

## **ART 620: Senior Project Studio Art and Art & Technology (updated Nov. 2016)**

### **I. Description**

- A. 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 art, and to exhibit and document their projects 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 outline with information and requirements you must consider.

### **II. Joint projects or self-designed majors with a gallery exhibition component**

- A. A single senior project may be submitted to meet the requirements for a double major or self-designed major. The decision of which department to list first is entirely up to you, and provides no priority to either department with respect to determining procedures and expectations. You must still follow the procedures listed in part III of this document, and meet all the same deadlines; but if your joint project requires a 2-semester comp in the other department, then you will need to submit your proposal to the Art Department a semester earlier than your Art comp cohort. For example, if you will comp in Art in Spring semester, and the other department requires a fall + spring semester comp, then you must hand in your proposal to the Art Department in Spring semester of the year BEFORE you comp. Once your first reader in the Art Department has been assigned, you will work with your two first readers from both departments to arrive at appropriate 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. These details must be worked out prior to registering for the joint project, the semester before you will complete the project.

### **III. Procedural information**

#### **A. The year (or semester) before your comp**

1. Take ART 580, Junior Seminar, which is only offered in Spring semester. The seminar is the prerequisite course for ART 620, and is designed to teach you how to develop concepts and acquire the information and skills required to succeed in ART 620.

#### **B. The semester before your comp**

1. 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 must follow the procedures explained below.

2. Registering for Art 620
  - a) Rising or first semester seniors register for ART 620 by submitting a written project proposal, which is due to Art Dept. Building Coordinator on Wed. at noon the week before online preregistration begins.
  - b) While there is no set format for Art 620 proposals, most are one-two paragraphs in length, typed, double-spaced and include a discussion of conceptual focus/intent, materials and techniques, scale, subject matter, audience, etc. Students should also include a list of artists and works you plan to consult.
  - c) Indicate preferences for first and second reader by ranking all four Studio faculty (Geffen, Miller, Prince, Rich), numbered 1 - 4, with one being the first choice for first reader. Your first reader may or may not be your academic advisor. Please note that Heather Brand, Amelia Carr, Richard Schindler, and Ian Thomas cannot serve as readers on Studio Art and A&T Senior Projects.
  - d) The Art Department faculty make final decisions (by consensus) about first and second readers, based on the following considerations:
    - (1) Equitable faculty workload
    - (2) Student preference
    - (3) Media area
  - e) Students will be notified of their 1st and 2nd reader assignments by the end of the day on the Monday of the week when online pre-registration opens.
  - f) Once the proposal has been approved and the readers assigned, Students can register for the class via signature card, signed by their first reader.
3. Attend a mandatory orientation meeting the last Monday of the semester in which you register. The meeting will be led by Studio Art faculty and will begin at 12:15PM.

### C. **The Semester when you comp**

1. **By End of First Week:** An updated and expanded proposal and annotated bibliography is due to Art Department Building Coordinator [svardaro@allegheny.edu](mailto:svardaro@allegheny.edu) for distribution to all Studio and Art History faculty. You and both your first and second reader will meet during the first week to plan how you will use your time during the semester, including a schedule of weekly meetings for discussion of works-in-progress, clarification and amplification of ideas, technical assistance, etc. You are encouraged to also consult any member of the art department - on or off your board - at any time about your project.
2. **Midterm**

- a) **By End of 4th Week:** Schedule the mid-semester follow-up with your board. This meeting will follow your mid-term presentations to the whole Art Department (c, below).
  - b) **Before midterm review:** Your updated, annotated bibliography and paper outline is due to all Art Department faculty one week before your mid-semester review, and Mid-semester follow-ups with first and second reader must be scheduled to occur before the end of the eighth week of the semester, following the Week 7 Review (section c, below). The week 8 follow-up gives you an opportunity to review the work you presented to the department, hear further reactions and suggestions on your work, and inform your board more fully of the nature and scope of your intended revisions. The mid-semester follow-up also provides some insight into the nature of your final oral during the senior projects exhibit.
  - c) **Week 7:** Comping students will participate in a mandatory mid-semester review by all Studio Art faculty on a date set by the Art Department. Each student will present their works in progress for approximately 20 minutes before a panel of all Art faculty. During that time, students will receive critical feedback from the faculty addressing the status of their work, and they will be offered ideas and research information for future exploration. Students will bring a sketchbook to document feedback from the faculty. Mid-semester follow-up with the first and second readers will occur in the days following the mid-semester review, within one week of the review. At the follow-up, first and second readers will provide each student with an evaluation, and a preliminary grade. The students will present an action plan. (see b, above).
3. **Last weeks of Semester:** Artworks presented for the comp will be installed in the gallery, or at another site proposed by you and approved by the Art department. Dates of installation and exhibition vary. The Art department will assign a time and date for your oral examination, usually held the day after classes end, and the day before final exams begin (i.e. Study Day). You are responsible for confirming the time and date of your oral with your board, creating a calendar event, and reminding your board members.
- a) **One Week Before Oral:** You must hand in your paper at least one week before your oral. If you would like to invite friends or family to observe your oral, you need only notify your Board of this a week prior.

