

ART 620: Senior project in Studio Art, and Art, Science, and Innovation (for those using the *Academic Bulletin* of 2019-2020 or later).

Table of Contents:

- I. Description of Project
- II. Procedural Information (Schedule of required activities.
 For specific dates, see the Calendar on the website
- III. Exhibiting the Senior Project
- IV. The Senior Project Paper
- V. Documentation
- VI. Grading
- VII. Funding Options
- Appendix A: Calendar
- Appendix B: Checklist
- Appendix C: Sample Title Page.

I. Description of Project

Independently conceived, motivated, and sustained, a senior project in Studio Art, Art & Technology, or Art, Science, and Innovation 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.

ART 620 is completed in one semester and majors may take it either in the fall or spring semester of their senior year. It has a prerequisite of ART 580 Junior Seminar, which is normally offered both in the fall and spring semesters.

A. Summary of work required. As the culmination of the semester in which you are registered for ART 620, you are expected to install your project in an exhibit, in collaboration with other advanced students, working with the Gallery Director. You must also produce an Artist's Statement and a Senior Project Paper, including bibliography and illustrations. The oral

defense of your project is based on both the installation and the written paper. Your work is considered complete when you have turned in electronic documentation of your project on a USB drive to your First Reader (for the Art Department) and in to DSpace (for Allegheny College). During the semester, you are expected to meet regularly with your Readers on a schedule to be agreed upon by you, submit updated versions of your proposal, bibliography, and paper outline as required, and participate in a Midterm Review by the Art Department faculty. Details of these steps are provided below.

B. 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 the junior seminar, your project is self-motivated, meaning that you determine its conceptual focus and make all the decisions about its subject matter, materials, techniques, aesthetics, and other aspects. Reflect on the work you have done thus far as an artist. Look for a thread that runs through these past works. Does something like theme, process, or image connect them? What engaged you the most? What has the most potential for intellectual exploration and expansion? Developing a body of work requires serious thinking and investigation on your part, leading to original art that only you can make. It is a lifelong process that engages all artists.

C. Joint projects or self-designed majors with a gallery exhibition component. 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, but provides no priority to either department with respect to determining procedures and expectations. You must still follow the procedures listed in this document, and meet all the same deadlines.

If your joint project requires a two-semester project in the other department, then you will need to submit your proposal to the Art Department the semester before you begin the project. For example, if you will comp in Art in spring semester, and the other department requires a fall and spring semester comp, then you must hand in your proposal to the Art Department in spring semester of the year before you comp, that is, your junior year. 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 in the semester before you will complete the project. Under normal circumstances, you will then register for a Joint Senior Project in the semester you complete and exhibit your project. .

II. Procedural Information

For specific dates, see the calendar on the Art Department website. The requirements discussed here in chronological order are summarized in the Checklist.

A. The year or semester before your comp

Take ART 580, Junior Seminar, the prerequisite course for ART 620. This seminar is designed to teach you how to develop concepts and acquire the information and skills required to succeed in your senior project. Normally offered fall and spring semesters.

B. The semester before your comp

1. **Senior Project Proposal.** Submit a written project proposal to the Art Dept. Building Coordinator (Gina Panzetta, gpanzett@allegheny.edu) on Wednesday at noon the week before online registration begins. While there is no set format for ART 620 proposals, most are one or two paragraphs in length (typed, double-spaced) and include a discussion of conceptual focus/intent, materials and techniques, scale, and subject matter. Students should also include a list of artists and published works you plan to consult. Submit your proposal as a WordDOC or PDF.

Indicate preferences for First and Second Reader by ranking all faculty from one to four, 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 or Byron Rich would usually be First Readers on ASI projects.

2. **Registration.** The Art Department faculty make final decisions (by consensus) about first and second readers, based on the considerations of equitable faculty workload, Student preference, and Media area. Students will be notified of their First and Second Reader assignments by the end of the Monday of week when online pre-registration opens. Students can register for the class via SIGNATURE card, signed by their First Reader.
3. **Mandatory orientation meeting.** A meeting led by the Art Department faculty will be held at 12:15 pm on the last Monday of the semester in which you register.

C. The semester when you comp

1. **During Week 1.** 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 also encouraged to consult any member of the art department - on or off your board - at any time about your project.

2. Midterm

Week 6 Your updated, annotated bibliography and paper outline is due to the Art Department Building Coordinator gpanzett@allegheny.edu for distribution to all Studio and Art History faculty all Art Department faculty one week before your mid-semester review. Please name your PDF or WordDOC file appropriately, so that it includes your name and identifying information for reference.

