design to give depth to the knowledge and skills acquired in professional practice. A strong research program is the foundation.



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The research mission of the Department follows logically from purpose and process. This includes research into the process and the conditions for design. The department faculty has identified three broad areas:

- Systematic Processes and Methods
incorporation of new information, technology, and tools in the design process, for example the application of the computer to the creative process.
- Semiotics
includes issues of semantics, syntax, and pragmatics, for example the meaning of form as it relates to human perception, cognition, and behavior.
- Human Factors
investigation of the human-product-environmental interface and developing environments responsive to human performance. This includes task-related performance, ergonomic and anthropometric issues, human-computer interaction, and the modification of design elements such as color and light.

Requirements for Graduation

Requirements for Master's of Fine Arts Degrees

A minimum of 90 credit hours is required to earn a Master's of Fine Arts degree. A specified amount of course work must be completed across four modules; graduate application coursework, department core seminar courses, specialization or elective courses, and studio and research courses. These course modules are outlined on the Graduate Credit Checklist form. A student must be registered for at least three credit hours the quarter of graduation.

Master's of Fine Arts Degree Program Plans

The Department of Design offers two Master's degree options: Thesis or Non-Thesis. Both plans require the consistent development of a cohesive body of work related to industrial, interior, or visual communication design. The distinction between the two plans lies in the number of credit hours required for graduation, the mode of documentation, and the kind of final examination required. Presently, it is the consensus of the graduate faculty that candidates pursue the thesis option.

For the Master's of Fine Arts degree, the thesis plan requires the completion of 90 credit hours according to different areas of specialization. A thesis is the documentation of a substantial, cohesive body of scholarly work produced in standard thesis format, as specified by the Graduate School. Both research-based theory and research-based conceptual applications (such as a project) may form the basis of the research leading to the thesis. Theses are publications, and as such are accessible to researchers, scholars, and others interested in the subject. Theses are contributions to the knowledge base in design.

The Graduate School accepts thesis documents in electronic format only. It is the preference of the Department of Design to receive a hardcopy of the thesis for reference and archival purposes. Your Committee Chair or committee members may require a hardcopy as well.

The conversion to a non-thesis plan is at the discretion of the Committee Chair. In this case, the documentation of the body of work need not follow the Graduate School's specific guidelines for preparing theses. Rather, it is a documentation of the design process or a report of the procedures followed in preparation of a design-related project. The student in consultation with the advisor determines the content and format.



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Master's of Fine Arts Examination and Progress Reviews

A formal progress review and a final Master's examination presided over by the Master's Committee are required to complete the MFA degree. Two formal progress reviews (3rd/5th quarter) and a final Master's examination presided over by the Thesis Committee are required. Other informal progress reviews may be conducted as deemed necessary by the Committee. It is recommended that the graduate student consult with the Committee Chair in preparation for each review. All Design faculty are invited to attend these reviews.

3rd quarter review

Graduate students pursuing the MFA degree are subject to a formal review by their Master's Committee within their third quarter in the program. The 3rd Quarter Review Form must be approved by the Master's Committee and filed with the Graduate Studies Committee. The purpose of the 3rd quarter review is to determine satisfactory progress in the program. If the decision of the Committee is that satisfactory progress has not been made, the student will be placed on departmental probation for one quarter, and a second progress review will be scheduled to take place during the next quarter in which the student is enrolled. If that review is not satisfactory, the student will be denied continuation in the program. The 3rd quarter review form is an addendum to this document.

5th quarter review

Graduate students pursuing the MFA degree are required to have a formal review by the Master's Committee within their 5th quarter in the program. The purpose of the 5th Quarter Review is to provide an opportunity for the student to present their thesis proposal and progress to date. It is the responsibility of the student to schedule the 5th quarter review with all committee members present. A formal written document must be given to all members of the Master's Committee at least one week prior to the review.

