

MAINE MEDIA  

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**WORKSHOPS**  
**+ COLLEGE**

MFA Formbook  
2015-2016

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## PROPOSALS & REGISTRATION FORMS

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## **MFA Program Forms Instructions**

### **REGISTRATION:**

#### **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, and workshops for graduate credit. The candidate indicates the project title, both studio and academic, 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 Studio Project Proposal AND/OR Mentored Academic 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)  
\*must be filled out and completed by mentor
4. Mentor Payment Form (for each project listed on the Registration for Credits)
5. Workshop Proposal (when a workshop(s) is listed on the Registration for Credits)

#### **1. Mentored Studio Project Proposal AND/OR Mentored Academic 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 form for **each** mentored project listed in the Registration for Credits. Please fill out the correct form, depending on whether the project is Studio or Academic. 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 MFA 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 filled out and 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. 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.

## **EVALUATIONS for MENTORED PROJECTS**

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

1. Mentor Mid-Project Evaluation (due at midterm)
2. Mentor Studio Project Final Evaluation AND/OR Mentor Academic Project Final Evaluation (due at end of semester)
3. Candidate Mid-Project Evaluation (due at midterm)
4. Candidate Final Studio 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 Project Final Evaluation (Studio OR Academic)**

Mentors complete these forms evaluating Candidates' work and submit them to the program office at the semester end date specified. There are forms specific to Studio vs. Academic Projects.

### **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 Project Final 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.**

## EVALUATIONS for MFA PROGRAM

### **Checklist of 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.

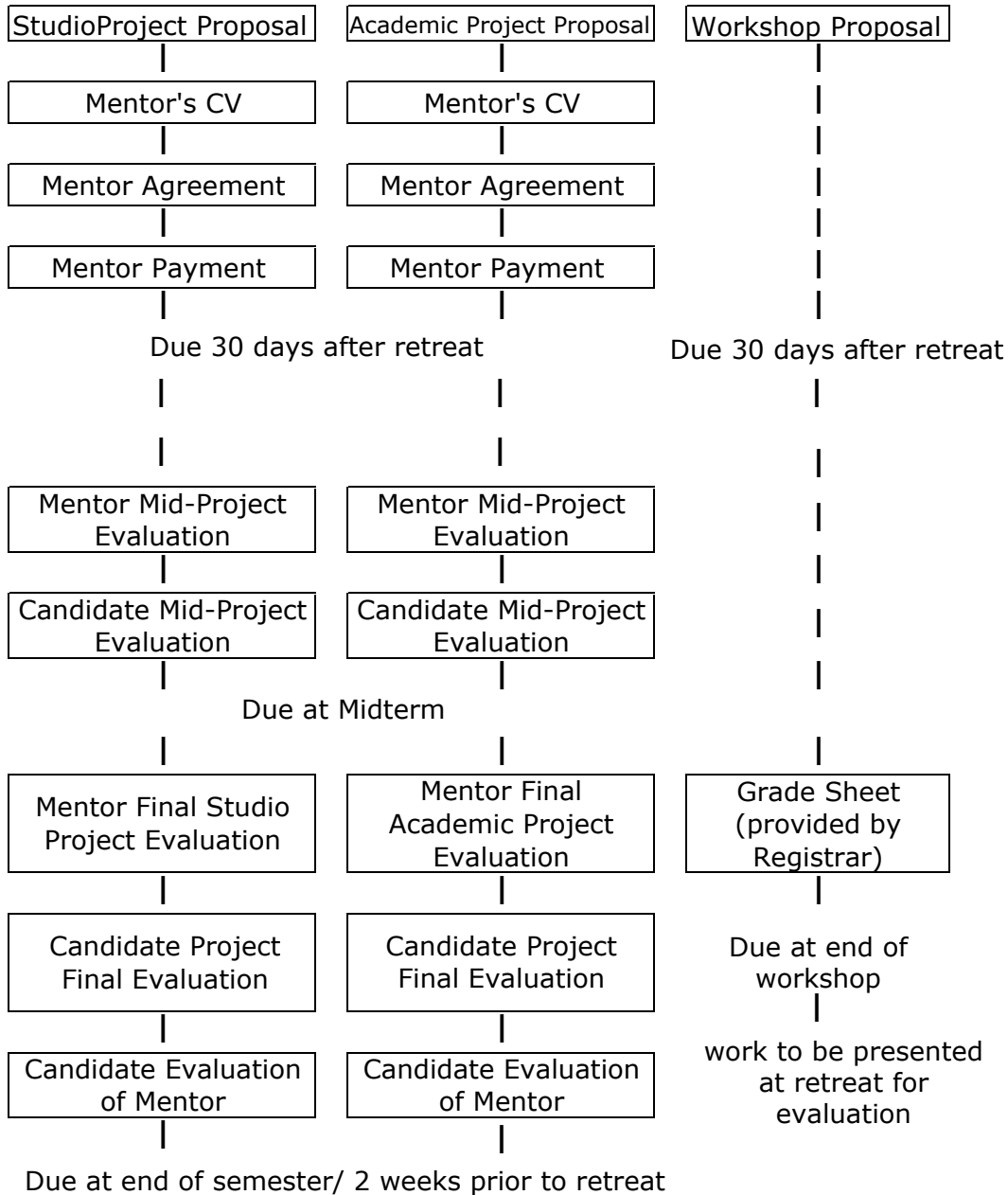
### **3. Candidate Evaluation of Advisor**

