

Step 1: Qualifying for Creative Project with the Written Thesis and Art Portfolio

Students must meet the following criteria in order to be eligible for this culminating experience option:

- Graduate with a B.A. in Fine Arts, Media or related field or Equivalent Experience in Art/Media production

- Ability to conduct rigorous exploration within the context of a developed art practice.

**** Set up a meeting with the Creative Projects/Written Thesis Coordinator, Yreina D.**

Cervantez for consultation on the contents and format of the Art Portfolio for submission and review.

- **Submit an Art Portfolio to the Creative Projects/Written Thesis Coordinator, Yreina D. Cervantez, that includes:**

- Ten or more images (slides, CD, flash drive etc.) of previous and/or current artwork/projects/performance etc. include your name, title of art, media, date, dimensions.

- An artist statement (3-5 pages) that includes:

- A summary/description of the content/themes of the portfolio images

- A description of student's personal theory/perspective on art

- A description of the cultural, social and/or political content of student's artwork/imagery or otherwise

- **After portfolio review by Creative Projects/Written Thesis Coordinator, your Committee Chair, and CHS Masters Program Coordinator, student will be notified if approved to pursue Creative Project with the Written Thesis option to complete Masters Degree in Chicana and Chicano Studies.**

Step 2: Form a Creative Project Written Thesis Committee

Upon entering the graduate program students should begin to consider an art/creative project topic and prepare the art portfolio of previous and or current work for submission, review and approval by the **Creative Projects/Written Thesis Coordinator, your Committee Chair, and the and CHS Masters Program Coordinator. Your chair must be a full-time faculty member from the Chicana and Chicano Studies Department at CSUN and have an MFA or Ph.D. in the arts or equivalent experience as determined by the CHS Masters Program Committee.** You and your Chair can decide on other faculty who are best suited to serve on your committee (two additional members). Further, a second committee member must be from the Chicana and Chicano Studies department; however, the third committee member can be a part-time instructor from our department or a CSUN tenure track or tenured faculty member from another department or an expert outside of the university with approval. Please consult with the Graduate Studies Department if you decide to seek someone outside of CSUN. Graduate Studies has a procedure that must be followed in order for this person to serve on your committee. **Lastly, one of the three committee members must have training relevant to the proposed creative project.**

Once all committee members are selected, they must sign the *Thesis/Graduate Project Planning Form*. You can obtain this form from the CHS Masters Program Coordinator.

When all necessary signatures have been obtained, submit the form to the Graduate Studies Department in University Hall 265.

****Communication with Chair and Committee Members**

It is critical that you schedule regular meeting times with your chair as you work on your thesis. Ideally, you would meet on a weekly basis. At a minimum you should meet twice a month. It is also important that you understand that your project is a work in progress. You will edit and complete many drafts of your thesis. The comments and feedback provided by your chair are constructive feedback on project content, conceptualization of topic, and/or writing form/style. The project is a team effort and clear communication between you and your project chair will assist with this process.

There are times when communication between a graduate student and project chair becomes problematic. This may occur for an array of reasons. If this occurs, please schedule an appointment with the graduate program coordinator to determine next steps and a resolution to the problem. If your project chair is the graduate program coordinator, please schedule an appointment with the department chair to address the problem. If the problem cannot be resolved you can change chairs. However, we do ask that out of professional courtesy you inform your project chair about the problem and your decision to change chairs. This can occur one on one or a meeting can be scheduled so the graduate coordinator or department chair are present to support both the student and faculty member during the meeting. Once your project chair has been informed of the change, schedule an appointment with the graduate coordinator to complete a new project planning form.

The following is a list of full-time faculty in our department available to serve on thesis committees:

Faculty	Area of Expertise
Ayala-Alcantar, Christina	Psychology, Latina Sexuality, Teacher Preparation
Cervantez, Yreina D.	Art
Escobar, Martha D.	Ethnic Studies
Estrada, Alicia Ivonne	Latin American/Latina/o Literature, Indigenous Studies
Xochitl Flores-Maciel	History
Galvan, Melisa	History

List of full-time faculty in our department available to serve on thesis committees:

Faculty	Area of Expertise
Garcia, Jorge	Political Science
Garcia, Peter	Ethnomusicology
Garcia, Ramon	Literature
Gonzalez, Rosemary	Child Development
Gutierrez, Gabriel	History
Herrera, Fermin	Music, Indigenous Languages
Herrera, Maria Isabel	Dance
Lopez-Garza, Marta	Sociology, Feminist Studies
Medina, Lara	Religion
Montano, Theresa	Education
Moreno, Renee	English Studies, Literature, Rhetoric, Composition
Nieto, Margarita	Spanish Literature
Orona-Cordova, Roberta	Composition, Film
Pardo, Mary	Sociology, Feminist Studies
Furumoto-Rivera, Rosa	Education
Rodriguez, David	Political Science
Ruiz, Stevie	Ethnic Studies, U.S.-Mexico Border Studies, and Comparative race and Ethnicity
Sánchez-Muñoz, Ana	Linguistics, Spanish, Heritage Language Maintenance
Sandoval, Denise	Cultural Studies
Tamayo, Francisco	Rhetoric, Composition
Velazquez-Vargas, Yarma	Communication

There is no page requirement for the thesis proposal because it will vary in length due to topic, media and art work. The following is a framework to assist you in developing your thesis proposal for the creative project with the written thesis.

