

# USC Roski

School of Art and Design

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## **MFA DESIGN STUDENT HANDBOOK Fall 2022/Spring 2023**

*Updated August 3, 2022*

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University of Southern California  
Roski School of Art and Design  
**Master of Fine Arts in Design Program**  
1262 Palmetto St. Suite 515  
Los Angeles, CA 90013  
213.740.2787 (ARTS)

<https://roski.usc.edu/admissions/mfa-design-admission>  
[roski.usc.edu/events](https://roski.usc.edu/events)

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# MFA Design Program Contact Information

## ADMINISTRATION GRADUATE STAFF

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*Academic Head of MFA Design program,  
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related to course plans, and progress  
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### Academic Program Administrator

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*Handles day-to-day program operations,  
guest speaker liaison, and studio visit  
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### Facilities Manager

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### IFT Advanced Photography Lab Technician

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### IT Manager

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## STAFF DIRECTORY

Staff	Position	Extension	Office	Email
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# MFA Design Program Curriculum and Guidelines

## OVERVIEW

The MFA Design Program is a five-term 56-unit studio-based program that is designed to support the development of a personal contemporary practice that is both unique and sustainable. Students work closely with USC Roski's internationally acclaimed design faculty, as well as an expanded community of leading professional designers, artists, historians, critics, curators and culture makers who participate in regular Visiting Designer/Designer-in-Residence Forums. The scope of the program will provide graduate design students with a critical examination of the issues, theories, and ideas that are relevant to contemporary design and a studio practice in design, with a focus on the following objectives:

- Increase the ability to analyze graphic design (along with architecture, fashion, art and other cultural production) including describing them with appropriate vocabulary, examining their formal elements, and engaging in research to understand their contexts (both contemporary and historical);
- Expand the knowledge about the creative process, as exemplified by the study of specific works in design history, with a focus on understanding various creative methodologies. These methodologies become apparent in the historical projects, yet they can be applied in any contemporary, creative pursuit.
- Deepen the understanding of how political, cultural, and social conditions effect the practice of all aspects of design. Students will have the opportunity to see how various practitioners in the field create work that speaks to specific audiences using innovative graphic forms (through image, typography, technology and media.).
- Enrich the discernment of design by understanding the theoretical, historical, and aesthetic decisions behind a range of work.
- Increase the understanding of the field of design (including architecture, fashion, art and other cultural production) in order to enhance your ability to create work and establish a practice that is engaged with the world at large.

The USC MFA Design Studios are located in the Roski School's Graduate Programs building in the Los Angeles downtown arts district. The building is part of a vibrant art and design community surrounded by international galleries, a lively museum scene and many boutique advertising agencies and companies. With a select cohort enrolled each semester, the program provides a unique experience that focuses on wide-ranging experimental design and social practice, as well as the creative and intellectual exploration afforded by a leading world-class university. This curricular depth coupled with USC Roski's intellectual and artistic reach, its position on the Pacific Rim and in one of the world's major arts and design capitals, and its ability to provide a vast array of cross- and interdisciplinary opportunities for its students offers an unparalleled environment for advanced study and practice. USC MFA Design program boasts collaborative partnerships with design firms, museums and design collectives and has formal affiliations with the USC Fisher Museum of Art, The Hancock Memorial Museum, The Pacific Asian Museum and the California African American Museum.

The degree is administered by the Roski School of Art and Design in conjunction with the USC Graduate School and is considered a terminal degree for practicing designers.

## ADMISSION REQUIREMENTS

### MFA Design Admission

Admission to the program is competitive and is based on

- successful completion of a BFA or BA in design, or the equivalent, from an accredited institution
- a USC Graduate Application
- a portfolio that meets the Roski School's Admission Guidelines
- three (3) letters of recommendation
- official transcripts (also referred to as "academic records") from ALL post-secondary schools attended
- TOEFL or IELTS scores, for international applicants whose native language is not English

We encourage potential applicants to attend one of our regularly scheduled Info Sessions in the fall. These informative "open house" events feature an overview of the program and application requirements with the Director of Admissions and a tour of the MFA Design building. Prospective students are also encouraged to attend our Roski Talks, a series featuring featuring prominent designers and artists sharing their work.

