

# MCAD × SUSTAINABLE DESIGN

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MINNEAPOLIS COLLEGE OF ART AND DESIGN

**The Master of Arts in Sustainable Design Program Handbook\***  
**updated Fall 2018**

\*For reference in conjunction with the [MCAD Student Handbook](#)

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The Master of Arts in Sustainable Design Program Handbook has been developed by the sustainable design program for use of graduate students enrolled in the Master of Arts in Sustainable Design (MASD) degree program at the Minneapolis College of Art and Design (MCAD).

The information found in this handbook is accurate to the best of our knowledge as of the revision date. The information and policies contained in this student handbook are presented as a matter of information only and are not intended to create, nor is the handbook to be construed to constitute, a contract between MCAD and any student. MCAD has the right to alter, amend, modify, deviate from, or otherwise terminate any privileges, provisions, or obligations contained in this handbook at any time if it so chooses with or without notice to a student. If you have any questions about the contents of this handbook, please contact the MASD program at [sustainable\\_design@mcad.edu](mailto:sustainable_design@mcad.edu).

This handbook is intended for use in conjunction with the MCAD Student Handbook available under the Student Affairs section on the [MCAD Intranet](#). The MCAD Student Handbook covers many policies, procedures, and services of the college not specifically mentioned here, including issues related to image use copyrights and plagiarism. Please consult the MCAD Student Handbook for more information on these and other important and relevant MCAD policies.

**NOTE:** Email is the primary form of communication for the MASD program. **All students are required to check their mcad.edu email at least once every twenty-four hours (when classes are in session) and respond immediately to all official requests.**

***MCAD's Master of Arts in Sustainable Design is accredited by the National Association of Schools of Art and Design (NASAD) and the Higher Learning Commission (HLC).***

## Section 1: MASTER OF ARTS IN SUSTAINABLE DESIGN PROGRAM

MCAD's [Master of Arts in Sustainable Design](#) (MASD) degree program is a 30-credit, course-based degree of advanced study offered completely online that culminates with a thesis project, presentation, and review. The MASD was designed exclusively for busy working professionals and an online platform.

MCAD's MASD program blends theory, practice, and leadership courses into a holistic, hands-on training experience. Throughout this 5-semester program, students will gain in-depth and actionable knowledge and experience. Students will have opportunities to put sustainable design theories into practice, develop fundamental problem-solving skills, explore collaborative innovation techniques and processes, and gain entrepreneurial training, creative leadership, and environmental stewardship experience.

- Intake occurs twice per year (fall and spring semester).
- Courses are offered during the fall and spring semesters (no summer semester).
- Semesters have 15 weeks.
- The degree was designed to be completed within 5-semesters and at the pace of two courses per semester. Exceptions to any program requirements must be approved by the Director of the MASD program.
- Of the 30-credits, 24 credits are required and 6 credits are electives.
- In online courses, 1 hour of credit requires approximately 3 hours of work per week for all activities (i.e. reading, viewing, making, scanning, responding to discussion threads, collaborating, etc.). Therefore, a 3-credit online course requires approximately 9 hours per week to complete the necessary activities.
- **Each 3-credit course is designed to be completed in 135 hours. Students should expect to spend 9 hours per week *per course* for 15-week semesters.** (Note: more hours may be required per week if a student's first language is not English, if a student has a learning disability, and/or during the culminating thesis project and paper, etc.)
- Students move through the program by taking building-block courses that culminate in the Graduate Sustainability Thesis Project course (6 credits total), where students direct an independent, sustainability-focused project in the field that pertains to their specific personal and professional aspirations with the support of their thesis advisor and thesis committee.
- Theses may be the development of a sustainability-focused product, material, system, service, comprehensive research paper, or detailed business plan. Other options may also be considered with approval of the Director of the MASD program.

### Master of Arts in Sustainable Design Framework

Students must **successfully pass a total of 30 credits (10 courses) to complete the MASD degree**, with specific requirements as follows:

Students must take **3 Core courses** listed below (total of 12 credits):

- Fundamentals of Sustainable Design (SD-6500) – 3 credits
- Systems Thinking (SD-6510) – 3 credits
- Graduate Sustainability Thesis Project (SD-7020) – 6 credits

Students must take **4 out of the following 5 Specialization courses** (total of 12 credits):

- Creative Leadership (SD-6750)
- Making the Business Case for Sustainability (SD-7530)
- The Practice of Sustainable Design (SD-7620)
- Collaborative Product Design (SD-7630)
- Graduate Sustainability Practicum (SD-7010)

Students take additional **2 Elective courses** (total of 6 credits). Any 2 courses of the following classes may be taken. Students are permitted to use the 5<sup>th</sup> specialization course (see above) as an elective course. Also, options from other MCAD departments may be acceptable with the approval of the Director of the MASD program.

Potential electives\*:

- Innovation Tools and Techniques (SD-6600)
- Visual Communications for Sustainability (SD-6700)
- Nature's Design Rules for Sustainability (SD-6540)
- Packaging Sustainability (SD-6810)
- Biomimetic Design (SD-6610)
- Graduate Sustainability Practicum (SD-7010)

\*Note: Elective courses are subject to change.

Students must also successfully pass the following two **reviews** to complete the MASD degree:

- Mid-program review
- Final thesis review

## Section 2: ACADEMIC POLICIES AND INFORMATION

### Registration and Advising

Each fall and spring semester, students are **required** to schedule an advising appointment via online video chat (e.g. Skype, Google Hangout, etc.) or phone with the MASD academic advisor (who also currently serves as the Director of the MASD program) during the designated advising period determined and announced via email by the Director of the MASD program. (Note: advising period for fall courses occurs during the spring semester prior. Advising period for spring courses occurs in the fall semester prior.)

**Students must read and submit the MCAD Disclosure and Enrollment Form each semester and prior to registration.** The form is available through their [MyMCAD](https://my.mcad.edu/) account (<https://my.mcad.edu/>). Students must read through the disclosure agreement, click "I agree" and hit "Submit". A copy of the disclosure will be emailed to student MCAD email addresses. **Students will be unable to register for courses until the MCAD Disclosure and Enrollment Form is submitted.**

After meeting with the MASD academic advisor to discuss course selection and progression in the MASD program, students will register for chosen and approved courses by logging into their MyMCAD account. Once registered, **students must ensure that their new course schedules are correct each semester** by reviewing it on their MyMCAD account.

### Practicums

Students may find practicums (supervised practical work experiences akin to internships) as a useful part of their graduate study, although it is not a requirement of the program. Three practicum credits may be earned toward a student's *specialization or elective course* credits. Before beginning a practicum or engaging in work that will count toward their practicum credits, students must register for the 3-credit class Graduate Sustainability Practicum (SD-7010). Practicums require that students document their work hours, for a total of 120 hours over the course of one semester, and make periodic submissions to the Director of the MASD program. The Graduate Sustainability Practicum is a Pass/Fail course.

#### Purpose of the Practicum Proposal

Practicums are academic learning experiences where students work under the mentorship of an experienced professional, a supervisor, either embedded in a company or organization, or with a MASD instructor when doing independent research. Whether working on site, remotely, or doing an independent research project, students apply their skills to real-world projects while learning about the industry/topic, enhancing their skills, networking, and building their portfolios.

There are two types of practicums that are permitted in the MASD program and both have a requirement of having a sustainability focus: 1) Supervised temporary work position (remote or in person) where student takes on a project for a company or organization, and 2) Supervised research or learning experience with a MASD instructor. Supervisors are expected to provide direction, supervision, and feedback on the student's work and work habits. (Please note, in both cases, supervisors are not compensated for their extra work as a practicum supervisor.

Students need to be respectful of the time they are asking of their supervisors, be prepared for meetings, and stay on task.)

### Process of the Practicum

Students register for 3-credits of Graduate Sustainability Practicum credits during the regular advising period (one semester before practicum work takes place). Students then explore opportunities for practicum work, based on their interest and goals. Many students find (virtual or in-person) practicum placements through personal and professional contacts, the Director of the MASD program, or the MCAD Career Development Office. Some students will decide to conduct an independent research or guided learning experience with a MASD instructor instead of a traditional work placement.

Once students have decided on a project, they must receive preliminary approval of the practicum placement and project. To do so, students schedule an appointment with the Director of the MASD program before beginning the practicum and craft a ~400 word practicum proposal (proposal guidelines available from MASD director) that provides a detailed overview of the student's goal and objectives for the 120-hour practicum. Students are required to manage their own practicum hours, workload, and relationship with their practicum supervisor. It is the student's responsibility to check in with supervisor and stay on task. It is recommended that students submit work regularly for feedback from supervisor.

