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

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, and much more. You are required to have an account on this machine which will be set up with your assistance at DANM Orientation. To use the features of this server please contact the Technical Coordinator.

Feel free to modify your personal work pages. We encourage you to put events and exhibitions on the site.

“@ucsc.edu” Email Account
To activate your UCSC account, please go to the UCSC student portal: http://my.ucsc.edu/, signing in with your Student ID and a password that was sent to you by the Graduate Division. After logging in to my.ucsc.edu, click on the link labeled “Activate UCSC Account.” If you have trouble with any of this please contact the Graduate Division.
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 January 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 and New Media MFA Program (DANM) is a two-year program. Students take courses in each of these interdependent and equally important program areas:

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 pursue the construction of specific genealogies and theories with a sustained focus on a particular topic, before beginning to develop a thesis project and paper by engaging in various dialogues at the intersection of theory and practice.

Collaborative Research—Faculty lead students in major collaborative research projects that will result in publications and exhibitions. The following are descriptions of four current areas of DANM faculty research: mechatronics, participatory culture, performative technologies, and playable media. We ask that prospective students identify their working relationships with one or more of these areas in their application and statement of purpose. As new research emphases arise, other categories for potential project groups will be formed.
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 that may include video, performance, and sculpture, for the creation of complex, kinetic, audio-visual systems for the exploration of temporality, materiality, experience, perception, as well as relations between biological/life-like forms and environmental worlds.

Participatory Culture
DANM’s participatory culture studies and research explore the role of information and communication technologies in what has sometimes been described as the shift from “top-down” culture to a “lateral” or “hierarchical” culture of participation and social engagement. In many social domains and practices, the human/computer interface acts as both a boundary and a bridge. Participatory culture research in DANM may encompass a range of projects in social computing, community-media activism and other modes of engagement that involve the design of new technologies and/or technologies that address social issues and help to democratize 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 mixes of real-time/recorded shared multimedia experiences shared by 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 12-13

<table>
<thead>
<tr>
<th>Year One</th>
<th>New Praxis</th>
<th>Studies</th>
<th>Collaborative Research</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>210 Project Design</td>
<td>201 Recent Methods</td>
<td>219 Electronics</td>
<td>15</td>
</tr>
<tr>
<td>Winter</td>
<td>New Praxis or Studies Elective (2, 3 or 5 units)</td>
<td>220 Programming</td>
<td>250 Project Group</td>
<td>12</td>
</tr>
<tr>
<td>Spring</td>
<td>211 Critique</td>
<td>202 Dialogues/Questions</td>
<td>250 Project Group</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>212 Thesis Proposal 0 units</td>
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<table>
<thead>
<tr>
<th>Year Two</th>
<th>New Praxis</th>
<th>Studies</th>
<th>Collaborative Research</th>
<th>Total Units</th>
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<tbody>
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<td>Fall</td>
<td>New Praxis or Studies Elective</td>
<td></td>
<td>250 Project Group</td>
<td>10</td>
</tr>
<tr>
<td>Winter</td>
<td>299 Thesis Research</td>
<td>215 MFA Exhibition Production</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Spring</td>
<td>299 Thesis Research</td>
<td>203 Frameworks/Arguments</td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

All courses are 5 units unless otherwise noted. Minimum of 72 units total
**DANM Courses 12-13**

**Fall 12**

**DANM 201** Recent Methods and Approaches to Digital Arts and Culture  
Soraya Murray  
Students examine methods and approaches to research and writing in digital art and new media, while exploring key theories concerning technology, art, and culture. Focus is on the interaction between digital technologies and socio/cultural formations.

**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.

**DANM 205** Approaches to Social Documentation (cross-listed with SOCD 200)  
B. Ruby Rich  
Comprehensive review and analysis of documentary strategies aimed at societal critique and social change, evaluating changes in argument, evidence, and process over development of the discipline. A concurrent media lab is required.

**DANM 206** Practice of Social Documentary (cross-listed with SOCD 202)  
Renee Tajima-Peña  
Introduction to social documentary genres including video, photography, new media and other mediums, which addresses social-scientific research and methodology in the context of these processes. A concurrent media lab is required.

**DANM 208** Special Topics in Social Documentation (cross-listed with SOCD 290)  
Spencer Nakasako  
Designed to provide supplemental instruction on specific topical and/or technical matters related to social documentation. Topics include technical standards and innovations within the field of social documentation, documentary subjects, location production, and/or the work of individual professional documentarians. May be repeated for credit.

**DANM 210** Project Design Studio  
E.G. Crichton  
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.

**DANM 219** Introduction to Electronics for Artmaking  
Daniel Christopher  
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  
Third 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 13

DANM 207 Video Production of the Social Documentary
(cross-listed with SOCD 280)
Staff
Intensive directing and producing course that covers conceptualization, research, treatment and proposal writing, interview technique, camera, editing, production, and distribution.

DANM 215 MFA Exhibition Production
Shelby Graham
Second-year digital arts and new media graduate students work with faculty curator/coordinator on development of 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 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 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 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.
Spring 13

DANM 202 Dialogues and Questions in Digital Arts and Culture
Brandin Baron-Nusbaum
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 203 Frameworks and Arguments in Digital Arts and Culture
Staff
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.

