

Midwestern State University
Senior Capstone – Art 4923
(Spring 2025)

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Office Hours - C119 or by Appointment:
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Office Hours: M/W 1:00 PM to 3:30 PM

Office Phone: 940-397-4270

Office: Ceramic Studio: B119

Course Description

The primary goal of Senior Capstone is to create a conceptual and technically proficient body of work that culminates in a Capstone/Senior Exhibition. This course will facilitate this goal by building on previous coursework, life experiences, historical influence and preceding art practices. The secondary but equally important goal is to prepare students/artists for a lifelong art practice working as an artist and/or art educator, while emphasizing professional standards and practices. This course is required for both BFA and BFA with Teacher Certification degree programs.

Course Objectives_

- Prepare the student to enter the workforce as an art professional
- Support the student in the production and exhibition of a cohesive body of work
- The production of a résumé
- The production of an artist biography
- The production of an artist statement
- The production of documents related to the promotion of an exhibition, including the above, a postcard and a digital business card
- The Design of a website describing, documenting, and promoting their work
- The production of an exhibition with a cohesive and thoughtful body of work
- The presentation of a PowerPoint artist presentation to the art faculty and public
- Students will apply to a minimum of one juried art exhibition
- The design and production of branding materials/networking materials/press release

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.

This syllabus is subject to change.

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

Class attendance is mandatory in a studio art environment at this level, and you are expected to come to class on time, prepared and ready to engage with your fellow classmates.

- Absences at this level are inexcusable aside from sickness or family related illness. Please notify me in advance if you ever need to miss a class. Religious holidays and curricular events can be accommodated, but only when advance notification is provided within the first week of class.

- There will be a final grade deduction of one letter grade for each unexcused absence on any day the class meets for a group critique, or you are scheduled for an individual meeting with me. Being unprepared for a critique (arriving without work) or repeatedly arriving more than ten minutes late will also count as an absence at my discretion.
- A grade of "Incomplete" is granted only with a written doctor's excuse or under emergency circumstances.
- Attendance during critiques is imperative. On critique days, a tardy of more than fifteen minutes will result in a reduction of one letter grade for the critique. An absence will result in a zero for the critique. Please contact me prior to missing class. Lectures and demonstrations will not be repeated.

Weather Policy

In the event of school closers due to inclement weather, class will be cancelled. Assignments will be due on the next in person class session.

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. PowerPoint for all presentations and JPEG or PDFs for images.
- Assignments will only be accepted via D2L on the due date electronically BEFORE the class session begins. Do not send your work via e-mail unless I ask you to.
- Computer malfunctions will not be accepted as an excuse for lateness – you must ensure that you work is received in a timely manner by uploading to D2L. Save your work in multiple places.

Critique Groups:

The following are the critique groupings 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 an 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 or via email.

1. Darcy, Delaini, James
2. Nic, Kyla

Recommended Textbooks

1. Please see handouts on D2L and links in the syllabus
2. “The Practical Handbook for the Emerging Artist” by Margaret Lazzari
3. “How to Survive and Prosper as an Artist: Selling Yourself Without Selling Your Soul” by Caroll Michels

List of Assignments and Grade Weight

1. Exhibition Proposal 10%
2. Artist Bio: 5%
3. Artist Résumé/CV: 10%
4. Artist Statement/Labels: 10%
5. Exhibition Announcement: 5%
6. Exhibition: 30%
7. Exit Survey: 5%
8. Website: 10%
9. Presentation: 10%
10. Participation: 5%

Exhibition Installation

You are expected to participate in the installation of your exhibition for the Senior Capstone Exhibition. Please make sure your course instructors, employers, etc. are aware that you are required to be in attendance during the installation timeframe. Failure to fully participate with exhibition space preparation, installation, work removal, and exhibition space repair after the exhibition will be detrimental to your success.

Week	Day	Description
1	January 20	No Class
1	January 22	<ul style="list-style-type: none"> • Introduction: Syllabus, Requirements, Objectives, Resources • Familiarize yourself with: Syllabus, Requirements, Objectives, Resources • Assign: Writing Exercise #1 • Discuss general exhibition ideas • Studio Day
2	January 27	<ul style="list-style-type: none"> • Assign: Biography and Resume • Assign: Exhibition Proposals • Studio Day • DUE: Writing Assignment #1
2	January 29	<ul style="list-style-type: none"> • Discussion of senior exhibition • Example Proposals • Artist Resources- Discussion of supplies (check resources in D2L) • Critique Collaborative Work
3	February 3	<ul style="list-style-type: none"> • Guests Lecture (artist): Former BFA Students, I Wish I Knew • Assign: Writing Exercise # 2 • Review Sample Resumes and biographies • Possible Studio Day' • Colleague critic of Proposal and Budget
3	February 5	<ul style="list-style-type: none"> • DUE: Exhibition Proposals • Discussion of proposals • 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 • Peer Edit Artist Biography • Promoting Yourself and Your Artwork Part 1: Website Design • https://www.wix.com/ • https://www.squarespace.com • https://www.adobe.com/search.html?q=design%20a%20website&sort=relevancy&start=1 • https://sites.google.com/new (my website)
4	February 10	<ul style="list-style-type: none"> • Studio Day Possible • Career discussion • Residencies • Job recommendations • https://www.gyst-ink.com/art-resources-art-school • https://www.gyst-ink.com/career-options-for-creative-professionals • Artist Lecture (former student) TBA • DUE: Bio
4	February 12	<ul style="list-style-type: none"> • DUE: Bring Paper Copy of Resume Draft • Peer Edit Resume • Website report • stop at 10:30 for individual discussion • DUE Edited Proposal/Resume • Grad School discussion: • Where to purchase supplies for exhibition

