

Digital Arts and New Media MFA Program

University of California, Santa Cruz

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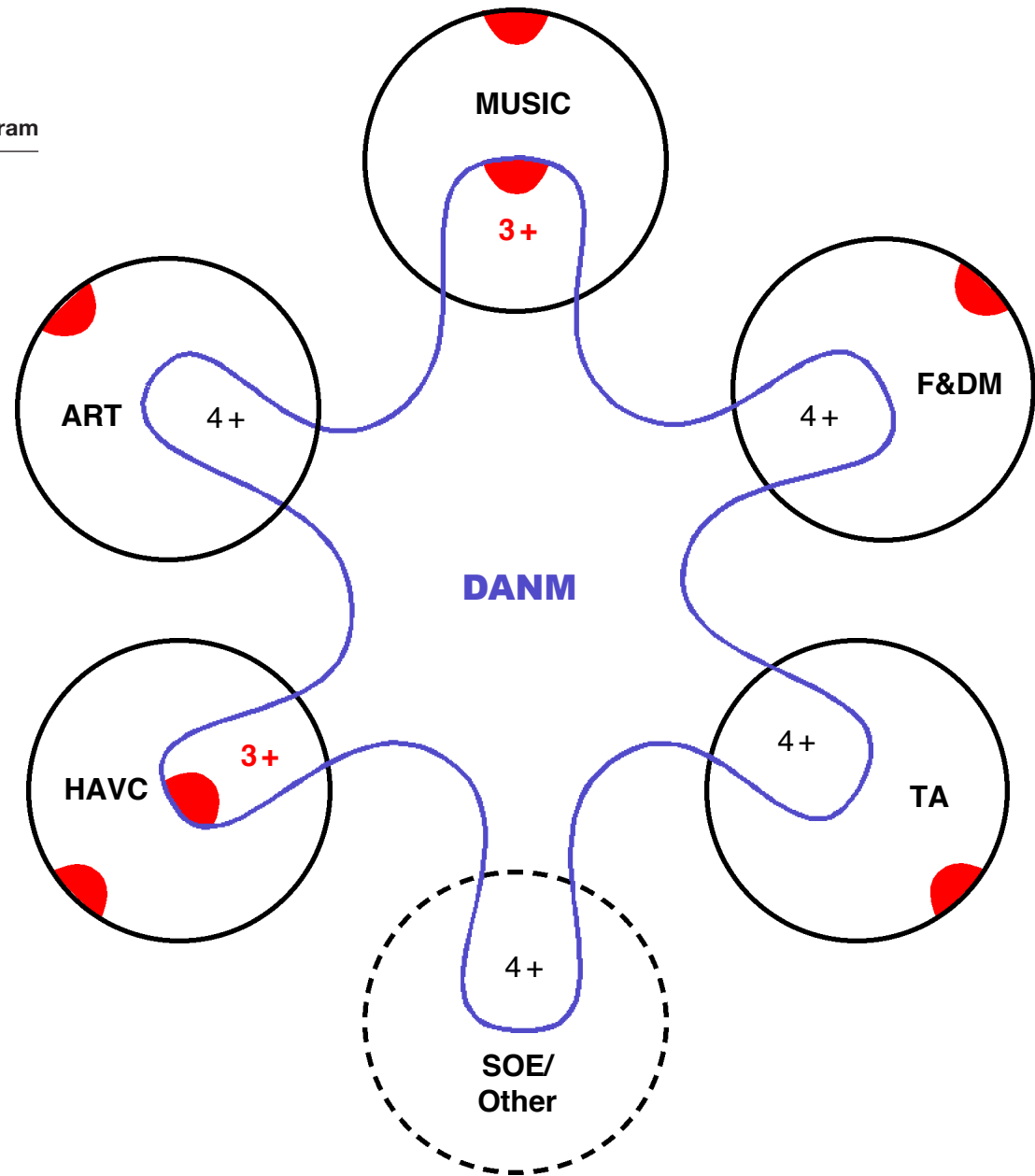


Diagram of how DANM intersects with departments in the Arts Division and other divisions. 4+ illustrates four course provisions plus support (TAs, committee membership, etc.) promised to DANM in the Charter signed by each department chair in 2002.

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* members of the DANM Executive Committee

DANM Graduate Students

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 Chris Maraffi
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 Meredith Drum
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 Fabiola Hanna
 Dustin O'Hara
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 Dustin Raphael
 Aaron Reed
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Group addresses for students and faculty

danm-students@ucsc.edu — all currently enrolled students
 danm-students08@ucsc.edu — cohort that began in F08
 danm-students09@ucsc.edu — cohort that began in F09
 danm-faculty@ucsc.edu — all DANM faculty members
These lists are managed by the DANM office. Their use is restricted to DANM business.

DANM Web Sites

<http://digitalarts.ucsc.edu/>

This site is DANM's face to the world. It gives a complete description of the program and answers questions of prospective students regarding courses, faculty, students and alumni. It also gives basic application information.

<http://danm.ucsc.edu/>

A major communication medium for the DANM program is the danm.ucsc.edu server which provides file-sharing and a multitude of web services including events, course pages with joint participation, user home directories, bulletin board features, and much more. You are required to have an account on this machine which will be set up with your assistance at DANM Orientation. For support using the features of this server please contact the Technical Coordinator.

Currently the wiki serves as both the public face of DANM and our working space. Feel free to modify personal work pages, but please do not modify the css/style of the main pages. Content contributions—such as posting research and exhibitions/events—are welcome and encouraged.

Applying to DANM

Prospective students in the Digital Arts and New Media program will have a foundation in the arts with some demonstrated interest in technology or a foundation in technology with demonstrated background in the arts. Many, but not all, entering students will have completed a Bachelor of Arts program in one or more of the arts disciplines (Art or Art History, Film, Multimedia, Music, Theater, Video, etc.) or a Bachelor of Science program in Computer Science or Computer or Electrical Engineering. Other successful applicants will have a BA or BS in another field but will be able to show substantial achievement in the arts, in technology or in digital arts.

Students apply online through the Division of Graduate Studies web site between October and February for the following fall quarter. In addition to submitting an on-line application, students will be expected to submit an online portfolio with representative samples of their work. Further information can be found at: <http://danm.ucsc.edu> and <http://graddiv.ucsc.edu>.

Graduate Program Description and Requirements

PROGRAM DESCRIPTION

New technologies have profoundly changed contemporary culture and inevitably altered the role of the arts in society. The Digital Arts and New Media MFA Program serves as a center for the development and study of digital media and the cultures that they have helped create. Faculty and students are drawn from a variety of backgrounds, such as the arts, computer engineering, humanities, the sciences, and social sciences, to pursue interdisciplinary artistic and scholarly research and production in the context of a broad examination of digital arts and cultures.

