



Course Syllabus: Senior Capstone

College of Fine Arts

ART 4923 - 101

Fall 2026 - M/W, 9:00-11:50 PM

Contact Information

Instructor: Leah Gose

Office: B128

Office hours: T/H 9:00-12:00 or by appointment

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Course Description

Student builds upon previous coursework and prepares to enter the field as an artist or an art educator. Course emphasizes expected professional standards and practices. Student produces an exhibition and generates all necessary documents pertaining to its production. Required for BFA and BFA Teacher Certification degree programs.

Textbook & Instructional Materials

<https://www.gyst-ink.com>

Please see handouts on D2L

Study Hours and Tutoring Assistance

TASP - <https://msutexas.edu/academics/tasp/>

See office hours above

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Projects Required and Grading

Table 1: Due Dates and % allocated to each assignment

Assignments	Grade %	
Exhibition Proposal	10%	September 2
Artist Bio	5%	September 9
Artist Résumé /CV	5%	September 9
Cover Letter	5%	September 21
Artist Statement Draft and Final	5%	September 23 November 18
Exhibition Announcement	5%	November 9
Business card	5%	November 16
Work In Progress Critiques 1-4	30%	September 14 September 28 October 12 October 26
Final Critique	10%	November 23
Website	10%	December 2
Presentation/Artist Talk	10%	December 10
TOTAL	100%	

Table 2: Total points for final grade.

Grade	Points
A	90-100
B	80 to 89
C	70 to 79
D	60 to 69
F	Less than 60

Homework

The following guidelines apply to all submitted work.

- **Late Work will not be accepted.**
- You are required to use Microsoft Word for all written assignments.
- You are required to use PowerPoint for all presentations.
- Written work must be submitted on the due date electronically BEFORE the class session begins as Microsoft Word documents, saved with the file extension .docx OR if you are uploading images, they must be compressed as JPEG or PDFs.
- Electronic submissions will be accepted via D2L only. Do not send me your work via e-mail.
- Computer malfunctions will not be accepted as an excuse for lateness – you must ensure that the professor receives your work in a timely manner uploaded to D2L.

Mid-Term Exam

No Mid-Term Exam

Final Exam

There is not a traditional final exam. For this class, your presentations fulfill this requirement

Extra Credit

I do not you accept extra credit assignments.

Late Work

Late Work will not be accepted. Please talk to me if there are extenuating circumstances.

Make Up Work/Tests

I will allow students to make up missed assignments only under extenuating circumstances.

Important Dates

- Last day for term schedule changes: August 24-27, 2026
- Deadline to file for graduation: October 5, 2026
- Last Day to drop with a grade of "W:" November 23, 2026
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor. D2L will be used as the repository for class records. These include, syllabus, assignments and lectures. You are expected to have the materials necessary for each class prior to class beginning and you are expected to have knowledge of your syllabus and the timeline of the course.

Attendance

Regular and punctual attendance is required. You will be allowed 2 unexcused absences. Arriving 10 or more minutes late will equal an absence. Two late arrivals equal an absence. After 3 absences, the final letter grade is lowered one letter grade. 4 or more absences will result in a failing grade. Absences during critiques will not be tolerated. On critique days, a tardy will result in a reduction of one letter grade for the portfolio/assignment being critiqued; a tardy of more than fifteen minutes or an absence will result in a zero for the portfolio/assignment. Please contact your professor prior to missing class. Lectures and demonstrations are not repeated.

Recording Classes

****Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer

semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Critique Groups

The following is the critique schedule for the fall semester. It is expected that you are working independently outside of class on your work and will be ready for each critique or individual meeting. Missing any of these dates, or not having sufficient work will have a serious impact on your course grade and could affect your graduation status. Any schedule changes, if needed, will be announced during class when everyone is present. Critique groups are based on alphabetical listing.