5	February 17	<ul style="list-style-type: none"> • DUE: Edited Version Résumé & Bio on D2L • Order all materials necessary to physically produce Capstone Exhibition • Crafting Your Artist Statement https://www.gyst-ink.com/artist-statement • Assign: Draft your Artist Statement. • Discussion of Proposals and Budgets
5	February 19	<ul style="list-style-type: none"> • Assign: Artist Statement • Jason Bly: appropriation • Assign: Press Release • Studio Day • Deadline for December graduates to file for graduation
6	February 24	<ul style="list-style-type: none"> • Critique #1 - • Critique #1 - Amelea, Jaylei, Gianna
6	February 26	<ul style="list-style-type: none"> • Demo: Gallery and presentation methods • Demo: Matting and Framing • Five titles due • Additions to capstone • examples of mock final gallery display images
7	March 3	<ul style="list-style-type: none"> • Studio Day • DUE: Peer Edit Artist Statement • Guest: Julia • Career discussion • Promoting Yourself and Your Artwork part 2: Press Release, Announcement,
7	March 5	<ul style="list-style-type: none"> • Press Release Due https://www.gyst-ink.com/pr-marketing-networking
		SPRING BREAK
8	March 17	<ul style="list-style-type: none"> • Artist Statement Draft # 1 Due – Bring a printed double-spaced copy • Guest Lecture (artist) – TBA Aaron . amber . ferdine
8	March 19	<ul style="list-style-type: none"> • Critique #2 - Darcy, Delaini, James • Critique #2 – Nic, Kyla
9	March 24	<ul style="list-style-type: none"> • Studio Day (Steve at NCECA)
9	March 26	<ul style="list-style-type: none"> • Studio Day (Steve at NCECA)
10	March 31	<ul style="list-style-type: none"> • Discussion: Grants, exhibitions, fellowships, Artist residencies • CAFE https://www.gyst-ink.com/proposals-grants • List of Artwork and Pricing • showcards and business cards
10	April 2	<ul style="list-style-type: none"> • Studio Workday • Guest Lecture (artist) – Jesse Baggett Graduate school
11	April 7	<ul style="list-style-type: none"> • Examples of Senior Capstone PowerPoints • Studio Workday: Steve in Kansas
11	April 9	<ul style="list-style-type: none"> • DUE: Exhibition Announcement Postcard – physical cards in faculty mailboxes and D2L • physical copy of card • Artist Statement Draft # 2 Due – Bring a printed double-spaced copy • Business Card Draft • Ethics . . . selling with gallery representation • Where are you?? Ask every day!!

12	April 14	<ul style="list-style-type: none"> • Critique #3 - Darcy, Delaini, James • Critique #3 – Nic, Kyla • Studio Day
12	April 16	<ul style="list-style-type: none"> • Seniors meet Jason in Gallery to discuss installation • Studio Day • Artist Statement Due and uploaded to D2L Dropbox • mail postcards • elevator speech • presentations . . . go over expectations • Senior Capstone Presentation Requirements and Format • images due to Jason for Press Release
13	April 21	<ul style="list-style-type: none"> • Seniors get placement in Gallery • Seniors Begin Installation • Studio Day
13	April 23	<ul style="list-style-type: none"> • Seniors Installation • Business Cards due
14	April 28	<ul style="list-style-type: none"> • Seniors Installation • All Work Must be Installed by 5:00 PM on Thursday, April 16 • Exhibition Opening
14	April 30	<ul style="list-style-type: none"> • Take a deep breath!! • Attend the Ceramic Potluck!!! • Last day to withdraw for W • Presenting Yourself: https://www.gyst-ink.com/presenting-yourself • Gallery . . . elevator speech • presentations . . . go over expectations • Senior Capstone Presentation Requirements and Format
15	May 5	<ul style="list-style-type: none"> • Job Interviewing • Studio Day • Critique #3 - Darcy, Delaini, James • Critique #4 – Nic, Kyla
15	May 7	<ul style="list-style-type: none"> • Creating a Portfolio • How to Document Your Work – Bring a camera • Bartering or trading • Guest Artist: TBA • Draft PPT • Last day of class
16	May 12	<ul style="list-style-type: none"> • Dress rehearsal for presentations – Bring PPT
16	May 14	<ul style="list-style-type: none"> • Dress rehearsal for presentations – Bring PPT • DUE: Website • no changes to presentation after today . . . Wednesday • Get permanent address contact info
16	May 15	<ul style="list-style-type: none"> • 9:00 AM Dress rehearsal for presentations – Bring PPT (dress like you will tonight)
16	May 15	<ul style="list-style-type: none"> • Senior Capstone Presentations 5:30-9:00
16	May 16	<ul style="list-style-type: none"> • Fain Fine Arts Ceremony: 2:00 • Mustang Walk: 3:30 • Senior Exhibition Reception 6-8
16	May 17	<ul style="list-style-type: none"> • Commencement / Graduation

	TBA	<ul style="list-style-type: none">• Senior Exhibition Closes – Make plans by May 17 with Jason and Steve
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