The Digital Arts and New Media MFA Program (DANM) is a two-year program organized into four interdependent and equally important pursuits:

New Praxis—The term “Praxis” has many meanings, which include “translating ideas into action” and “action and reflection upon the world in order to change it.” New Praxis in DANM is comprised of “critique” and “practicum” which provide students with both the practical training and critical dialogue necessary to pursue their own individual goals as artists and cultural practitioners.

Studies—DANM “Studies” include required core seminars that allow students first, to explore an array of recent methods and approaches in Digital Arts and Culture, and then to pursue the construction of specific genealogies and theories with a sustained focus on a particular topic by engaging in various dialogues at the intersection of theory and practice, while developing their thesis project and paper.

Collaborative Research—Students and faculty engage in research collaborations resulting in publications and exhibitions in one of four possible focused research areas—Mechatronics, Participatory Culture, Performative Technologies, and Playable Media described below.

Mechatronics

Mechatronics is the functional integration of mechanical, electronic, and information technologies. In DANM this framework may be employed for the development and production of physical, systems-based artwork that incorporates elements of robotics, motion control, software engineering, and

hardware design. DANM Mechatronics research involves the use of a variety of media including video, performance, and sculpture, for the creation of complex, kinetic, audio-visual systems for the exploration of temporality, materiality, experience, perception.

Participatory Culture

Participatory Culture studies and research efforts explore the role of information and communication technologies in the current shift from “top-down” culture to a culture of participation and social engagement. Within the social register the human/computer interface acts as both a boundary and a bridge. Participatory Culture research in DANM encompasses a range of projects in social computing, community-media activism, which involve the design of new technologies to address social problems and facilitate broader participation in culture and politics.

Performative Technologies

Research in Performative Technologies explores new methods for combining media and technology to create the visual, aural and connective material of performance. DANM performance research generates new public and performative spaces where digital media, communication networks, and interactive systems may be fused with lighting, movement, stage and sound design to create real-time shared multimedia experiences for audiences and performers at both local and remote locations. Ongoing projects in this area may include work in telematics, performance-driven real-time graphics, algorithmic composition of sound and image, computer vision and motion capture, and studies of ritual, performativity, embodiment, interactivity, and subjectivity.

Playable Media

Playable Media research explores the potential of computational systems for the creation of new media forms that invite and structure play. This group works to understand and create new ways for computer games and related forms to engage audiences, make arguments, tell stories, and shape social space. Ongoing Playable Media work combines game design and artificial intelligence research with writing, art, and media authoring. Prospective students are asked to identify their choice of research group in their application and statement of purpose. Admissions are tied to DANM project group foci. New students are admitted into a specific project group

based on the quality and relevance of the student’s prior work and expertise to the group project in their chosen area of focus. Students collaborate on faculty initiated and directed research projects. This work is intended to provide the student with the opportunity to learn collaborative and practical research methodologies, and to participate in a professional level research project. The collaborative project group experience is intended to inform, but not necessarily contribute to, the student’s thesis project.

Pedagogy—DANM trains future arts academics through practical experience. Students are awarded teaching assistantships as part of their overall support package as well as opportunities to assist faculty in workshops.

PROGRAM REQUIREMENTS

The DANM MFA Program requires 72 credits of academic course work. In the first year, students will generally take three courses each term—one course in each of the program areas, New Praxis, Studies, and Collaborative Research. In the second year, students primarily take elective courses, work with their thesis committees, and pursue independent and directed research leading to the completion of the thesis project and paper.

New Praxis

New Praxis in DANM is comprised of “critique” and “practicum.”

New Praxis—Year One

Practicum—This area of Praxis is designed to allow students to develop the conceptual, technical and practical skills they need to successfully complete projects that realize their own individual goals as digital media artists.

DANM 210—First-year students are required to take a Project Design Studio in the first quarter. This course guides the development of students’ individual studio practice, particularly in relation to the transition to digital media.

Electronic and Programming requirements—First-year students also take basic courses in electronics and programming. Students with prior experience in programming and/or electronics should discuss their background with the instructor and their adviser to determine if the course is needed or if an alternative course should be taken to fulfill this credit requirement. Students seeking an alternative means to fulfill this requirement may choose to:

- serve as assistants in workshops for beginning students;
- take electronics or programming electives offered in Computer Engineering; or
- enroll in independent studies, as approved by their adviser.

Critique—This area of Praxis is designed to allow students to present their own work and review the work of their fellow students as a means of engaging in critical dialogue necessary to pursue their own individual goals as digital media artists. First-year students are required to present work-in-progress based on the projects developed in the project design course in both individual studio and group critiques, and participate in group critique discussion. During the spring quarter first-year students identify and engage a thesis committee under the supervision of the program director.

New Praxis—Year Two

Practicum—During the fall quarter second-year students will work on the development of their thesis project proposal and abstract under the supervision of their thesis committee. Second-year students are encouraged to take practice-based electives and independent studies that facilitate the development of their thesis projects.

DANM 299—In the winter and spring quarters second-year students enroll in a minimum of 10 units of independent thesis research which is supervised by one or more members of their thesis committee.

DANM 215—Students work with faculty curator/coordinator on development of thesis projects specifically for the group exhibition context. Students contribute to development of exhibition design and collateral materials, while studying unique presentation and curatorial challenges of new media.

Studies

Students are required to take four Core Seminars over two years and have the option to take two Studies electives.

Studies—Year One

DANM 201 Recent Methods and Approaches to Digital Arts and Culture—In this seminar students examine an array of methods and approaches to

research and writing in digital media art and culture and explore key theories concerning digital media and cultures.

DANM 202 Dialogues and Questions in Digital Arts and Culture—A pre-thesis course in which students engage in dialogues at the intersection of theory and practice with the goal of producing a pre-thesis proposal and preparatory essay. Readings and seminar discussions will inform the development of pre-thesis project proposals and essays.

Studies—Year Two

DANM 203 Frameworks and Arguments in Digital Arts and Culture—This course is intended to help students develop and write the MFA thesis. Students conduct research on the thesis topic, design outlines, construct strong theoretical arguments and draft the final document. The course is intended to help students structure and develop their thesis papers which are intended to theoretically contextualize their thesis projects.

Elective—Students may choose to take an elective offered by the program or choose an elective from a broad array of graduate courses offered on campus with the approval of their adviser.

Collaborative Research

Students participate in a three quarter-long Collaborative Research Project group in one of four possible DANM research focus areas, which begins in the winter quarter of the first year. In the second year students continue with the final two quarters of their project group (spring and fall). This work is intended to provide the student with the opportunity to learn collaborative and practical research methodologies, and to participate in a professional level research project.

