

ART CAPSTONE EXPERIENCE

Minot State University

Dear Art Major:

It is a requirement for graduation that you complete an **Art Capstone Experience**. This may take the form of an **Exhibition, Portfolio, Paper** or **Project**.

In the Capstone Experience, there are several steps that you'll need to be aware of to meet the necessary deadlines, and graduate in a timely manner. We highly encourage you to complete your Capstone Experience in the semester following ART 491, but if you cannot achieve this, be aware that you have only three semesters (after ART 491) to complete this experience.

As part of the Capstone Experience, it is essential for you to form a Capstone committee comprised of at least three art faculty members. A meeting with this committee must convene **one year prior** to your proposed Art Capstone Experience.

As a final requirement, you also must complete the **Capstone Exit Interview**. The exit interview consists of a series of questions relating to your exhibition, education, and instructors at Minot State. The exit interview process is a valuable way to assess your achievements at MSU, and provide the art department with essential feedback. The interview will be administered by an Art Faculty member (at the close of your Capstone Experience) and your degree will not be posted until it, and all of your requirements, are met.

We wish you a rich and successful art experience, and trust that as you have questions along the way that you'll feel free to ask. We're excited to support you in your Art Capstone Experience.

Sincerely,

The Art Faculty

ART CAPSTONE EXPERIENCE

(Exhibition Option)

1. Student enrolls in ART 391 and receives the Art Capstone Experience Handbook. By the close of the second semester of ART 391, the student should be working toward a cohesive and appropriate body of work for the exhibition. BA, AA, MMS or BSEd candidates may have a group show, or petition to have a solo exhibition. BFA candidates will have a solo exhibition.
2. Students choosing to have a group exhibition will individually be responsible to participate in full. Requirements outlined below for individual exhibitors should be considered applicable to all members of a group show.
3. In the junior year the student will schedule the exhibition, either at one of the Northwest Art Center galleries or at another approved venue. Students may tentatively reserve their gallery preference and exhibition dates with the Northwest Art Center up to a year in advance. Other approved venues include the 62 Doors Gallery, the Taube Museum, and the Minot Public Library Gallery. Proposals for other venues will be considered on a case-by-case basis. Students wishing to exhibit at an off-campus venue are fully responsible for informing themselves of the policies of that venue.
4. No later than **one year prior to the scheduled exhibition** date, the student will assemble an exhibition committee. This committee (minimum of 3 faculty) will consist of exhibitor, gallery director (if applicable), exhibitor's advisor, and one other faculty member, and they will meet to review the proposed exhibit. The exhibitor shall contact the parties involved and coordinate the scheduling of this meeting.

At the meeting, the exhibitor will propose the direction of the exhibition and present the committee with "close to finished" pieces that would be representative of the theme or focus of the proposed exhibition. (Though unfinished, the exhibitor should be prepared to explain or demonstrate the means of final presentation.) The exhibitor will provide rationale for the proposed work.

The committee will discuss the proposal and may address the level of preparation relative to the proposed exhibit date, clarity of concept, quality of sample work, proposed method of presentation, etc. Committee members will evaluate the exhibition proposal and select the appropriate "approve," "approve with reservation," or "retry." A form stating the decision will be copied for the student(s) and advisor.

5. Depending on the committee's recommendation, the gallery director will either issue a contract for the exhibition or request a second review meeting. If a contract is issued, responsibilities of the exhibitor and services provided by the gallery will be outlined in the contract, a legally binding document. (*Northwest Art Center* exhibitors will be provided a timeline for the completion of key tasks related to the exhibition.)
6. If a contract is not issued, but instead a second review meeting is recommended, the meeting will be scheduled no later than 9 months prior to the exhibit. At the second meeting, the exhibitor will demonstrate further refinement of the original concept in light of suggestions offered by the committee. Following the second meeting, the gallery director will either issue a contract for the exhibit or decline the exhibit. If the exhibit is declined, the exhibitor may request a revised exhibit date and restart the approval process.
7. If the exhibit is approved and a contract issued, the exhibitor will schedule at least two additional "progress check" meetings with the Capstone committee prior to the exhibition. The first of the "progress check" meetings will occur within three months of the proposal meeting, and the second within the next 3 months. The student is encouraged to informally meet at any time with faculty members for regular critiques of the work in progress.
8. Before designing publicity materials, the exhibitor will meet with the Northwest Art Center director to discuss formatting requirements, postal regulations, etc. (See NAC timeline attached.) The student will provide drafts of all promotional materials to the committee for proofing. The promotional materials must include a postcard, poster, exhibition inventory, labels and press release.
9. If the exhibition is scheduled for a venue off campus, the Northwest Art Center will provide access to university printing and bulk mailing services, but the exhibitor will be responsible for printing expenses. The exhibitor may negotiate with his venue to share these costs. Bulk mailing expenses will be covered by the MSU Art Department.
10. During the reception, the exhibitor is required to deliver an artist talk (min. 3 minutes), and gallery/artists talks will be discussed in ART 491.
11. After the Capstone Experience is finished, a post-Capstone meeting will be scheduled with the committee to reflect on challenges and successes. In addition, a "leave behind" packet of capstone documentation will be submitted. The leave behind will consist of a manila envelope containing: artist statement, 3- 5 high-quality printed photos documenting the exhibit, exhibition inventory and a poster/ postcard. Lastly, the exit interview must be completed.