#### IV. Funding Options

- A. Three options for funding are available to help support development of your work as follows:

1. **Senior Project Funds.** Department budget allocates funds 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
2. **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 online application process.
3. **Class of 1939 Fund.** Funds are available on a first come/first serve basis. 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.

#### V. Other things to consider

- A. **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.
- B. **Presentation Needs.** Do you require pedestals and other materials (wall paint, hanging supplies, frames, 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? Typically students are given seven hours for installation, so be sure to work closely with your first reader and the Gallery Director if you have concerns about being able to finish the installation within that timeframe. 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 Professors Miller and Rich. In instances where several students want one piece of equipment, you must be prepared to share. Consult in advance with Professors Miller and Rich, who will determine 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 Professors Miller and Rich. You will be charged for equipment lost or damaged while checked out to you. (Equipment is insured while in the gallery during exhibitions.)

- C. **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 and the equipment can operate it successfully. You should also demonstrate the process to the Department Building Coordinator and the Gallery Director so they can instruct gallery assistant on the operation of your work.
- D. **Press information.** When presenting works for exhibition, galleries prepare press releases announcing the exhibition. Artists are required to prepare a one sentence description for use in a press release. The Gallery Director will integrate all information into one press release. Typically this is due 4 – 5 weeks before the show opens. The gallery director will provide a timeline for you.
- E. **Mandatory Gallery Meeting.** The Gallery Director will hold a mandatory meeting for all students in the show to discuss space usage and equipment needs. This meeting is usually on a Friday at 12:15PM in the gallery, four weeks before installation.
- F. **Show announcement.** The department expects the students in the show to plan and design publicity materials for the show. The Gallery Director will provide all pertinent information concerning details for this announcement (postcard size, poster size, social media, deadlines, distribution goals, etc).
- G. **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 monetary value to the gallery for insurance purposes.

## VI. Installation of Work

- A. While faculty will give you advice on suitable methods and materials to prepare your work for display in the college Art galleries, the preparation and installation of the work is your responsibility. Be sure to arrange for help as necessary and to allow sufficient time for installation.
  - 1. You must deliver your work to the gallery before 4:00 PM on drop-off day
  - 2. You must arrive at the gallery promptly at 10:00 AM on time the day of installation so the Gallery Director can explain and demonstrate installation plans and techniques, as well any issues of exhibition design or equipment security that were not anticipated.

3. The Gallery Director makes final decisions about placement of artworks, and may not be able to consult with students in advance.
  4. You must follow the Senior Project guidelines and instructions of faculty.
- B. **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.) must be consulted one month in advance so that potential conflicts are avoided.

**VII. The following written materials are required**

- A. **First Proposal and First/Second Reader Preferences** are due to Art Department Building Coordinator [svardaro@allegheny.edu](mailto:svardaro@allegheny.edu) on Wednesday Noon, the week before online course registration opens, the semester before the comp.
- B. **Annotated Bibliography and Updated Proposal** are due to Art Department Building Coordinator [svardaro@allegheny.edu](mailto:svardaro@allegheny.edu) at the end of the first week of classes during the semester when the student completes the comp.
- C. **Paper Outline and Updated Annotated bibliography** are due to your first and second readers one week before your mid-semester review.
- D. **Artist's Statement** is due in printed form, ready for display on the gallery walls, when you deliver your artworks on drop-off day. Your artist's statement must be formatted and printed on 8.5" x 11" paper, and must also be submitted electronically (in PDF format) to the Building Coordinator [svardaro@allegheny.edu](mailto:svardaro@allegheny.edu) on Wednesday Noon before drop-off day. This approximately 100-word statement succinctly articulates your primary intentions for your work. It should be abstracted from your Project Paper and is due in printed form. Your artist's statement and images of your project may be used on the department's Web pages to represent your project. Your comp advisor may require preliminary work on your artist statement.
- E. **Project Paper** is due to the first and second reader at least one week before the oral. This is a discussion of your project goals and influences. The original and updated proposals and bibliographies, and well as the mid-semester outline will all serve as initial research for this paper. Please write in first-person voice, describing your works and reflecting upon your process, and use past and/or present tense. The papers should be approximately 15 typed, double-spaced pages, including images of works discussed, a Works Cited page, and a 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. Papers are also available on the library's D-space.
  1. **The three primary goals for this paper are:**
    - a) articulate the conceptual, formal and technical basis of your work;
    - b) establish your understanding of relevant art historical influences and sources within the field of art; and