Thesis Requirement

Students are required to complete a thesis project and written paper under the supervision of their thesis committee. The thesis will be an arts project with digital documentation accompanied by a written paper. Thesis projects may be individual or collaborative and are expected to grow out of the research pursued in the project groups during the three quarters prior as well as work developed in new praxis courses. Each student will be expected to complete a 20- to 30-page paper discussing the student's preparatory research as well as the theoretical significance of the project. In the case of collaborative projects

each student will be required to submit his or her own paper. During the thesis year, students will make at least two progress presentations to their thesis committee. The chair and at least one other member of the three-person committee will be senate faculty and members of the DANM program faculty. A completed thesis project and paper must be submitted to and approved by the thesis committee before the degree can be awarded.

DANM program planner for 09-10

Year One	New Praxis	Studies	Collaborative Research	Total Units
Fall	210 Project Design	201 Recent Methods	219 Electronics	15
Winter	210 Project Design	249 Faculty Seminar 2 units	220 Programming	12
	New Praxis or Studies Elective			
Spring	211 Critique	203 Dialogues/Questions	250 Project Group	15
	212 Thesis Proposal 0 units			
Year Two				
Fall		202 Genealogies	250 Project Group	10
Winter	299 Thesis Research		250 Project Group	12
	New Praxis or Studies Elective			
Spring	299 Thesis Research	215 MFA Exhibition Production		10

All courses are 5 units unless otherwise noted.

74 total units

DANM Courses 09–10

Fall 09

DANM 201 Recent Methods and Approaches to Digital Arts and Culture

Soraya Murray

Students examine methods and approaches to research and writing in Digital Media Art and Culture, and explore key theories concerning digital media and cultures. The course may focus on the interaction between digital technologies and socio/cultural formations. Enrollment restricted to graduate students.

DANM 202 Genealogies and Theories of Digital Arts and Culture

Christina McPhee

Provides examination of a particular theoretical and/or historical premise related to issues of media, art, and mediatization, as a means of teaching a common approach to the construction of genealogies within digital art and culture. Enrollment restricted to graduate students.

DANM 204 Ways of Seeing and Hearing (cross-listed with SOCD 204)

Marcia Ochoa

Graduate-level advanced seminar explores ways that seeing, hearing, and knowing are influenced by culture, power, race, and other factors. Readings emphasize how documentary subjects are constituted and known, addressing questions of epistemology, social constructivism, objectivity and method. Enrollment restricted to Social Documentation and DANM graduate students.

DANM 210 Project Design Studio

Sharon Daniel

Students work on the design of individual projects by developing project proposals, budgets, “proof of concept” design documents and/or prototypes and exploring tools, technologies, programming languages, hardware, software, and electronics techniques relevant to their projects. Enrollment restricted to graduate students.

DANM 219 Introduction to Electronics for Artmaking

Elliot Anderson

An intensive introduction to electronic devices for use in artmaking, providing hands-on experience with sensors, motors, switches, gears, lights, simple

circuits, microprocessors and hardware-store devices to create kinetic and interactive works of art. Students are billed a materials fee.

DANM 250 Collaborative Research Project Groups

Second quarter of a three-quarter collaborative research project group in one of four focus areas that represent the current research of DANM faculty: Participatory Culture, Mechatronics, Performative Technologies, and Playable Media. Students and faculty engage in research collaborations resulting in publications and exhibitions.

DANM 267 Workshop in Computer Music and Visualization

Peter Elsea

Graduate level techniques and procedures of computer music composition and visualization. Practical experience in the UCSC electronic music studio with computer composition systems and software, including visualization and interactive performance systems. Extensive exploration of music and interactive graphics programs such as Max/MSP/Jitter.

DANM 297 Independent Study

Independent digital arts and new media research project, under the guidance of a DANM faculty member or other faculty with approval of advisor. The project includes readings, research, and a written report. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. Maximum 10 credits.

DANM 297G Independent Study

Independent digital arts and new media research project, under the guidance of a DANM faculty member or other faculty with approval of advisor. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. Maximum 6 credits.

DANM 299 Thesis Research

Students carry out a master of fine arts thesis in digital arts and new media research, under the guidance of a thesis committee member. The thesis will be an arts project with digital documentation accompanied by a written paper discussing the student’s preparatory research as well as the theoretical significance of the project. Enrollment restricted to graduate students. May be repeated for credit. Maximum 10 credits.

Winter 09**DANM 220** Introduction to Programming for the Arts

Peter Elsea

This course covers aspects of computer programming necessary for digital art projects. Students learn how to manipulate digital media using program control for installations, presentations and the Internet. No prior programming experience required.

DANM 221 Mathematics and the Arts

Ralph Abraham

This course examines the role of mathematics in the arts since the computer revolution, with an emphasis on chaos, fractals, and symmetry. Lectures cover abstract animation and algorithmic music, including the history of leading innovators and techniques from 1950 to the present. Student projects will explore the creative process today using cutting-edge technologies.

DANM 227 Projected Light In Performance

David Cuthbert

An exploration of projected light in performance and art. The history of lighting as art is covered in a hands-on demystifying format from the shadow of a bare light bulb, to the latest in automated and projection equipment and techniques.

DANM 231 Human-Computer Interaction

Sri Kurniawan

Theories and hands-on practices to understand what makes user interfaces usable and accessible for their diverse users. Covers human senses, memory and emotion, and their design implications. Requirement solicitation, user-centered design and prototyping techniques, and expert and user evaluations.

DANM 249 Faculty Seminar

Sharon Daniel

A series of DANM faculty lectures designed to familiarize first-year DANM graduate students with program faculty members and their creative work and research in order to select their faculty advisors and thesis committee members.

DANM 250 Collaborative Research Project Groups

Final quarter of a three-quarter collaborative research project group in one of four focus areas that represent the current research of DANM faculty: Participatory Culture, Mechatronics, Performative Technology, and Playable Media. Students and faculty engage in research collaborations resulting in publications and exhibitions.

DANM 267 Workshop in Computer Music and Visualization

Peter Elsea

Graduate level techniques and procedures of computer music composition and visualization. Practical experience in the UCSC electronic music studio with computer composition systems and software, including visualization and interactive performance systems. Extensive exploration of music and interactive graphics programs such as Max/MSP/Jitter.

DANM 297 Independent Study

Independent digital arts and new media research project, under the guidance of a DANM faculty member or other faculty with approval of advisor. The project includes readings, research, and a written report. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. Maximum 10 credits.

DANM 297G Independent Study

Independent digital arts and new media research project, under the guidance of a DANM faculty member or other faculty with approval of advisor. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. Maximum 6 credits.