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.

**Registration for Graduate Credits**



# 2015 APPLICATION FOR MAINE MEDIA COLLEGE FUNDED LOAN

## Step One:

1. Last Name

2. First Name

3. Middle Initial

Your full name (exactly as it appears on your Social Security card)

Your permanent mailing address:

4. Address

(Number and street-include apt. number)

5. City

6. State

7. Zip

8. Country

9. Phone

(If not U.S.)

10. Social Security #

11. Date of Birth

(MM/DD/YYYY)

12. Driver's License #

13. Driver's License State

14. Email Address

15. Are you a U.S citizen?

Yes, I am a U.S. citizen (U.S. national)

No, but I am an eligible noncitizen. Fill in Alien Reg.#

No, I am not a citizen or eligible noncitizen.

16. Alien Registration #

17. When you begin the 2015-2016 school year, what will be your grade level?

Never attended college

Attended college before

1st-2nd year undergraduate

3rd-4th year undergraduate

Bachelor's degree

1st year graduate/professional

Continuing graduate/professional or beyond

## Step Two:

Answer all questions in this step to determine if you will need to provide parental information.

18. Were you born before January 1, 1990?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

19. As of today, are you married?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

20. Do you have children who will receive more than half of their support from you between July 1, 2015 and June 30, 2016?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

21. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2016?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If you (the student) answered "No" to every questions in step two, complete step three. If you answered "Yes" to any question in step two, skip to step four.

**Step Three:**

Complete this step if you (the student) answered no to all questions in Step Two.

Answer all questions in Step Three about your parents even if you do not live with them. Grandparents, foster parents, legal guardians, aunts and uncles are not considered parents on this form unless they have legally adopted you. If your parents are living and married to each other, answer the questions with them. If your parent is single, widowed, divorced, separated or remarried, see the Note for additional instructions.

22. What is your parents' marital status as of today?

<input type="checkbox"/>	Married or remarried	<input type="checkbox"/>	Divorced or separated
<input type="checkbox"/>	Single	<input type="checkbox"/>	Widowed

What are the Social Security Numbers, names and dates of birth of the parents reporting information on this form? If your parent does not have a Social Security Number, you must enter 000-00-0000. Enter two digits for each day and month (e. g. for May 31, enter 05 31).

Father/Stepfather Information:

23. Social Security Number	24. Last Name	25. First Name	26. Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mother/Stepmother Information:

27. Social Security Number	28. Last Name	29. First Name	30. Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

31. Your parents' e-mail address. If you provide your parents' e-mail address, we will let them know your application has been processed.

32. How many people are in your parents' household?

33. For 2014, have your parents completed their IRS income tax return of another tax return listed in question 35.

<input type="checkbox"/>	My parents have already completed their return.
<input type="checkbox"/>	My parents will file, but they have not yet completed their return.
<input type="checkbox"/>	My parents are not going to file a return.

34. What income tax return did your parents file or will they file for 2014?

<input type="checkbox"/>	IRS 1040
<input type="checkbox"/>	IRS 1040A or 1040EZ
<input type="checkbox"/>	A foreign tax return
<input type="checkbox"/>	A tax return with Puerto Rico, another US. territory or Freely Associated State.

35. What was your parents' adjusted gross income for 2014? Adjusted gross income is on IRS Form 1040-line37: 1040A-line21: or 1040EZ-line 4.

36. Enter your parents' income tax for 2014. Income tax amount is on IRS Form 1040-line56: 1040A-line 35: or 1040EZ-line11.