Course Schedule:

Week or Module	Activities/Assignments/Exams	Due
Week 1 8/24	Introduction: Syllabus, Requirements, Objectives, Resources Discussion of senior exhibition Writing Exercise #1 & #2	N/A
8/26	Writing Exercise # 3 Discussion of Proposals and Budgets Where to purchase supplies for exhibition Artist Resources- Discussion of supplies	N/A
Week 2 8/31	Artist Biography, Résumé, and Curriculum Vitae https://www.artworkarchive.com/blog/how-to-write-an-appealing-artist-biography https://www.collegeart.org/standards-and-guidelines/guidelines/resume https://www.gyst-ink.com/resumes-cvs Draft Artist Biography and CV/resume	N/A
9/2	Exhibition Proposals Discussion of proposals / supplies In class peer Bio and CV/resume edit Bring a double-spaced printed copy of each	X
Week 3 9/7	Labor Day holiday (No Classes, University Offices Closed)	N/A

Week or Module	Activities/Assignments/Exams	Due
9/9	Résumé & Bio Cover Letter Discussion: https://www.gyst-ink.com/cover-letters Draft Cover Letter and in class edit	X
Week 4 9/14	Work in Progress Critique #1	X
9/16	Promoting Yourself and Your Artwork: Website, Press Release, Business cards, Announcement. Hand out: postcard assignment & website assignment https://www.gyst-ink.com/pr-marketing-networking https://www.wix.com/ https://www.squarespace.com	N/A
Week 5 9/21	Cover Letter Artist Statement Discussion: https://www.gyst-ink.com/artist-statement Draft Artist Statement in class Deadline for December graduates to file for graduation	X

Week or Module	Activities/Assignments/Exams	Due
9/23	Draft Artist Statement In class peer artist statement edit Bring a double-spaced printed copy Grants, exhibitions, fellowships, Artist residencies discussion: https://www.gyst-ink.com/proposals-grants	X
Week 6 9/28	Work in Progress Critique #2	X
9/30	Grad School discussion: https://www.gyst-ink.com/art-resources-art-school	N/A
Week 7 10/5	Visiting Artist Lecture	N/A
10/7	Studio Day – Leah at ICFAD Conference	N/A
Week 8 10/12	Work in Progress Critique #3	X
10/14	Jordanne ? Careers and Taxes discussion https://www.gyst-ink.com/career-options-for-creative-professionals https://www.gyst-ink.com/taxes	N/A
Week 9 10/19	Studio Day – Working independently but I will be in class if you need individual meetings.	N/A

Week or Module	Activities/Assignments/Exams	Due
10/21	Creating a Portfolio How to Document Your Work – Bring a camera https://www.collegeart.org/standards-and-guidelines/guidelines/digital-format https://www.gyst-ink.com/documentation	N/A
Week 10 10/26	Work in Progress Critique #4	X
10/28	Senior Capstone Presentation Requirements Presenting Yourself https://www.gyst-ink.com/presenting-yourself	N/A
Week 11 11/2	Pricing & Labels Discussion: Visiting Artist Lecture	N/A
11/4	Studio Day – Working independently but I will be in class if you need individual meetings.	N/A
Week 12 11/9	Gallery Director meets with seniors in Gallery to answer questions and go over student responsibilities, gallery rules, hanging etiquette, measurements, assigning spaces. Work in Progress Critique #5 Exhibition Announcement Postcard – 2 physical cards turned into me and uploaded to D2L	X

Week or Module	Activities/Assignments/Exams	Due
11/11	Exhibition Installation Begins You are also expected to fully participate in the installation of exhibition spaces for the entire senior show. Please make sure other course instructors, employers, etc. are aware that you are required to be here during that time. Failure to fully participate with exhibition space preparation, work installation, work removal, and exhibition space repair after open house will result in a final grade penalty or failure of the course.	N/A
Week 13 11/16	Business Cards Labels uploaded to D2L Exhibition Installation continued	X
11/18	Final Artist Statement uploaded to D2L Dropbox Exhibition Installation continued	X
11/19 Thursday	Last day to install. All work must be installed by 12:00am that night.	N/A
11/20 Friday	Capstone Exhibition opens to the public.	N/A
Week 14 11/23	Final Critique	X
11/25	Thanksgiving Holiday - No Class	N/A
Week 15 11/30	Dress rehearsal for presentations – Bring PPT	N/A

Week or Module	Activities/Assignments/Exams	Due
12/2	Website Dress rehearsal for presentations – Bring PPT	X
Week 16 12/7	Dress rehearsal for presentations – Bring PPT	N/A
12/9	Dress rehearsal for presentations – Bring PPT	N/A
12/10	Presentations / Artist Talks - WFMA 5:30-8:00pm	X
12/11	Capstone Reception 6:00pm-8:00pm	X
12/12	Commencement, 10:00am	N/A
Week 17	Take down Exhibition – All work must be picked up by Friday, Dec 18 th	N/A