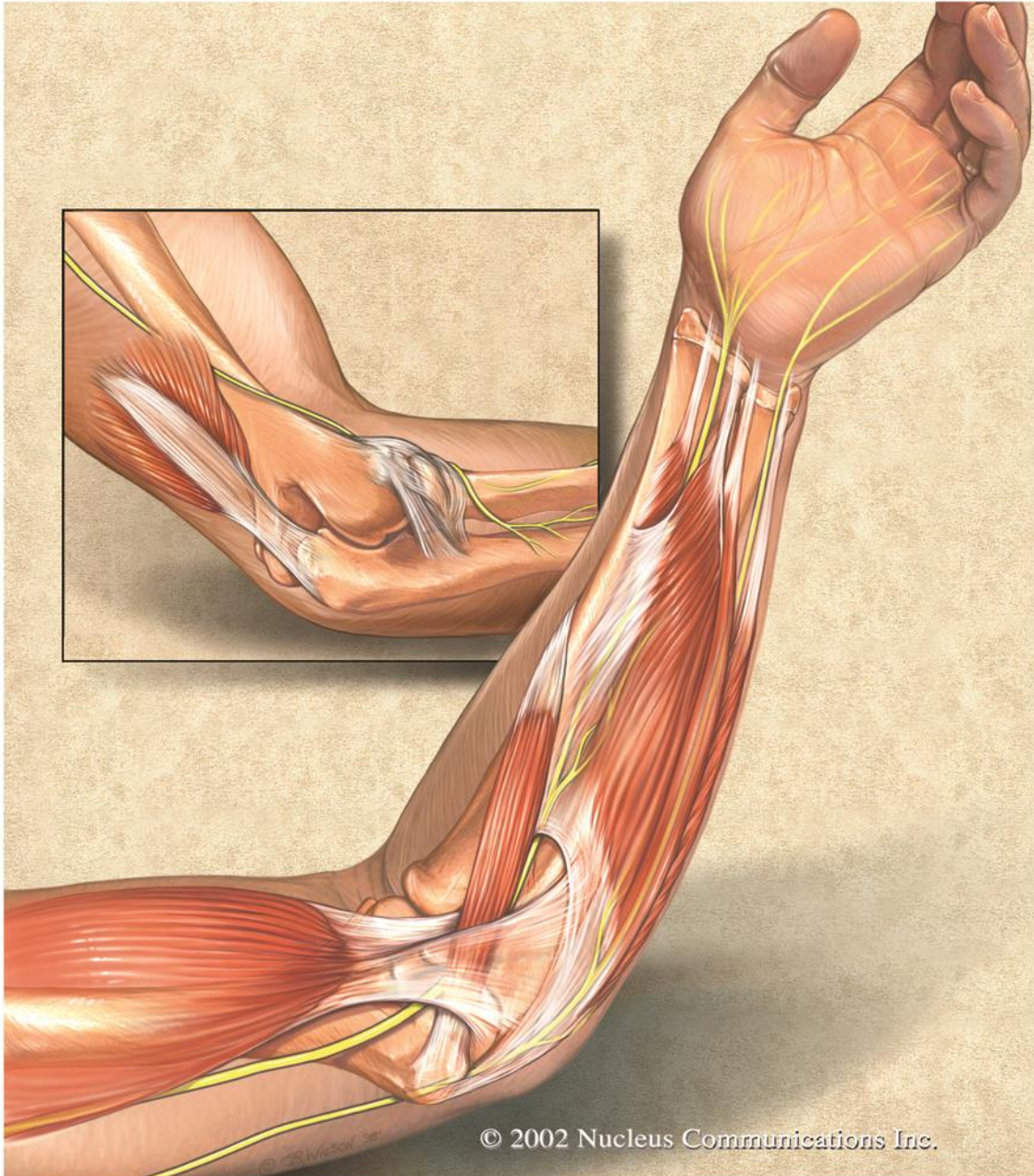


# Graduate Handbook and Thesis Manual



**Master of Fine Arts (MFA) Degree  
in Medical Illustration  
College of Health Sciences & Technology**

# Program and College Contact Information

The Medical Illustration graduate program is located within RIT's College of Health Sciences & Technology (CHST) but includes faculty with appointments in both CHST and the College of Art & Design (CAD).