37. Enter your parents' exemptions for 2014. Exemptions are on IRS Form 1040-line 6d or on Form 1040A-line 6d. For Form 1040EZ, see notes.

38. As of today, what is your parents' total current balance of cash, savings and checking accounts?



39. As of today, what is the net worth of your parents' investments, including real estate (excluding primary home)? Net worth means current value minus debt.

40. As of today, what is the net worth of your parents' current business and/or investment farms?

**Step Four:**

Complete this step only if you (the student) answered "Yes" to any question in Step Two.

41. How many people in your household?

Include:

\* yourself (and your spouse).

\* your children, if you will provide more than half of their support between July 1, 2015 and June 30, 2016 and

\* other people, if they now live with you, you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2015 and June 30, 2016.

**Step Five:**

If you are the student, by signing this application you certify you (1) will use Maine Media College financial aid only to pay the cost of attending the institution, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it.

If you are the parent of the student, by signing this application you agree, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms that you find or are required to file. Also, you certify that you understand that Maine Media Workshops + College has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies.

42. Date this form was completed.

43. Student (sign below)

44. Parent (Parent from Step Three sign below.)

## MFA Credits Planning Worksheet

**Candidate Name:** \_\_\_\_\_

	Title	# Studio Credits	# Academic Credits	# Elective Credits	Total Credits
Semester 1:					
Semester 2:					
Semester 3:					
Semester 4:					
Semester 5:					
Semester 6:					
Semester 7:					
TOTAL					
REQUIRED		39	15	6	60
NOTES					

# Maine Media College MFA Program

## Registration for Graduate Credits

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

Advisor \_\_\_\_\_

Candidate's area of concentration (check one):

Photography  Filmmaking  Multimedia

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

Studio  Academic

Candidates must register for nine to eleven credits per semester in order to complete degree requirements in three years. Given a typical nine credit semester, and in light of federal requirements related to time-on-task, Candidates should devote a minimum of 21 hours per week to their studies.

By signing below, the Candidate indicates that he/she understands and commits to time-on-task requirements.

Describe below information regarding proposed projects, residencies, or workshops to be completed this term; please indicate whether the project is for studio or academic credit by including an "(S)" or "(A)" respectively as part of the project title. Be advised that once this form is submitted project titles may not be changed and must also be consistent on all related forms.

1. Project title (attach completed Mentored Studio or Academic Project Proposal)

\_\_\_\_\_

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

Mentor \_\_\_\_\_

2. Project title (attach completed Mentored Studio or Academic Project Proposal)

\_\_\_\_\_

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

Mentor \_\_\_\_\_

3. Project title (attach completed Mentored Studio or Academic Project Proposal)

\_\_\_\_\_

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

Mentor \_\_\_\_\_

4. Project title (attach completed Mentored Project Proposal)

\_\_\_\_\_

5. Number of credits requested \_\_\_\_\_

Mentor \_\_\_\_\_

The undersigned acknowledge and agree that the above proposals are to be completed by the Candidate, and evidence of completion is to be presented at a retreat scheduled to be conducted

(date of retreat): \_\_\_\_\_

Candidate \_\_\_\_\_

Date \_\_\_\_\_

Advisor \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

# MAINE MEDIA COLLEGE

## MFA Mentored Studio Project Proposal

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

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

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

Dates: \_\_\_\_\_ through \_\_\_\_\_

# of credits: \_\_\_\_\_

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

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 make adjustments as you proceed with the project.

Brief Description:

1. Describe the goals and learning objectives of this project and the sources of imagery or research. Be specific regarding the skills and knowledge you expect to acquire as well as the ways in which these objectives are aligned with and will advance your artistic statement.

2. Describe the scope of the project, what kind of work and how much work you expect to complete by the end of the project. Describe the criteria you will use to assess and evaluate your efforts and the ways in which you will demonstrate that you have achieved the goals and objectives listed above.

3. Provide the dates you anticipate meeting with your mentor and describe how you and your mentor expect to monitor your progress in completing this project. Please be advised that in order to meet federal guidelines for time on task (45 hours per credit), and given the length of our semesters (approximately 21 weeks), students must spend at minimum 14 hours per week on six-credit projects, including time spent in critique with project mentors. It is required that project mentors confer with students bi-weekly for a total minimum of ten hours (one hour per discussion) over the course of the semester. For three-credit projects, students must spend a minimum of seven hours per week on task. It is expected that project mentors confer with students at minimum five hours over the course of the semester. By signing below, you are acknowledging that you understand and agree to these terms.