Students are required to:

- Register for 3-credit class Graduate Sustainability Practicum (SD-7010).
- Find their own placements/projects with the support of MASD Director and/or Career Development.
- Submit project proposal for approval to MASD director.
- Receive practicum supervisor and MASD Director approval.
- Document all work hours (for a total of 120 hours) in a time log.
- Check in regularly with supervisor. Recommended that students submit work regularly for feedback from supervisor.
- Complete mid-term and final surveys through the Blackboard classroom.
- Submit time log through the Blackboard classroom.
- Submit final report (no more than 5-pages) the Blackboard classroom.

### **Part-Time Students**

Students have a **maximum of five years** to complete the MASD program.

However:

- The MASD was designed to be completed within 5 semesters and alteration of MASD timeline may lead to complications with course availability, etc.
- In order to make changes to approved course registrations (drop/add/withdraw), students must receive approval from the Director of the MASD program, as well as the instructor of the specific course.
- The official **Drop/Add period ends on the last day of the first week of classes** each semester. Approval to drop or add a course must be obtained by the Director of the

MASD program as well as the instructor of the specific course. Contact the Director of the MASD program to process the appropriate paperwork.

- **In order to register for *less than 6 credits per semester*, students must receive approval from the Director of the MASD program.** To begin this process, students must schedule an appointment with the Director of the MASD program.
- Students should always check with the MCAD Financial Aid Office for specifics related to their situation (refer to Section 14: Support Services).
- **Students must be taking at least 3 credits per semester to be eligible for financial aid.**

### Citations

The MASD program requires the usage of the Chicago Manual of Style (CMS) for all works cited in courses, assignments, and thesis work. All images, claims, quotations, and/or data not originally generated by the student must be properly cited using the CMS style guide.

### Class Attendance

Registration for an online course presupposes that the student will attend and fully participate in all online activities as detailed in individual courses. **Each student is responsible for meeting all course requirements.** Individual course instructors will detail their specific policies and/or the penalties related to late work submission in their respective syllabi. Note that many course instructors will not accept late work (with the exception of family or medical emergencies). Each student is required to carefully review course syllabi at the beginning of each course and contact individual course instructors with questions.

### Percentage Grading Scale

A+ 100-98	A 97-93	A- 92-90
B+ 89-88	B 87-83	B- 82-80
C+ 79-78	C 77-73	C- 72-70
D+ 69-68	D 67-63	D- 62-60
F 59-0		

Note: A letter grade of C- is the minimum for course credits to count toward MASD degree.

### Grading Criteria

A+ 4.00	A 4.00 Excellent	A- 3.67
B+ 3.33	B 3.00 Very Good	B- 2.67
C+ 2.33	C 2.00 Average	C- 1.67
D+ 1.33	D 1.00 Poor	D- 0.67
	F 0.00 Failing	

**Note:** A letter grade of C- is the minimum for course credits to count toward MASD degree.



## Graduation Requirements

Successful completion with a **grade of C- or above is required for all courses applied toward the MA**, and all coursework must be taken for credit. Failure to meet course requirements of a C- grade minimum will be recorded with the representative letter grade, credit hours will not be accumulated, and the student will be placed on academic probation (see below). “Incomplete” and “Withdrew” will be recorded in appropriate instances. **Note: “Pass/Fail” courses such as Graduate Sustainability Thesis Project and Practicum do NOT count toward GPA as no letter grade is assigned.**

Students must successfully complete the following to graduate from the MASD program:

- Complete of all credit requirements.
- Earn a minimum cumulative GPA of 2.0.
- Earn a minimum final semester GPA 2.0.
- Complete all missing or incomplete grades.
- File of Intent to Graduate form (available from the [records office](#)).
- Pass Final Thesis Review.
- Submit final thesis presentation to library (via online library portal) for archival purposes.
- Meet all financial obligations.
- Participate in exit interview with the Financial Aid Office for all loan recipients.
- Complete the online Exit Survey.

## Academic Probation

According to college policy, a semester **GPA of 2.0** (this is equivalent to the letter grade “C”) or lower places an MASD student on academic probation for the subsequent semester.

Being on academic probation may change a student’s eligibility for financial aid. Students should check with the MCAD Financial Aid Office for specifics related to their situation. **If the student’s overall GPA does not become satisfactory (GPA over 2.0) the semester following academic probation, dismissal from the program is automatic.**

***Note: students must achieve a semester GPA of 2.0 in their final semester in order to graduate.***

## Incompletes

Reasons for requesting an incomplete grade from MCAD’s records office include personal or family medical emergencies or other extreme events outside of the student’s control. In the event that an incomplete is recorded, the incomplete **must be resolved by the fifth week of the succeeding semester or a permanent standing grade of F will be recorded for the Incomplete course.** Approval to request an Incomplete from the records office must be attained by the Director of the MASD program as well as the instructor of the specific course. Contact the Director of the MASD program to process the appropriate paperwork.

### **Withdraw from Class**

Students may officially withdraw from a course and receive a “W” notation on their transcript that does not contribute to their semester GPA. Last day to withdraw from classes is typically three weeks before the end of the semester. Instructor approval and signature is required to withdraw from a course.

### **Withdrawal from Program**

Students who wish to “drop” more than 50% of their course load after the Drop/Add period has passed, must officially withdraw from the college. The withdrawal period may last for the duration of the current semester or for up to five years.

In order to make a request to withdraw from the program, students are required to schedule an appointment with the Director of the MASD program and must receive approval to withdraw from both the Director of the MASD program and MCAD’s student affairs office, as well as complete a notification of student withdrawal form. (Note: the withdraw form is available under the Student Affairs section of MCAD’s Intranet. See Section 14: Support Services for more information.) An official letter grade or “W” (for “withdrew”) will appear on a student transcript for all credits attempted but not completed. Contact the Director of the MASD program to discuss options and process the appropriate paperwork.

### **Readmission**

Readmission following dismissal may be granted upon recommendation of the Director of the MASD program after a period of at least one semester. A meeting between the student and the Director of the MASD program begins the process of consideration of readmission.

### **Progress to Degree**

In addition to evaluations within individual courses, and other important academic milestones (see Section 12), there are two required reviews for students that assess and determine a student’s status in progress toward the MASD degree:

- Mid-program review (see Section 5) and
- Final thesis review (see Section 10)

### **Receiving Diploma**

Graduate diplomas are not automatically mailed to MASD graduates, but will be mailed to a graduate’s physical address upon written request in the form of an email to the MCAD Record Office.

After all MASD requirements have been completed and commencement period has passed, any MASD graduates (that are unable to pick up their diploma in person from the Records office) who have emailed a current mailing address to [records@mcad.edu](mailto:records@mcad.edu), will be sent their diploma (in the absence of any holds or missing grades) *upon email request by the student*.

### **Section 3: THESIS PROJECT OVERVIEW**

The thesis project and corresponding thesis project presentation (see Section 9) are the capstones to the MASD program and an indication of the MASD candidate's development as a sustainability leader as a result of the graduate experience. In order to best prepare MASD students for their thesis work, students will begin their thesis project work as early in the program as possible, from the earliest idea stage (thesis project brief; see Section 4) to the final stages (thesis project presentation and final thesis review; see Sections 9 and 10, respectively). Refer to Section 12 for important academic milestones and Section 13 for general assessment guidelines.

#### Definitions

The **Thesis Project** is the “what” of the student's thesis work. All MASD graduate sustainability thesis projects will result in either 1) original sustainability research [format of an article, journal publication, series of blog posts, business plan, etc.] or 2) the design of an innovative [new or improved] product, system, or service with a sustainability focus. The thesis project is an evaluated component of the final thesis review. Thesis projects are managed and monitored through the development of the thesis project presentation.

The **Thesis Project Presentation** is the vehicle by which the MASD student communicates their thesis project work. The thesis project presentation (see Section 9) cannot be created without conducting a thesis project. The thesis project presentation is the means for evaluating the thesis project work during the final thesis review (refer to Thesis Project Presentation Rubric for evaluation criteria; see Appendix).

#### Purpose of the Thesis Project

The purpose of the thesis project is for the MASD student to demonstrate that they are capable of leading an independent piece of work with a sustainability focus with clear parameters, goals, objectives, process, and oversight from concept to completion, under the guidance of their advisor and committee members (see Section 7).

The required course Graduate Sustainability Thesis Project (6 credits) is designed to foster independent research, writing, and discussion of ideas toward the development of the thesis project and thesis project presentation, which are the final outcomes of the course.

#### Process of the Thesis Project

The thesis advisor and committee oversee the creation and approval of the thesis project work. It is the thesis advisor's responsibility to help set the conceptual and formal structure for the thesis project in conjunction with the MASD student.