Warning: If you break your legally binding contract with the Northwest Art Center, you forfeit your opportunity to exhibit work through the campus galleries.

ART CAPSTONE EXPERIENCE
(Exhibition Option)
Exhibition Review Meetings

Meeting #1 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #2 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #3 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #4 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #5 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #6 (date) _____
Committee members present _____
Discussion points and expectations:

**ART CAPSTONE EXPERIENCE
(Exhibition Option)
PROPOSAL REVIEW**

Proposed title of exhibition:

Student(s) being reviewed:

The Exhibition Committee, having reviewed the student(s) Exhibition Proposal, makes the following recommendation:

Exhibition Approved

Approved with the reservations:

Retry

Exhibition Committee:

Date:

Student Signature:

Date:

ART CAPSTONE EXPERIENCE

(Portfolio Option)

Outline:

- The student enrolls in ART 391 and receives the *Art Capstone Experience Handbook*. By the close of the second semester of ART 391, the student should begin working toward the portfolio.
- One year prior to portfolio completion, the student must assemble a Portfolio Committee of three faculty members.
- In preparation for the first committee meeting, the student will be prepared to discuss the intent of the portfolio. They will be made aware of portfolio expectations and begin working towards completion.

All PORTFOLIO students will complete the following:

1. Acquire text
2. Analyze target employment (assemble a data base of prospective employers)
3. Expand and refine portfolio samples based on interactions with instructors
4. Choose a physical form to show samples (the case or portfolio)
5. Develop a resume and leave-behind
6. Design a portfolio web site that supplements the physical portfolio.
7. Provide a USB drive for looping slide presentation on department monitor.
8. Facilitate the display of your portfolio in the art department commons.
9. Complete six portfolio review meetings (see log on following page)
10. Publicize and present to peers
 - Design and distribute a poster promoting your portfolio and reception
 - Design a postcard inviting family, friends and the creative community to your reception
 - Present at an all-meet Art Seminar (schedule dependent)
11. Complete Capstone Exit Interview and submit leave behind (3 color, photo-quality prints of layout, resume, and poster)

ART CAPSTONE EXPERIENCE
(Portfolio Option)
Portfolio Review Meetings

Meeting #1 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #2 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #3 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #4 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #5 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #6 (date) _____
Committee members present _____
Discussion points and expectations:

Additional Meetings:

**ART CAPSTONE EXPERIENCE
(Portfolio Option)
PROPOSAL REVIEW**

Proposed function of portfolio:

Student being reviewed:

The Portfolio Committee, having reviewed the student Portfolio Proposal, makes the following recommendation:

Portfolio Approved

Portfolio Not Approved with the reservations:

Resubmit within 30 days

Portfolio Committee:

Date:

ART CAPSTONE EXPERIENCE (Paper Option)

Outline:

- Student enrolls in ART 391 and receives the *Art Capstone Experience Handbook*. By the close of the second semester of ART 391, the student should be working toward an original and scholarly thesis for the paper.
- One year prior to the presenting of the paper, the student must assemble a Capstone Committee and propose the chosen topic.
- In preparation for the first committee meeting, the student will compile an overview of prior work, allowing instructors to analyze dialogue and provide guidance for the proposed paper.