4. Additional comments.

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

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

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

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

# MAINE MEDIA COLLEGE MFA

## Mentored Academic Project Proposal

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

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

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

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

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

Please provide the information requested below. Additional pages may be attached to this form. Be as specific and detailed as possible while allowing sufficient flexibility for the project to evolve.

1. Please describe the type of project you are proposing in terms of form, content and scope.

2. List the goals and learning objectives of this project and explain (a) how they will inform ideas about your creative process and/or (b) how they will be helpful in deriving context (historical, social, cultural, or other) for your work and/or (c) how they further your ability to critically analyze your work?



3. Describe the criteria and methods you and your mentor agree to use in evaluating the project and determining that objectives are achieved. Refer to the evaluation rubric as necessary.

4. How and how often will you and your mentor communicate? Please be advised that In order to meet federal guidelines for time on task (45 hours per credit), and given the length of our semesters (approximately 21 weeks), students must spend, at minimum, a total of 135 hours on task for a 3-credit project, including at least five hours conferring with project mentors, over the course of the semester. By signing below, you are acknowledging that you understand and agree to these terms.

5. Indicate your library / research needs and the related resources available to you.

6. Additional comments.

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

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

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

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

# 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 Photographic 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

# 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 \_\_\_\_\_

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*This portion for Administrative use only*

### 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

# 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: \_\_\_\_\_

# Maine Media College MFA Program

## Project Add/Drop/Change

Note: If a Candidate elects to discontinue a project for which they have registered, this will be treated as a project change. The project mentor will be paid any fees owed for services performed to the date of discontinuation. The Candidate will be invoiced separately for these fees.

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

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

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

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

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

Briefly describe the nature of the change to the above-named project and the reasons for this change:

Have you discussed this change with your advisor?

Have you discussed this change with the project mentor?

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Registrar's notes:

Amount due to project mentor:

# Maine Media College MFA Program

## Retreat Evaluation

Retreat Date: Spring  Fall  Year: \_\_\_\_\_

1. What aspects of the retreat were most helpful or interesting?
2. What were least helpful or interesting?
3. Were the presentations interesting and useful? Feel free to critique each individually.
4. Were the group critiques helpful and why?
5. Were the private meetings helpful and why?
6. Were the readings and discussion worthwhile?
7. What was missing that would have been helpful?

8. Did you receive answers to your questions and concerns?

9. Did you have adequate information prior to the retreat? If not, what would have helped to prepare you?

10. Please describe your overall reaction to the retreat including the quality of the faculty, staff and activities.

11. What suggestions do you have for future retreats?

12. Other comments, concerns or suggestions. (Use back of form if desired)



# Maine Media College MFA Program

## Program Evaluation

Spring  Fall  Year: \_\_\_\_\_

1. What aspects of the MFA program are most interesting or useful to you?
2. What aspects are least helpful or interesting?
3. What is working for you as an MFA Candidate?
4. What is NOT working for you?
5. Do you receive answers to your questions and concerns? If not, what are your outstanding questions?

6. Please describe your overall reaction to the program.

7. What suggestions do you have for improving the program?

8. Other comments, concerns or suggestions. (Feel free to use the reverse side).

**Maine Media College MFA Program**  
**Mentor Mid-Project Evaluation (Studio & Academic)**

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 \_\_\_\_\_

# Maine Media College MFA Program

## Mentor Studio Project Final 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. The candidate must spend a minimum of 45 hours on task, including mentoring, to receive one graduate credit. Time exclusions include: project planning in conjunction with advising, Retreat reviews, and pre-registration discussions regarding project proposals. The typical 6-credit project, therefore, would require, at minimum, 270 hours on task (135 hours for a 3-credit project). Indicate the statement below that best characterizes the Candidate's effort in completing this project. Please feel free to supplement your response with details about the Candidate's effort in narrative form.
  - a. The Candidate demonstrated above standard effort on task.
  - b. The Candidate's efforts were commensurate with credits requested
  - c. The Candidates product and process did not reflect required time on task.
  