For more information please contact Roski Student Services Manager at 213-740-9153 or email [roski@usc.edu](mailto:roski@usc.edu). <https://roski.usc.edu/admissions/mfa-design-admission> and <http://gradadm.usc.edu>.\*

\*Students admitted on a conditional basis must fulfill certain requirements by the end of their first semester of enrollment before further enrollment is permitted.

## CURRICULAR PATHWAYS AND REQUIREMENTS

MFA Design graduate students are assumed to be highly motivated people who, as working designers, are involved in the research and practice of design in an intensive manner, in or out of school, with or without the structure of supervision. USC offers a wide variety of faculty expertise and mentorship from which students can expect to develop and maintain a significant career trajectory.

The MFA Design program espouses a broad perspective on contemporary design that is non-medium specific, although students are encouraged and expected to understand and engage with the techniques, history and discourse of the media involved in their studio practices. Students can work with all members of the full-time faculty, regardless of medium, and are urged to invite members of the Roski full-time faculty for individual studio meetings in the interest of receiving diverse feedback. Studio visits with adjunct faculty may be arranged, but they must be pre-approved by the program director.

It is expected that the program will be completed within two years. In order to maintain full-time status, a master's student should be enrolled in a minimum of 8 units per semester. The curriculum focuses on directed investigations of individual objectives in contemporary design practices. Designed to maximize the studio experience, the instructional model is also focused on critical dialogues through regular studio visits with faculty, visiting designers, designers in residence, and scholars, as well as group critiques with student peers. Students also take courses with Roski's renowned Critical Studies faculty that emphasize tracing intellectual and cultural histories, understanding the complexities of theories applied to design and visual culture, and addressing global design practices. Program electives provide a broader platform for interrogation and experimentation, so students may explore complementary fields of research at one of the world's leading research universities.

## **MFA DESIGN CURRICULUM**

The MFA Design degree requires a minimum of 56 units to be distributed as follows:

### *Practice (18)*

- DES 513** Visiting Designer Forum – 2 units, 4 units total
- DES 514** Designer in Residence Forum -2 units, 4 units total
- DES 520** Individual Studies – 2 units, 8 units total
- DES 550** Advancement - 2 units

### *Academic Courses (8)*

- DES 503** Contemporary Issues in Design – 4 units
- DES 523** Design Theory – 4 units

### *Master's Thesis (4 units)*

- DES 594a**, Master's Thesis – 2 units
- DES 594b**, Master's Thesis – 2 units

### *Electives (26 units)*

- 500-level courses offered by the Roski School – 10 units
- 400- or 500-level courses offered by the Roski School – 8 units
- 400-, 500-, or 600-level courses outside\* of the Roski School – 8 units
- \*Select from 18 professional schools at USC and/or the Dornsife College of Letters, Arts and Science

#### **Some 500-level options include:**

- DES 530** Co-Lab – 2 units, max 6
- DES 540** Design Pedagogy – 4 units (required of TA applicants)
- DES 590** Directed Research 1-12 units, max 12
- DES 591** Internship – 2 units
- DES 599** Special Topics – 2-4 units, max 8

## **MANDATORY ADVISEMENT**

All MFA Design students must meet with their academic advisor before registering for classes each term. Whenever meeting with an advisor, a student should always bring a laptop or tablet to schedule classes while in the advisor's office. The most productive meetings occur when students arrive prepared and have already reviewed course offerings via the [USC Schedule of Classes website](https://roski.usc.edu/schedule-of-classes). Mandatory Advisement occurs during specific weeks. Students should consult the Advisement section of <https://roski.usc.edu/resources/student> for appropriate times. Students should also read and follow directions that their advisor emails to them. Mandatory Advisement meetings are arranged via email with the academic advisor. MFA Design students will not be able to register for classes until they meet with their advisor. Timely attendance of Mandatory Advisement meetings and timely registration are requisites for satisfactory progress.



## MFA DESIGN 2-YEAR/5-TERM SAMPLE COURSE SEQUENCE CHART

Students may use this chart as a guideline when registering each term, in order to meet all course requirements for the MFA Design program. However, other sequences may also be possible. The graduate advisor can assist with any questions about MFA Design degree requirements or course sequences by email, phone, or appointment.