Jim Perkins	Graduate Program Director Head of the Department of Medical Sciences, Health & Management College of Health Sciences & Technology <a href="mailto:japfaa@rit.edu">japfaa@rit.edu</a>
Glen Hintz	College of Art & Design <a href="mailto:grhfad@rit.edu">grhfad@rit.edu</a>
Craig Foster	College of Art & Design <a href="mailto:ceffaa@rit.edu">ceffaa@rit.edu</a>

Contact staff in the College of Health Sciences & Technology for help with scheduling, course registration, academic records, and degree certification:

Hannah Puzio	Senior Staff Assistant Department of Medical Sciences, Health & Management College of Health Sciences & Technology <a href="mailto:hcdchst@rit.edu">hcdchst@rit.edu</a>
TBD	Assistant Dean College of Health Sciences & Technology

Contact staff in the School of Art, College of Art & Design, for help with Graduate Assistantships ONLY:

Lauren Purvis	Senior Staff Assistant School of Art in the College of Art & Design <a href="mailto:lacpgd@rit.edu">lacpgd@rit.edu</a>
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The Medical Illustration program has a close relationship with PHT180 (Personalized Healthcare Technology), a group of RIT faculty who are actively engaged in funded research in the areas of health and medicine. Many of our students work for the PHT180 faculty during the school year and over the summer. <https://www.rit.edu/pht180>

All aspects of hiring and payroll for PHT180 are handled by their Research Program Administrator:

Gina Lamanna	Research Program Administrator, PHT180 <a href="mailto:gmlpht@rit.edu">gmlpht@rit.edu</a>
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# Curriculum

Term: Fall 1			Term: Spring 1		
Course Number & Title	Credits	Prerequisite(s)	Course Number & Title	Credits	Prerequisite(s)
ILLM-601-Human Gross Anatomy	6		ILLM-606-3D Animation of Biomedical Forms	3	ILLM-603-3D Modeling of Biomedical Forms
ILLM-602-Anatomic Studies	3		ILLM-607-Computer Applications in Medical Illustration	3	
ILLM-603-3D Modeling of Biomedical Forms	3		ILLM-608-Scientific Visualization	3	ILLM-601-Human Gross Anatomy
MEDS 630-Human Immunology	3		ILLM-890-Thesis	1	
			Studio Elective *	3	
			MEDS-615-Medical Pathophysiology	3	
Term credit total:	15		Term credit total:	16	
Term: Fall 2			Term: Spring 2		
Course Number & Title	Credits	Prerequisite(s)	Course Number & Title	Credits	Prerequisite(s)
ILLM-615-Interactive Media I	3	ILLM-607-Computer Applications in Medical Illustration	ILLM-616-Interactive Media II	3	ILLM-615-Interactive Media I
ILLM-612-Surgical Illustration	3	ILLM-601, Human Gross Anatomy; ILLM-607 Computer Applications in Medical Illustration	ILLM-617-Portfolio and Business Practices	3	ILLM-612-Surgical Illustration
ILLM-890-Thesis	5		ILLM-890-Thesis	4	
MEDS-620-Histology & Histopathology	4		Studio Elective *	3	
Term credit total:	15		Term credit total:	13	
<b>Program Totals:</b>		<b>Credits: 59</b>	<b>For Master's programs, identify the required comprehensive, culminating element(s) (e.g., thesis), including course number if applicable:</b> Master's Thesis (ILLM-890-Thesis)		

\* Studio Electives – choose from any of the following:

Any graduate studio course offered in the College of Art and Design (CAD)

e.g., Visual Communication Design (VCDE)

Illustration (ILLS)

School of Film and Animation (SOFA)

Painting (PAIT), Studio Arts (STAR), Ceramics (CCER), Glass (CGLS), Metals (CMTJ)

ILLM courses not included in the table above, such as:

ILLM-618 Eye, Ear, Nose Prosthetics

ILLM-627 Advanced Digital Technology for Medical Illustration

ILLM-628 Medical and Scientific Animation

ILLM-689 Special Topics

ILLM-799 Independent Study

Any of the following courses from the Golisano College of Computer and Information Sciences (GCCIS):

