

Senior Capstone – Art 4923

M/W, 2:00-4:50 PM, Spring 2022

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Office Hours: M/W 1:00-2:00 and T/TH 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

COVID 19 Protocols - A face mask is strongly recommended.

MSU encourages anyone who has not been vaccinated to continue to wear a face covering and practice social distancing per guidance from the CDC. Please be mindful that some members of our campus community may not be able to get vaccinated for medical or religious reasons, or may be vaccinated and choose to continue wearing a mask. Thank you for honoring the values of MSU Texas by respecting all persons and their decision whether or not to wear a mask. A positive Covid test result is required for any zoom accommodations.

<https://msutexas.edu/coronavirus/index.php>

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.

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. Sarah C, Rocqui, Erica, Jeffrey
2. Kallie, Sarah G, Andi, Jason
3. Jocelyn, Liz, Grace

Recommended Textbooks

Please see handout on D2L

Requirements List

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|-----------------------------------|------------------------|
| 1. Exhibition Proposal 10% | January 19 |
| 2. Artist Bio: 5% | January 31 |
| 3. Artist Résumé /CV: 10% | January 31 |
| 4. Artist Statement / Labels: 10% | February 23 & April 11 |
| 5. Exhibition Announcement: 10% | March 30 |
| 6. Exhibition: 25% | April 22 |
| 7. Presentation: 10% | April 22 |
| 8. Website: 10% | May 2 |
| 9. Blurb Book: 10% | May 4 |

This syllabus is subject to change.

Week	Day	Description
1	Jan 10	Introduction: Syllabus, Requirements, Objectives, Resources Discussion of senior exhibition Writing Exercise #1
	Jan 12	Writing Exercise # 2 & 3 Discussion of Proposals and Budgets Where to purchase supplies for exhibition Artist Resources
2	Jan 17	Martin Luther King Jr. Day – No School
	Jan 19	<p>Due: Exhibition Proposals Discussion of proposals / supplies</p> <p>Promoting Yourself and Your Artwork Part 1: Website https://www.wix.com/ https://www.squarespace.com https://www.adobe.com/search.html?q=design%20a%20website&sort=relevancy&start=1</p>
3	Jan 24	<p>Artist Biography, Résumé, and Curriculum Vitae, Cover Letters 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 https://www.gyst-ink.com/cover-letters</p> <p>Draft and peer edit Artist Biography & CV</p>
	Jan 26	<p>Grad School discussion: https://www.gyst-ink.com/art-resources-art-school</p> <p>Career discussion https://www.gyst-ink.com/career-options-for-creative-professionals</p>
4	Jan 31	<p>Due: Résumé & Bio</p> <p>Guest lecture: Arthur Fields. https://www.arthurfields.net</p> <p>Order all materials necessary to physically produce Capstone Exhibition.</p>

	Feb 2	Crafting Your Artist Statement https://www.gyst-ink.com/artist-statement Draft your Artist Statement.
5	Feb 7	Creating a Portfolio How to Document Your Work https://www.collegeart.org/standards-and-guidelines/guidelines/digital-format https://www.gyst-ink.com/documentation
	Feb 9	Studio Day
6	Feb 14	Deadline for May graduates to file for graduation Critique #1 - Sarah C, Rocqui, Erica, Jeffery
	Feb 16	Critique #1 - Kallie, Sarah G, Andi, Jason
7	Feb 21	Critique #1 - Jocelyn, Liz, Grace
	Feb 23	Gallery and presentation methods: Matting and Framing Demonstration: Carlos Aleman Artist Statement Draft # 1 Due – Bring a printed copy to class
8	Feb 28	Senior Capstone Presentation Requirements and Format Promoting Yourself and Your Artwork part 2: Press Release, Announcement, List of Artwork and Pricing https://www.gyst-ink.com/pr-marketing-networking
	March 2	Guest Lecture – Julie Barnofski Discussion: Grants, exhibitions, fellowships
9	March 7	Producing a Blurb Book Look at the previous senior's Blurb Books in the Art Office Library. https://www.blurb.com/
	March 9	Guest lecture: Setria James. www.setriaj.com

10	March 14	Spring Break
	March 16	Spring Break
11	March 21	Critique #2 - Sarah C, Rocqui, Erica, Jeffery
	March 23	Critique #2 - Kallie, Sarah G, Andi, Jason
12	March 28	Critique #2 - Jocelyn, Liz, Grace
	March 30	Due: Exhibition Announcement Postcard – 2 physical cards and uploaded to D2L
13	Apr 4	Gallery Director meets with seniors in Gallery to answer questions and go over student responsibilities
	Apr 6	Email gallery layouts due to Steve Hilton by 2:00 Dress rehearsal for presentations
14	Apr 11	Gallery Director meets with seniors in Gallery to discuss placement Dress rehearsal for presentations
	Apr 13	Due: Final Artist Statement uploaded to D2L Dropbox Exhibition Installation 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.
	April 14-17	Holiday Break – No Classes. The building will be closed.
15	Apr 18	Exhibition Installation

	Apr 20	Exhibition Installation
	Friday Apr 22	Senior Capstone Presentations 9:00-5:00 Senior Exhibition Opens
16	Apr 25	Discussion: Taxes Work on Blurb layouts
	Apr 27	Work on Blurb layouts
17	May 2	DUE: Website Finals Week – No Class
	May 4	DUE: Blurb Book Layout Finals Week– No Class
	May 6	Fain Fine Arts Ceremony Mustang Walk Senior Exhibition Reception 6-8
	May 7	Commencement / Graduation - !!!! Congratulations !!!!
17	May 13	Capstone Exhibition Closes (a week after graduation) – De-installation dates and times TBA