Term	Course Code (Unit Value) Title					Total Units
Year 1 Fall	<i>DES 503 (4)</i> <i>Contemp. Issues in Design</i>	<i>DES 520 (2)</i> <i>Individual Studies</i>	<i>DES 513 (2)</i> <i>Visiting Designer Forum</i>	<b>400-level or higher (2)</b> Non-Roski elective	<i>DES 540 Design Pedagogy (4)</i>	<b>14</b>
Year 1 Spring	<i>DES 523 (4)</i> <i>Design Theory</i>	<i>DES 520 (2)</i> <i>Individual Studies</i>	<i>DES 514 (2)</i> <i>Designer in Res. Forum</i>	<b>400-level or higher (4)</b> Non-Roski Elective	<b>500-level or higher (2)</b> <i>Roski Elective</i>	<b>14</b>
Year 1 Summer	<i>DES 550 (2)</i> <i>Advancement</i>	—	<i>DES 591 (2)</i> <i>Internship</i>	<b>400-level or higher (2)</b> Non-Roski Elective		<b>6</b>
Year 2 Fall	<i>DES 594a (2)</i> <i>Thesis</i>	<i>DES 520 (2)</i> <i>Individual Studies</i>	<i>DES 513 (2)</i> <i>Visiting Designer Forum</i>	<b>400-level or higher (4)</b> Roski Elective	<b>500-level or higher (2)</b> <i>Roski Elective</i>	<b>12</b>
Year 2 Spring	<i>DES 594b (2)</i> <i>Thesis</i>	<i>DES 520 (2)</i> <i>Individual Studies</i>	<i>DES 514 (2)</i> <i>Designer in Res. Forum</i>	<b>400-level or higher (4)</b> Roski Elective	—	<b>10</b>

\* Teaching Assistant positions available only available after completing the DES 540 Design Pedagogy

Core: 30 units	Electives: 26 units
1 x <i>DES 503 Contemporary Issues in Design (4)</i> 2 x <i>DES 513 Visiting Designer Forum (2)</i> 2 x <i>DES 514 Designer in Residence Forum (2)</i> 4 x <i>DES 520 Individual Studies (2)</i> 1 x <i>DES 523 Design Theory (4)</i> 1 x <i>DES 550 Advancement (2)</i> 1 x <i>DES 594a Thesis (2)</i> 1 x <i>DES 594b Thesis (2)</i>	<i>500-level or higher of Roski electives (10)**</i> <i>400-level or higher of Roski electives (8)**</i> <i>400-level or higher of non-Roski electives (8)**</i> --- Suggested Roski electives: <i>DES 433 Int'l Design Study Tour (2)</i> <i>or DES 543 Design Study Tour (2)</i> <i>DES 530 Design Co-Lab (2, max 6)</i> <i>DES 540 Design Pedagogy (4)</i> <i>DES 590 Directed Research (1–12, max 12)</i> <i>DES 591 Internship (2)</i> <i>DES 599 Special Topics (2-4, max 8)</i>
<b>Total Units: 56</b>	

\*\* Each course will be for 2–4 units of credit. All elective courses (Roski and non-Roski) must be approved by the Director

of the MFA Design program.

## **COURSES OF INTEREST**

### **DES 503 Contemporary Issues in Design and DES 523 Design Theory**

These seminars include a survey of visual communication and human-centered design; an overview of the practice of design and the history of the design fields; and introduce key language and concepts and discuss creative methodology used over time and in a contemporary design practice.

**DES 513 The Visiting Designer Forum** offered in the fall features in-depth public presentations by prominent artists, designers, writers, scholars and curators that sometimes extends throughout the academic year. Presentations typically include a group discussion that allows students, faculty and the public to raise questions or problems and explore ideas with the visitor. First year students in the graduate programs also attend a closed-session seminar with the visitor and a USC Roski faculty member, engaging in intensive dialogue on issues posed by the lecture/discussion and previously assigned readings. In many cases students also have the opportunity to meet one on one with the visitor to present their own work and to learn from the visitor's professional expertise.