HCIN-610 Foundations of Human Computer Interactivity

HCIN-620 Information & Interaction Design

HCIN-660 Fundamentals of Instructional Technology

# Helpful Links

- RIT computer accounts <https://www.rit.edu/its/services/computer-accounts>
- RIT Service Center <https://help.rit.edu>  
For troubleshooting and answers to common questions. “One stop shopping” for information and problems with computer accounts, student financial services, employment, housing, dining, and parking.
- General information about RIT email <https://www.rit.edu/its/services/email/general>
- RIT Google workspace <https://www.rit.edu/google/>
- Student Employment Office <https://www.rit.edu/careerservices/students/on-campus-employment>  
Go here to verify your eligibility for campus employment and apply for your Student Employment Card.
- Student Information System (SIS) <https://www.rit.edu/infocenter/>  
Course registration, scheduling
- SIS training materials <https://www.rit.edu/sistraining/student-training-materials>
- MyCourses <https://mycourses.rit.edu>  
Online courseware system
- Talent Roadmap <https://www.rit.edu/talentdevelopment/talent-roadmap>  
Lab safety training, formaldehyde training (for the cadaver lab), and studio safety training
- Zoom (RIT page) <https://rit.zoom.us>
- RIT library <https://library.rit.edu>  
Access to online journals and databases
- RIT library thesis information <http://infoguides.rit.edu/thesis-services>  
See below for much more information about the thesis
- CAD Tech <https://helpdesk.cad.rit.edu/>  
Information about computer graphics labs managed by the College of Art & Design. Includes information about lab schedules, lab status, and a help desk for troubleshooting computer problems.
- CAD Keyserver <https://keyserver.cad.rit.edu/software>  
List of software available in College of Art & Design computer labs. Click on any application to see all the labs where that software is installed.
- LinkedIn Learning <https://www.linkedin.com/learning>  
Formerly called Lynda.com, this is an outstanding repository of online training videos, especially for graphics software (Adobe products, Maya, etc.). Every RIT student automatically gets a subscription. You should be able to log in with your RIT email and computer account info.

# Graduate Assistantships

In addition to a modest tuition scholarship, most of our grad students are offered a Graduate Assistantship (GA). This is a form of student employment that can help with the cost of tuition and/or living expenses. Our grad students are generally approved for a maximum of 12 hours per week of assistantship. No student is allowed to work more than 20 hours in any given week during the academic year (this may be different during the summer).

Most GA's are assigned to work with a faculty member in a particular class. Often these are freshman drawing classes and other undergraduate art classes, although students with a strong science background may be assigned to a biology class. The faculty do their best to match students with GA assignments based on their educational background and interests. Second year grad students usually serve as GA's for the first-year classes.

Because the Medical Illustration program used to be in RIT's School of Art many years ago, the budget for the Graduate Assistantships still flows through the School of Art in the College of Art & Design. This still makes sense since the majority of assistantship opportunities (although not all) involve helping out with undergraduate art classes. For this reason, students work with the School of Art Staff Assistant to complete their hiring paperwork and submit bi-weekly time cards.

Lauren Purvis    Senior Staff Assistant  
School of Art in the College of Art & Design  
[lacpgd@rit.edu](mailto:lacpgd@rit.edu)

*Please note that you will work with the School of Art Staff Assistant ONLY for issues involving Graduate Assistantships (hiring paperwork, time cards, pay checks). For any other issues, including class scheduling, registration, academic records, or graduation, please check with the Program Director or with the staff in the College of Health Sciences & Technology (see contact info on p. 2).*

## **Student Employment Office (SEO)**

To begin the hiring process for your Graduate Assistantship, please visit the Student Employment Office website. <https://www.rit.edu/careerservices/students/on-campus-employment>

Here you may complete Part 1 of the I-9 form to prove your eligibility to work on campus. You then use the RIT Career Connect link to schedule an appointment to complete the I-9 process in person. See the website for a list of documents you will need to show in order to prove your identity and your eligibility to work.

After you've completed the I-9 process, and after the School of Art Staff Assistant has notified the SEO that you've been hired as a GA, you will receive a Student Employment Card. You will also receive a badge number that allows you to punch in and punch out for work at time clocks located throughout campus.

# RIT Non-Discrimination Statement

RIT does not discriminate. RIT promotes and values diversity within its workforce and provides equal opportunity to all qualified individuals regardless of race, color, creed, age, marital status, sex, gender, religion, sexual orientation, gender identity, gender expression, national origin, veteran status, or disability.

The Title IX Coordinator has overall responsibility for the university's institutional compliance with Title IX. Any person with a concern about the university's handling of a particular matter related to sex or gender-based discrimination or harassment should contact:

Stacy DeRooy  
Director of Title IX and Clery Compliance  
Title IX Coordinator  
171 Lomb Memorial Drive  
Rochester, NY 14623  
585-475-7158  
**Stacy.DeRooy@rit.edu**  
www.rit.edu/titleix

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made regardless whether the person reporting is the alleged victim of any conduct that could constitute sex or gender-based discrimination or harassment. Reports may be made at any time (including during non-business hours) by calling the telephone number noted above, by electronic mail, by mail to the office address listed for the Title IX Coordinator, or by filing a [report online](#) with RIT's Title IX Office.

The U.S. Department of Education, Office for Civil Rights (OCR) is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.

# **The Thesis**

**for the**  
**Master of Fine Arts Degree**  
**in**  
**Medical Illustration**

The thesis is the culminating experience for the Master of Fine Arts degree in Medical Illustration. The thesis involves independent research, visual exploration, production of a body of visual artwork, oral presentation of the work, and writing an illustrated companion document.

