ART 620: SENIOR PROJECT CHECKLIST

The semester before you comp

Senior Project Proposal
☐ One-two paragraphs typed, double-spaced discussing conceptual focus / intent, materials, techniques, scale, subject matter, etc.
☐ List of artists and works you plan to consult.
☐ Choice for Readers by ranking Art Department faculty in order of preference.

☐ Registration Signature card to Add ART 620, signed by your assigned First Reader.
☐ Mandatory orientation meeting at 12:15 on last Monday of classes in the semester before you do your project.

The semester in which you are registered for ART 620

Start-up
☐ Week 1 - Meeting with First and Second Readers to establish working procedures.
☐ Week 4 - Confirm date of Midterm Review follow-up

Midterm
☐ Week 6 - Project Paper Outline and Updated Annotated bibliography and paper outline due to the Building Coordinator to be distributed to all Art Department faculty are due to your first and second readers one week before your mid-semester review.
☐ Week 7 - Friday, Midterm Review with all Art Department faculty
☐ Week 8 - Midterm Review Follow-up, at which the student will receive an interim evaluation and grade.
☐ Action plan to be discussed at Midterm Follow-up

Exhibit installation - Senior Project Oral Defense
☐ Submission of list of equipment needed for installation
☐ Submission of Artist’s Statement as required by Gallery Director
☐ Submission and editing of label drafts to Gallery Director.
☐ Provide gallery with instructions how to start, run, and stop your work.
☐ Document your work in situ, perhaps photographs of the exhibit opening.
☐ Week before Oral. submit paper copies of Project Paper to Readers.
☐ Oral defense of Senior Project
☐ Follow-up meeting with First Reader (in the week after the oral defense)

Completion of Project
☐ Documentation on USB thumb drive to First Reader
☐ Documentation uploaded to DSpace.
☐ Deinstallation of Senior Project from gallery space and return of equipment.
☐ Return of all equipment.