**DES 514 The Designer in Residence Forum** offered in the spring provides advanced MFA students an opportunity to engage in depth with a visiting designer, artist, scholar, curator, historian or critic over a more extended intensive period. Opportunities for students include attending the visitor's public lecture and closed-session seminar as well as engaging the visitor through studio visits, group critiques, seminars and individual mentoring sessions.

### **DES 520 Individual Studies**

Students work with distinguished faculty and visiting design professionals through a series of private studio visits. Visits typically occur weekly, but may occur more or less frequently, as determined by individual student needs and faculty advisors.

Analysis and implications of forces contributing to conceptual development is provided by faculty.

### **DES 530 Design Studio Co-Lab**

This course will provide students with a critical examination of contextual issues, theories, movements and ideas that are relevant to the contemporary design practice in collaboration with a professional client. Students enrolled in this class will develop methodologies for working with clients and receive advanced instruction, analytical tools and design techniques related to the collaborative project.

### **DES 540 Design Pedagogy**

This course, required for students interested in applying for teaching assistantships in their second year, features lectures and hands-on instruction on how to create design-related coursework, write syllabi, develop in-class assignments on themes in design pedagogy. Coursework includes an overview of the design process and process thinking; technology-based instruction; design pedagogical methodology; and visual problem-solving as part of a pedagogical practice.

### **DES 550 Advancement**

This is a workshop under the guidance of the program director, to prepare students advancing to candidacy (thesis), usually following the completion of two semesters of core requirements.

### **DES 590 Directed Research**

This is an individualized approach to undertaking research specific to your thesis. A contract, project syllabus and permission of the program director is required.

### **DES 591 Field Internship Experience**

This is an experiential opportunity that matches the interests of an individual design student with a design firm or independent designer who sponsors the student for a minimum of 150 hours of practical training

and/or field experience.

### **DES 599 Special Topics**

**A rotating selection of topics related to the various speciality areas within design.**

### **DES 543 Design Study Tour and DES 433 International Design Study Tour**

Study Tours provide a unique and fresh perspective to a field of study. It allows individuals to see their studies in practice and offering exciting alternative to the traditional classroom-based learning. The domestic Design Study Tour includes a faculty-guided tour to a specific American city during USC's Spring Break in March, with on-site visits to some of the nation's most diverse and dynamic cultural hubs. The tours include visits to renown design firms and studios, museums, cultural centers and studio visits to influential cultural practitioners. The International Design Study Tour includes a faculty-guided 10 to 14-day tour to European or Asian cities, such as London, Berlin, Japan, China, or New Delhi, either after the spring semester, or before the fall semester. This course includes on-site visits to some of the city's most diverse and dynamic design firms and studios, meeting with art and design professionals and visits to museums and other cultural institutions. The participation in at least one design study tour course is encouraged for the degree.

### **ELECTIVE COURSES**

MFA Design students take a minimum of 26 units of electives from within the Roski School as well as across the university, capitalizing on the strength of the University's six professional art schools as well as the Marshall School of Business, the Annenberg School for Communication, the Viterbi School of Engineering and the Dornsife College of Letters, Arts and Sciences.

### **STUDENT REVIEWS (MIDTERM AND FINAL)**

All first-year students participate in on-campus reviews of their work, held four times a year at the midterm and the close of the fall and spring semesters. These reviews provide a formal dialogue between student artists and faculty participants. Students present and discuss completed work as well as works-in-progress during each review.

#### **A. Midterm Reviews**

Midterm reviews are held halfway through each term and are attended by the core faculty.

Midterm review assessments will be compiled and shared with students at one-on-one meetings with the Director and/or key faculty to determine the student's progress.

#### **B. Final Reviews**

Final reviews are normally held on the Friday of the last week of classes each semester and are included as part of the grade assessment for DES 520 Individual Studies. In addition to the MFA Design faculty, all members of the Roski School's full-time faculty are invited to participate. During all reviews, MFA Design students are encouraged to have a fellow student or faculty member take notes capturing the dialogue. \*Students are encouraged to invite non-Roski faculty, design professionals and/or end users for wider feedback.\*

#### **C. Review Assessments and Grades**

The purpose of the first-year reviews is to confirm that the student is making satisfactory progress toward their terminal degree, after which they may proceed to the thesis requirement in the second year. These assessments are included in the letter grade evaluation for DES 520 Individual Studies in the fall and spring for first-year MFA Design students. Students should refer to <http://catalogue.usc.edu/content.php?catoid=8&navoid=2388> for USC's policy on maintaining satisfactory academic progress. Note that students must meet deadlines set by both Roski and the Graduate School to maintain satisfactory progress.