The thesis may involve illustrating a new medical or scientific concept – something that has never before been illustrated – or creating a novel approach to illustrating an existing subject. Regardless of the topic, the artwork must be completely original and must represent a well-reasoned approach to communicating the topic to a specific target audience (physicians, scientific researchers, allied health professionals, college students, the lay public, etc.). The written document presents background information about the medical topic, discusses the current state of illustration of that topic, and documents the numerous decisions that were made in determining the best approach to illustrating the topic.

The critical understanding and reflection that takes place on this level is what distinguishes an artist with an MFA from others. The multi-layered process required in the development of the thesis produces a rich, fully realized and thoughtful body of visual artwork.

## General Preparation and Sequence for the Thesis

- **FIRST YEAR OF STUDY:** The first year of study in the MFA program emphasizes exploration and experimentation along with technical studies in preparation for work on a thesis during the second year.
- **SPRING SEMESTER OF FIRST YEAR:** Students register for one credit of thesis in the Spring semester of the first year. This is an opportunity to begin exploring thesis topics. Topics are selected in consultation with department faculty. Students should also select a subject matter expert to help guide and evaluate the project.
- **SUMMER:** Although there are no classes or formal requirements during the summer between the 1<sup>st</sup> and 2<sup>nd</sup> years of the program, students often use this time to begin their background reading in order to understand the science behind their chosen topic and to clarify their specific thesis project.
- **FALL SEMESTER OF SECOND YEAR:** Students register for five credits of thesis in the Fall semester of the second year. This is when the bulk of the thesis artwork must be completed. Specific requirements for the Fall semester include:
  - **SELECT A THESIS COMMITTEE:** Upon selecting a topic, the student must choose a group of thesis advisors. See the section on **Thesis Advisors**.
  - **PREPARE A WRITTEN THESIS PROPOSAL:** Each candidate must determine the direction of the thesis by developing a written **Thesis Proposal**. See the section on **Thesis Proposal**.
  - **EARLY NOVEMBER OF SECOND YEAR:** Students submit the thesis Proposal with accompanying documents to apply for Scholarships and Grants offered by the Vesalius Trust for Visual Communication in the Health Sciences. See the section on **Vesalius Trust Scholarship and Grant application**.
  - **COMPLETE THE BULK OF THE ARTWORK** for the thesis project. This is critical so that the work is ready for presentation sometime in the late Spring.
- **SPRING SEMESTER OF SECOND YEAR:** Students register for four credits of Thesis. All artwork must be completed in preparation for the thesis show. During the Spring semester, you will complete the following:
  - **COMPLETE ALL REMAINING ARTWORK** early in the semester.
  - **PRESENT THE WORK** as an oral presentation. See the section on **Thesis Presentation**.
  - **SUBMIT WRITTEN THESIS DOCUMENT:** See section on **Written Thesis Document**.
  - **FINALIZE THESIS DOCUMENT:** After making any necessary changes to the thesis document, obtain signatures from all committee members and the Vice Dean of the College of Health Sciences & Technology.
  - **SUBMIT THESIS TO PROQUEST/UMI.**

- **CONTINUATION OF THESIS:**

In the event that all credits toward the degree are complete, but the thesis process has not yet been completed, you must register for Continuation of Thesis (0 credits) until you are finished. See Continuation of Thesis.

*Note: It is the student's responsibility to be aware of and adhere to, all processes, documentation and deadlines associated with the thesis process. It is also the students' responsibility to initiate sufficient contact and interaction with his or her Chief Advisor and thesis committee.*



## Beginning the Thesis Process

You may begin to prepare for your thesis from the very beginning of the 1<sup>st</sup> year of study. Think about medical topics that interest you and be aware of new medical breakthroughs reported in the media. The one-credit thesis class that you take in the 1<sup>st</sup> year is an opportunity to research and discuss these ideas with department faculty.

You will register for an additional five credits of Thesis in Fall semester of the second year. This is when you will prepare your **Thesis Proposal** and complete the bulk of the artwork for the thesis project. You will register for an additional four credits of thesis in the Spring of the second year in order to complete the artwork, make your oral presentation, and complete the written component.

Note: You cannot register for Thesis classes online. You must contact your advisor to register for Thesis credits.

## Thesis Advisors (The Thesis Committee)

You must put together a thesis committee. A minimum of three faculty members is required as advisors on the committee. You may have more committee members, but keep in mind that this can add extra time to the approval process, since each committee member must read, approve, and sign the thesis document. You must also obtain original signatures from all committee members on the thesis document.

