



Fall 2017 Capstone Procedures and Guidelines

Senior Capstone may only be taken **after students have completed VPA 300 Major Pro Seminar (spring semester of junior year)** and is completed **in conjunction with VPA 309 Materials and Methods (fall semester of senior year)**. Senior Capstone is taken in the fall and spring semesters of senior year in preparation for Faculty Reviews in December and the Senior Capstone Exhibition in May. Fall semester focuses on the skills and materials necessary for building a successful Capstone Proposal, while spring semester aids students in the organization and installation of their Senior Capstone Exhibition.

PLEASE NOTE: Students build components of their capstone proposals in class with the support of Faculty Advisors, however all art and studio work is created in studio classes and or outside of VPA 405.

Faculty Advisors: Each student has been assigned a capstone faculty advisor. The faculty advisor will provide feedback and support in the development of a Capstone Proposal in the fall semester, and the organization and installation of the Capstone Exhibition in the spring semester.

Faculty Advising Priorities for Fall Semester:

- Conceptual foundation of capstone project
- Technical reality of proposed project & timeline
- Professional practice (communication, time management & organization)
- Compiling of capstone proposal (in addition to the final proposal requirements, students outline conceptual foundation and anticipated body of work as both consistent and realistic, while meeting all 7 of the MLO requirements)

Studio Visits & Materials: Students are required to meet with their faculty advisor six (6) times over the academic year (3 visits in fall/3 visits in spring). These meetings are called “studio visits,” and each studio visit is organized by deadlines and material requirements.

Fall Semester Studio Visit Deadlines & Material Requirements:

An introductory email requesting Studio Visits must be completed by the third week of the fall semester (**Thursday, Sept 7, 2017**).

Required Materials: Students will use the formal *Required Email Format* to contact their assigned faculty advisor, introduce themselves, and request the three required studio visits for the fall semester (**one meeting per month Sept, Oct, Nov**). In order to confirm and complete all three visits by each deadline, it is expected that all capstone students communicate in a clear and timely fashion (see *Introductory Email Requesting Studio Visits Assignment* on the course website for detailed instructions).

Studio Visit #1 must be completed by **September 29, 2017**

Required Materials:

IDEAS:

- Meeting Agenda
- Portfolio Introduction: 5 images of previously created work
- One page draft of Capstone Project ideas (3 potential topics of interest)
- Draft Artist Statement

(See *Meeting #1 Required Materials Assignment* on the course website for detailed instructions)



Studio Visit #2 Must be completed by **October 27, 2017**

Required Materials:

RESEARCH:

- Meeting Agenda
- MLO Project Map
- 4-6 pages of sketches
- Draft Thesis (in progress at time of studio visit)

(See *Meeting #2 Required Materials Assignment* on the course website for detailed instructions and specific material deadlines).

Studio Visit #3 Must be completed by **November 30, 2017**

Required Materials:

DRAFT PROPOSAL:

- Meeting Agenda
- Digital layout
- Example of work that will be created for project
- Updated MLO Project Map
- Draft Proposal Timeline
- Artist Statement
- Updated Thesis

(See *Meeting #3 Required Materials Assignment* on the course website for detailed instructions and specific material deadlines).

*Failure to complete the required material assignments for studio visits will result in course failure.

Faculty Review

Faculty Reviews will take place Dec 11 & 12, 2017 of Assessment Week.

Students:

- Students will receive their presentation timeslots one-week prior to faculty reviews.
- Students are required to turn in the digital portion of their presentations no later than Thursday, December 7, 2017.
- The capstone instructor will preload all presentations for faculty reviews, submission made after December 7, 2017 will not be accepted.
- Formal Capstone Proposals will include: Digital layout of proposed project, an example of at least one artwork made specifically for proposed capstone project, MLO Project Map, proposed timeline, presentation of research, and hardcopy of artist statement and draft thesis.
- In order to pass capstone review, a student must meet all 7 MLO's.
- Students must pass faculty review in order to continue on into VPA 405: Senior Capstone spring semester.

Faculty:

- The Capstone Committee is comprised of VPA faculty.



- The Capstone Committee will review all capstone proposals during assessment week (after all formal student presentations have been completed Dec 11 & 12, 2017).
- The Capstone Committee review will observe a pass/fail assessment model, which is contingent on every student presenting a **complete Capstone Proposal** and **meeting all 7 MLO's.**

Upon passing Faculty Reviews students will:

- Be permitted to continue on to VPA 405: Senior Capstone's spring semester
- Be given the Spring 2018 Capstone Procedures and Guidelines
- Be assigned their exhibition space