2. The Committee evaluates the project under consideration for evidence of a Candidate's progress in refining craft and other elements of facture specifically related to the their art forms. This is an assessment of progress in relation to the Candidate's self-direction, his or her acquisition of new skills and/or augmentation of previously acquired skills needed to complete the project, the Candidate's ability to develop and meet professional and creative goals. Indicate the statements below that best characterize the Candidate's progress. Please feel free to supplement your response with details about the Candidate's effort in narrative form.
  - a.1. The Candidate consistently and seriously pursued an independent vision using feedback to complement his or her work.
  - a.2. The Candidate's work reflects the development of a self-sustaining process and an ability to evaluate relevant feedback.
  - a.3. The Candidate's work shows a lack of self-direction and a dependence upon feedback to define vision.
  
  - b.1. The Candidate's work demonstrated innovative and adaptive applications of chosen media to support his/her artistic direction.
  - b.2. The Candidate is fluent in his/her chosen media and applies skills to support concepts and intentions.
  - b.3. The Candidate's skills in his/her chosen media are insufficient to support the development of creative vision.

- c.1. The Candidate's work reflected a superior awareness of goals for professional and creative pursuit.
- c.2. The Candidate was purposeful in developing and pursuing goals.
- c.3. The Candidate's efforts reflected a lack of direction and awareness of goals and outcomes of work.

3. Whether the project under consideration is of a studio or an academic nature, the Committee requires that it contribute to the overall artistic maturation of the Candidate. Therefore, the project must be deemed not only relevant in this regard but be exemplary of graduate-level work. Indicate the statements below that best characterize the Candidate's development of vision. Please feel free to supplement your response with details about the Candidate's effort in narrative form.

- a.1. The Candidate seeks out challenges and risks in furthering artistic vision and creatively solves these challenges within work.
- a.2. The Candidate embraces new ideas, intelligently addresses problems and approaches challenges or risks as elements in the development of a personal voice and vision.
- a.3. The Candidate demonstrates inadequate awareness of challenges within work, a lack of resolve in problem solving, and/or trepidation toward change.

- b.1. The Candidate freely adopts new forms and technologies as a complement to artistic vision
- b.2. The Candidate is aware of new forms and is willing to investigate integrating new technologies.
- b.3. The Candidate exhibits a lack of curiosity for new forms of potential importance to a candidate's work.

- c.1. The Candidate has steadily made progress in expanding a coherent artistic vision.
- c.2. The Candidate's work adequately integrates with and advances creative vision.
- c.3. The Candidate has shown a lack of coherence of effort toward advancement of the work or project.

4. The Committee makes judgments regarding the development of skills of critical reflection based on a Candidate's participation in critiques of work, reviews of academic papers, and the appraisals of project self-evaluations. Indicate the statements below that best characterize the Candidate's capacity for self-evaluation and critical thought. Please feel free to supplement your response with details about the Candidate's effort in narrative form.

- a.1. The Candidate is fluent and confident in articulating his/her creative vision.
- a.2. The Candidate is developing fluency in written and verbal responses to the product and process of work
- a.3. The Candidate lacks written or oral fluency regarding intentions, concepts, and syntax of work.

- b.1. The Candidate makes use of historical, social and cultural contexts as on-going reference points and frames for creative vision.
- b.2. The Candidate is able to situate personal vision and locate influences within an historical, social and cultural context.
- b.3. The Candidate displays an inadequate awareness of historical, social and cultural context and an inability to contextualize work.
  
- c.1. The Candidate makes insightful connections with work in other disciplines to deepen and advance the development of creative vision and demonstrates superior written and oral delivery of ideas.
- c.2. The Candidate demonstrates oral and written abilities in the discussion of the history of art, humanities and other disciplines as relevant to visual culture and can establish relationships to their chosen practice.
- c.3. The Candidate displays inadequate knowledge of fields related to chosen medium hindering his/her ability to make relevant connections to work; oral and written abilities lack confidence and fluency.

5. What do you consider to be the strengths of the Candidate's work?

6. What do you consider to be the weaknesses and what recommendations do you have for improvement in these areas?

7. 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 \_\_\_\_\_

# Maine Media College MFA Program Mentor Academic Project Final Evaluation

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

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

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

Please address the following questions in your evaluation of the Candidate's work on this Project. **Check one answer to each of the following questions.**

1. **Time on Task.** The candidate must spend a minimum of 45 hours on task, including mentoring, to receive one graduate credit. Time exclusions include: project planning in conjunction with advising, Retreat reviews, and pre-registration discussions regarding project proposals. The typical 3-credit project, therefore, would require, at minimum, 135 hours on task. Indicate the statement below that best characterizes the Candidate's effort in completing this project. Please feel free to supplement your response with details about the Candidate's effort in narrative form.
  - a. The Candidate demonstrated above standard effort on task.
  - b. The Candidate's efforts were commensurate with credits requested.
  - c. The Candidates product and process did not reflect required time on task.