This proposal must include:

- A working thesis title
- A stated argument or claim with supporting data
- A proposed contribution and definition of audience
- Relevant references or sources
- Evidence that several approaches were considered (prior to final direction)
- Evidence of a primary research activity (generation of research, practice or experimentation)
- A proposed methodology
- Next steps

In the event that the Committee rejects the proposal, the graduate student will have one quarter to reformulate the proposal based on the Committee's recommendations. A second progress review must be scheduled the following quarter. A student may only have one such supplementary progress review. The 5th Quarter Review Form and your written progress report must be approved by the Master's Committee and filed with the Graduate Studies Committee and the Design Office by the end of the quarter. The 5th quarter review form is an addendum to this document.

Master's Examination

The purpose of the Master's Comprehensive Examination is to determine the candidate's qualification to be granted the degree (see Section VI.2 in the Graduate School Handbook.) The content of the examination generally concerns, but is not limited to the area of study pursued. Unanimous approval by the Master's Examination Committee is necessary for satisfactory completion of this requirement.

Thesis or Project Presentations

A graduate student may be required to present his or her thesis or project research results to other members of the graduate faculty, regular faculty, graduate students, and/or undergraduate students.



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The student in consultation with his or her committee chair will determine the format of the presentation, announcement, and parties invited to attend.

Time Limit

The entire work for the Master's degree must be completed within a period of four calendar years from the date of entry into the Graduate program in Design. Under exceptional circumstances, a student may request that this rule be waived by submitting his or her request in writing to the Graduate Studies Committee. This request should specify the circumstances warranting the waiver and the quarter and year in which the student plans to graduate.

Curriculum Organization for the Graduate Program in Design

The content and structure of the program is based on a 90 credit hour degree program resulting in a MFA degree. Credit hours shall be taken from four general modules of study, which are:

- Design Department thesis application courses
- Design Department core seminar courses
- Specialization or elective courses
- Studio courses related to your research

Candidates must complete the appropriate Graduate Credit Checklist form which is an addendum to this document. A Program of Study for DAIM can be downloaded from the Department's web site.

Application for Graduation

The candidate must complete an Application for Graduation by the 2nd Friday of the quarter of graduation. This form along with the Course Credit form must be approved by the Graduate Studies Chair. The Application for Graduation may be downloaded at the Graduate School's web site < <http://www.gradsch.osu.edu> >

Graduate Associates

Rules pertaining to Graduate Associates (GAs) within the Department of Design are in accordance with those established by and administered through the Graduate School and the Office of Human Resources. Rules established by the Graduate School are listed in Section IX of the Graduate School Handbook.

Stipends and Fee Authorizations

There are three types of Graduate Associateships (GA) available in the Department of Design: Graduate Administrative Associate (GAA), Graduate Teaching Associate (GTA) and Graduate Research Associate (GRA). Availability of a GA position is related to budgetary resources of the Department and come under the jurisdiction of the Chairperson of the Department of Design. Stipends and work hours follow the accepted standards in the University and are assigned at the discretion of the Chairperson of the Department in consultation with the Graduate Studies Committee. All appointments are made conditional on the availability of funds.

All GAs receive a fee authorization that includes the instructional and general fees, and nonresident fees as relevant. The student must pay any other mandatory fees (e.g., COTA bus fee, computing fees, etc.) unless the contract provides otherwise. Students who hold an appointment for three consecutive quarters are also eligible for a fourth quarter authorization.

Work Load

Two possible appointments are available. Appointments are typically made on a quarterly basis. A 50% appointment involves 20 hours per week, and a 25% appointment involves 10 hours per week. (A



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25% appointment includes only a 50% fee authorization.) This includes time spent in preparation, in classroom and laboratory, and in counseling students, or any combination of these activities, depending on the type of appointment.

Days off including the days off during quarter breaks will be assigned by the Department Chairperson as appropriate for the specific assignment. No student is required to work on a legal holiday.

Associateship workloads in combination with academic loads are to be reviewed by the Graduate Studies Committee and recommendations are to be made to the Department's Chairperson in individual cases. Reference should be made to the Graduate School Handbook for guidelines in these matters.

Students who hold a GA appointment cannot hold any other job, either in or out of the University unless approval is obtained.

Term of Appointment

All Departmentally sponsored associates are appointed for three quarters and can be renewed for three additional quarters. For those associateships funded externally, the needs of the project or research will determine the length of the appointment.