DANM 299

Thesis Research

Students carry out a master of fine arts thesis in digital arts and new media research, under the guidance of a thesis committee member. The thesis will be an arts project with digital documentation accompanied by a written paper discussing the student's preparatory research as well as the theoretical significance of the project. Enrollment restricted to graduate students. May be repeated for credit. Maximum 10 credits.

Spring 09**DANM 203** Dialogues and Questions in Digital Arts and Culture

Ben Carson

Students engage in dialogues at the intersection of theory and practice with the goal of producing a pre-thesis proposal and essay. Readings and seminar discussions inform the development of project proposals and essays, which theoretically contextualize students' work.

DANM 211 Critique

Jennifer González

First-year DANM students are required to present work-in-progress based on the projects developed in earlier courses and over the course of the current quarter, in individual studio critiques with the instructor as well as group critiques.

DANM 212 Thesis Proposal

Sharon Daniel

Second-year digital arts and new media students work on the development and completion of their thesis project proposal and abstract under the supervision of the program chair and their thesis committees.

DANM 215 MFA Exhibition Production

Soraya Murray

Second-year digital arts and new media MFA graduate students work with faculty curator/coordinator to develop thesis projects specifically for the group exhibition context. Students contribute to exhibition design and collateral materials while studying the unique presentation and curatorial challenges of new media.

DANM 250 Collaborative Research Project Groups

First quarter of a three-quarter collaborative research project group in one of four focus areas that represent the current research of DANM faculty: Participatory Culture, Mechatronics, Performative Technology, and Playable Media. Students and faculty engage in research collaborations resulting in publications and exhibitions.

DANM 267 Workshop in Computer Music and Visualization

Peter Elsea

Graduate level techniques and procedures of computer music composition and visualization. Practical experience in the UCSC electronic music studio with computer composition systems and software, including visualization and interactive performance systems. Extensive exploration of music and interactive graphics programs such as Max/MSP/Jitter.

DANM 297 Independent Study

Independent digital arts and new media research project, under the guidance of a DANM faculty member or other faculty with approval of advisor. The project includes readings, research, and a written report. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. Maximum 10 credits.

DANM 297G Independent Study

Independent digital arts and new media research project, under the guidance of a DANM faculty member or other faculty with approval of advisor. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. Maximum 6 credits.

DANM 299 Thesis Research

Students carry out a master of fine arts thesis in digital arts and new media research, under the guidance of a thesis committee member. The thesis will be an arts project with digital documentation accompanied by a written paper discussing the student's preparatory research as well as the theoretical significance of the project. Enrollment restricted to graduate students. May be repeated for credit. Maximum 10 credits.

the student's preparatory research as well as the theoretical significance of the project. May be repeated for credit. Maximum 10 credits.

DANM 297 and 297G Independent Studies

Obtain the DANM 297 and 297G form, gather the correct signatures and file the form with the Program Manager before enrolling in an independent study.

DANM 297—5 credits

Independent digital arts and new media research project, under the guidance of a DANM faculty member or other faculty with approval of advisor. A lecturer may supervise an independent study only with the approval of the Program Chair. The project includes readings, research, and a written report. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. Maximum 10 credits.

DANM 297G—3 credits

Independent digital arts and new media research project, under the guidance of a DANM faculty member or other faculty with approval of adviser. A lecturer may supervise an independent study only with the approval of the Program Chair. Students submit petition to sponsoring agency. Enrollment restricted to graduate students. May be repeated for credit. Maximum 6 units.

DANM 299 Thesis Research

Students are required to take two DANM 299 courses in their second year. Obtain the DANM 299 form (same as 297 and 297G form), gather the correct signatures and file the form with the Program Manager before enrolling. The chair of their committee must supervise at least one of these courses and a member of their committee supervise the other.

DANM 299—5 credits

Students carry out a master of fine arts thesis in digital arts and new media research, under the guidance of a thesis committee member. The thesis will be an arts project with digital documentation accompanied by a written paper discussing the student's preparatory research as well as the theoretical significance of the project. Enrollment restricted to graduate students. May be repeated for credit. Maximum 10 credits.

Electives

At a minimum one elective is required in each year of the program. In order to receive graduate credit for an elective it must be a graduate course numbered in the 200 series. Therefore this course can be a DANM elective course, any graduate course offered on campus, or a DANM independent study building on any undergraduate course.

Grading and Evaluation

Graduate students may receive the following grades in their courses:

S—Satisfactory

U—Unsatisfactory (cannot graduate with an U on your record)

I—Incomplete (must finish within one calendar year or by the deadline established with the instructor)

Letter grade—Optional

Students receive evaluations in all courses for which they receive credit. A performance evaluation is a narrative description of the quality and characteristics of a student's performance in a course.

Progress Report and Student Evaluation

At the end of each academic year, the faculty will meet to evaluate the progress of the first year students. **By the middle of the third quarter of the first year, all students must provide their faculty advisor with a one or two page progress report**, evaluating their achievements, including publications and conference presentations, courses completed, and TA assignments. They are also asked to describe their progress on research, completion of program requirements (e.g., coursework, qualifying exam, etc.), and their research goals for next year.

In the end-of-year student evaluation meeting, the faculty will review each student's progress report and file, and faculty evaluations of their progress to make a summary evaluation. The summary evaluation is meant to indicate to faculty and to students their progress toward becoming mature researchers and scholars. Students will be evaluated as either:

- being on-track (developing as one would expect for their stage of training)
- needing improvement (specific steps will be recommended for working on the problem area)
- on probation (specific goals and deadlines will be given that a student must meet to remain in academic good standing)
- terminated from the program (which occurs only after stated goals and deadlines have not been met during the earlier period of probation)

A written report of this evaluation signed by the advisor and the Program Chair will be presented to each student at the end of their first year. Students should talk to their advisors about the contents of their evaluation letters. Any changes in what students are expected to do as a result of these conversations should be put in writing and communicated to both the Program Chair and a copy of the changes sent to the Program Manager.

Academic Probation

Occasionally students are unable or unwilling to complete their academic work in a satisfactory manner. When this occurs, the DANM program has the option to recommend to the Dean of the Graduate Division that the student be placed on academic probation and to terminate a student from the graduate program if the terms of the academic probation are not met. Probation occurs only very rarely and in slow steps. The first step is a warning letter to the student, indicating where problems lie and providing a clear timetable of what must be done to return to good standing. The student has the option to meet with the Program Chair to discuss his/her situation. If the student fails to meet the goals set out in the warning letter, or fails to remove the problems set out in the warning letter; then the following steps will be taken:

- The faculty must meet and decide if they wish to recommend that the Program Chair recommend to the Graduate Dean that the student be placed on academic probation. Normally, faculty recommendation to the Program Chair would occur toward the end of a quarter.
- The Program Chair can follow the recommendation as closely or as loosely as s/he wants in the department's recommendation to the Graduate Dean.
- Thereupon the Program Chair would write to the Graduate Dean at the close of the quarter so that the Dean might have a letter ready for the student at the start of the next quarter.