Thesis projects vary widely with each MASD student and will pertain specifically to the project goals, objectives, parameters, etc., determined by the MASD student and their advisor.

The thesis project is worked on simultaneously with preparation of the thesis project presentation. Thesis projects are managed and monitored through the development of the thesis project presentation.

## **Section 4: THESIS PROJECT BRIEF**

### Definition

The **Thesis Project Brief** is a document (**one page maximum**) that presents the student's early ideas for their potential thesis project.

The **Sustainable Design Academic Committee** (SDAC) serves as a team to review thesis project briefs and to perform MASD mid-program reviews. The committee is formed by the Director of the MASD program and comprises the Director of the MASD program, one or more MASD faculty member(s), and/or one other MCAD academic program Director (or equivalent). Refer to Thesis Project Brief Rubric for evaluation criteria; see Appendix.

### Purpose of Thesis Project Brief

The purpose of the thesis project brief is to demonstrate the student's early ideas and intentions regarding their thesis work. The review of thesis project brief provides the opportunity for the Sustainable Design Academic Committee to assist individual students with the development of their early ideas, to provide feedback on the ideas and scope of the project, and to suggest potential thesis committee members. (See Section 3 for an overview of the Thesis Project and Section 9 for specifics of the Thesis Project Presentation.)

### Process of Thesis Project Brief

Students who have completed 6 credits or more toward their MASD degree are required to develop and submit specific items (detailed under "Requirements of Thesis Project Brief") to the Director of the MASD program, before the start of the second semester, for review by the Sustainable Design Academic Committee. The Director of the MASD program sets the thesis project brief deadline date for each semester. After reviewing and assessing the thesis project brief, the committee provides feedback on the thesis project brief to the student.

### **Requirements of Thesis Project Brief**

The development of the Thesis Project Brief includes the following **five aspects** in brief:

- **Sustainable Design Problem:** What is the meaningful sustainability issue that the thesis project will help solve or provide insight?
- **Idea:** What is the idea for an innovative or original sustainability-focused solution?
- **Strategy:** Why will the thesis project be an improvement on the existing model?
- **Objective:** How will the thesis project lead to a more sustainable world?
- **Professional goals:** How will the thesis project contribute to the student's growth as a sustainability leader and help to attain goals as a sustainability professional?

## Section 5: MID-PROGRAM REVIEW

### Definitions

The **Mid-Program Review** is the process of assessment of a student's mid-program review package, conducted by the Sustainable Design Academic Committee. The mid-program review occurs after the MASD student has completed 12 credits. The **Mid-Program Review Package** is the compilation of 1) portfolio work, 2) portfolio work overviews, and 3) thesis project proposal.

**Thesis Project Proposal** (see Section 6 for definition and further details)

### Purpose of Mid-Program Review

The purpose of the mid-program review is to demonstrate the student's progress in the MASD program, their potential career path, and indicate a student's potential to produce solid thesis work in a timely and professional manner. The mid-program review provides the opportunity for the Sustainable Design Academic Committee to evaluate individual student progress and degree candidacy status.

### Process of Mid-Program Review

Students who have completed 15 credits or more toward their MASD degree are required to compile and submit specific items (detailed under "Requirements of Mid-Program Review") to the Director of the MASD program for review by the Sustainable Design Academic Committee. The Director of the MASD program sets dates each year for mid-program reviews. After reviewing and assessing student work, the committee provides a critique of the mid-program review package and a pass/no pass grade.

### **Requirements of Mid-Program Review**

The creation of a mid-program review package includes the following items:

- **Portfolio Work:** A portfolio that contains **ONLY one 'portfolio piece' for every course** during student's tenure in the MA. (A piece could be one image, a series of images, or an entire student project.) These course-based portfolio pieces are often the results of final project work, but are not limited to final projects. **It is up to the student to select pieces of work that best represent their growth as a sustainability professional. Pieces should be easily viewed and read by the reviewer.** (Be sure text size and image quality are appropriate.) Only courses that students have completed and received a final grade for are required to have representative work. Refer to Section 8: Web-based Portfolio to learn more about the purpose of this collection of work.
- **Portfolio Work Overviews:** A brief overview for *each portfolio piece* of work (3 sentences or less for each) that includes the:
  - Sustainability focus of the piece
  - Objective of the piece
  - Year, semester, and course title the work was developed within
- **Thesis Project Proposal (see Section 6 for specific details)**

## Detailed Mid-Program Review Process

By **5:00 p.m. CT** of the due date of the mid-program review (set by MASD Director):

1. The mid-program review package will be submitted as a **single PDF file** via email with the subject line “STUDENT NAME: Mid-Program Review Package” to MASD director.
2. The Sustainable Design Academic Committee meets to review individual mid-program review packages.
3. The student **may** be contacted for a meeting to clarify any information about their mid-program review package and/or about their progress in the program.
4. The committee 1) assesses the package, 2) provides a critique of the package, and 3) provides either of the two following grading options (note: transcripts may also be reviewed during this time to aid in decision-making):
  - 1) Pass on to thesis proposal stage, or
  - 2) No pass
5. The recommendation of the committee is presented to the student in writing via email from the Director of the MASD program. The written statement indicates the decision of the committee and the critique of the package for future use as part of the student’s web-based portfolio (see Section 8).
6. The Director completes the mid-program review process by submitting the committee recommendation (pass/no pass) to the registrar for filing as part of the student’s academic file.
- 7. Students who pass the mid-program review will advance to the thesis committee stage (see Section 7) and are considered MASD candidates.**
8. Students who do not pass their first mid-program review will be scheduled for a re-review during the same semester and continue course work as scheduled.
9. Students who do not pass their second mid-program review will be asked to leave the program. These students may petition to the Director of the MASD program to be reinstated to the program after a period of one semester.

## Section 6: THESIS PROJECT PROPOSAL

The MASD candidate’s thesis project proposal will stem directly from the ideas the MASD student put forth in the thesis project brief and the feedback the student received from the Sustainable Design Academic Committee. The thesis project proposal is intended to prepare the MASD candidate for the next step in their MASD tenure, that is, to begin working on their thesis project and presentation in a directed and concerted manner and to advance to the MASD candidacy stage.

### Definitions

The ***Thesis Project Proposal*** is a **five-page (maximum)** presentation (slide deck) that includes references. It clearly and concisely articulates the thesis project ideas, and includes credible, supporting references for the need for this sustainability work. **The thesis project proposal is submitted as part of the mid-program review package (see Section 5).**

### Purpose of the Thesis Project Proposal

The purpose of the MASD candidate's thesis project proposal is to critically demonstrate the MASD candidate's ability to create a cohesive, provocative final thesis project and presentation for their final thesis review (see Section 3 for more information about the thesis project, Section 9 for more information about the thesis project presentation, and Section 10 for more about the final thesis review). MASD candidates' thesis work will drive toward a more sustainable solution or concept to an existing need.

The thesis project proposal articulates how the MASD candidate's thesis project and presentation will:

- result in **original** research, prototype, product, system, service, or plan;
- drive toward a **more sustainable** solution or concept to an existing need
- have quantifiable **significance and impact** in the context of sustainability; and
- be completed **in time for their final thesis review**

Exploratory work and research-focused work are acceptable if the proposed sustainability solution/design:

- Can be demonstrated to be a more sustainable solution in its specific context than what already exists, or
- Includes full details on what work is required to compare the final design against existing products or services.

### Process of the Thesis Project Proposal

The thesis project proposal is conceptualized, developed, and written by the MASD student after completing 12 credits, and it is submitted to the MASD Director as part of the mid-program review package for review and feedback by the Sustainable Design Academic Committee (SDAC) (see Section 5). See the Appendix for the Thesis Project Proposal Rubric used by the SDAC.

### **Requirements of the Thesis Project Proposal**

The thesis project proposal must be five pages/slides or less (including primary references), delivered in PDF format, and include the following sections:

- **Problem Statement:** What is the sustainability-focused issue/challenge to be addressed by the project?
- **Sustainability Challenge:** Is it a meaningful sustainability challenge?
- **Idea:** What is the innovative or original idea for a sustainability-focused outcome?
- **Strategy:** How will the strategy have a significant impact on the problem defined?
- **Impact:** Does the proposed solution have a sustainability impact?
- **Scope:** Is the scope of the project realistic and manageable? What are the resources and schedule required to complete the project and presentation?
- **Sustainability Professional:** Does the project contribute to the student's growth as a sustainability leader?

The MASD student completes the thesis project proposal stage by submitting their five-page proposal to the Director of the MASD program. The thesis project proposal is submitted by the MASD Director to MCAD's records office and becomes a part of the MASD candidate's academic file.