The term of appointment runs from October through June. This appointment includes 8 days of vacation at winter break and 5 days at spring break. Appointments are subject to the availability of funds and may be rescinded due to poor performance, withdrawal from the program, inadequate number of enrolled credit hours or other justifiable situation described in Section IX of the Graduate Studies Handbook.

Reappointment

Appointment renewals are to be made in accordance with the published policies and subject to the availability of funds.

In general, no graduate student who has accumulated 12 quarters of academic study at this University may be awarded a graduate associate appointment, and no appointment will be made for more than 6 quarters.

No graduate student who is currently on probation in the Graduate School may be awarded a graduate associate appointment. A graduate student may petition his or her Departmental Graduate Studies Committee for an extension or waiver of these conditions for appointment. The Graduate Studies Committee will determine the student's eligibility for appointment and will notify the Graduate School of its decision.

Departmentally Funded Graduate Associateships

A limited number of departmentally funded GAs is available each year. Responsibilities may vary on occasion with regard to the specific course or lab assignment. Responsibilities are as assigned by the Department Chairperson and the graduate associate's immediate supervisor.

The GA titles for these assignments are:

- Graduate Administrative Associate (GAA)
Model Lab
Computer Labs
Departmental Administration



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- Graduate Research Associate (GRA)
Varies with faculty research projects
- Graduate Teaching Associate (GTA)
Varies with need for support to teach undergraduate courses

The qualifications for associateships from externally funded sources will normally be specified in proposals or other documents describing the project. A copy of these qualifications must be provided to the Department Chairperson. The project director must submit his request for assistance in accordance with regular selection procedures.

All graduate associates enrolled in the graduate program of the Department of Design are subject to the procedure and policy guidelines of the Department. Regardless of sponsorship (internal or external funding), all GTAs, GAAs and GRAs are subject to and protected by these guidelines.

Criteria and Procedures for Evaluating and Reporting Graduate Associate's Performance

Generally, all GAs are monitored informally by their supervisory faculty member. Evaluation of performance is based on the job description for that position and the specific tasks as outlined for the associate at the beginning of the quarter or the year.

If a problem arises in the classroom or in the performance of duties, the instructor or lab supervisor who is working with the student informs the Department Chairperson. A meeting is held between the GA, the supervisory faculty member and the Department Chairperson to discuss the problem.

Termination of a GA appointment can occur for the following reasons:

- The GA is no longer enrolled in the Graduate School,
- The GA is registered for fewer than the required hours,
- Performance is determined to be unsatisfactory,
- The GA graduates,
- The employing unit has insufficient funds,
- A research project or special project ends, or
- Other situation determined appropriate by the Chairperson.

The Council on Research and Graduate Studies has published information on grievance procedures, copies of that are available at the Graduate School. These procedures are also described in Appendix C of the Graduate School Handbook.

Space and Facilities

The Department of Design shall provide its GAs with appropriate space, facilities and resources necessary to carry out their assigned teaching, research, or administrative duties.

Graduate Fellowships

Fellowship awards are non-service appointments providing a monthly stipend and payment of resident and non-resident tuition and fees. They are regarded as the most prestigious form of support awarded to graduate students, and they are offered on a highly competitive basis. Graduate School Fellowships are awarded to those applicants who show outstanding scholarly accomplishment and the most outstanding potential for graduate study. Information regarding fellowship structure, appointments, eligibility, terms and benefits can be found in Section X in the Graduate School Handbook.



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Graduate Faculty Profiles

Updated 08/09

Arnold, James: *Assistant Professor.* M.S.D., Arizona State University; B.F.A., Brigham Young University. *Industrial Design:* design methodology, user-centered product design, virtual product design, rapid concept visualization.

Butter, Reinhart: *Professor Emeritus.* Diplom Hochschule fuer Gestaltung, Ulm, West Germany. *Industrial Design:* product semantics, human factors, strategic planning.

Chan, Peter Kwok: *Associate Professor.* PH.D., The Ohio State University, M.F.A., Rhode Island School of Design; B.F.A., Minneapolis College of Art and Design. *Visual Communication Design:* design processes, visual identification design, web-based education, packaging and artists' books.