The required members of your committee are:

- A **Chief Advisor** must be selected from the Medical Illustration faculty.
- An **Associate Advisor** also selected from the Medical Illustration faculty.
- An additional **Associate Advisor** will serve as your content expert, meaning they must be an expert on your medical topic and will review your artwork and written thesis for medical accuracy. The content expert may be chosen from the RIT faculty (e.g., Biology, Biomedical Sciences, Engineering) or from another institution. Often the content expert will wish to utilize the thesis images for teaching or research purposes in exchange for providing their time and expertise.

It is the student's responsibility to select their advisors and obtain their permission to be listed as a committee member. This is particularly true of content experts from other institutions who may not be familiar with RIT's processes and policies. If necessary, the RIT Medical Illustration faculty can contact a prospective content expert and explain the process and responsibilities.

If any committee member leaves RIT or is no longer available to serve on the thesis committee, a new member must be selected to fill this vacancy. A new copy of the thesis proposal with all committee signatures along with a letter explaining the requested change in the committee must be submitted to the graduate director.

## Thesis Committee Meetings

It is the student's responsibility to schedule periodic meetings with members of the thesis committee. Ideally, the student will meet several times with the entire committee, but it is recognized that this may not be feasible, especially if the content expert is in a distant location. In such cases, the student should meet with committee members individually or provide early drafts of artwork or the written document via email or other electronic medium.

After the artwork and written thesis are approved, the thesis committee has the responsibility for guidance and necessary approvals throughout the remainder of the thesis process.

# Thesis Proposal

With the **Thesis Committee** chosen, the candidate is ready to formalize the thesis topic. In consultation with the Thesis Committee the candidate must develop a written **Thesis Proposal**. The thesis proposal should outline the purpose and scope of the proposed thesis project. The proposal should include:

**1. Background information** about the medical topic of your choice. This should include a brief overview of the topic and the current state of knowledge on the topic, including citations from the medical literature. Be sure to keep accurate records of the literature you review. You will be required to include citations to the literature in the body of the paper as well as a list of references cited at the end.

**2. Justification for illustrating the topic.** Is it a new discovery for which there are no existing illustrations? Is it an older topic for which the illustrations are poor, inadequate, or outdated? Do you have a novel way of presenting information about the topic?

**3. A discussion of your target audience.** The thesis artwork (like all medical illustration) should be targeted to a specific audience, be it medical researchers, clinicians, allied health professionals, students, or the lay public. Your choice of target audience will dictate many of the choices you make in preparing your artwork, including level of detail, artistic style (realistic vs. schematic), and delivery medium (print, electronic, web, etc.).

**4. Instructional objectives.** What do you expect your audience to gain from viewing your illustrations? Instructional objectives should be stated as clear action statements describing some measurable task that the reader will be able to perform after viewing your illustrations. It is not sufficient to state that the viewer will learn or understand something because this is not measurable. Instead, the viewer must be able to perform some task to *demonstrate* their knowledge of the subject. See the Appendix on Bloom's Taxonomy for a list of "action verbs" that describe measurable activities.

**5. Delivery method.** After determining your audience and objectives, you can choose the most appropriate medium or delivery method to reach that particular audience.

# Vesalius Trust Scholarship and Grant Application

The Vesalius Trust for Visual Communication in the Health Sciences makes available several small scholarships and research grants for students enrolled in graduate Medical Illustration programs. The application is similar to our own Thesis Proposal and the deadline (early November) happens to coincide with the deadline for submitting the Thesis Proposal in Fall semester of the second year. In recent years, therefore, we have had students prepare an application to the Trust, which also serves as the formal Thesis Proposal.

The Vesalius Trust application consists of:

- Online application form
- CV or resume (including education, work experience, publications, presentations, awards, etc.)
- RIT transcript
- Project description
- Estimated budget and timeline
- Sample image
- Preceptor form (submitted online by your Associate Thesis Advisor/content expert)
- Faculty advisor form (submitted online by your Chief Thesis Advisor)

For more information, visit:

<https://vesaliustrust.org/>

<https://ami.org/medical-illustration/enter-the-profession/education/scholarships>

<https://vimeo.com/566739646/cb66eba3dc>

## **Body of Work**

Once your **Thesis Proposal** is approved, proceed to produce a body of visual artwork that meets the objectives set forth in your Thesis Proposal. You will make many decisions about the appropriate delivery method and style of artwork to best serve your chosen audience. Keep a written record of your visual and technical decisions, which you will discuss in your written thesis document.

There is no set amount of work that you must complete for the thesis. However, your committee will determine if you have produced sufficient work, given the amount of time (1 year) and credit earned (10 semester credits total) for the project. Past experience suggests that students are often overly ambitious and attempt to cover too much in their thesis. As the project progresses, it may be necessary to narrow the scope in order to stay on schedule.