Final Reviews at the end of the semester are not required for second-year MFA Design students in satisfactory standing.

#### **D. Relationship Between the Spring Final Review and Second-Year Funding**

Funding for a student's second year in the MFA Design Program is merit-based and competitive. Students must demonstrate they are making timely and satisfactory progress to the degree to be eligible to receive funding in the second year. Funding is at the discretion of the Director, as approved by the Dean. Again, students must meet deadlines set by both Roski and the Graduate School to maintain satisfactory progress.

#### **ADVANCEMENT TO CANDIDACY**

At the end of the second semester of the first-year students may be advanced to candidacy (DES 550 Advancement) for the MFA Design degree by the Roski Design faculty if:

1. They remain in satisfactory standing following the spring semester Final Review.
2. They have successfully completed a minimum of twenty (20) units according to the curriculum above. 20 units represent the normal minimum for two semesters of full-time course work.
3. They have maintained 3.0 GPA.

#### **MFA DESIGN THESIS REQUIREMENTS**

As a capstone to their degree, all Roski MFA Design students are required to submit a written thesis which provides a rigorously researched and theoretically and historically grounded set of arguments relating to a specific, proposed design final project. In addition to the written thesis students must mount a practice component which can include an exhibition, public presentation, or a community project. A cohort exhibition takes place in the spring of the second year. Each student is guided in both elements of the thesis by a committee of supportive faculty, including the thesis supervisor or Chair and two other members.

The written thesis is also carried out under the guidance of the thesis committee and the USC Graduate School. The written thesis is submitted in the second semester of the second year. For complete USC guidelines and standards see: <http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/guidelines-for-submission/>.

#### **Thesis Deadlines**

Students may choose between two timelines to submit their theses: Early Submission Option Deadline or Regular Submission Deadline <http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/submission-deadlines/>. **Please inform the Director and your graduate advisor by the beginning of the first semester of the second year if you choose the Early Submission option.** The Early Submission Option is available **ONLY** for Fall and Spring semesters. Students will be exempt from the requirement to register for CRIT 594b Thesis (2,2) in a given semester if they have met the continuous enrollment requirement, completed all required checklist items, and submitted the manuscript to the Graduate School Thesis Center by the deadlines listed.

*Please note: International students considering the Early Submission Option should check with the Office of International Services (OIS) to be sure the lack of course registration will not affect their visa status.*

#### **A. Thesis Committee**

The thesis committee works closely with the individual candidate to complete the thesis requirements. The thesis committee consists of three members of the USC faculty. Two members must be drawn from the Roski School's full-time Design faculty ranks currently teaching in either the MFA, MA, or BA/BFA programs, and holding an MFA, PhD, or their equivalent (extensive professional experience may serve in lieu of a terminal degree, upon the

recommendation of the Director, and approval by the Dean). The third member must be a full-time USC faculty member from either inside the Roski School (choose from Art, Critical Studies or Design faculty) or outside of the Roski School in other disciplines. One of the three thesis committee members is designated as the Chair by request of the candidate. The Chair provides leadership and guidance to the committee and helps to steer the process, but the student is responsible for meeting all deadlines, not the Chair. The thesis committee acts both as a committee of advisors prior to the final MFA Design practice component and as a formal review committee for the graduate student's written thesis. For full guidelines regarding faculty eligible to serve on thesis committees, see [http://catalogue.usc.edu/content.php?catoid=7&navoid=1767#graduate\\_school\\_policies\\_and\\_requirements](http://catalogue.usc.edu/content.php?catoid=7&navoid=1767#graduate_school_policies_and_requirements).

#### **B. Formation of the Thesis Committee**

The student forms their thesis committees upon advancement to candidacy at the end spring semester in the first year. The student contacts faculty individually and formalizes their committee by having the faculty sign the Appointment of Committee Form: [http://graduateschool.usc.edu/assets/doc/Appointment\\_Change\\_of\\_Committee\\_Form\\_Doctoral.pdf](http://graduateschool.usc.edu/assets/doc/Appointment_Change_of_Committee_Form_Doctoral.pdf). This form is then submitted to the MFA Design advisor, who will contact the Dean for her signature. All committee appointments are subject to approval by the Dean.