Once the thesis project proposal has been submitted as part of the mid-program review package it will be reviewed by the Sustainable Design Academic Committee. **Students who pass the mid-program review will advance to the thesis committee stage, and are considered MASD candidates.** (Review details about the Mid-Program Review process in Section 5.)

## **Section 7: THESIS ADVISOR AND COMMITTEE ROLES**

After the student has passed the mid-program review stage (must be completed *before* the 5<sup>th</sup> semester), the MASD candidate can register for the Graduate Sustainability Thesis Project (GSTP) course (SD 7020) where they prepare for their thesis project presentation by accomplishing the concurrent tasks listed below.

Tasks:

1. Secure a thesis advisor.
2. Revise thesis project proposal (using Sustainable Design Academic Committee feedback).
3. Complete, sign, and return the Advisor-Student Learning Contract (see Appendix), to MASD director.
4. Secure two thesis committee members.
5. Submit revised thesis project proposal (see Section 6) that has been **reviewed, approved and signed by thesis advisor** to the MASD Director for filing with the records office.

### Definitions

A **Thesis Advisor** is a sustainability professional who is (typically) an instructor in MCAD's MASD program who will extensively help the MASD candidate to design and execute a final thesis project, presentation, and prepare for their final thesis review. The thesis advisor is a **voting** member of the student's graduate thesis committee.

**Thesis Committee Members** are professionals who lend their expertise to help the MASD candidate to refine their thesis project and presentation. They may or may not be MCAD faculty members. Each MASD candidate is required to have **two** thesis committee members. Thesis committee members are **voting** members of the MASD candidate's graduate thesis committee.

The **Graduate Sustainability Thesis Project Instructor** is a faculty member in MCAD's MASD program who leads the Graduate Sustainability Thesis Project (SD-7020) course and who guides the MASD candidate through the development of the various stages of their thesis



project work including: thesis project development, thesis presentation, web-based portfolio creation, and final review preparation. The GSTP instructor **does not have a vote** in the final thesis review process.

The **Thesis Committee Chair** is typically the Director of the MASD program and is the person who facilitates the final thesis review process. The thesis committee chair is a **non-voting** member of the MASD candidate's graduate thesis committee. In some cases, the thesis committee chair and the Graduate Sustainability Thesis Project (GSTP) instructor are the same person; in either case, these are non-voting members of the MASD candidate's graduate thesis committee.

The **Advisor-Student Learning Contract** is crafted by the MASD candidate, in collaboration with the thesis advisor, to outline the expectations for the working relationship between them and returned to the Director of the MASD program for filing (see Appendix).

### **Finding a Thesis Advisor**

The purpose of the MASD candidate's thesis work is to demonstrate that they are capable of leading an independent project with a sustainability focus with clear parameters, process, and oversight from concept to completion, under the guidance of their advisor and committee members. Finding an advisor and, subsequently, two additional committee members that are the best fit for the MASD candidate and their proposed work is a critical part of a successful MASD experience.

In consultation with and approval of the Director of the MASD program, the MASD candidate will approach a prospective advisor(s) who is an MASD instructor. **This will typically take place before or during the MASD candidate's first semester of the GSTP course. fourth semester.** Advisors must hold at least a master's degree (or equivalent professional experience according to MCAD's Professional Equivalency Rubric), have relevant professional experience to guide their final thesis project work, and have the time to dedicate to provide critical oversight to the MASD candidate's thesis project, presentation, and final thesis review.

### **Advisor Role**

The roles and responsibilities of the thesis advisor are to:

- Work as an advisor to assist the MASD candidate to design and execute a final thesis project that will result in the candidate's development as sustainability leader and that relates to the future career goals of the candidate, and that these goals meet the standards of the MASD program (see Section 13: General Assessment Guidelines and Appendix: Thesis Project Presentation Rubric).
- Sign and return a Graduate Thesis Advisor Contract.
- Commit to spending up to 1 hour per week with the MASD candidate.
- Consult, review, approve, and sign the MASD candidate's thesis project proposal and Advisor-Student Learning Contract (see Appendix).
- Oversee the selection process of the remainder of the MASD candidate's thesis committee (see Committee Member Role below).

- Provide feedback and critique during the advising period.
- Help the MASD candidate find relevant and/or critical references.
- Provide feedback, critique, and eventually approve the MASD candidate's thesis proposal and draft versions of their final thesis paper.
- Critique MASD candidate's web-based portfolio.
- Read, review, evaluate, and approve the MASD candidate's thesis project presentation before it is submitted to the entire thesis committee.
- Participate in the MASD candidate's final thesis review. Advocate for the MASD candidate, if and when appropriate, to the thesis committee.

### **Working with an Advisor**

Advisors are sustainability professionals who are active in their area of expertise and preferably are, or have been, an instructor in the MASD program. Advisors have a clear vision of their role as a sustainability leader.

Expectations for the advisor and MASD candidate relationship are negotiated between the MASD candidate and the advisor and will vary depending on work styles, personalities, and scheduling preferences (i.e. time of day/week for meetings, how to meet [phone, video chat, etc.], how much turn-around time between revisions, etc.). **Clearly articulated and understood expectations and a strategy for working together make for a successful working experience.** Expectations for the relationship structure are documented in the Advisor-Student Learning Contract that is crafted by the MASD candidate and initially approved by the advisor (see Appendix). Subsequently, the contract is sent to the Director of the MASD program for final approval and in turn submitted to the MCAD Records Office as part of the MASD candidate's academic file.

### **Finding Committee Members**

Each MASD candidate works with their thesis advisor to select a two-member thesis committee, in consultation with and the approval of the Director of the MASD program.

This committee includes:

- A practicing sustainability professional from outside the MCAD community to serve as the outside committee member (if appropriate and possible)
- Either a member of MCAD's MASD faculty OR a practicing sustainability professional from outside the MCAD community to serve as the secondary committee member

### **Committee Member Role**

The committee meets online with the MASD candidate a **minimum of three times** to review the MASD candidate's thesis project proposal as well as during the development of the thesis project presentation, and for the preparation for the final thesis review (see Section 12 for a timetable of academic milestones).

Once the outside member(s) of the thesis committee has been secured, MASD candidates may be asked to provide the Director of the MASD program with information for this member(s), including but not limited to:

- Curriculum vitae
- Statement about their role as a sustainability leader
- Examples of their work as a practicing sustainability professional
- Approach to mentoring

### **Working with Committee Members**

Thesis committee members work with MASD candidates in a less time-intensive manner than the advisor. However, the specifics of the relationship (i.e. meeting times, expectations for deliverables, etc.) are to be established by the individual committee members and the MASD candidate through candid conversation. Committee member involvement in the MASD candidate's final thesis project and paper will vary greatly depending on the needs of the MASD candidate and the relationship forged.

In summary, **MCAD expects MASD candidates to be practicing sustainability professionals and to have a clear idea of what they want to achieve from their studies.** The advisor and committee members serve as guides and sources of thoughtful and critical response throughout this process. MASD candidates and advisors/committee members will determine their meeting schedule based on what best advances the MASD candidate's progress from the thesis project proposal stage (see Section 6) to their final thesis review (see Section 10). **It is the MASD candidate's responsibility to maintain these relationships and make regular connections with their committee members and advisor.**

## **Section 8: WEB-BASED PORTFOLIO**

### Definition

The **Web-Based Portfolio** serves to create a public presence for the candidate's MASD work and as a direct expression of the MASD candidate's individual point of view, opinions, activities, etc., for the candidate's sustainability-focused work created during their tenure within the MASD program.

The web-based portfolio is a website (platform, style, format, etc.) that is created and curated by the MASD candidate that highlights **one example of their work from each MASD course taken** at MCAD. In some cases, teamwork will need to be presented as a portfolio piece; *ensure that all team members are identified and that the student's role in the project is clearly detailed.* Other sustainability work that the MASD candidate has conducted (professional or personal practice) may also be included in the portfolio but all work must be clearly identified as student or non-student work.

### Purpose of Web-Based Portfolio

The purpose of the web-based portfolio is to promote reflection on the coherence of a student's academic career. Because MCAD's MASD is a fully online program, the portfolio

serves as a means for MASD candidates to make a public presentation or exhibition of their work as is a requirement for traditional master's programs at institutions of art and design. (Note: students may make their portfolios password protected if they do not want to share their work outside of the program and/or their thesis committees.)