Continue to conduct scholarly research on your topic to ensure scientific accuracy. Consult with your Thesis Advisors regarding medical content, technical and stylistic issues. Keep your advisors informed of what you are doing, reading, or thinking. If you have problems or frustrations, consult with your committee. They might have suggestions to help you move along. Your committee members are your best friends at this point in the process. They are able to advocate for you and smooth things out if times get rough.

While it is your committee's job to make suggestions, sometimes very strong suggestions, the work is your work. You are producing the work independently in consultation with a committee. You must make all the decisions about your work. It is important that you develop the skills necessary to explain and defend your work.

## **Thesis Presentation**

You will give an oral presentation of your thesis project with accompanying visuals during the Spring semester of the second year.

All graduate students in a given year will present on the same date in late Spring (specific date and time TBA). Faculty and students from the Medical Illustration program, the College of Health Sciences & Technology will be in attendance. We encourage to invite your content experts as well as friends and family to attend.

# Written Thesis Document

The **Written Thesis Document** is the lasting record of the thesis. It will be available for others to read online via RIT Library's Scholar Works. It will also be published in an online format through ProQuest/UMI, an international database of Master's theses and PhD dissertations.

This document should be comprehensive, readable, understandable and grammatically correct. It should include an in-depth discussion of your medical/scientific topic, including current citations from the literature. It should discuss your reasons for embarking on this particular project, including the current state of existing illustrations of the topic (if any) and why you feel your approach is more effective. It should describe your target audience and instructional objectives and how you sought to achieve those objectives.

The bulk of the written thesis should be a description of your process for creating the artwork. This doesn't mean an exhaustive checklist of every button you pressed in every piece of graphics software. Instead, you should describe your approach to the artwork, why you chose that approach, and why you think it was effective. Discuss any visual or technical problems you encountered and how you responded to them. As mentioned above, it is useful to keep a written record of these decisions while creating the artwork, to facilitate the writing process.

You may wish to read thesis papers from prior years. These are available from the Program Director or through the RIT Library's Scholar Works: <https://scholarworks.rit.edu/theses/>

**You may wish to work with an editor to make sure the paper follows proper writing guidelines as far as consistency, fonts, citations, grammar, punctuation, spelling, etc. You should not expect your thesis committee to do this. The committee members may return your paper to be edited. Your committee is only expected to provide general guidance on content issues.**

## Style Format for the Written Thesis

The default style format for the thesis is the Chicago Manual of Style:  
<https://www.chicagomanualofstyle.org/home.html>

The paper should be 1.5 or double-spaced. Footnotes and long quotations should be single-spaced. Use a serif font (e.g., Times New Roman) no smaller than 10 point nor larger than 12 point. All preliminary pages should be numbered with Roman numerals and the main text, illustrations, appendices, and bibliography should use Arabic numbering.

Use digital images embedded in your text; however, a separate section for these images at the end of the document is also acceptable. It is important that the appearance of the thesis report be orderly, neat, graphically effective and otherwise consistent with professional standards of a graduate presentation.

Google Docs or Microsoft Word should be used for your written document because it permits easy electronic distribution of the text and responses from your thesis committee (directly in Google Docs or using Word's "Track Changes" feature). Artwork can be embedded directly in the Word file. Only AFTER the thesis has been fully approved by all members of the committee, should you export the Word file as a PDF for submission to ProQuest/UMI. Please do not send PDFs for initial review, as they are difficult to edit or annotate.

As of 2017, a printed, bound copy of the thesis is no longer required. The PDF version that you upload to ProQuest/UMI is now considered the official "copy of record."

Additional information about thesis submission and other questions can be found at the Wallace Library's Thesis Services page:

<http://infoguides.rit.edu/thesis-services>

## **Guide for Written Thesis Document**

The following is a general outline that includes the basic elements that should be included in the **Written Thesis Document**.

**TITLE PAGE** (follow the exact format in the example at the end of this guide)

- Title
- Author's name
- Type of Degree
- Name of College and Program
- Date approved: month, day, year

**COMMITTEE SIGNATURE PAGE** (see attached example)

- The names, job titles, and spaces for signatures of the committee members

**ABSTRACT**

- The abstract should summarize the entire manuscript and its arguments for readers. It should be a single typed page, no more than 300 words.

**TABLE OF CONTENTS**

**LIST OF ILLUSTRATIONS**

**INTRODUCTION**

- A summary of the project including justification (why you chose this topic) and its medical or scientific significance. Describe the target audience and instructional objectives of the artwork. Once again, refer to the Appendix on Bloom's Taxonomy for examples of action verbs used in writing instructional objectives.

**SCIENTIFIC BACKGROUND**

- A detailed discussion of the medical or scientific topic, including citations from the literature.
- A discussion of existing illustrations of the subject matter (if any) and their strengths and/or weaknesses.