Week 7. Midterm Review. 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.

Week 8 Mid-semester follow-up to be scheduled with the First and Second Readers within one week of the review. This meeting 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 student will present an action plan. The mid-semester follow-up also provides some insight into the nature of your final oral during the senior projects exhibit. At the follow up, First and Second Readers will provide each student with an evaluation and a preliminary grade.

3. Exhibit and Oral Defense of Senior Project

Artworks presented for the senior project will be installed in the gallery, or at another site proposed by you and approved by the Art Department. The gallery director will provide a timeline for you concerning the process of installing your project in the Senior Project Exhibit.

A mandatory gallery meeting will be held for all students in the show to discuss space usage and equipment needs. This meeting is usually on a Friday at 12:15 PM in the gallery, four weeks before installation. Dates of installation and exhibition vary, but a traditional opening date for the Senior project show has been the last day of classes. See Section III Exhibiting the Senior Project below for details.

Printed copies of your Senior Project paper must be handed in to your readers one week before the Oral. If you would like to invite friends or family to observe your oral, you need only notify your First Reader by this time, also.

Oral Examination. 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. 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're 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.

4. Completion of Senior Project

If deinstallation and documentation are not complete by the established deadline, students may receive an INCOMPLETE for the class and their work may be discarded.

Deinstallation. Following the closing of the show, by a date determined by the Gallery Director, you are responsible for removing your work from the gallery and making your space look the way you originally found it (typically, this means spackling and painting over holes). Times in which you may have access to the galleries to de-install your work and the final deadline will be determined by the Gallery Director.

Documentation. You must also provide documentation of your project to the Art Department and to Allegheny College, as described in more detail in Section V.

III. Exhibiting the Senior Project

A. Exhibit Timeline. Circumstances change every semester, so out of necessity, these guidelines are general. The Art Department and Gallery Director will provide you with a specific timeline and instructions for the semester in which you are exhibiting your senior project.

B. 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.

C. Installation Policies. You are responsible for the preparation, installation, and de-installation of your artwork. When deinstalling, you must leave the gallery in the same condition it was

given to you, which means patching and painting any holes, etc. You must complete your installation and de-installation within the designated installation dates/times, which you will receive at the mandatory gallery meeting. Note that failure to install or deinstall will have a significant negative impact on your grade. Student gallery assistants will be available on select (not all) install days to collaborate with you as you problem-solve and answer equipment related questions. Please be respectful of their time and remember that they are not there to install the work for you. Likewise, the Art Department Sculpture Technician can help you address installation-related challenges, but you should approach them well in advance. Consult their posted hours and do not wait until the weekend before the opening.

D. Presentation Needs. Consider how you will display your work. 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 a total of 15 hours (spread over three days) 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 time frame. 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 Brand and Rich. In instances where several students want one piece of equipment, you must be prepared to share. Consult in advance with Professors Brand 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 Brand 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.)

E. Installation in Alternative Locations. If your work is to be installed in a location other than the gallery, 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.

F. Artist's Statement should be sent via email to the Gallery Director on the deadline set at the mandatory gallery meeting. This approximately 100-word statement succinctly articulates your primary intentions for your work. Your artist's statement and images of your project may be used on the department's Web pages to represent your project. Your First Reader may require preliminary work on your artist statement.

G. Gallery Wall Label information must be provided to the gallery director and/or gallery assistants at a date set during the mandatory gallery meeting. You may be asked to conduct a studio visit with a gallery assistant or student in ART 584, who will write a text about your work: please be responsive and make yourself and your work (even if in progress) available to your interviewer. When submitting label information, you must provide:

1. Artist
2. Title, Date
3. Medium/material
- 4 Retail Price (or NFS or POR with insurance value)

H. Operation Instructions for your work. If your artwork requires turning on and off or any other daily maintenance, you are required to write 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 assistants on the operation of your work.

I. Show announcement. The Art Department expects the students in the show to plan and design publicity materials for the show. At the mandatory meeting, the Gallery Director will provide all pertinent information concerning details for this announcement (postcard size, poster size, social media, deadlines, distribution goals, etc).

J. 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.

K. Use of your work. Your installed work may be photographed for use on our website, in social media, or printed publicity materials.