Portfolios will support an MASD candidate with:

- Preparation and building confidence for their final thesis review
- Providing a means to reflect on and analyze their academic experiences
- Preparing a foundation for the development of materials to support and recognize their growth as a sustainability professional
- Demonstrating a competency-based body of sustainability-focused work

The web-based portfolio **must** include the following:

- Introduction or About page
- Short biography (ten sentences or less)
- Sustainability statement/philosophy (ten sentences or less)
- Resume
- Contact information (virtual business card)
- Portfolio: Showcased work with **one** piece of work from every MASD course taken, with an accompanying **portfolio work overview** (three sentences or less per each) that describes the assignment and how/why the student approached the problem or design solution (see Section 5: Mid-Program Review for more details about portfolio pieces and overviews). **All pieces in the portfolio must be easily viewed and read by reviewers.**

The web-based portfolio **may** include the following, if relevant, to showcase the MASD candidate's sustainability work:

- Blog (to showcase essay-style work)
- Professional sustainability-focused work
- Other ideas approved by the MASD director

MA candidates' web-based portfolios will be created, maintained, and curated by the MASD candidate as part of their professional sustainability practice.

In the course Graduate Sustainability Thesis Project (SD-7020) the MASD candidate will select the final website platform to develop the web-based portfolio that best meets the professional needs of the project and matches the MASD candidate's ability to build, update, and maintain.

It is critical that the following factors are considered in the platform selection process:

- MA candidate is comfortable using the platform
- Platform meets the professional needs of the MASD candidate and/or project
- Platform is globally accessible
- Platform has a professional reputation

MA candidates may design their own sites, add a sustainability page to an existing professional site that they have already deployed, work with a professional web developer, or

make use of free website platforms. Some examples of currently available, user-friendly, free website platforms that MASD candidates may select from are (but are not limited to): WordPress, Tumblr, Blogger, Wix, and Weebly; industrial design portfolio sites such as Cloroflot; and graphic design portfolio sites such as Behance.

## **Section 9: THESIS PROJECT PRESENTATION**

The thesis project presentation is the capstone to the MASD program and an indication of the MASD candidate's development as a sustainability leader as a result of the graduate experience. The MASD candidate works closely with their thesis advisor and committee to plan and implement the thesis project presentation that ultimately leads to the final thesis review.

**(NOTE: students who wish to prepare a thesis project paper in lieu of a presentation may do so with permission of the MASD director.)**

### Definition

The ***Final Thesis Project Presentation*** captures and communicates the MASD candidate's sustainability-focused thesis project work. The presentation explains the relevance and importance of the thesis project in the greater context of sustainability (the "why") as well as the step-by-step process that the MASD candidate follows to develop and complete the thesis project (the "how"). It also captures the outcome or developed design of the project (the "what").

### Purpose of the Thesis Project Presentation

The ultimate purpose of the thesis project presentation is to provide a narrative, in the format of a professional presentation (e.g., PDF of slide deck), to the MASD candidate's independent sustainability-focused thesis project. In a sense, it is the story of the thesis project that provides the reader with an in-depth understanding of the background, context, current research, process, and outcome of the thesis project. The thesis project presentation will clearly articulate the current thinking around the subject matter of the thesis project as well as incorporate a summary of relevant and related research on the subject.

### Process of the Thesis Project Presentation

The MASD candidate will work independently with the guidance and support of their thesis advisor and the instructor of the Graduate Sustainability Thesis Project (GSTP) course to accomplish the following and complete the requirements of the degree:

- Earn a passing grade for 6 Graduate Sustainability Thesis Project (SD-7020) credits (this is a pass/fail course). To earn 6 credits, the MASD candidate takes the 3-credit GSTP course twice, during the last two semesters of their program.
- Prepare a thesis project presentation (see Section 9)
- Make a public presentation of their thesis project and experiences in the MASD program through their web-based portfolio (see Section 8)
- Earn a passing grade for the final thesis review (see Section 10)
- Submit a final electronic copy of their thesis presentation to the library through an online submission portal (see Section 11)

### Structure of the Thesis Project Presentation

MA candidates are encouraged to employ a professional presentation writing style: concise, compelling, and well supported. The written text included in the thesis project presentation will be written in the **third person**. MASD candidates are also encouraged to communicate in as visual a way as possible, including imagery, charts, graphics, infographics, sketches, visuals of designs and prototypes, video, etc. Candidates are encouraged to use whatever creative means best communicates their project in a professional manner.

Thesis project presentations will **have a minimum of fifteen pages/slides and maximum of 40 pages/slides, excluding references or appendices**. The thesis project presentation will follow a **professional presentation structure** that will include the following major sections in this order:

#### **1) Title Page/Slide (1 page)**

- The title page/slide must clearly state:
  - The title of the presentation
  - “In support of MASD Thesis Review”
  - Date of final thesis review
  - Full name of candidate
  - The names of the MASD candidate’s thesis advisor, two committee members, and thesis committee chair

#### **2) The Project Introduction (6 pages maximum)**

- Summary (1 page)
- Table of contents (1 page)
- Introduction that includes (4 pages):
  - Problem statement, sustainability challenge, support for the idea, strategic approach to the solution, and potential sustainability impact of the design or solution that highlights relevant supporting data, insights, or research
  - Scope of project
  - Professional goal(s)

#### **3) The Project Execution (10 pages maximum)**

- Project objectives (1 page)
- Proposed and actual process (1-3 pages)
- Visual and written demonstrations of project work, including elements such as initial explorations and sketches, insights, and discoveries made throughout the project process, challenges encountered and overcome, design choices, sustainability frameworks employed, etc. (1-5 pages)

#### 4) The Project Outcome (20 pages maximum)

- Visual and written demonstration of final project outcome, the final solution or result of thesis exploration (i.e., research results and conclusions for a research project, a business plan for the launch of an idea, or a final original design)
- Description of solution functionality and the application of sustainability  
Project conclusion describes how the project did or did not support the problem statement, conclusions drawn, and next steps that could be taken

#### 5) References/Works Cited (1-10 pages, as needed)

- References or Works Cited (using most recent Chicago Manual of Style (CMS) citation style guidelines produced by MCAD's Learning Center; see the Writing Resources section of MCAD's Learning Center Intranet page). Bibliographies are not acceptable.
  - References must include all relevant and key literature from a literature search and research will be summarized in the body of the paper.

#### 6) Appendices (1-10 pages, as needed; maximum of 10 pages)

- Includes supporting research, additional details, etc.

Thesis project presentations must be clearly written, well organized, visually appealing, and professionally presented. **MASD candidates are responsible for proofing their work for spelling and grammatical errors before final drafts are submitted to the thesis review committee.** MASD candidates will complete proofing during Graduate Sustainability Thesis Project. In some cases, the instructor of the course may suggest that candidates seek the services of a copyeditor. **MCAD's Learning Center does not provide copyediting services but, with ample time for assistance, the Learning Center will work with students to improve their writing.** Be preemptive! Seek help early and often. (See Section 14 for more information about support services.)

The thesis advisor and committee oversee the development of the thesis project and presentation, and vote on the presentation during the final thesis review. It is recommended that MASD candidates ask for early feedback from committee members and incorporate changes into their drafts. **MASD candidates must submit their final thesis project presentation to their advisor, committee members, and thesis committee chair at least two weeks before the final thesis review date.**

#### Documentation

All thesis project presentations must cite references where appropriate. All images, claims, quotes, and/or data not originally generated by the student must be substantiated by credible sources. All papers must include references used or works cited in the thesis. **MASD candidates are required to use the CMS citation style but are not required to use the CMS formatting style.**

## Appearance

It is the **responsibility of the MASD candidate** to ensure that the final copy of their thesis project presentation meets the required formatting detailed below.

### Final thesis project presentations must meet the following standards for the final thesis review:

- Follows a **professional presentation structure** as described above
- Is written in **third person**
- Uses **EITHER Helvetica or Times font** (Not required but these are the best fonts for long-term preservation of thesis)
- Uses either a portrait or landscape layout
- Is **40 pages or less** (excluding references and appendices)
- Is no more than **30MB** when saved as a PDF
- Note: The library copy of the final thesis presentation must be in **PDF/A 1-b format** (see Section 11)
- Includes a **title page/slide** that clearly states:
  - The title of the paper
  - “In support of MASD Thesis Review”
  - Date of final thesis review
  - Full name of candidate
  - The names of the MASD candidate’s thesis advisor, two committee members, and thesis committee chair
- Follows **CMS citation style** guidelines (not formatting).
- Until further notice, indentation, layout style, etc. are according to students’ personal preference but is subject to change
- Note: Hard copies are NOT required

## Section 10: FINAL THESIS REVIEW

### Definitions

The **Final Thesis Review** is an approximately two-hour long online video and/or audio conference call between the MASD candidate and their thesis committee including the thesis chair who facilitates the meeting. The review provides an opportunity for the committee members to make comments, critique, ask questions, and discuss ideas with the MASD candidate based on their thesis work including the thesis project, presentation, and web-based portfolio.