**BODY OF WORK**

- Include a detailed discussion of what you intended to illustrate and how you did it.
- Describe the processes used.
- Most importantly, discuss the decisions you made about style, medium, method of delivery, and how each of these decisions helped you meet the instructional objectives for your target audience.
- Include illustrations within the body of the text. This should include not only the final artwork, but also "snapshots" during production of the artwork. For example, if you created a 3D computer animation, include "screen shots" of the 3D models at different stages of completion. If you had to choose between different stylistic approaches, show examples of both styles to demonstrate their differences.

**CONCLUSION**

- Overall critique of the work. Is the final product successful? (i.e., does it achieve its stated objectives?)
- Direction of future work. What do you want to continue working on from this investigation?
- What did you learn from this experience?

**ILLUSTRATIONS** (If not embedded in the body of the paper)

**REFERENCES**

- A list of literature cited in your paper. See below for information about style and format.

## Citations and References

Your thesis is a scholarly document and should follow the standards for scholarly writing. This includes the extensive use of citations from the primary literature in the body of the document as well as a list of literature cited at the end. If you make a factual statement that is not common knowledge, you must cite the source of that information. This will be particularly true of the Introduction and Scientific Background section, but may apply to other sections of your paper as well.

Please follow the American Psychological Association (APA) format for citations, the most common format used in the sciences. This means you will place the name of the author and the year of publication in parentheses in the text, immediately following the factual information being cited. For example:

It has been proven that Medical Illustrators are the best artists in the world (Perkins 2014).  
or...

Perkins (2014) has proven that Medical Illustrators are the best artists in the world.

In the References section at the end of the document, provide full citations for all of the references cited in the document. They should be listed in alphabetical order by author. If you cite multiple publications by the same author, arrange them by publication date (newest first). For a complete overview of the APA format and numerous examples, see the following tutorial:

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

## Copyright

If you include works by other artists (e.g., in the Scientific Background section of your paper) you **MUST** obtain permission from the copyright owner. The only exceptions would be works that are in the public domain (generally anything created before 1923) or works made available under a Creative Commons license.

Each student is responsible for obtaining permission(s) for including previously published material within his or her thesis/dissertation. For information about using intellectual property and its inherent copyright, please visit:

<http://infoguides.rit.edu/copyright>

You own the copyright to any artwork that you created as part of your thesis project. You may wish to include your copyright notice below each of your images in the document (e.g., Copyright 2013 James Perkins or ©2013 James Perkins).

Your thesis/dissertation is automatically protected under U.S. Copyright law when completed. However, you receive additional protection if you also Register your thesis/dissertation with the U.S. Copyright Office.

You can register directly through the U.S. Copyright Office ( <http://www.copyright.gov/> ) or have Proquest/UMI submit the registration documents for you. As of this writing, the U.S. Copyright Office charges \$50 (hard copy) or \$35 if sent electronically. The Proquest/UMI cost is \$65.

## **Thesis Submission, Approval, and Degree Certification**

Once you are satisfied that your written thesis document is complete, send a copy to all members of your committee for review (as a Google Doc or in MS Word format, as it is easier to review/track changes). It may take several weeks for committee members to respond to you with comments and corrections. You must make all necessary corrections and submit revised drafts until all members of your committee have verbally approved the document.

Notify the Program Director when all committee members have given their verbal approval. The Program Director will then send you a version of your Thesis Signature page with spaces for the committee members and Associate Dean to sign electronically. We no longer collect “hard copy” versions of committee signatures.

## **Publish Your Thesis in ProQuest/UMI**

As of 2017, RIT’s Library and the Medical Illustration program no longer require printed and bound copies of your thesis. Instead, the “copy of record” is an electronic version submitted to the ProQuest/UMI database, an archive of Master’s Theses and PhD Dissertations dating back to the first U.S. dissertation accepted in 1861.

To publish your work in the Proquest/UMI database you will need the following two PDF files:

- Full text of thesis (including abstract and illustrations) saved in PDF format
- A copy of the completed signature page. This will be uploaded as a SEPARATE PDF FILE from the rest of the thesis. The completed signature page is no longer included with the rest of the published thesis (to reduce the risk of identity theft).

For more information, see the ProQuest Submission Guide, which will be sent to you separately, or you can find it at the RIT Library Thesis Information page (link below). When your thesis submission has been accepted by ProQuest, you will receive a verification email from RIT’s Library. Please forward a copy of this email to the Program Director.