IV. The Senior Project Paper

A. A printed copy of the Senior Project Paper is due to the First and Second Reader at least one week before the oral. Its three primary goals are to:

1. articulate the conceptual, formal and technical basis of your work;
2. establish your understanding of relevant art historical influences and sources within the field of art; and

3. discuss, where relevant, areas of research outside the field of art.

This paper is a discussion of your project goals and influences. It is the place where you demonstrate your understanding of and insight into your own work. You might also describe your works and reflect upon your process, if appropriate. Your writing throughout the semester, including the original and updated proposals and bibliographies, as well as the mid-semester outline will all serve as initial research for this paper.

The papers should be approximately 15 typed, double-spaced pages of text, plus a Bibliography and illustrations of works discussed. Follow *Chicago Manual of Style* guidelines in preparing your paper (Notes-Bibliography method). A useful guide can be found at: https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html. Project papers prepared by past Art 620 students are available for your reference, along with images of their projects (although many of these were written following the MLA guidelines). Art senior projects are also available on the library's D space.

B. Illustrations are expected in Senior Project papers. Provide images of the works of artists you have researched and written about in your paper and images of your own works where those are discussed. Illustrations are grouped at the end (not embedded in the text) and fully labeled. Captions for illustrations include (in this order):

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.

Pictures, like texts, are copyrighted and picture sources must be acknowledged.. Your free use of them as illustration is generally permissible under "fair use" guidelines because your work is undertaken for educational and scholarly purposes and circulated only within Allegheny College. If you have other plans for your work, please take this into consideration as you obtain illustrations. For example, in order for the electronic version of your Senior Project archived in DSpace to be distributed outside of Allegheny College, you must obtain permission to use third party copyrighted material.

C. Contents. The completed paper must contain the following, in this order:

1. Title Page (see sample)
2. Artist's Statement
3. Acknowledgment page (optional)
4. Body of Paper
5. Bibliography (should include the full form of all references consulted)
6. Illustrations, fully labeled.

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*

V. Documentation

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 two steps are taken:

A. 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:

Smyth_Jess_TimeQuakers: A Society of Futurist Friends in the Anthropocene, Art 620, Fall, 2020.

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.

Your documentation, images, videos, and writing may appear on Art Department and College webpages or printed materials.

The documentation must include both Visual Material and Written Material, as explained below.

1. Visual Material

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:

1. 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.

Smyth_Jess_1.jpg). Please DO NOT include any other information in the file name, such as title of work, etc.

2. Detail, installation, or alternate view images must include the word 'detail' in the filename (e.g. Smyth_Jess_1detail1.jpg).

EXAMPLE



3. 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.

4. All images used as illustrations in your senior project paper or documenting your work should be fully labelled.: Jess Smyth. *My Great Artwork*. 2020. 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.

2. Written Material.

Create one PDF file containing your Art 620 Project Paper and Artist Statement as outlined above.

B. Submit documentation to DSpace, the senior projects archive managed by Pelletier Library. It seems practical to first prepare the documentation as indicated above, and then upload this content into D-space.

Majors are required to submit senior projects to Pelletier Library for online documentation on DSpace. Go to <https://sites.allegHENY.edu/lits/digitizedcollections/repository-senior-projects/> 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,” “Art-A&T” or “Art-ASI”. 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.

VI. Grading

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

- A. **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. All work in the Senior Projects Exhibition must be deinstalled from the gallery spaces and equipment returned. The spaces used must be returned to their original condition. If deinstallation is not completed by the established deadline, students may receive an F in this category and their work may be discarded.

- B. **Project paper = 25%**. Each member of the board assigns a grade to 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 defense 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 catalogs, and/or notes may be used. These grades are averaged.

- D. **Professionalism = 10%**. Following recommendation of the Gallery Director and the First Reader, the project board assigns this grade based upon:
 1. 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;
 2. Respectful interactions with the Gallery Director, Sculpture Technician, and other students and faculty, etc.;
 3. Responsible use of appropriate tools, equipment, and studio areas;
 4. Meeting all deadlines as described above.

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 on a USB drive to your First Reader;
2. Uploaded your senior project into DSpace;
3. Deinstalled your work; and
4. Returned equipment and pedestals to their proper locations.

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.

VII. Funding Options

Three options for funding are available to support development of your work:

A. 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

B. 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 Art Department website for details on the fund and the online application process.

C. 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.

APPENDICES

A. Senior Project Calendar 2019-2020

B. Senior Project Checklist

C. Sample Title Page