

ART 620: SENIOR PROJECT IN STUDIO ART

(Approved by the faculty 5-3-2010)

Independently conceived, motivated and sustained, a senior project in studio art or art & technology offers majors an opportunity to create significant works of art, to write and speak meaningfully about ideas and processes that inform the creation of their work, and to exhibit and document the work in a professional manner. Senior projects encourage students to perform on a high level of artistic achievement and demonstrate conceptual sophistication, knowledgeable use of formal principles, good craftsmanship, and appropriate technique. Early formulation of your project goals and a plan to meet them will aid in the successful completion of your project. To help you, the department has prepared this paper outlining information and requirements you should consider.

I. Selecting a Topic

The first step in preparing for your senior project is to decide on a direction for your project. As was the case in junior seminar, you determine the conceptual focus/intent, materials and techniques, scale, subject matter, audience, and all other decisions concerning your work. Follow your instincts concerning what you want to pursue. Reflect on the work you have done thus far as an artist. Look for a thread that runs through these past works. What is it that connects them? Is it ideas, scale, material, process, image, etc.? Think about what held your interest as you worked on those pieces. What excited you the most? Take those threads as a basis for continuing your work as an artist. These are decisions that only you can make. This will require serious thinking and investigation on your part. This is a lifelong process for all artists, not just for students.

II. Procedural Information

- A. Art 620 is designed to be taken after Art 580, the junior seminar. The seminar is an invaluable resource in developing concepts and acquiring information and skills that have proven to be of great importance to students in Art 620.
- B. Art 620 is completed in one semester. Majors may choose to register for Art 620 during the fall or spring semester of their senior year. You will need to obtain a signature from your project advisor in order to enroll.
- C. When preregistering for Art 620, you must select your project advisor and review board. A written proposal to all members of the department is due on the first day of the semester.
 1. Your project advisor will be the faculty member with whom you work most closely and need not be your academic advisor. Be prepared to discuss your ideas for the project with your project advisor, who will help you to develop your ideas and your proposal. You and your project advisor will also plan how to work together during the semester, including a schedule of

regular meetings for discussion of work in progress, clarification and amplification of ideas, technical assistance, etc.

2. The review board is the group of faculty who participates in the oral examination and grading of the finished Art 620. The review board typically includes your project advisor and one other studio faculty member. Though your project advisor is your primary resource, you are encouraged to consult any faculty member-on or off your board-- at any time about your project.

3. While there is no set format for Art 620 proposals, most are three – five pages in length, typed, double-spaced and include a discussion of conceptual focus/intent, materials and techniques, scale, subject matter, audience, etc. A bibliography of intended resources should be included. The proposal must include the names of the project advisor and the second faculty member who has agreed to serve on your review board.

- D. By the end of the second week of the semester, you are responsible for scheduling a mid-semester review of your work-in-progress with your board. This review gives you an opportunity to show your work to your board, hear reactions and suggestions on your work and informs your board more fully of the nature and scope of your project. The mid-semester review also provides some insight into the nature of your final oral during the senior projects exhibit. Mid-semester reviews are normally scheduled during the seventh week of the semester.
- E. Work presented for the oral will be installed in the gallery, or at another site you propose.
- F. The department will assign a time and date for your oral. You are responsible for reconfirming the time and date of your oral with your board. This should be done at least one week before your oral takes place. If you would like to invite friends or family to observe your oral, you need only notify your Board of this.

III. Preparing for the Show

Early in the semester you will need to develop plans for the following:

- A. Considerations for presentation of your work such as use of pedestals and other materials (paint, hanging supplies, glass, etc) related to the installation of your work. What will you need to present your work as professionally as possible? How much time do you need to allocate to achieve what you have in mind?
- B. If your work requires audio, video or computer equipment, you must plan ahead to acquire the equipment and determine how your work will be displayed. You may use your own equipment, but be aware that it must remain in the gallery for the duration of the exhibition. The Art Department has a limited amount of such equipment for loan. It may be reserved on a first come first served basis through Prof. Roland. In instances where several students want one piece of equipment,

you must be prepared to share. Consult in advance with Prof. Roland and the Gallery Director on how all exhibitors' needs might be met.

You are responsible for any College equipment loaned to you for exhibition purposes. That means it is your responsibility to keep track of all equipment (including cables, remotes, manuals, carrying cases, etc.) lent to you and to see that it is all returned promptly at the conclusion of the exhibition. In the case of Art Department equipment, return it to Prof. Roland. You will be charged for equipment lost or damaged while checked out to you. (Equipment is insured while in the gallery during exhibitions.)

Consider the gallery staff. You are required to write and deliver with your work clear instructions on how to start, run and stop your work. Your instructions should be typed and be detailed enough that anyone unfamiliar with your work can operate it successfully. You should also demonstrate the process to the Department Secretary, the Gallery Director or both to clear up any questions, and so they can instruct gallery sitters on the operation of your work.

