

ART 620: SENIOR PROJECT CHECKLIST

The semester before you comp

Senior Project Proposal

- ☐ One-two paragraphs typed, double-spaced discussing conceptual focus / intent, materials, techniques, scale, subject matter, , etc.
- ☐ List of artists and works you plan to consult.
- ☐ Choice for Readers by ranking Art Department faculty in order of preference.
- ☐ Registration Signature card to Add ART 620, signed by your assigned First Reader.
- ☐ Mandatory orientation meeting at 12:15 on last Monday of classes in the semester before you do your project.

The semester in which you are registered for ART 620

Start-up

- ☐ Week 1 - Meeting with First and Second Readers to establish working procedures.
- ☐ Week 4 - Confirm date of Midterm Review follow-up

Midterm

- ☐ Week 6 - Project Paper Outline and Updated Annotated bibliography and paper outline due to the Building Coordinator ? to be distributed to all Art Department / are due to your first and second readers one week before your mid-semester review.
- ☐ Week 7 - Friday, Midterm Review with all Art Department faculty
- ☐ Week 8 - Midterm Review Follow-up, at which the student will receive an interim evaluation and grade.
- ☐ Action plan to be discussed at Midterm Follow-up

Exhibit installation - Senior Project Oral Defense

- ☐ Submission of list of equipment needed for installation
- ☐ Submission of Artist's Statement as required by Gallery Director
- ☐ Submission and editing of label drafts to Gallery Director.
- ☐ Provide gallery with instructions how to start, run, and stop your work.
- ☐ Document your work *in situ*, perhaps photographs of the exhibit opening.
- ☐ Week before Oral. submit paper copies of Project Paper to Readers.
- ☐ Oral defense of Senior Project
- ☐ Follow-up meeting with First Reader (in the week after the oral defense)

Completion of Project

- ☐ Documentation on USB thumb drive to First Reader
- ☐ Documentation uploaded to DSpace.
- ☐ Deinstallation of Senior Project from gallery space and return of equipment.
- ☐ Return of all equipment.