



Senior Capstone – Art 4923

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

Fall 2025

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Office Hrs: M/W/F 1:00-2:00

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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.

Course Objectives -

- Prepare the student to enter the workforce as an art professional.
- Supports the student in the production and exhibition of a cohesive body of work.
- Students will produce a résumé
- Students will produce a curriculum vitae (CV).
- Students will produce an artist biography.
- Students will produce an artist statement.
- Students will produce documents related to the promotion of their exhibition
- Students will design a website describing, documenting, and promoting their work.
- Students will org produce an exhibition of a cohesive body of their work.
- Students will design and produce a shared Blurb book that documents their capstone.
- Students will present a PowerPoint presentation of their work to the art faculty.

Responsibilities

Academic Dishonesty Statement

All items pertaining to academic honesty outlined in the MSU Texas Student Handbook apply to this course. These items will not be tolerated and will result in a failing grade on any given assignment, along with referral to the college administration: The Student Creed developed and adopted by the MSU Student Government reinforces the discouragement of unethical behaviors such as cheating, fabrication, facilitation of academic dishonesty, plagiarism, and/or interference or violation of any course rules outlined in this syllabus.

Conduct Statement

As a student at MSU Texas and as a student in HSOVA you are expected to conduct yourself in a courteous and mature manner. It is imperative that you work in a way that keeps the lab clean and organized and is respectful of other students. You must realize that your actions will affect others. Please be conscientious of your fellow students. Classroom behavior that interferes with either the

instructor's ability to conduct the class or the ability of other students to benefit from the instruction will result in the instructor's removing the disruptive student(s) from the class.

ChatGPT and AI

Since writing, creative problem solving, and critical thinking skills are part of the learning outcomes of this course, all work submitted in this course must be your own, completed in accordance with the University's academic policies. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, any AI-generated submissions are not permitted and will be treated as plagiarism.

Student Privacy Statement

In accordance with Federal Privacy Laws a student's personal information is protected.

As an instructor it is unlawful for me to share your personal information (including grades) with anyone unless I have written consent. This means I will not be able to discuss your grades with parents. If you have questions about your grades or have forgotten the grading policy for the course please come by during office hours.

Disability Support Statement

If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 397- 4140.

<https://msutexas.edu/student-life/disability/>

Cell Phones and Other Recording Devices

Cell phones must be silenced and put away completely out of sight and not looked at until the class is over. If at any point your cell phone is NOT put away and silenced, you will be asked to leave for the remainder of the day. The use of cell phones and other recording or electronic devices is strictly prohibited during class. The instructor may direct, from time to time, on the possible use of cell phones for legitimate class reasons. Recording the class is prohibited.

Campus Carry

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at <http://mwsu.edu/campus-carry/rules-policies>.

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.

Class Policies and Grading

D2L will be used as the repository for class records. These include, syllabus, assignments, lectures, grading and attendance. 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.

- **Late assignments will NOT be accepted.** All work is due on the assigned day.
- Grade percentages are determined according to the class requirements list.
- Withdrawals – It is the responsibility of the student to properly withdraw.
- Point value/grade distribution: 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-0=F
- A grade of "Incomplete" is granted only with a written doctor's excuse or under emergency circumstances such as a death in the family.

Written Work - The following guidelines apply to all submitted work.

- 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.
- You are required to upload all work in digital form to the class D2L site.
- 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.

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.

1. Mary, Rylee, Devotion
2. Alex, Caroline, Emily

Recommended Textbooks

Please see handout on D2L

Requirements List

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|---------------------------------|-------------------------|
| 1. Exhibition Proposal 10% | September 3 |
| 2. Artist Bio: 5% | September 15 |
| 3. Artist Résumé /CV: 10% | September 15 |
| 4. Artist Statement: 10% | October 6 & November 10 |
| 5. Exhibition Announcement: 10% | October 29 |
| 6. Exhibition: 25% | November 21 |
| 7. Final Critique 10% | November 24 |
| 8. Website: 10% | December 10 |
| 9. Presentation: 10% | December 11 |

This syllabus is subject to change.