Financial Support

DANM students are guaranteed TAs in their first year. Thereafter graduate students in good academic standing normally secure financial support with some combination of graduate fellowships, TAs, research assistantships, and teaching assistantships in other departments. Students are encouraged to seek and apply for outside funding from government agencies, private foundations, and industry. Beginning in their second year, students with the appropriate academic background are also strongly encouraged to apply for TAs in college core courses and in other departments on campus through the Graduate Division. We ask that each student speak with their advisor at the beginning of each academic year to discuss additional sources of funding beyond those provided by the department.

Residency

After one year, non-resident students (out-of-state students) should apply to become residents. Foreign students are not eligible to become California residents. You must petition in person at the Office of the Registrar for a change of classification from nonresident to resident status. All changes of status must be initiated prior to the first day of classes for the term for which you intend to be classified as a resident.

Student/Advisor Relationship

FACULTY ADVISOR RESPONSIBILITIES:

- Bear in mind the consequences of agreeing to be an advisor
- Be available to graduate student for feedback and guidance
- Suggest thesis committee members
- Encourage graduate student to utilize literature and other resources
- Assist in grant writing and peer review skills
- Write reference letters
- Arrange alternate supervision during sabbaticals
- Write at least one annual narrative evaluation of the student's progress

—from guidelines issued by the Graduate Division in Fall 06 and approved by the Graduate Council, Graduate Division and Graduate Student Association

The role of the advisor is to give a student input on their coursework, and feedback on the direction of their studies and goals for the program. Each student is assigned an advisor at the beginning of his or her course of study. The relationship between a student and his or her advisor must continue so long as it is mutually agreeable. There is no penalty for changing advisors. Students seeking to change advisors should consult with the Program Chair. The Program Manager should be notified when the change is effected. To continue in the DANM program, it is essential that every graduate student have an academic advisor. Some adjustment in the timing of the thesis requirements may be made when a change of advisor comes late enough to affect a student's progress toward this goal.

If a graduate student and her/his advisor feel it is necessary to separate prior to the student securing a new advisor, it is the student's responsibility, in consultation with the program, to find a new advisor as quickly as possible. The Program Chair will serve as the interim advisor. The interim advisor has no responsibilities to help the student find an advisor but serves as the official conduit of information between the department and the student. The deadline for finding a new advisor is at the discretion of the program. At most, the interim advisor can serve for no more than two quarters or until the end of the current academic year, whichever comes first. In the latter case, the deadline for securing an advisor will be ten days after the start of instruction in the ensuing fall quarter. If the student has not secured a new advisor during this period, the program will recommend to the Graduate Division that the student immediately be placed on probation. If the student does not obtain an advisor within one quarter of being placed on probation, the program will recommend that the student be dismissed from graduate study at UCSC. Students in good standing can petition for an exception if special circumstances seem to warrant an extension of the deadline for finding an advisor.

Thesis Process

A two-year MFA program is short and intense. Students begin thinking about their thesis research as early as the application process and continue defining the scope of their research from the very first day of classes. Second year students work almost exclusively on their thesis projects and papers which are the culmination of each student's research in the program.

The final thesis will make an original contribution to scholarship, praxis and research in digital arts and new media. The final outcome of the Digital Arts and New Media MFA includes:

- the project, that is, an art work, a performance, digital/new media experimental research, or an invention or computer program that enables the production of digital or new media work
- the thesis paper, that is, a 20–30 page scholarly paper that contextualizes the project historically, theoretically, and socio-culturally
- a presentation of the project in the annual MFA Exhibition
- final documentation of the project for the program web site and archives

Thesis projects may be individual or collaborative. A small stipend will be provided by DANM to support thesis research.

Required Forms and Milestones

The following forms and deadlines provide milestones to help guide and facilitate the thesis process. It is critical that they are submitted on time. Forms are available online at <http://danm.ucsc.edu/web/resources/student#forms>.

- * Thesis Committee Form due at the end of spring quarter of the first year to DANM Office
- * Thesis Abstract Form due December 1, 2009 to DANM Office
- * Independent Studies and Thesis Research Form due to DANM Office
- * Application for Master's Degree due April 8, 2010 to Graduate Division
- * MFA Exhibition Participation Form due April 9, 2010 to DANM Office
- * Oral Defense/Graduation Form due June 11, 2010 to DANM Office

Thesis Committee

DANM 212 Thesis Proposal is a zero-unit course supervised by the Program Chair takes place in the spring of the first year that exists to support each student in developing their thesis committee. The Program Chair meets with each

first year student to advise on and approve the constitution of the committee. By the end of the first year each student will have consulted with faculty, formed a thesis committee and filed the MFA Thesis Committee Form with the Program Manager. At the beginning of the second year of the program, the student begins meeting with their Committee.

Each student's thesis committee will consist of three members, of which the chair and at least one other member are members of the UC Academic Senate and at least two are members of the DANM faculty. The chair shall be a full or associate professor and DANM faculty member. Any committee member who is not UCSC faculty must be reviewed and approved by the Program Chair. Changes to the thesis committee must also be approved by the Program Chair.

Once the committee has been formed, the thesis committee chair becomes the student's advisor with the primary responsibility for supervising the student's progress through the thesis process.

Thesis Committee Responsibilities

It is each student's responsibility to assemble their thesis committee. Students should consider the composition of the committee carefully so that their committee will be able to support and advise on both the thesis project and paper. It is important that the members are aware of their responsibilities:

- commitment to appear at required meetings (see time line on page 29)
- awareness of thesis process milestones (see time line on page 29)
- willingness to conform to thesis process deadlines (see time line on page 29)
- willingness to respond in a timely manner to student concerns and thesis process deadlines
- willingness to be proactive in engaging student and communicating with program, especially if the student is falling behind
- willingness to review the student's work during the spring "open studio"
- willingness to supervise DANM 299 Thesis Research independent studies

Thesis Proposal

By November 1 of the student's second year, the student prepares a thesis proposal. The proposal includes a project description with a detailed outline of

the project research and the steps to be undertaken for the written thesis. The length of the proposal should be determined in conversation with the student's thesis committee chair. The finished draft of the proposal is given to the thesis committee for comment well before the oral review, so that the student has time to respond to comments on rough drafts of the proposal from the thesis committee at the oral review.

Thesis Oral Review

By November 15 of the student's second year, an oral review is held. During the oral review, the student gives a brief, 15-minute overview of the proposed written thesis and project, and answers questions from the faculty committee about the plan of research. In most cases, the faculty offer ideas and suggestions for improving the research or project plan.