For more information about ProQuest and the thesis submission process, visit:

<https://infoguides.rit.edu/thesis-services>

## **Degree Certification:**

The Program Director submits copies of your thesis title page, signature page, and ProQuest verification email to the Assistant Dean of the College as part of the certification process for the degree. The Assistant Dean’s office also conducts an audit of your academic record to ensure that all program requirements (including admissions contingencies) have been met. Your degree will be dated the academic semester in which all requirements, including the submission and approval of the **Thesis Document**, are completed and certified by the Program Director. Your degree is not official until the entire process of thesis approval, submission, and certification is complete.

## **Continuation of Thesis:**

In the event that all credits toward the degree have been completed, but the thesis has not yet been completed, and if you plan to use any facilities on campus, you must register for Continuation of Thesis (0 credits) until you are finished.

If you do not plan to use campus facilities or resources, you must register for Continuation of Thesis at least one semester each year until you have finished your thesis.

## **Seven-Year Rule**

You have SEVEN YEARS (from the date you first enrolled at RIT) to complete your thesis and all coursework for the degree. If you fail to complete all requirements within seven years, you will have to petition through your Program Director for a formal extension from the Dean of Graduate Education. Extensions are typically granted only for one year.

To petition for an extension to the seven-year rule, the student must submit a detailed plan for completion of the degree, the circumstances that delayed completion, RIT transcripts, current resume, a copy of the Thesis Proposal, and a letter of support from your faculty advisor. The program faculty must confirm that the courses taken by the student are still relevant.

*Your thesis must begin with a Title Page and Signature page in EXACTLY the format presented here.*

*(Title Page)*

ROCHESTER INSTITUTE OF TECHNOLOGY

A Thesis Submitted to the Faculty of  
The College of Health Sciences & Technology  
In Candidacy for the Degree of  
MASTER OF FINE ARTS  
In  
Medical Illustration

*(TITLE)*

by

*(Your Name)*

*(month/day/year)*



*(Thesis Signature page)*

***Include a page with your name and thesis title, the names and job titles of your thesis committee members, as well as the CHST Associate Dean. HOWEVER, when your thesis is ready for approval, the Program Director will send you a special version of this page with spaces for electronic signatures. We no longer collect “hard copy” signatures from the committee members.***

**Thesis Title**

**Your Name**

Chief Advisor: Name  
Title

Signature: \_\_\_\_\_

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

Associate Advisor: Name  
Title

Signature: \_\_\_\_\_

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

Associate Advisor: Name  
Title

Signature: \_\_\_\_\_

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

Dr. Carla Stebbins  
Associate Dean, College of Health Sciences & Technology:

Signature: \_\_\_\_\_

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

## Appendix 1 – Bloom’s Taxonomy - Measurable Terminology for Course Objectives

Benjamin Bloom created a taxonomy of measurable verbs to help us describe and classify observable knowledge, skills, attitudes, behaviors and abilities. The theory is based upon the idea that there are levels of observable actions that indicate something is happening in the brain (cognitive activity). By creating learning objectives using measurable verbs, you indicate explicitly what the student must do in order to demonstrate learning.

<b>Lower Level</b>	<b>Verbs that demonstrate Critical Thinking</b>				<b>Higher Level</b>
<u>Knowledge</u>	<u>Comprehension</u>	<u>Application</u>	<u>Analysis</u>	<u>Synthesis</u>	<u>Evaluation</u>
Count	Compare	Apply	Analyze	Arrange	Appraise
Define	Conclude	Change	Appraise	Assemble	Argue
Describe	Demonstrate	Choose	Categorize	Collect	Assess
Draw	Describe	Complete	Characterize	Combine	Choose
Find	Discuss	Compute	Classify	Comply	Compare
Identify	Discuss	Construct	Compare	Compose	Conclude
Label	Explain	Demonstrate	Contrast	Construct	Critique
List	Express	Dramatize	Debate	Create	Decide
Match	Generalize	Employ	Deduce	Design	Estimate
Name	Identify	Illustrate	Diagram	Develop	Evaluate
Quote	Illustrate	Interpret	Diagram	Devise	Interpret
Recall	Interpret	Interview	Differentiate	Formulate	Judge
Recite	Paraphrase	Operate	Discriminate	Integrate	Justify
Record	Predict	Practice	Distinguish	Invent	Measure
Relate	Recognize	Prepare	Examine	Make	Predict
Repeat	Report	Produce	Experiment	Manage	Prioritize
Sequence	Restate	Role-play	Inspect	Organize	Prove
State	Review	Schedule	Inventory	Perform	Rank
Tell	Summarize	Select	Outline	Plan	Rate
Underline	Tell	Show	Question	Prepare	Revise
Write	Translate	Sketch	Relate	Propose	Score
		Transfer	Research	Rewrite	Select
		Use	Separate	Setup	Support
			Test		Value