The student meets with the faculty on their thesis committee as part of DES 520 Individual Studies beginning in the second year of study, and will hold regular meetings to discuss the drafts of the thesis with the faculty.

#### **C. Final Thesis and the Final Thesis Review**

The written thesis is expected to be 20–40 pages, inclusive of notes but not bibliography or illustrations. The **final paper is due midway through the second semester of the second year—with no exceptions or extensions.** The topic should be relevant to and inform the student's studio practice and relate to her/his/their work in the final thesis show. The thesis requires a specific form (see online submission below) and generally requires research and expository writing.

Following submission of the thesis, the student will meet in person with all committee members for the Final Thesis Review. This meeting serves as a forum you to elaborate and/or clarify the content and ideas of the thesis. Committee members will also provide critical feedback.

#### **D. Online Submission**

After the Final Thesis Review, the thesis manuscript is submitted and processed online for review by the Thesis Editor. For more information see: <http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/>

In addition to formal approval of the written thesis manuscript by the thesis committee, the student must format and submit their thesis manuscript according to the guidelines of the USC Graduate School thesis editors. The USC Graduate School website, in addition to the MFA Design academic advisor and the Graduate School thesis editor, can provide guidance in how to properly format and submit the written thesis: <https://graduateschool.usc.edu/current-students/thesis-dissertation-submission/manuscript-formatting-guidelines/>

Following approval, the student uploads the completed thesis manuscript to ProQuest.

### **THESIS MILESTONES**

All students must adhere to milestones in the process of writing their MFA Design theses, an essential component for maintaining satisfactory progress. The dates for these milestones will

vary depending on the time to degree completion and/or if the early or regular thesis submission deadlines are followed. The required milestones are as follows:

**1<sup>st</sup> Milestone, Written Thesis**

Requirements: The student forms a thesis committee on the basis of an initial written thesis proposal.

Due: **Before** the last day of classes of the second semester, first academic year.

**2<sup>nd</sup> Milestone, Written Thesis**

Requirements: The student expands the thesis proposal, indicating the scope of the research, and how it relates to her/his individual practice. Student meets with members of the committee jointly or separately to discuss the proposal. Revised/expanded proposal required.

Due: Early in the first semester of the second academic year; meetings should take place all that semester, second academic year.

**3<sup>rd</sup> Milestone, Written Thesis**

Requirements: Complete first draft of thesis is submitted to all committee members (student will have submitted earlier drafts to the Chair and will have made revisions based on the Chair's recommendations).

Due: Beginning of second semester of second academic year.

**4<sup>th</sup> Milestone, Final Paper**

Requirement: Final thesis is submitted to all committee members.

Due: Mid-semester, second semester, second academic year; deadlines vary but this is an absolute deadline

**5<sup>th</sup> Milestone, Final Thesis Review**

Requirement: Final discussion and review of thesis with all committee members, via email or in person.

Due: Mid-semester, second semester, second academic year; deadlines vary but this is an absolute deadline, based on USC regulations.

**6<sup>th</sup> Milestone, Electronic Thesis Approval-Manuscript Submission Deadline**

Requirement: Committee to electronically approve the thesis via the USC Thesis Center

Due: Mid-semester, second semester, second academic year; deadlines vary but this is an absolute deadline. See <http://graduateschool.usc.edu/current-students/thesis-dissertation-submission/submission-deadlines/> for the exact deadline for your semester/year.

**7<sup>th</sup> Milestone, MFA Design Project Presentation**

Due: **End of semester, second semester, second academic year**

**8<sup>th</sup> Milestone, Final Thesis Manuscript Submission to USC Library**

Requirement: Submission of thesis manuscript to USC Graduate School and USC Library

Due: End of semester, second semester, second academic year; this is an absolute deadline. See [USC Graduate School Thesis/Dissertation Submission Deadlines](#) for the exact deadline for your semester/year.