All PAPER students will complete the following:

1. Determine an area of interest and prepare the proposal.
2. Assemble a committee (3 faculty minimum) and receive approval for the proposed paper. A recommended (4th party) faculty addition would include an English instructor.
3. Develop a unique work evidenced through research and original scholarship.
4. Expand and refine paper based on interactions with the committee.
5. Utilize a third-party entity for editing and proofreading (this could be the recommended English instructor as part of student's committee.)
6. Create a digital image presentation to accompany the paper.
7. Review paper with instructors (two "check-up" meetings 60 days apart.)
8. Promote an event with posters and postcards while also planning how this event would be orchestrated, including the location and reception offerings.
9. Present paper (with accompanying images) at this prior mentioned event.
10. Schedule a post- Capstone "wrap-up" meeting with the committee.
11. Submit a paper of 50 pages or more in the required form (Chicago Manual of Style.) The paper must be hard bound, and 2 copies will be submitted to the University (paid for by the University). Any additional copies are the responsibility of the student (paid for by the student).
12. Complete Capstone Exit Interview.

ART CAPSTONE EXPERIENCE
(Paper Option)
Paper Review Meetings

Meeting #1 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #2 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #3 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #4 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #5 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #6 (date) _____
Committee members present _____
Discussion points and expectations:

**ART CAPSTONE EXPERIENCE
(Paper Option)
PROPOSAL REVIEW**

Proposed subject of paper:

(Please attach a proposal – one page minimum)

Student being reviewed:

The Paper Committee, having reviewed the student Paper Proposal,
makes the following recommendation:

Paper topic approved

Approved with the reservations:

Resubmit

Paper Committee:

Date:

Student Signature:

ART CAPSTONE EXPERIENCE (Project Option)

In lieu of an exhibition, Multimedia Studies and Arts Administration candidates may develop appropriate, approved projects for their Capstone Experience. Capstone Experience Projects should be aligned with the student's area of study, and must be approved by art faculty.

Outline:

- Student enrolls in ART 391 and receives the *Art Capstone Experience Handbook*. By the close of the second semester of ART 391, the student should be developing ideas for the project.
- One year prior to sharing the project, the student must assemble a Project Committee and present a proposal.
- In preparation for the proposal meeting, the student will compile a plan (including images, sketches, etc.), allowing instructors to analyze, dialogue and provide guidance for the proposed project.

All Project students will complete the following:

1. Determine an area of interest and begin project proposal
2. Assemble committee (3 faculty minimum), receive approval for proposed project
3. Continue dialog on progress (two additional “check-up” meetings approx. 60 days apart)
4. Expand and refine project based on interactions with instructors.
5. Promote event with posters, postcards, etc. (plan a public sharing event)
6. Present project with a public announcement
7. Schedule post- Capstone “wrap-up” meeting with committee
8. Submit leave behind in required form
9. Complete Capstone Exit Interview

ART CAPSTONE EXPERIENCE
(Project Option)
Project Review Meetings

Meeting #1 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #2 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #3 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #4 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #5 (date) _____
Committee members present _____
Discussion points and expectations:

Meeting #6 (date) _____
Committee members present _____
Discussion points and expectations:

Additional Meetings:

**ART CAPSTONE EXPERIENCE
(Project Option)
PROPOSAL REVIEW**

Proposed project:

Student being reviewed:

The Project Committee, having reviewed the student Project Proposal,
makes the following recommendation:

Project Approved

Approved with the reservations:

Resubmit

Project Committee:

Date:

Student Signature:

Date:

ART CAPSTONE EXPERIENCE Checklist

Student: _____

Date/Title of Exhibition:

- Venue researched for available times (if applicable)
- Committee formed, proposal presented (1 year prior)
- Proposal approved and signed by committee
- Venue secured (if applicable)
- Two subsequent meetings with committee (minimum)
- Promotional materials disseminated (**minimum 10 days before**)
- Art Capstone Experience completed (public sharing)
- Post- Capstone meeting with committee
- Committee signed approval of completion
- Leave behind documentation submitted
(refer to Capstone option requirements)
- Exit interview completed
- Final grade for 491 recorded

Date completed _____

ART CAPSTONE EXPERIENCE COMPLETION

Student: _____

Title of experience: _____

Option: _____ (paper, portfolio, exhibition, project)

The Exhibition Committee having reviewed the student's Art Capstone Experience and makes the following recommendation:

Experience Approved

Approved with the condition or extension:

Retry

Exhibition Committee:

Date:

Student Signature:

Date:

ART CAPSTONE EXPERIENCE

I, _____, have received the *Art Capstone Experience*

Handbook, and I take responsibility for the contents therein.

Signature:

_____ Date: _____

Version: 08/31/2017