DANM 211 Critique
Sharon Daniel
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
Noah Wardrip-Fruin
First-year digital arts and new media graduate 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 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.
### 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 may 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 TAships in their first year. Thereafter graduate students in good academic standing normally secure financial support with some combination of graduate fellowships, TAships, 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 TAships 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/Adviser Relationship**

**FACULTY Adviser RESPONSIBILITIES:**
- Bear in mind the consequences of agreeing to be an adviser
- 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 adviser is to give a student input on their coursework, and feedback on the direction of their studies and goals for the program. In their first year, the adviser is the leader of a student’s project group. In the second year, the adviser switches to the chair of their thesis committee. There is no penalty for changing advisers. Students seeking to change advisers 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 adviser. Some adjustment in the timing of the thesis requirements may be made when a change of adviser comes late enough to affect a student’s progress toward this goal.

If a graduate student and her/his adviser feel it is necessary to separate prior to the student securing a new adviser, it is the student’s responsibility, in consultation with the program, to find a new adviser as quickly as possible. The Program Chair will serve as the interim adviser. The interim adviser has no responsibilities to help the student find an adviser but serves as the official conduit of information between the department and the student. The deadline for finding a new adviser is at the discretion of the program. At most, the interim adviser 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 adviser will be ten days after the start of instruction in the ensuing fall quarter. If the student has not secured a new adviser 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 adviser 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 adviser.
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.

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 June 3, 2012 to DANM Office
* Thesis Abstract Form due December 1, 2012 to DANM Office
* Independent Studies and Thesis Research Forms due to DANM Office
* Application for Master’s Degree due April 8, 2013 to Graduate Division
* MFA Exhibition Participation Form due April 12, 2013 to DANM Office
* Oral Defense/Graduation Form due June 13, 2013 to DANM Office

Thesis Committee

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

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)
- awareness of thesis process milestones (see time line)
- willingness to conform to thesis process deadlines (see time line)
- 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 Studio Review
- 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 online 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 1 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.

Studio Review
Between April 3–5 all second year students participate in a studio review 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.

Commencement
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 campus-wide commencement ceremony in June. Commencement regalia (cap & gown) must be reserved by April 20 to avoid rush charges. The cost is about $50. (Deadline and cost are estimates; check http://graddiv.ucsc.edu for exact dates and prices.) Students are encouraged to participate in the commencement ceremony.

MFA Exhibition
Each student participates in the MFA Exhibition, submitting either her/his project or a representation if the project for display. Students work closely with the Faculty Curator/Coordinator and the Technical Coordinator to develop and mount the exhibition in DANM 215 MFA Exhibition Production.

Before April 12 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 12. This form includes an installation plan and diagram of the piece for the exhibition.

Thesis Oral Defense
By May 25 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. A draft of the final paper must be given to the thesis committee five days prior to the oral defense.

Final Deadlines
By June 7 of the student’s second year, the completed thesis paper and project documentation are due to the thesis committee.
By June 13 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 13 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 ______ ______.”
The Thesis Process: 2012-13 Key Dates & Deadlines

FIRST YEAR STUDENTS

Spring

Apr 8  Deadline to enroll in DANM 212: Thesis Proposal (add/drop/swap by 4/19)
Jun 3  FORM DUE —“Thesis Committee” signed form to Felicia

SECOND YEAR STUDENTS

Fall

Nov 1  Thesis Project Proposal due to committee
Nov 15  Oral Review with committee completed
Dec 1  FORM DUE —“Thesis Abstract” signed form and copy of abstract to Felicia

Winter

Jan 14  Deadline to enroll in DANM 215: MFA Exhibition Production and DANM 299: Thesis Research* (add/drop/swap by 1/30)
Mar 1  You should have held at least one committee meeting by now

Spring

Apr 3-5  MFA Studio Review for functioning beta version of proposed thesis exhibition installation
Apr 8  FORM DUE—Last day to submit “Application for Master’s Degree” to Graduate Division for Spring graduation
Apr 8  Deadline to enroll in DANM 299: Thesis Research* (add/drop/swap by 4/19)
Apr 12  FORM DUE—“Participation in MFA Exhibition” with installation plan and diagram to Felicia
Apr 20 (est.)  Deadline to order cap & gown (about $50) without extra rush charges. (Deadline and cost are estimates; check http://graddiv.ucsc.edu for exact dates and prices.)

Apr 27-May 5  MFA EXHIBITION (Open Apr 27-28 and May 2-5; Reception May 3)

May 25  Deadline for Oral Defense of Thesis to committee (Draft of Thesis Paper due to committee five days before your oral defense.)
May 31  Last day to register with Graduate Division for Commencement ceremony
Jun 7  Completed version of Thesis Paper and Thesis Project Documentation due to committee
Jun 13  FORM DUE—“Oral Defense and Graduation Status” with Thesis Paper (completed or committee-authorized revision) and digital documentation of Thesis Project to Felicia

*requires completed Independent Studies petition signed by instructor and advisor
All forms available at http://danm.ucsc.edu/web/resources/student#forms
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 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 10-11 program planner can be found at: http://danm.ucsc.edu/web/DocumentsOfRecord/ProgramPlanner#planner.

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 Committee. 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 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 winter 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/research/collaborative_research