### Purpose of the Final Thesis Review

The purpose of the final thesis review is to ensure that the MASD candidate is prepared to leave the program as an active sustainability practitioner who has demonstrated their capabilities to lead an independent sustainability project and prepare an in-depth project presentation in a professional manner.



### Process of the Final Thesis Review

Once an MASD candidate's thesis project is complete and a thesis project presentation is prepared, the thesis committee meets online with the MASD candidate for a formal review facilitated by the thesis committee chair (typically the Director of the MASD program). The review will last approximately two hours and addresses all aspects of the thesis project and corresponding thesis project presentation.

In addition to the thesis project presentation, the MASD candidate will make a short video of their thesis presentation and their background as an introduction to the review (**five minutes or less; a pre-recorded video is recommended but not required**), and present a web-based portfolio (see Section 5) of their work developed while in the MASD program.

Each committee member will have an opportunity to respond to and ask questions about the thesis project, presentation, video, and portfolio. After each committee member has done this, the review opens to a discussion format. During this time, the candidate may request clarifications and specifics from the committee members, as needed. At the conclusion of the meeting, the MASD candidate will be asked to leave the meeting while the committee discusses their recommendation and casts their votes for their individual recommendations.

The committee will recommend one of the three following options to the MASD faculty that the degree of Master of Arts in Sustainable Design:

- be awarded (pass),
- be conditionally awarded (pass with contingencies), or
- not be awarded (no pass).

**Note: Conditional recommendations must include specific conditions under which the committee will reconsider or approve the MASD candidate's thesis project presentation and pass the review.**

The committee's decision will then be reported to the MASD candidate in writing via email from the Director of the MASD program. Upon the recommendation of the committee, the MASD faculty, through the Director of the MASD program, will recommend to the president and the board of trustees that an MASD degree be awarded.

Should the committee recommend the MASD not be awarded, the MASD candidate may appeal the decision to the Director of the MASD program.

\*\*\* MASD CANDIDATES WILL NOT RECEIVE DIPLOMAS UNTIL ALL REQUIRED THESIS DOCUMENTATION AND COURSE WORK IS SUBMITTED (See Section 2)\*\*\*

### **Section 11: THESIS PROJECT PRESENTATION SUBMISSION TO LIBRARY**

MA candidates are responsible for submitting their final thesis presentation to the MCAD library following the PDF standards and process outlined below. (See Section 9 for details regarding the required structure and appearance guidelines for the final thesis project presentation.)

### **Final Thesis Project Presentation PDF Standards required for MCAD Library Submission**

- File Name Requirements:
  - **first initial last name\_thesis\_year of graduation.pdf**
  - Example: cgilbert\_thesis\_2017.pdf
- Format Requirements:
  - **Save as PDF/A 1-b** (this is the best format for long-term preservation of theses)
  - Save your file in above format using Adobe Acrobat.
  - No encryption of the file is allowed. [Note: in cases where confidentiality is an issue (i.e. with Intellectual Property issues), theses may be submitted directly to the Director of the MASD program with prior approval and arrangement. Students may contact the Director of the MASD program about Non-Disclosure Agreements, if relevant to student work.]

### **Submission Process**

- An electronic copy (**PDF/A 1-b**) will be submitted to the MCAD library using an online submission portal by **5:00 p.m. CT the second-to-last day of classes**.
- All of the following information will be required to submit through the online portal:
  - MA candidate's full name
  - Semester and year of final thesis review (e.g. Spring 2017)
  - Names of advisor, committee members, and thesis chair
  - Title of thesis project
  - Project summary
  - Seven or fewer **keywords** to be used in a search engine to find your thesis paper (keywords may be one ["biomimicry"] or two ["systems thinking"] words)
  - Link to MASD candidate's web-based portfolio (see Section 4 for more details)
  - PDF/A 1-b version of the thesis project presentation (no more than 30MB)

## **Section 12: ACADEMIC MILESTONES**

The following academic milestones are part of the MASD candidate's official files in MCAD's records office and determine progress toward the MASD degree.

All associated forms must be submitted to the Director of the MASD program for review and approval. All forms are available from the Director of the MASD program. Please send an email to MASD Director to request forms.

## General Timetable of Academic Milestones

<b>Academic Milestone</b>	<b>Responsible Party</b>	<b>Who Reviews/ Approves</b>	<b>Deadline</b>
<b>Course Registration(s)</b> completed	Student, in conjunction with Director of MASD	Director of MASD and Records office	Each fall and spring semester during designated academic advising period
<b>Thesis Project Brief</b> submitted	Student	Sustainable Design Academic Committee	After 6 credits have been successfully completed, before the start of the next semester (date determined by Director of MASD)
<b>Mid-Program Review Package</b> submitted (includes portfolio work, overviews, and 5-page <b>Thesis Project Proposal</b> )	Student	Sustainable Design Academic Committee	After 12 credits have been successfully completed, before the start of the next semester (date determined by Director of MASD)
<b>Mid-Program Review</b> passed	Student	Sustainable Design Academic Committee	Before starting GSTP I
<b>Thesis Advisor</b> secured	MA candidate, GSTP instructor, and Director of MASD	Director of MASD	During GSTP I, or earlier
<b>Advisor-Student Learning Contract</b> submitted (see Appendix)	MA candidate	Thesis advisor and Director of MASD	During GSTP I, or earlier
<b>Thesis Advisor Contract</b> issued (issued by MCAD)	Thesis advisor and Director of MASD	Director of MASD	During GSTP I, or earlier
<b>Revised Thesis Project Proposal</b> completed	MA candidate	Thesis advisor and GSTP instructor	During GSTP I, or earlier

<b>Thesis Committee</b> formed	MA candidate, thesis advisor, and Director of MASD	Director of MASD	During GSTP I, or earlier
<b>Thesis Committee Member Contracts</b> issued (issued by MCAD)	Committee members and Director of MASD	Director of MASD	During GSTP I, or earlier
<b>Intent to Graduate Form</b> submitted	MA candidate	Director of MASD, Records office, MCAD Online Learning	During GSTP II, by the third week of semester of final thesis review; submit to Director of MASD, Records office, and Online Learning
<b>Complete draft of Thesis Project Presentation</b> submitted	MA candidate	Advisor, committee, and GSTP instructor	During GSTP II, four weeks before final thesis project presentation due, or earlier
<b>Feedback from Thesis Committee</b>	Thesis committee and GSTP instructor	MA candidate	During GSTP II, two weeks before final thesis project presentation due, or earlier
<b>Final Thesis Project Presentation</b> submitted	MA candidate	Advisor, committee, chair, and GSTP instructor	During GSTP II, two weeks before final review date, or earlier
<b>Web-based Portfolio</b> submitted	MA candidate	Advisor, committee, and chair, and GSTP instructor	During GSTP II, two weeks before final review date, or earlier
<b>Introductory video</b> submitted	MA candidate	Advisor, committee, chair, and GSTP instructor	During GSTP II, one week before final thesis review date (OPTIONAL; students may present during review)
<b>Final Thesis Review</b>	MA candidate	Advisor, committee, and chair	During GSTP II, at least two weeks before last day of classes, or earlier

<b>Library copy of Final Thesis Project Presentation</b> submitted	MA candidate	Library Director and Director of MASD program	During GSTP II, second-to-last day of classes, or earlier; use library's online submission portal
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\*\*\* MASD CANDIDATES WILL NOT RECEIVE DIPLOMAS UNTIL ALL REQUIRED THESIS DOCUMENTATION AND COURSE WORK IS SUBMITTED (See Section 2)\*\*\*

### Section 13: GENERAL ASSESSMENT GUIDELINES

During the final thesis review, in addition to the assessment of the thesis project presentation using the Thesis Project Presentation Rubric (see Appendix), MASD candidates will be assessed on their development as a sustainability professional as it relates to their Career Development.

Because sustainability-focused work across all disciplines is expanding rapidly, the intention of MCAD's MASD is to fully prepare students to leave the program with the ability to accelerate their existing careers or to help them to forge novel career paths, possibly even to create job opportunities that do not exist today but will become commonplace for sustainability-minded professionals in the future. To this end, the MASD strives to prepare students for their role in a cutting-edge field by ensuring that they each meet the following **four criteria**:

**Collaborative problem solvers:** Because no global challenge can be solved in isolation by one person or one discipline, MCAD MASD students will engage in cohesive and high-quality paired and group learning experiences. These opportunities will be grounded in creative leadership training, collaborative design processes, and dynamic problem-solving skills.