- C. Press information. When presenting work for exhibition galleries prepare press releases announcing the exhibition. Artists are required to prepare a statement for use in a press release. We ask that you develop a one-sentence statement about the work you will present. The Gallery Director will integrate all information into one press release.
- D. Show announcement. The department expects the seniors in the show to plan for and design the announcement for this show. The Gallery Director will provide all pertinent information concerning details for this announcement (budget available, size, date needed re: bulk mailing, etc).
- E. Insurance Valuation and Sales: All work exhibited in the gallery is insured. You are required to provide insurance valuation and must also indicate the sale price if your work is for sale. It is up to you to determine how much you will charge for your work. Many artists consider time and materials as the basis for determining what to ask for a work of art. At times the artist's investment far exceeds what the market can support. In those instances artists must determine what price makes the most sense. If your work is NFS (not for sale) or POR (price on request), you are still required to provide a monetary value for insurance purposes.

IV. Installation of Work

- A. While faculty will give you advice on suitable methods and materials for preparing your work, the preparation and installation of the work for your final review is your responsibility. Be sure to arrange for help as necessary and to allow sufficient time for installation.

B. Gallery Installation:

1. You are required to attend two meetings called by the Gallery Director to discuss installation plans and techniques, as well as issues of exhibition design.
2. You must follow installation guidelines laid out by the Gallery Director at the organizational meeting.
3. You must deliver your work to the gallery by 4:00 p.m. on the Friday before installation.
4. You must arrive at the gallery by 10:00 a.m. on the Saturday before the opening of the Senior Project Exhibit for installation.

- C. Installation in Alternative Locations - If your work is to be installed in another location, the person(s) responsible for that location (building supervisors, Physical Plant, etc.) should be consulted well in advance (two to three weeks at least!) so that potential conflicts are avoided.

V. Written Materials

The following written materials are required:

- A. Proposal – see II. C. 3. Above
- B. Artist's Statement: This is a 100-word statement that succinctly articulates your primary intentions for your work. It may be abstracted from your Project paper and should be presented with your work at the opening of the senior project exhibit and at your oral. Your artist's statement may be used on the department's Web page to represent your project. Your artist's statement must be formatted and printed on 8.5" x 11" paper and given to the Gallery Director two weeks before your work is due for installation. It should also be submitted electronically (in MS Word format) to the Department Secretary. This statement will be presented on the wall near your work during the senior project exhibit.
- C. Project Paper: This is a discussion of your project goals and influences. The original Proposal may serve as the basis for this paper. Most Senior Project Papers are fifteen typed, double-spaced pages including a List of Works Cited page and a List of Works Consulted page. Follow MLA guidelines in preparing your paper.
Project papers prepared by past Art 620 students are available for your reference, along with images of their projects. See the department chair for access to these materials.

There are three primary goals for this paper as follows: 1.) to articulate the conceptual, formal and technical basis of your work; 2.) to establish your understanding of relevant art historical influences and sources within the field

of art; and 3.) to indicate and discuss, where relevant, areas of research outside the field of art. This paper is the place where you indicate to your viewers and your Board your understanding of and insight into your own work.

Illustrations are expected in Senior Project papers. Provide illustrations of the works of artists you have researched and written about in your paper and your own works where those are discussed. Illustrations are included in the body of the paper, located where the works are discussed. Illustrations are to be properly labeled.

Labels for illustrations include (in this order): artist's name, title of work (in italics), date, medium, size (H x W x D), collection, source for the illustration.

The completed paper should contain the following, in this order:

Title Page

Artist's Statement

Acknowledgment page (optional)

Body of Paper (including properly labeled illustrations)

List of Works Cited

List of Works Consulted

The paper is paginated as follows: the title page is unpaginated. All subsequent pages will have a header ½ inch from the top of the page in the upper right corner with the author's last name, one space and the page number. Since the title page is p. 1, the next page's header would be p. 2. That header would read, for example: YourLastName 2.

Your Project paper must be presented to each member of your board at least one week prior to your oral.

A sample cover page is attached to the end of this document.

D. Labels

Label information including Artist, Title (in Italics), date, medium and size (H x W x D) for your work must be prepared as a typed list in MS Word format and emailed to the Gallery Director one week before the work is to be delivered for installation. The Gallery Director will use this list to prepare appropriate wall labels for your work. If your oral precedes the opening of the Senior Project Exhibit, you are responsible for preparing temporary labels for the oral.

VI. Orals

Orals usually are completed in one and one-half hours or less. After the oral, the board will retire briefly to determine if you have passed or failed. The board notifies you of this immediately, and then reconvenes to determine your final grade. After the final grade has been determined, your project advisor will discuss with you the board's reactions to the work and oral. You will receive your final grade from the registrar's office.

VII. Documentation

Majors are responsible for documenting their senior projects. This documentation will be done in two forms: 1.) departmental documentation submitted to the Art Department where it will be kept on file and 2.) documentation submitted by the student to D-space, the senior projects archive managed by Pelletier Library. It seems practical to prepare the departmental documentation first and upload its contents to D-space. Failure to turn in either form of project documentation will result in a grade of "IN".