**CONDUCT INSIDE AND OUTSIDE THE CLASSROOM**

As a graduate student, you have the responsibility of conducting yourself, in all education activities, in a befitting manner, showing respect to faculty, staff, your student colleagues, and the surrounding community. Engagements in debate should be respectful and productive. We are here to enrich your intellectual curiosity and push your artistic growth.

A fair amount of conflict and friction is normal in a high-level learning environment, up to a point.

Ideally, you should be aware that disagreements occur and that you should find constructive ways to deal with your emotions about them. Faculty are here to address conflicts within and beyond graduate classes, and not to rehash old conflicts. We want to ensure everyone feels supported, and that the classroom is a space of openness and debate. While intellectual and creative disagreements occur, debate should remain respectful and productive, and feedback should come from a place of generosity.

In the classroom, learning to *negotiate rather than escalate* is a crucial part of learning to conduct yourself as a professional in your field. All comments and engagements in class and beyond must remain respectful and productive; if you need tips on how best to achieve this, talk to your faculty mentors for suggestions. Every effort should be made to resolve conflicts yourselves as individuals and should be addressed in-person, face-to-face. Texting or emailing about a perceived slight is not only ineffective, but counterproductive. If you have taken steps in an attempt to resolve a conflict on your own and been unsuccessful, take the time to meet with the instructor outside of class. Class time should be used for course material and not to discuss or vent about conflicts.

The syllabus for any given course is also a guideline as to the expectations for the type of work being done in the course, including in-class participation and assignments as part of the course. If you are unable to engage in the course material as denoted by the syllabus and directed by the instructor, your grade will reflect this.

If you feel an instructor is hostile or abusive, talk to the Director; if the Director is not helpful, or is the instructor of the course, you can talk to Dean of Roski; OR you can always go directly to USC Student Advocacy for support and bypass Roski faculty.

We understand that students have a life outside of Roski and that at times, life takes a course of its own. If you experience difficulties that you feel are impeding your academics, please speak with head of the program or your advisor, or contact USC Campus Support and Intervention office [uscsupport@usc.edu](mailto:uscsupport@usc.edu) or visit <https://uscsa.usc.edu> or call 213-740-0411, where trained professionals can help you problem solve, understand options, and connect you with campus resources. In addition, counseling and mental health services support is offered through the office of USC Student Counseling Services, [studenthealth@usc.edu](mailto:studenthealth@usc.edu), or visit <https://studenthealth.usc.edu/counseling/> or call 213-740-7711.

We take your well-being, as well as your academic growth, seriously, and want all our students to thrive. While conflicts, at times, may not be avoided, they should be handled in a productive manner that does not take away time and energy from our mission to learn and expand our creative and intellectual practice. It is important to find ways to achieve these goals without disruption.

For more information on university resources to help off-set conflict, additional policies and procedures, please refer to the SCampus USC Student Handbook and Appendix E: University Resources – <http://policy.usc.edu/student/scampus/>.

Lastly, students should make themselves aware of USC Student Judicial Affairs and Community Standards (USC SJACS) and of Section 13 – Academic Integrity Review: <https://sjacs.usc.edu/students/academic-integrity/>. Sanctioning Guidelines are provided in Appendix A: [https://studentaffairs.usc.edu/files/2015/09/appendix\\_a.pdf](https://studentaffairs.usc.edu/files/2015/09/appendix_a.pdf)  
Sanctions for second offenses will be more severe and can include suspension or expulsion.

### **ROSKI TALKS and MFA DESIGN Visiting Lecturer Host Duties**

All Roski Talks lectures have been invited through the Academic Program Administrator's office. Depending upon who has been assigned to a visitor, the Academic Program Administrator may ask you to assist as a student host.

## **TEACH-OUT PLAN FOR ROSKI GRADUATE PROGRAMS**

If the program terminates or discontinues, the courses required for degree completion will remain available for a period of at least one year, along with faculty to teach them. Beyond that time appropriate course substitutions can be made if specific courses become unavailable.

Depending on the timing, if the location changes or closes, the physical space needed to support the program can be temporarily housed at the IFT building, Roski's other satellite location, as well as studios in Watt and Harris Hall on the main USC campus. These alternative Roski locations are fully equipped with classrooms, workshops, meeting rooms and studios to support the students in the program on a temporary basis until another facility has been found.