2. **Critical Thinking and Self-Evaluation.** Indicate the statements below that best characterize the Candidate's capacity for self-evaluation and critical thought pertaining to the following:
  1. Working Process – methods, practices, approaches, techniques
  2. Context – frameworks within and perspectives from which creative work may be considered (other than those related to working process), application of critical ideas to one's own work
  3. Self-critique - synthesis of ideas as applied to creative work, progress toward artistic self- sufficiency

Please feel free to supplement your response with details about the Candidate's effort in narrative form.

- a.1. The Candidate is fluent and confident in articulating his/her creative process and vision.
- a.2. The Candidate is developing fluency in written and verbal responses to the product and process of work.
- a.3. The Candidate lacks written or oral fluency regarding intentions, concepts, and syntax of work.



- b.1. The Candidate makes use of historical, social and cultural contexts as on-going reference points and frames for creative process and vision.
- b.2. The Candidate is able to situate personal vision/process and locate influences within an historical, social and cultural context.
- b.3. The Candidate displays an inadequate awareness of historical, social and cultural context and an inability to contextualize work.
  
- c.1. The Candidate makes insightful connections with work in other disciplines to deepen and advance the development of creative vision/process and demonstrates superior written and oral delivery of ideas.
- c.2. The Candidate demonstrates oral and written abilities in the discussion of the history of art, humanities and other disciplines as relevant to visual culture and can establish relationships to their chosen practice.
- c.3. The Candidate displays inadequate knowledge of fields related to chosen medium hindering his/her ability to make relevant connections to work; oral and written abilities lack confidence and fluency.
  
- d.1. The Candidate has steadily made progress in expanding the discussion of a coherent artistic vision.
- d.2. The Candidate's written work adequately integrates with and advances creative vision.
- d.3. The Candidate has shown a lack of coherence of effort and understanding leading toward advancement of the work or project.
  
- e.1. The Candidate consistently and seriously pursued the articulation in writing of an independent vision using feedback to complement his or her work.
- e.2. The Candidate's written work reflects the understanding of a self-sustaining process and an ability to evaluate relevant feedback.
- e.3. The Candidate's written work shows a lack of self-direction and a dependence upon feedback to define vision.

3. Did the Candidate demonstrate the ability to research and analyze subject matter relevant to their creative work?

4. Was the Candidate successful in articulating this research and analysis in ways that make evident the significance of such connections?

5. Does the Candidate's work reflect a deepening understanding of their work?

This form should be sent to the Program Administrator.

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

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

# Maine Media College MFA Program

## Candidate Mid-Project Evaluation (Studio & Academic)

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: \_\_\_\_\_

# Maine Media College MFA Program

## Candidate Final Project Evaluation (Studio & Academic)

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

Mentor Name \_\_\_\_\_ Advisor Name: \_\_\_\_\_

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

Please address the following questions in evaluating your work on this Project. Refer to the goals and objectives as stated in your project proposal.

1. Are you satisfied with your level of commitment to the Project? Did you devote enough time to it?
2. Are you satisfied with the scope and quality of your work? What do you consider to be the strengths and weaknesses of this particular work?
3. Did you accomplish the goals and requirements of the Project? What skills and knowledge did you acquire?
4. Discuss any historical, social, cultural, or other connections to ideas and disciplines outside of those specific to the medium that you can make after completing this project.

5. Discuss any new technologies you adopted in completing this project, new ideas about your work that evolved during the semester, and new challenges that have arisen as a result of completing this work.
  
6. Are you satisfied with the dialogue and work with your mentor?
  
  
  
  
  
  
  
  
  
  
7. 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: \_\_\_\_\_

# Maine Media College

## Candidate Evaluation of the Advisor

To be completed by the candidate.

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

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

**Date:** \_\_\_\_\_

1. Are you generally satisfied with your advisor?
2. Has your advisor been helpful to you in constructing a plan for completing the MFA degree requirements?
3. Has your advisor been helpful to you in pursuing your individual goals and objectives?
4. What do you consider the advisor's strengths?
5. What do you consider to be the advisor's weaknesses?

Do not write below this line

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Readers' notes:

# Maine Media College MFA Program

## Candidate Evaluation of Project Mentor

Candidate \_\_\_\_\_ Mentor \_\_\_\_\_

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

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?