Departmental documentation is presented on a CD or DVD ROM disk. This disk must be labeled with waterproof marker (on the disk itself, not its wrapper). The disk label should include your name, the Art 620 title, "Art 620" and the semester and year. For example: George Roland. "My Project's Title". Art 620. Spring Semester, 2009.

1. The departmental documentation disk's contents are:

A. Digital images of each work, or in the case of video works, Web sites, animations and other electronic or time-based works, the work itself. Digital images should be high-quality JPEGS at 72 pixels/inch resolution and no greater than 600 pixels wide on the longest side. The images will be presented on a gray background (RGB=128, 128, 128) that extends ca. 10 pixels beyond the top and sides and is wide enough on the bottom to contain the label information. Labels will be part of the image in white text (RGB= 255,255,255), Arial font, 12 points in height. Labels should include your name, title (*italicized*), date, media and dimensions (H x W x D). Additional information such as "detail" or "installation view" should be included. For example:

George Roland. *My Great Artwork*. 2008. Oil on canvas. 60 x 72 in. (detail).

A sample illustration is included at the end of this document.

B. ONE MS Word file containing your Art 620 Project paper.

Departmental documentation should be turned in to the project advisor at the time of the Art 620 oral. Faculty may be willing to assist you with technical considerations in providing quality documentation, but the documentation itself is ultimately the responsibility of the student. You should prepare documentation of your work once you have completed your installation. This will ensure that you will be able to turn your documentation in on time. Digital photography demos are scheduled each semester and you are encouraged to attend them. In addition, the department camera, tripod and lights can be borrowed for the purpose of documenting your project. Equipment will be made available with two weeks notice.

2. D-space documentation

Majors are required to submit senior projects to Pelletier Library for online documentation on DSpace.

Go to <http://dam.allegheny.edu/srproj.html> and download the Permission Form, a .pdf file. This form must be printed, filled out by the senior, signed by your senior project advisor and sent to the address provided on the form. On the form under "Major:" put "Art-Studio" or "Art-A&T".

When your documentation is complete it is your responsibility to submit it to the library according to the instructions provided by the library staff on the D-space site.

VIII. Grading:

Grades for projects are determined by the board on the basis of the following criteria:

- A. Work produced and presentation of work = 50%
Each member of the board assigns a grade on the quality of your work and its installation. These grades are averaged.
- B. Project paper = 25%
Each member of the board assigns a grade on the paper based on the quality of your research and written discussion of your work. These grades are averaged.
- C. Oral = 15%
Each member of the board assigns a grade on the oral based on your knowledge of sources and resources relevant to the project concept. Information on techniques and materials, artists and art movements concerned with similar issues, and related ideas in the literature might be included. Supporting materials such as books, magazines, exhibition catalogues, and/or notes may be used. These grades are averaged.
- D. Professionalism = 10%
Following the recommendation of the project advisor, the Board assigns this grade based upon:
 - 1. Attendance at required meetings with advisor, gallery director, technicians, others.
 - First Gallery Meeting
 - Second Gallery Meeting
 - Attendance at weekly meetings with advisor and/or project group
 - 2. Responsible interactions with others - Gallery Director, Technicians, other students and faculty, etc.
 - 3. Responsible use of tools, equipment and studio areas
 - 4. Meeting deadlines
 - Project proposal outlining plans - due first week of semester
 - Project paper – drafts due and final due date

- Artist's statement – drafts due and final due date
- Titles
- Press Info
- Scheduling of Midterm Review
- Show announcement
- Delivery of work
- Installation of work

E. You have not completed your senior project until you have:

- Documented your work
- De-installed your work
- Returned equipment and pedestals

Failure to fulfill these obligations can result in a change of grade.

F. A grade of Incomplete will be considered only if unforeseen technical problems occur, such as breakdown of equipment, inaccessibility of materials, etc., or in the case of serious personal illness, or personal or family problems that the project advisor considers significant enough to warrant an incomplete.

IX. Joint Projects

A single senior project may be submitted to meet the requirements for a double major. Both departments must approve procedures and expectations for the proposed project, including the amount of work to be accomplished, how project meetings will be handled, due dates, participation in senior project exhibit, grading, composition of the review board, etc. The full project Board must be consulted and these details must be worked out prior to registering for the joint project.

X. Funding Options

Three options for funding are available:

- A. Kleeman Fund, Applications are received at the start of each semester for ambitious projects. The Kleeman Fund Grant is a competitive grant for which a proposal is required. See department faculty or the department Web site for details on the fund and the application process.
- B. Department budget allocates some money for senior projects. Announcements will be made each semester as to how much money is available, which will be based in part on the number of students preparing senior projects in the studio areas.
- C. Class of 1939 Funds. Up to \$400 is available through this fund. A letter outlining your project and detailing a budget should be sent to the Dean of the College, along with a letter of support from your project advisor.

Title of Comp

Submitted to the Art Department, Allegheny College,
in partial fulfillment of the requirements for
the Degree of Bachelor of Arts

Your Name

Date

Project Board:

Project Advisor's Name

Board Member's Name

Pledge:

Your Name



Kalie Simmerer. *The Dishwashers*. 2008. Acrylic on canvas. 60 x 44 inches.