- c) discuss, where relevant, areas of research outside the field of art.  
This paper is the place where you demonstrate your understanding of and insight into your own work.
  2. **Illustrations are expected in Senior Project papers.** Provide images 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, but not taking up more than  $\frac{1}{3}$  of each page space with images. Illustrations must be properly labeled. Labels for illustrations include (in this order):
    - a) Artist's Name, Title of Work (in italics), Date, Medium, Size (H x W x D), Collection where original work is held, Source where you found the illustration.
  3. **The completed paper must contain the following, in this order:**
    - a) Title Page
      - (1) SAMPLE TITLE PAGE information:
        - (a) Title of Comp
        - (b) Submitted to the Art Department, Allegheny College, in partial fulfillment of the requirements for the Degree of Bachelor of Arts.
        - (c) Your Name, Major and Minor, Date of Project
      - (2) Project Board: First Reader's Name
      - (3) Second Reader's Name
      - (4) Honor Code Pledge: Your Signature, Your Name, Typed
    - b) Artist's Statement
    - c) Acknowledgment page (optional)
    - d) Body of Paper (including properly labeled illustrations)
    - e) List of Works Cited
    - f) List of Works Consulted
  4. **The paper is paginated as follows:**
    - a) The title page is unpaginated. All subsequent pages will have a header  $\frac{1}{2}$  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*
  5. **Your Project paper must be presented to each member of your board at least one week prior to your oral.**
- F. **Gallery Wall Labels.** Label information must be provided to the gallery assistant the day before drop-off. If your oral precedes the opening of the Senior Project Exhibit, you are responsible for preparing temporary labels for the oral. Label information includes (in this order):
1. Artist
  2. Title, Date
  3. Medium, Dimensions (H x W x D)

4. Retail Price (or NFS or POR with insurance value)

G. **Documentation.** See IX. below

H. **Sale of Work.** All work, unless indicated as not for sale (NFS), will be available for sale during exhibit. Because Allegheny College will not retain any commission on artworks sold during the exhibition, the prospective buyer will be put into direct contact with the artist.

## VIII. Oral Examinations

A. Orals are usually completed in approximately one hour. 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, you are welcome to arrange a meeting with your project advisor to discuss the board's reactions to the work, the paper, and oral. You will receive your final grades online from the registrar's office.

## IX. Documentation

A. **Students are required to document their Senior Projects Failure to turn in any of the required forms of project documentation will result in a grade of "IN," and may delay your graduation.** Projects will not be graded as complete until the following steps are taken:

1. **Submit a USB drive containing your documentary images/videos and a PDF of the project paper to your first reader.** This will be kept on file in the Art Department for use in classes, for the reference of future students, and to promote Art Department programs. The USB drive must be clearly labeled to include your Lastname\_Firstname, the Art 620 title, "Art 620" and the semester and year. For example:

*Jones\_Mike\_TimeQuakers: A Society of Futurist Friends in the Anthropocene, Art 620, Fall, 2017.* Your documentation, images, videos, and writing may appear on Art department and College webpages. 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 can be arranged with your project In addition, department digital cameras, tripods, reflectors, and lights can be borrowed from the Media Services desk in the library for the purpose of documenting your project.

**a) The documentation must include:**

(1) High Quality jpeg images of each work, or Mp4 / Mpeg renderings of time-based video works. Note that a Jpeg image should still be submitted to represent a video, in addition to the Mp4 or Mpeg, and this filename should

include the term 'video'. Images must meet the following specifications:

- (a) File Naming. All files (regardless of type or media) must be named with artist's last name (underscore) first name, followed by the entry number as noted on the entry form (i.e. Jones\_Mike\_1.jpg). Please DO NOT include any other information in the file name, such as title of work, etc.
- (b) Detail, installation, or alternate view images must include the word 'detail' in the filename (e.g. Jones\_Mike\_1detail1.jpg).