Thesis Abstract

By December 1 of the student's second year, the student prepares an abstract of the proposal of between 500-1000 words, reflecting the thesis project as agreed upon at the review. The thesis committee members' signatures on the Thesis Abstract Form constitute the formal approval of the plan. The Program Chair will review and also sign the form, which must be filed with the Program Manager and added to the student's file.

By December 10 of the student's second year, students who have not received signed approval for their thesis proposal abstract will be recommended for probation.

DANM 299 Thesis Research

Students must enroll in two DANM 299 Thesis Research courses in their second year to complete the final thesis project. Students are advised to take one section in the second quarter and one in the third quarter to facilitate the simultaneous development of the thesis paper and project. Each section of DANM 299 should be supervised by one of the student's committee members. Students must obtain the DANM 299 form, gather the correct signatures and file the form with the Program Manager before enrolling in DANM 299.

In order to graduate, students must complete both DANM 299 Thesis Research courses with a Satisfactory. An Incomplete in DANM 299 Thesis Research will result in an extension of one quarter to complete the course work. If the course work, e.g. the final thesis project or paper, is not completed

satisfactorily by the end of the following fall quarter, the grade will automatically change to an Unsatisfactory. Students cannot graduate with a grade of Incomplete or Unsatisfactory.

Thesis Committee Meetings

By March 11 of the student's second year, students are required to have met at least once with each of their thesis committee members individually or as a group.

Open Studio

Between March 31 and April 2 all second year students participate in an "open studio" of functioning beta versions of their proposed exhibition installation pieces. All thesis committee members, the MFA exhibition technical coordinator, and the exhibition curator view these pieces at that time in order determine the viability of the projects.

Graduation

By April 8 of the student's second year, s/he must file the Application for the Master's Degree with the Graduate Division. This form also gives the student the option to participate in the Graduate Division's commencement ceremony in June.

MFA Exhibition

Each student participates in the MFA Exhibition, submitting either her/his project or a representation of the project for display. Students work closely with the Faculty curator/Coordinator and the Technical Coordinator to develop and mount the exhibition in the course DANM 215 MFA Exhibition Production. This year the exhibition will take place between April 30-May 9.

By April 5 of the student's second year, in order to participate in the MFA Exhibition, the student must meet with their thesis committee to receive approval of the prospective graduate's piece for the exhibition. The Participation in MFA Exhibition Form must be filed with the Program Manager by April 9. This form includes an installation plan of the piece for the exhibition.

Thesis Oral Defense

By May 19 of the student's second year, the completed thesis project and paper must have been presented and submitted to the thesis committee in an oral defense.

Final Deadlines

By June 4 of the student's second year, the thesis paper and project are due to the thesis committee.

By June 10 of the student's second year, thesis committee members must sign and file the Oral Defense and Graduation Form with the Program Manager that states whether the student completed their oral defense and whether they may graduate.

Thesis Documentation

By June 10 of the student's second year, thesis documentation is due to the Program Manager. Thesis documentation includes both a .pdf of the thesis paper and online digital documentation (url) of the thesis project. It should include a description of the project and appropriate data files. This documentation could be a web document, software application, edited video images and/or sound files, or documentation that best represents the piece as agreed upon by the thesis committee. For extended time-based works, students must provide a copy of the complete work for the archive and an excerpt of the work for the documentation archive. For all others, provide a project description and appropriate data files.

The documentation will be posted on the DANM web site. Keep this in mind. To be acceptable, the quality must be very high.

Request for an Extension of Deadlines

If special circumstances occur that prevent a student from meeting the deadline for completing any requirement specified here, the student may petition in writing for an extension. The petition must explain the special circumstances and specify the date by which the requirement will be completed. The granting of that extension will be decided by the thesis committee and the Program Chair. The petition must be signed by the student, thesis committee chair, and Program Chair for final approval, and filed with the Program Manager. During the extension, the student will receive no further support from the DANM

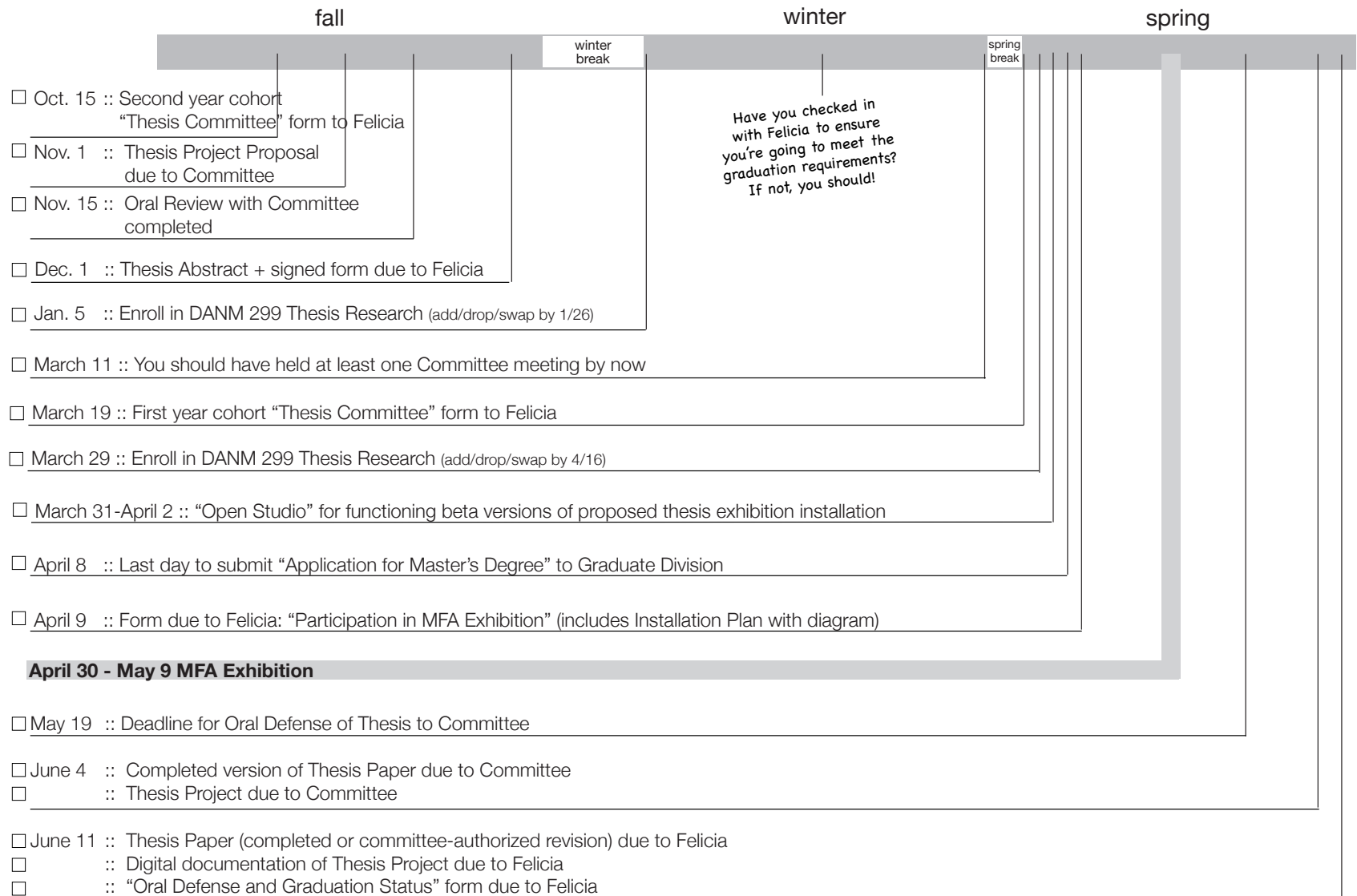
Program. An extension granted for completing the thesis must be concluded at the end of fall quarter (after the end of the spring quarter of the student's second year) at the latest. Then the project or a representation thereof must be presented in the following year's MFA Exhibition for the student to be eligible for graduation.