**Conscious social professionals:** Students will experience student-driven projects in the form of new and/or improved sustainability-focused products, processes, systems, or services. MASD candidates will create novel, accessible, affordable, and sustainability-focused solutions that will address current, global human social and/or economic needs and/or environmental issues.

**Inventors, innovators, and entrepreneurs:** Students will nurture professional development experiences through real-life business interactions, peer-to-peer and teacher-student mentorships, entrepreneurship training, and strategic business planning experience.

**Global community members:** Through various modes of learning and training, students will develop the skills to maintain a forum for interactions and global networking opportunities with their fellow students, MASD faculty members, industry partners, and MCAD alumni.

## Section 14: SUPPORT SERVICES

### Book List

All required books for MASD courses for upcoming semesters are listed through the [Art Cellar and Bookstore](#) (found on the MCAD Intranet). Note that the Art Cellar and Bookstore does not stock or order books for MASD courses.

### Career Development

The [MCAD Career Development Office](#) helps students develop meaningful, satisfying, and sustainable careers using the skills learned through the classroom.

- One-on-one career counseling and assistance is available from Career Development via email, over the phone, in person, or via online video chat (e.g. Google Hangouts). Please arrange an appointment by emailing [careers@mcad.edu](mailto:careers@mcad.edu). Career counseling includes networking and job hunting strategy development, resume, and cover letter reviews, and mock interviews and preparation.
- Students have access to the Jobs and Opportunity Postings website at <http://intranet.mcad.edu/welcome-mcad-career-development-job-and-opportunities-site>. An account will be set up during the first week of classes. Students will receive an email with access instructions and other information.

### Disability Accommodation

Students who have a learning disability, even those who do not plan to seek accommodations, are strongly encouraged to register with the Director of MCAD's Learning Center (see Learning Center below for more information). This will ensure that students have access to all of the services and accommodations that are available. Learn more about [disability accommodation](#).

All accommodations are determined on an individual, case-by-case basis by the learning center director, and in consultation with faculty and administrative staff. For more information about these services, please contact the learning center at 612.874.3671.

### Financial Aid

Students who are U.S. Citizens may be eligible for financial aid. Students are encouraged to apply for financial aid with the help of the [MCAD Financial Aid Office](#). The total amount of financial aid a student may receive is based on the family's financial situation and the cost of attendance. While the amount of financial aid a student may receive is dependent upon financial need, the student must also be making satisfactory academic progress to be eligible for federal funds. **Students must be taking at least three credits during any semester to be eligible for financial aid.** Types of financial aid students may qualify for include the Federal Unsubsidized Stafford Loan, Federal Graduate Plus Loan, and/or an alternative education loan through a lender.

### MCAD Intranet

The [MCAD Intranet](#) is a clearinghouse of important information for all MCAD students, staff, and faculty. It is highly recommended that MASD students use the MCAD Intranet as their first stop to get the information they need. All of the offices, services, and access points listed

below (and more) are available on MCAD's Intranet. Important ones to note for MASD students are MCAD's:

- Art Cellar and Bookstore (for required 'Book List' for upcoming semesters)
- Business Office (for tuition bill questions)
- Career Development (look into jobs and opportunities)
- Financial Aid Office (any questions related to student loans)
- Learning Center (for writing, tutoring, and time management assistance) (see below)
- Library (for resources)
- Online Learning (for Blackboard help)
- Records Office (to request a transcript, etc.)
- Student Affairs (download a copy of the MCAD Student Handbook)
- General resources:
  - Access to [mcad.edu](http://mcad.edu) Gmail account
  - Access to Blackboard
  - Computer Support Help Desk (for trouble logging into student accounts)
  - Academic calendar (semester start and end dates; holidays; deadlines)
  - Lynda.com Online training library (learn how to do nearly everything here!)
  - Knowledgebase (concise help with common issues on Blackboard and beyond)

### **Learning Center**

MCAD's [Learning Center](#) is an academic support center and enrichment resource for all students. The learning center offers assistance with: writing (every level and style), limited **software support, time** management and study skills, and professional development.

You can find Chicago Manual of Style resources on the CMOS website and in the Writing Resources section of MCAD's Learning Center Intranet website.

<http://www.chicagomanualofstyle.org/home.html>

<http://intranet.mcad.edu/resources/writing-resources>

**Be pre-emptive! Seek help early and often.** Students may contact the learning center to arrange an appointment via email at [learning\\_center@mcad.edu](mailto:learning_center@mcad.edu).

### **Library Services**

The MCAD [Library](#) is dedicated to supporting MASD student research needs during their tenure in the MASD program. The library provides research assistance to students ranging from preliminary topic development to in-depth research consultation to citation verification. Online resources include article and image databases, e-books, interlibrary loan articles requests, and instructions for making the most of your local resources. All resources are available from the MCAD Intranet. Many resources will require your MCAD login as authorization.

For questions, students should check the FAQ (Frequently Asked Questions) section available in the [Knowledgebase](#). Please contact the Library Director with questions at [library@mcad.edu](mailto:library@mcad.edu)

or 612.874.3791. Messages will be answered Monday through Friday, 9:00 a.m.–5:00 p.m. CDT. Every effort will be made to reply to messages within forty-eight hours.

### **MCAD.EDU Account**

When students are actively enrolled in the MASD program, they will have continuous access to an official MCAD Google email (Gmail) account that ends in “@mcad.edu.” Email is the primary form of communications for the MASD program. **All students are required to check their mcad.edu email at least once every twenty-four hours during semester sessions and respond immediately to all official requests.** All MCAD-related notices and messages will be sent to students’ mcad.edu accounts including but not limited to: Blackboard classroom announcements, instructor messages, important information from records, online learning, business office, financial aid, and the Director of the MASD program. Students may access their Gmail accounts from MCAD’s [Intranet](#).

### **Online Learning**

All MASD classes are asynchronous, meaning that there are no specific all-class online meeting times, though there are shared weekly deadlines. Students can access their online course(s) at <https://learn.mcad.edu>.

It is recommended that students set aside ample time each week to work on their online course(s). **In general, students should expect about 9 hours of course work every week of the semester for each course (for a 15-week semester).** The most successful students login nearly every day to work and interact with their classmates.

It is expected that students log in at the start of each week to plan their time appropriately to meet all due dates, particularly courses with greater levels of student interaction and collaboration.

Check MCAD’s website for up-to-date information about upcoming online courses at MCAD: [my.mcad.edu](http://my.mcad.edu).

If students would like technical assistance with their online course(s), the Online Learning Department can help:

- email [online@mcad.edu](mailto:online@mcad.edu)
- call 1.800.874.MCAD Ext. 4 or [612.874.3618](tel:612.874.3618)
- [MCAD Knowledgebase](#)
- [Blackboard Help](#)

### **Service Bureau**

Students will not have access to the MCAD Service Bureau. This is the on-campus office for printing services and is unavailable to online students.



## **Social Media Outreach**

The MASD program has an active social media outreach program. Join the conversation!

[MCAD Sustainable Design Program Website:](#)

[mcad.edu/sustainable](http://mcad.edu/sustainable)

[Sustainable Design Blog:](#)

[MCADsustainabledesign.com](http://MCADsustainabledesign.com)

[MASD LinkedIn Group:](#)

[linkedin.com/groups?gid=1945418&trk=hb\\_side\\_g](https://linkedin.com/groups?gid=1945418&trk=hb_side_g)

[MASD Facebook Page:](#)

[facebook.com/MCAD.SustainableDesign](https://facebook.com/MCAD.SustainableDesign)

[MASD Alumni Facebook Group \(open only to MASD Alumni\):](#)

[facebook.com/groups/758966524260815/](https://facebook.com/groups/758966524260815/)

[MASD Twitter Feed:](#)

[twitter.com/#!/MCADSustainDsgn](https://twitter.com/#!/MCADSustainDsgn)

## **Student Identification Cards**

Students will be provided with physical student ID cards upon request. Students may email ([online@mcad.edu](mailto:online@mcad.edu)) or call (1.800.874.MCAD Ext. 4 or [612.874.3618](tel:612.874.3618)) the MCAD Online Learning Office if they have any questions about getting a student ID card.

## **Student Account Information**

Students are required to activate their online student account by entering their official MCAD username and password at [mybill.mcad.edu](http://mybill.mcad.edu).

## **Technology Support Help Desk**

MCAD's Technology Support Help Desk provides support to the entire college community, seven days a week. Many questions are answered in our extensive [Knowledge Base](#). Or fill out a [help request form](#) to open a ticket with a help desk specialist. Contact them at [computer\\_support@mcad.edu](mailto:computer_support@mcad.edu) or 612.874.3666.