EXAMPLE:



Jones\_Mike\_1.jpg



Jones\_Mike\_1detail1.jpg



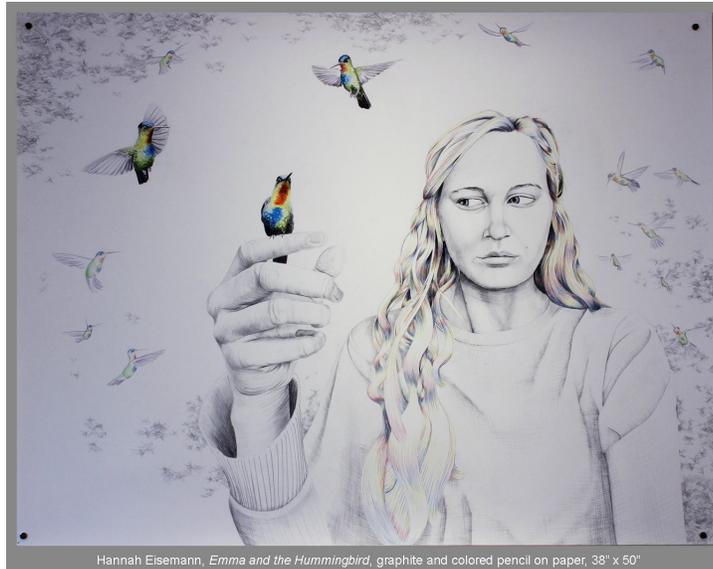
Jones\_Mike\_2.jpg



Jones\_Mike\_3.jpg

- (c) The image files must be in High Quality Jpeg format, images must be no smaller than 1000 pixels in any direction (about 13") and 72 dpi. This should result in most image files ranging from 700KB to 2MB in file size, but this is only approximate.
- (d) The images will then be presented in a gray frame (RGB=128, 128, 128) that extends 20 pixels beyond the top and sides and 40 pixels on the bottom to contain the label information. Label information will be typed onto the gray frame in white text (RGB= 255,255,255), Arial font, 24 points in height. Labels will 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: Mike Jones, *My Great Artwork*. 2017. Oil on canvas. 60 x 72 in. (detail). This is for Jpeg images only, and does not apply to video or other time-based files, but a Jpeg representing each video file is required, as explained above.

EXAMPLE:



(2) One PDF file containing your Art 620 Project Paper and Artist Statement as outlined above.

2. **Submit documentation to the D-space**, the senior projects archive managed by Pelletier Library. It seems practical to first prepare the documentation as indicated above, and then upload this content to D-space.
  - a) Majors are required to submit senior projects to Pelletier Library for online documentation on DSpace. Go to <http://library.allegHENY.edu/seniorprojects> and follow the instructions. The permission form must be printed, filled out by the senior, signed by the first reader, 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. Failure to provide documentation as outlined above will result in a grade of "IN," and may delay your graduation.

**X. Grading**

- A. Grades for projects are determined on the basis of the following criteria:
  1. **Artwork and Gallery Installation = 50%**. Each member of the board assigns a grade on the quality of your work and its installation. These grades are averaged.

2. **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.
  3. **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.
  4. **Professionalism = 10%**. Following recommendation of the Gallery Director and the first reader, the project board assigns this grade based upon:
    - a) Attendance at required meetings with advisor, gallery director, technicians, others. This includes the first group meeting in the gallery, attendance at weekly meetings with first reader and/or project group, and proper scheduling mid-semester review.
    - b) Respectful interactions with the Gallery Director Sculpture Technician, and other students and faculty, etc.
    - c) Responsible use of appropriate tools, equipment, and studio areas
    - d) Meeting all deadlines as describe above
- B. Failure to fulfill your obligations will result in a grade of “IN,” and may delay your graduation. You have not completed your senior project until you have:**
1. **Handed-in documentation of your work**
    - a) **USB Drive to first reader**
    - b) **Uploaded to D-space**
  2. **De-installed your work**
  3. **Returned equipment and pedestals to their proper locations**
- C. The only other circumstances in which a grade of Incomplete will be considered are when unforeseen problems occur, such as breakdown of equipment, serious personal illness, and student taking a leave of absence.