Week	Day	Description
1	Aug 25	Introduction: Syllabus, Requirements, Objectives, Resources Discussion of senior exhibition Writing Exercise #1
	Aug 27	Writing Exercise #2 & 3 Discussion of Proposals and Budgets Where to purchase supplies for exhibition Artist Resources
2	Sept 1	Labor Day – No Class
	Sept 3	Due: Exhibition Proposals Discussion of proposals / supplies 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 and peer edit Artist Biography & CV
3	Sept 8	Gallery and presentation methods Matting and Framing Demonstration Order all materials necessary to physically produce Capstone Exhibition.
	Sept 10	Promoting Yourself and Your Artwork: Website, Press Release, Business cards, Announcement, List of artwork and pricing https://www.gyst-ink.com/pr-marketing-networking https://www.wix.com/ https://www.squarespace.com https://www.adobe.com/search.html?q=design%20a%20website&sort=relevancy&start=1
4	Sept 15	Due: Résumé & Bio
	Sept 17	Grad School discussion: https://www.gyst-ink.com/art-resources-art-school
5	Sept 22	Studio Day Deadline for December graduates to file for graduation

	Sept 24	Studio Day –
6	Sept 29	Critique #1 - Mary, Rylee, Devotion
	Oct 1	Critique #1 – Alex, Caroline, Emily
7	Oct 6	Due: Draft Artist Statement Creating a Portfolio How to Document Your Work https://www.collegeart.org/standards-and-guidelines/guidelines/digital-format https://www.gyst-ink.com/documentation Packing and shipping work https://www.gyst-ink.com/shipping-crating
	Oct 8	Discussion: Grants, exhibitions, fellowships, Artist residencies https://www.gyst-ink.com/proposals-grants
8	Oct 13	Senior Capstone Presentation Requirements and Format Artist Statement Draft #2 Due – Class edit. <u>Bring a double-spaced printed copy</u>
	Oct 15	Studio Day – Leah at ICFAD
9	Oct 20	Critique #2 - Mary, Rylee, Devotion
	Oct 22	Critique #2 - Alex, Caroline, Emily
10	Oct 27	Careers and Taxes discussion https://www.gyst-ink.com/career-options-for-creative-professionals https://www.gyst-ink.com/taxes Last Day for “W”, 4:00 p.m. – Drops after this date will receive grades of “F.”
	Oct 29	Due: Exhibition Announcement Postcard – 2 physical cards turned into me and uploaded to D2L

11	Nov 3	<p><u>Gallery Director meets with seniors in Gallery</u></p> <p>Critique #3 - Mary, Rylee, Devotion</p>
	Nov 5	Critique #3 - Alex, Caroline, Emily
12	Nov 10	<p>Studio Day</p> <p>Due: Final Artist Statement uploaded to D2L Dropbox</p>
	Nov 12	<p><u>Gallery Director meets with seniors in Gallery</u></p> <p>Studio Day</p>
13	Nov 17	<p>Exhibition Installation</p> <p>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.</p>
	Nov 19	Exhibition Installation
	Nov 21	Senior Capstone Exhibition Opens 8:00am
14	Nov 24	Final Critique
	Nov 26	Thanksgiving Holiday
15	Dec 1	<p>Presenting Yourself</p> <p>https://www.gyst-ink.com/presenting-yourself</p> <p>Presentation requirements refresh</p>
	Dec 3	<p>PPT Draft</p> <p>Continue to work on presentations.</p>
16	Dec 8	<p>Dress rehearsal for presentations</p> <p>Senior Exhibition Opens</p>

	Dec 10	Dress rehearsal for presentations continued DUE: Website
	Dec 11	Capstone Presentations 5:30pm-9:00pm
	Dec 12	Senior Exhibition Reception 6:00pm-8:00pm
	Dec 13	Commencement at D. L. Ligon
17	Dec 15-20	Capstone Exhibition Closes (a week after graduation) – De-installation dates and times TBA

!!!! Congratulations !!!!!