Gill, Carolina: *Assistant Professor.* M.S., Georgia Institute of Technology; B.S.I.D., Universidad Javeriana, Colombia. *Industrial Design:* foundations design, design process, modes of information communication, design for international markets, industry collaborations.

Goeller, Heike: *Associate Professor.* M.F.A., Interior Architecture Staatliche Akademie der Bildenden Kuenste Stuttgart, Germany. *Interior Design:* space-related human behavior, environmental factors, semantics, interior identity.

Haase, L. Jeffrey: *Associate Professor.* Master of Architecture, The Ohio State University; Bachelor of Architecture, University of Kentucky. *Interior Design:* strategic spatial programming, construction methodology, team dynamics.

Mayo, Noel: *Professor + Eminent Scholar.* D.F.A. (Honorary), Massachusetts College of Art; B.F.A., Philadelphia College of Art and Design. *Industrial Design:* product and interior design, color theory and environmental application.

Melsop, Susan: *Assistant Professor.* M. of Architecture, University of Illinois at Chicago, B.S. of Architecture Ohio State University. *Interior Design:* Sustainable interior architecture design, Sacred Asian architecture, manual and digital design, construction and fabrication.

Nini, Paul: *Professor. Interim Department Chairperson* M.S., Institute of Design, Illinois Institute of Technology; B.F.A., Miami University. *Visual Communication Design:* design processes, viewer-centered design, visual identification design, environmental graphics.

Palazzi, Maria: *Associate Professor + Director of ACCAD, College of the Arts.* M.A., B.S., The Ohio State University. *Design Technology:* computer animation and visualization.

Price, Alan: *Associate Professor.* M.F.A., B.F.A., University of South Florida. *Design Technology:* computer animation and visualization, interactive and immersive environment technologies.

Reynaldo, Tony: *Assistant Professor.* M.F.A., The Ohio State University; B.F.A., Art Academy of Cincinnati. *Foundations Design:* Color theory and application, basic design studies, design history.

Shim, Scott: *Associate Professor.* M.A., The Ohio State University; B.F.A., University of Illinois-Chicago. *Industrial Design:* comprehensive design process, product development.

Stone, R. Brian: *Associate Professor + Graduate Studies Chair.* M.F.A., M.A., The Ohio State University; B.F.A., University of the Arts. *Visual Communication Design:* interactive visual communication, multi-media interfaces, web usability, information design, type in motion.



3rd Quarter Review (Updated Sept 09)
For the MFA in the Department of Design
Mandatory

Date: _____

Candidate: _____

The undersigned Graduate Faculty members have reviewed the research and coursework of the candidate above during this the 5th quarter of their graduate enrollment.

The results of the review are as follows:

- _____ Continue in the MFA program
- _____ Deny continuation in the program
- _____ Delay review for one quarter (a rationale must be specified on this form)

A delayed review will cause the student to be placed on departmental probation until the subsequent 5th quarter review that must take place during the following quarter, at which time department probation will be removed or the student will be denied continuation in the program.

A one page preliminary research proposal must be given to each committee member one week prior to the review.

Recommendations: _____

Submitted by:

_____ Committee Chair

_____ Committee member

_____ Committee member



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5th Quarter Review (Updated Sept 09)
For the MFA in the Department of Design
Mandatory



visit us on the web:
www.design.osu.edu
<http://accad.osu.edu>

Date: _____

Candidate: _____

The undersigned Graduate Faculty members have reviewed the research and coursework of the candidate above during this the 5th quarter of their graduate enrollment.

The results of the review are as follows:

- _____ Continue in the MFA program
- _____ Deny continuation in the program
- _____ Delay review for one quarter (a rationale must be specified on this form)

A delayed review will cause the student to be placed on departmental probation until the subsequent 5th quarter review that must take place during the following quarter, at which time department probation will be removed or the student will be denied continuation in the program.

The 5th quarter review written requirement must be given to each committee member one week prior to the review and must be attached to this form.