Introduction to the Subject of Interest

- What is the goal of the art/creative project?
- What is the topic, issue or focus of your research?
- What are the important terms to be defined? • What is the significance of the issue or topic to the field of Chicana and Chicano studies?
- What is the media to be used for the project? • What are the project objectives? • Include annotated bibliography that also informs research and content in preparation for production of the creative/visual artwork and written thesis
- Timeline for:
 - Research, preliminary sketches, production and completion of final creative project:
 - Determine due dates for completing each art piece or component of creative project. •
- Research and written component of creative project:
 - Determine due dates for literature review and sections of the written thesis, a minimum of 25 pages and bibliography

Review of Literature:

- What does previous research reveal about the different topic and what perspective will you take? What is the theoretical framework for the project?

Exhibit, presentation or performance (see also Pg.6):

- Determine due dates for publicity, preparation, hanging/presentation of art and reception.
- A CD/flashdrive of the final artwork for the creative project must be submitted (if applicable) with the written thesis, submit two copies, one for the library and one for the Department.

Please understand:

- **You may write several versions of your thesis proposal before your chair approves it and before it is reviewed by the full committee for approval.**
- **With the assistance of your committee chair, you should schedule a meeting with the full committee so all four of you can discuss your proposal.**
- **After thesis approval by your full committee have a conversation regarding the next steps for your project. This includes a discussion pertaining to the responsibilities of committee members. For example expectations : when will they next meet to read a first draft of your written work for the actual thesis? How much time do they need to read and provide you with comments on your draft(s)? Will certain committee members besides your Chair play an active role in some aspects of your work?**

Ideally, the proposal will be completed either at the end of spring year 1 or fall year 2 of the program.

Written Component of the Creative Project/Written Thesis:

The written component of the creative project /written thesis must be a minimum of 25 pages (not including reference pages and bibliography). Below is an outline of how the written component of the creative project/written thesis is organized:

• **Statement of the topic or theme of the project/thesis:**

- Explain how the project contributes and is significant to the field of Chicana/o Studies. In particular, introduce the cultural, historical, social, and political context of the creative project.
- Review of literature: • Include a review of related creative works. Using scholarly literature review and discuss the existing literature on your topic and how it will inform your project.

• **Methods:**

- Explain (use a clear method of organization, for example chronological) explaining the way the project was created. Discuss the production steps. • Refer to scholarly discussions of methodological approach if relevant, for example, art production as a strategy/tool for social change, critical documentary film procedures, popular education, action research, and community based education.

• **Description:**

- Compose a description of the Art/Media Project that provides an overview of creative project and explains each component of the creative project. Affirm how the Art/Media Project contributes the field of Chicana/o Studies.

• **Bibliography or References:**

- Include a list of relevant literature, publications both scholarly and popular, art,, films, performance, etc. that are related to and/or inform the Art/Media.

In addition to the submission of your completed written thesis, the last semester for completion of your Creative Project with the Written Thesis should be dedicated to the preparation, publicity and installation for the exhibit/presentation of your creative project, and the planning of reception activities. Discuss ideas and details with your committee Chair.

Arrange to meet with your Chair and committee to view and discuss final selection of new and completed artwork, production, performance, etc. (do not include work previously submitted in the art portfolio).

**All art work/production should be completed the semester before the exhibition, presentation or performance is planned, so as to be included and documented in the submitted written thesis.

Check out and reserve exhibit space and confirm dates (at the Chicana/o House Gallery), or other on campus space depending on the media and needs of the presentation for your creative project. Select date for opening reception. Exhibit should run a minimum of two weeks. If not installing artwork for an exhibition, dates and times of presentation/reception varies for other media, for example, film/video or performance.

Publicity: Prepare the invitation design and layout for the exhibit/presentation in advance. Provide all pertinent info, artist's name, title of exhibit/presentation, where, when, etc. Also include: Creative Project with the Written Thesis, Dept. of Chicana/o Studies, CSUN.

Show invitation design with image and written info to your chair for final check/approval before printing. Send layout to printer, allow at least 1-2 weeks for printing and delivery.

Invitations should be dispersed to public at least 2-3 weeks before exhibit/presentation

Art Installation: Allow extra time before opening reception to clean and prepare gallery and to install artwork for the exhibit, if possible a week ahead, minimum two days. Bring all tools, items needed for installation of exhibit,

Prepare all art for hanging/installation of exhibit. If work requires matting and framing, allow enough time beforehand. Work should be ready to hang at installation time.

Prepare typed artist statement and typed labels with title, media, date, etc. of artwork for the exhibit or any other written info pamphlet, program, etc., in the case of other media.

The installation of the art and all other details should be completed before the day of the opening reception.

Step 5 – Exhibition and Checklist (continued)

Pg 7

Arrange for refreshments (if desired) before hand for opening reception.

Once installed, document/photograph the layout of the art on the gallery walls, include also a photo of each individual artwork, as well as photos of the actual reception.

This documentation provides a final record of the exhibit or presentation. Submit a copy of the cd/photos documentation of art exhibit /installation or presentation and reception to your chair.

***At end of exhibition run remove art in a timely manner.**

***Leave gallery walls and space clean.**