Attribution Policy

DANM Faculty are expected to credit the DANM program and DANM students who contribute to the development of an artistic or written work in the context of DANM supported Project Groups. In the case of a project or work initiated in a DANM project group where significant contributions (including conceptualization, research, text and/or media) have been made by DANM students, the participating students should be given appropriate attribution by name in any future public exhibition or publication of the work regardless of subsequent changes to the work. Materials associated with the exhibition, publication or performance of such works should include a statement of attribution. For example:

“This work [or installation, performance, essay, etc] was developed in the context of a University of California, Santa Cruz Digital Arts and New Media MFA program research group with the contributions of [or in collaboration with] _____ and _____.”

2009-10 Key Dates & Deadlines for DANM Thesis Process



Call for Course Proposals

The relationship between DANM, the five departments within the Arts Division is illustrated on the cover of this handbook. Art, Film and Theater Arts have commitments of 4 courses each (or their equivalent in dollars) and HAVC and Music have commitments of 3 courses each (or their equivalent in dollars) to DANM each year. This is how the DANM curriculum is built. There are also funds to buyout the DANM chair course relief and any other faculty relief, as well as funds for six TAships and 47 TAships negotiated with these same five Arts departments.

The call for DANM course proposals goes out to Arts Division department chairs and department managers. From there it is sent on to faculty. The faculty proposals go back to the departments and, if acceptable, are sent on to DANM.

DANM program description

The DANM program description document is located at: <http://danm.ucsc.edu/web/DocumentsOfRecord/ProgramDescription>. This document also establishes the process that facilitates the completion of the DANM and Department Curriculum and Leave Plans. The 09-10 program planner can be found at: <http://danm.ucsc.edu/web/DocumentsOfRecord/ProgramPlanner>.

Each fall quarter DANM will call for faculty proposals to teach all core courses and electives in the following academic year, and for the three-quarter collaborative research project groups which would begin in the spring of the following academic year.

November 1 is the deadline for submission of proposals. The course proposal form can be downloaded at <http://danm.ucsc.edu/web/DocumentsOfRecord>. Course proposals must be thorough and complete.

The DANM Executive Committee will assign core courses and electives based on the content, relevance and quality of the proposed course as well as consideration of departmental course equivalency commitments. If the instructor proposing the course is not an academic senate member, a cv, letters of recommendation and student evaluations of earlier courses or evidence of other professional qualifications will be submitted to the DANM Executive Commit-

tee. See DANM Bylaws for requirements of faculty membership: <http://danm.ucsc.edu/web/DocumentsOfRecord>. All proposals, including those from lecturers, will require approval by relevant department chairs. Once approved by their home departments, project group proposals will be reviewed by a panel comprised of the Executive Committee members and some previous project group faculty.

The aim is for the DANM curriculum plan to be completed by the end of November allowing adequate time for development of curriculum plans due in December.

DANM Instructor Responsibilities

The DANM Program is a model of interdisciplinarity and collaboration. As such, teaching a DANM course also involves a commitment on the part of the instructor to:

- attend a fall curriculum meeting
- participate in a fall introduction/orientation
- make every effort to attend DANM faculty meetings
- participate in DANM town hall meetings

We also expect instructors will follow the guidelines laid out for all UCSC instruction, including:

- filing a copy of each course syllabus with the DANM office
- posting grades and narrative evaluations on time

Note re: Core courses

Faculty interested in teaching a DANM course should read carefully the core course descriptions at <http://danm.ucsc.edu/web/RequiredCoreCourseDescriptions>. Faculty should propose their course(s) based on that description and their own research and teaching strengths in that context. Syllabi for core courses should be complete, including specific reading and writing assignments and criteria for evaluation of students. Course proposals should be submitted on the form at <http://danm.ucsc.edu/web/DocumentsOfRecord>.

Note re: Electives

There are two DANM-run electives in the current program description. Proposed electives should be offered in the winter quarter (studies and practice) as indicated in the program planner at <http://danm.ucsc.edu/web/DocumentsOfRecord/ProgramPlanner#planner>. Elective course proposals should

include syllabi with specific reading and writing assignments and criteria for evaluation of students. Course proposals should be submitted on the course proposal form at <http://danm.ucsc.edu/web/DocumentsOfRecord>.

Note re: Collaborative research project groups

DANM offers four collaborative research project groups—one in each of four focus areas that represent the current research of DANM faculty: Participatory Culture, Mechatronics, Performative Technologies, and Playable Media. Full descriptions can be found at <http://danm.ucsc.edu/web/DocumentsOfRecord/ProjectGroups>. In project groups, students and faculty engage in research collaborations over a period of three quarters (beginning in the spring quarter of the students' first year) resulting in publications and exhibitions.

Project groups are advertised and prospective students are asked to identify their preference in their application and statement of purpose. As project groups factor into admissions, selected project group leaders must make a commitment to participate in the admissions process, which includes reviewing applications online, attending admissions committee meetings and presenting at visiting day for prospective students.

Project group faculty leaders receive one full course equivalency for each of the three quarters of the project group. Proposals that involve collaboration between two-three faculty are encouraged—particularly those between theorists and practitioners. Faculty submitting collaborative proposals should indicate how they would like to share the three course equivalencies.