Recommendations: _____

Submitted by:

_____ Committee Chair

_____ Committee member

_____ Committee member



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Thesis Expectations and Structure

Updated 09/09

The graduate faculty considers design a process of isolating, defining, and analyzing problems of our physical and virtual environments and of proposing appropriate solutions. Concerns are not only with the traditional conceptualization and development phase of the design process, but also with research methods that ultimately give birth to new theories and concepts, and to testing and evaluation methods for assessing performance. Problem seeking and problem solving work hand in hand in the process of pushing the boundaries of existing knowledge.

Students working in an interdisciplinary environment apply various research methodologies to reveal problems and propose opportunities and solutions. These solutions are then translated into a form that is understandable and beneficial to others.

These activities lead to the terminal degree of Master's of Fine Arts. Within the two tracks of *Design Development* and *Digital Animation and Interactive Media (DAIM)* there is an expected degree of rigor that must be present in the candidate's work.

Argument

- An arguable statement or claim
- Data that supports claim
- A linkage between your evidence and your claim

Contextual Understanding

- What else has been done related to your topic
- Use of relevant references or sources

Primary research activity

- Show a mode of inquiry

- Generation of research material which involves the collection of data that does not already exist and/or
- Develop an innovative, comprehensive, tangible result (prototype, film, etc.) through practice or experimentation

Critical Thinking

- Evidence that several aspects to the thesis were considered prior to formalizing a final direction
- An avoidance of personal bias
- Creativity

Methodology

- Define a clear mode of discovery
- An articulation of the process toward results
- An understanding of the strengths and weaknesses of methodologies used

Analysis

- An examination of your data to discover its meaning

Ethics

- Work with honesty and integrity
- Carry out ethical obligations
- Cite references and acknowledge others

Contribution

- A contribution to the body of knowledge in design, supported by evidence

Design research is about investigation and discovery and is applicable to many fields. Design research may focus on design process, methodology, meaning making or form giving. The overall intention is to contribute new knowledge to the field. Design research may occur in several modes.

Graduate Credit Checklist (Updated Sept 09)
 For the M.F.A. in the Department of Design
 90 Credit Hours Required for Digital Animation and Interactive Media



Name: _____

Advisor: _____

Design Department thesis application courses

Courses applying to your thesis development.
 Required under the direction of your advisor or committee

Course	Credit	Grade	Quarter	Year
Dsgn 950 (5)			AU	3
Dsgn 950 (5)			WI	3
Dsgn 950 (4)			SP	3
Dsgn 998 (5)			AU	3
Dsgn 998 (5)			SP	3

Total (24 credit hours required):

Minimum of 14 credits in 950 and 10 credits in 998

Design Department core seminar courses

A discussion based exchange of information

Course	Credit	Grade	Quarter	Year
Dsgn 785 (4)			AU	1
DAIM 787 (4)			AU	2
DAIM 780 (5)			WI	3

Total (13 credit hours required):

Minimum of 5 credits in 780

Specialization or elective courses

- Critical analysis, theory and history (15 credits)
- Interdisciplinary collaborative studio (10-15 credits)
- New technologies and concepts studio (13-18 credits)

Course	Credit	Grade	Quarter	Year

Total (43 credit hours required):

DAIM Advanced Studio Seminar courses (10 credits)

Course	Credit	Grade	Quarter	Year
DAIM 760 (5)			WI	2
DAIM 760 (5)			SP	2

Total (10 credit hours required):

Minimum of 10 credits in 760

Graduate Studies Committee Chair approval: _____

*Design 760 is repeatable up to 20 hours
 Design 780 is repeatable up to 12 hours
 Design 797 is repeatable up to 20 hours
 Design 693 is repeatable up to 45 hours*

*Design 950 is repeatable up to 45 hours
 Design 993 is repeatable up to 45 hours
 Design 998 is graded S/U
 Courses outside Design must have a G designation for graduate credit*



Graduate Committee / Advisor Change Request

(Updated Sept 09)

Date: _____

Candidate: _____

Area of Study: _____

I request the following members of the Graduate Faculty to serve on my Graduate Committee:

_____ Committee Chair

_____ Committee Chair's signature

_____ Committee member

_____ Committee member

Note: The 3rd committee member may be from the Design Department or a related Department

_____ Candidate's signature

_____ Grad Studies Chair's signature



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