## **APPENDIX**

Thesis Project Brief Rubric

Thesis Project Proposal Rubric

MA Advisor–Student Learning Contract Document – COPY

Thesis Project Presentation Rubric

## Thesis Project Brief Rubric

### Evaluation Criteria

Each section is weighted equally and can be given up to 5 points for a total score of up to 25 points. A score of 17 points or higher is required for passing. See Point Allocation below.

Section	Overview	Top Ranking
Sustainable Design Problem	What is the sustainability-focused issue/challenge of the project? Is it a meaningful sustainability challenge?	The problem statement is articulated clearly and concisely. Establishes focus for the presentation. Excellent and comprehensive understanding of underlying sustainability issues. Work has potential to succeed in addressing environmental, social and/or cultural concerns.
Idea	What is the idea for an innovative or original sustainability-focused solution? Is the scope of the project realistic and manageable?	The idea is clearly and concisely defined. The idea has merit as an original or innovative idea or is an improvement on an existing sustainability solution. There is clear and solid support for the idea.
Strategy	Why will the thesis project be an improvement on the existing model?	The strategy is outlined clearly and concisely. Establishes a framework for the presentation. The approach would have significant impact on the problem defined.
Objective	How will the thesis project lead to a more sustainable world? Does the proposed solution have a sustainability impact?	The scope is outlined clearly and concisely. The project scope is narrow, refined, and manageable. Broad generalizations are not used. The thesis project work may have a positive impact to addressing environmental, social, and/or cultural concerns.
Professional Goals	How will the thesis project contribute to growth as a sustainability leader and help to attain goals as a sustainability professional?	Professional goals are outlined. Presentation demonstrates growth as a sustainability leader and achievement of professional goals.

## Thesis Project Brief Rubric

### Point Allocation

Each section is weighted equally and can be given up to 5 points for a total score of up to 25 points. A score of 17 points or higher is required for passing.

5 points	Excellent work	Work is exemplary. Professional, appropriate, concise, eye-pleasing, is easy to comprehend/navigate, and demonstrates creative and critical thinking skills. Work demonstrates an excellent understanding of the objective(s).
4 points	Very good work	Work is complete, professional, is easy to understand, and is appropriate. May contain very few minor errors or omissions, but demonstrates a very good understanding of the objective(s).
3 points	Satisfactory work	Work is mostly complete yet is professional and appropriate. May contain minor errors or omissions, but demonstrates adequate understanding of objective(s). May take some effort to follow, navigate, and/or comprehend.
2 points	Unsatisfactory work	Work is incomplete, may have significant errors, and may be difficult to follow/navigate/comprehend. It is not clear if objectives are understood.
1 point	Work submitted but grossly inadequate	Work was submitted but demonstrated little to no understanding of the objective(s).
0 points	Work not submitted	Work was not submitted.

## Thesis Project Proposal Rubric

### Evaluation Criteria

Each section is weighted equally and can be given up to 5 points for a total score of up to 35 points. A score of 25 points or higher is required for passing. See Point Allocation below.

Section	Overview	Top Ranking
Problem Statement	What is the sustainability-focused issue/challenge of the project?	The problem statement is articulated clearly and concisely. Establishes focus for the presentation.
Sustainability Challenge	Is it a meaningful sustainability challenge?	Excellent and comprehensive understanding of underlying sustainability issues. Work has potential to succeed in addressing environmental, social and/or cultural concerns.
Idea	What is the innovative or original idea for a sustainability-focused outcome?	The idea is clearly and concisely defined. The idea has merit as an original or innovative idea or is an improvement on an existing sustainability solution. There is clear and solid support for the idea.
Strategy	How will the strategy have a significant impact on the problem defined?	The strategy is outlined clearly and concisely. Establishes a framework for the presentation. The approach would have significant impact on the problem defined.
Impact	Does the proposed solution have a sustainability impact?	The sustainability impact has been quantified and qualified. The thesis project work will have a positive impact to addressing environmental, social, and/or cultural concerns.
Scope	Is the scope of the project realistic and manageable?	The scope is outlined clearly and concisely. The project scope is narrow, refined, and manageable. Broad generalizations are not used.
Sustainability Professional	Does the project contribute to the student's growth as a sustainability leader?	Professional goals are outlined. Presentation demonstrates growth as a sustainability leader and achievement of professional goals.

## Thesis Project Proposal Rubric

### Point Allocation

Each section is weighted equally and can be given up to 5 points for a total score of up to 35 points. A score of 25 points or higher is required for passing.

5 points	Excellent work	Work is exemplary. Professional, appropriate, concise, eye-pleasing, is easy to comprehend/navigate, and demonstrates creative and critical thinking skills. Work demonstrates an excellent understanding of the objective(s).
4 points	Very good work	Work is complete, professional, is easy to understand, and is appropriate. May contain very few minor errors or omissions, but demonstrates a very good understanding of the objective(s).
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Minneapolis College of Art and Design Master of  
Arts in Sustainable Design

**Advisor – Student Learning Contract**

MA Candidate:

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

Anticipated Completion Date - Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**In cooperation with your advisor, please detail your expectations and goals of your relationship with your advisor throughout the tenure of your thesis project. Attach additional pages as necessary.**

*COPY  
NOT FOR OFFICIAL USE*

**Signatures of approval:**

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

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

Director of MASD: \_\_\_\_\_ Date: \_\_\_\_\_

***This document must be completed, signed by all parties, and returned to the MCAD Records Office for filing ([records@mcad.edu](mailto:records@mcad.edu)).***

## Thesis Project Presentation Rubric

Section	Overview	Top Ranking	Weighting
<b><i>Project Introduction</i></b>			<b>Total = 20%</b>
Problem Statement	What is the sustainability-focused issue/challenge of the project?	The problem statement is articulated clearly and concisely. Establishes focus for the presentation.	2%
Sustainability Challenge	Is it a meaningful sustainability challenge?	Excellent and comprehensive understanding of underlying sustainability issues. Work has potential to succeed in addressing environmental, social and/or cultural concerns.	3%
Idea	What is the innovative or original idea for a sustainability-focused outcome?	The idea is clearly and concisely defined. The idea has merit as an original or innovative idea or is an improvement on an existing sustainability solution. There is clear and solid support for the idea.	3%
Strategy	How will the strategy have a significant impact on the problem defined?	The strategy is outlined clearly and concisely. Establishes a framework for the presentation. The approach would have significant impact on the problem defined.	3%
Impact	Does the proposed solution have a sustainability impact?	The sustainability impact has been quantified and qualified. The thesis project work will have a positive impact to addressing environmental, social, and/or cultural concerns.	3%
Scope	Is the scope of the project realistic and manageable?	The scope is outlined clearly and concisely. The project scope is narrow, refined, and manageable. Broad generalizations are not used.	3%
Sustainability Professional	Does the project contribute to growth as a sustainability leader?	Professional goals are outlined. Presentation demonstrates growth as a sustainability leader and achievement of professional goals.	3%

<b>Project Execution</b>			<b>Total = 35%</b>
Objectives	Are there project objectives?	Project objectives are clearly articulated. Qualitative and/or quantitative metrics are defined to assess when objective is reached.	5%
Research	Was quality and extensive research conducted and documented?	Research is documented using CMS citation style. Background research is thorough and from credible references in the field. Ideas were explored and supported.	15%
Process	What learning took place (pivoting, new ideas, new outcomes)?	Concise yet thorough documentation of proposed and actual project process presented. Key learning moments are described and documented using appropriate means (narrative, sketches, video, etc.).	15%
<b>Project Outcome</b>			<b>Total = 30%</b>
Functionality	How functional is the solution for this type of work?	The functionality of the project outcome is clear. Quality and relevant craftsmanship, technical skills, etc., are demonstrated.	5%
Application of Sustainability Frameworks	Were sustainability frameworks featured and/or integrated throughout the project (i.e., systems thinking, biomimicry, LCA, natural step, C2C, etc.)?	Knowledge and applicability of appropriate sustainability frameworks is demonstrated. Relevant sustainability frameworks are integrated into presentation.	10%
Project Outcome/Solution	Did the student arrive at the proposed outcome/solution? If not, what learning took place?	The outcome(s) is outlined clearly and concisely. Understanding of project outcomes and impact is demonstrated and well documented.	15%



<b>Project Presentation</b>			<b>Total = 15%</b>
Presentation and Organization	How was the thesis project presented and organized?	Final presentation/paper is organized and professional.	5%
Use of Visuals	Were visuals used to support the narrative?	Visual materials provide a compelling and highly creative piece to the presentation.	5%
Documentation	Was the project well documented?	Key and credible documentation provide excellent support for thesis work.	5%