For project groups we ask that faculty submit a project abstract of no more than 500 words. The abstract should indicate which of the collaborative research foci the project would fall under (Participatory Culture, Mechatronics, Performative Technologies or Playable Media) and explain how it relates to this research focus. The abstract should also address, if relevant, the skills and/or interests that ideal student-participants would bring to the project and how you see students contributing to the project. It is expected that faculty will engage in research collaborations with their students that result in publications and exhibitions. Please include a brief discussion of potential forms of and venues for publication and/or exhibition at the conclusion of the project group.

The abstract should also include a list of any external funding or other resources you may bring to the project, along with a list of equipment required.

Examples of project groups for this coming year: <http://danm.ucsc.edu/web/DocumentsOfRecord>.

Bylaws of Digital Arts and New Media MFA Program

Graduate Faculty Committee and Executive Committee
University of California
Santa Cruz
Division of the Arts and School of Engineering

November 2007

Article I. Purpose

The objective of the graduate program in Digital Arts and New Media is to provide graduate students in arts and engineering with a structured curriculum, courses, research projects, faculty and resources needed for a two-year program of studies leading to a Master of Fine Arts degree. Beyond that, we anticipate that this program will serve as a center for innovation and exploration in the study of and application of digital technologies in the arts. With its concentration on digital tools and enablers and also digital venues for the arts, the program is designed to fall at the points of intersection of a variety of established disciplines which include the graphic arts, three-dimensional and environmental arts, music and sound design, film, video, and theater. While our focus is on the practice of these arts, it will be reinforced with the study and exploration of their history and theory and of the history and theory of the new digital media and the culture they have helped create.

Article II. Membership

Membership in the Digital Arts and New Media Program may be extended to selected members of the faculty at the University of California at Santa Cruz (including visiting faculty) who meet one or more of the following criteria:

1. Teach at least one course, seminar, or tutorial included in DANM's curriculum, or teach selected courses that may be accepted in lieu of DANM program requirements.
2. Lead or participate in the direction of a DANM project group.
3. Serve students as an advisor, or as a sponsor or supervisor of student research projects, independent study courses, or theses.
4. Contribute to the design or governance of the DANM program, through

participation in DANM-related committees and faculty meetings.

When the consent of the current Executive Committee is expressed by a majority vote, the DANM chair may offer membership to faculty who meet any of the criteria above.

Any member of the UCSC faculty may apply for membership in the DANM program faculty, or any standing member of the program may nominate a colleague for membership. Such applications or nominations should include a written statement of the nominee's qualifications and of his or her willingness to become a member if elected. Acceptance of an offer of membership results in an appointment to the faculty for a renewable 3-year term.

Memberships of faculty who continue to fulfill the criteria above, without interruption of more than six consecutive academic quarters, will be renewed automatically by the DANM chair. Once per academic year, the DANM chair will initiate annual discussion of faculty who have reached the end of a three-year term, and who have not fulfilled at least one of the criteria above for six consecutive academic quarters or more. Renewal of membership for those faculty will require discussion and an affirmative majority vote of the Executive Committee.

Article III. Graduate Group Program Administration

A. The DANM Program Executive Committee

In order to assure the long-term stability of the Digital Arts and New Media program, the Program will be overseen by an Executive Committee composed of one voting representative of each of the departments in the Arts Division (at present, Art, History of Art and Visual Culture, Film and Digital Media, Music, and Theater Arts), and one member from the School of Engineering. The normal term of service for members of the Executive Committee will be one year with the exception of the Chair, who will be appointed for a three-year term. Service of more than one year on the Executive Committee will be strongly encouraged. Appointments to the Executive Committee will be made by the program chair in consultation with the chair of the Arts Departments and the Dean of the School of Engineering.

The Executive Committee will have the responsibility of governing, guiding, encouraging, and supporting the activities of the DANM Program. These will include maintaining and reviewing the membership of the DANM Faculty Committee, and forming and populating additional standing committees or ad hoc committees as necessary (e.g. the admissions committee).

The Executive Committee may develop further bylaws or alter existing bylaws as appropriate, necessary, and consistent with University policy. A fifty-one percent majority of the Faculty Committee members will be required to add or alter program bylaws.

In the absence of established policy to the contrary, Robert's Rules of Order will govern Committee procedures. Voting will be conducted by voice ballot unless one of the committee members requests a written ballot. The participation of forty percent (40%) or more of the Faculty Committee members will constitute a quorum. Members of the Faculty Committee or the Executive Committee who are absent at the time of voting on substantial issues will be given an opportunity to cast a written ballot during a one-week period after the missed meeting. These votes will be included in the final tally. Written notice of all voting issues will be distributed with the agenda prior to meetings of the Faculty Committee or the Executive Committee. Minutes of meetings will be distributed within two weeks of a meeting, and subject to approval at the following meeting or by written consent of the members.

The DANM chair will meet regularly (at least once per academic quarter) with the DANM Executive Committee. All major decisions regarding the administration of the DANM program will require the approval of the majority of the full Executive Committee. In particular, any curricular changes, personnel letters of evaluation, recruitment of incoming students, and choices regarding faculty participation will require such approval. A Memorandum of Understanding ("MOU;" see APPENDIX E of the DANM Proposal) agreed upon by the participating departments details the provisions for the participation of the constituent departments.

The Memorandum of Understanding mentioned above constitutes a commitment from the participating departments and from the School of Engineering for the ongoing participation of the faculty needed to maintain the DANM program. The UCSC Division of the Arts and the School of Engineering

also agree to provide resource support consistent with the needs of the program set forth in this proposal and in conjunction with the faculty FTE made available to each of the participating departments. These agreements, the graduate group charter agreement, and Memorandum of Understanding (see APPENDIX G and E, respectively) are appended to the DANM MFA program proposal.

B. The Program Chair

Based on the recommendation of the DANM executive Committee, the Chair of the DANM program will be appointed by the Dean of the Arts. The chairperson will oversee the normal day-to-day running of the program with the aid of an administrative assistant. It will be his or her responsibility to see that the curriculum is maintained, that consistent offerings and advising are available to program students, that teaching assistantships are adequately distributed, that program facilities are properly staffed, etc. In effect, the chair's duties will resemble those of any department or program chair, with the exception of the fact that the DANM program chair will not be directly responsible for the personnel actions of any of its ladder-rank faculty (since all its faculty are assigned to departments). The chair will represent the DANM program in official matters pertaining to the group, both within and outside the University.

With regard to personnel actions, the DANM program chair will write a letter to a faculty member's department at the time of actions addressing that faculty member's participation in the program. The letter will require the approval of the Executive Committee, as stated above. That letter will be included in the faculty file and used in the action in accordance with departmental and campus policy. The DANM program will maintain files of students' evaluations of DANM courses, making them available to the department as necessary.