Course Description: MFA Exhibition

Prerequisites: Passing the MFA Semester Review, Forming the MFA Committee.

Course Content and Objectives: The MFA Exhibition course is the successful completion of this exhibition including all that goes into preparing press releases, advertising, installing, hosting a reception, and striking the exhibition.

Course Structure:
The MFA Candidate will procure a solo exhibition venue in the region. This process will usually begin in prior semesters if the student wishes to show away from UNT’s campus, which is preferable. This will involve applying to exhibitions using material formed in the Print Studio Application Pack Assignment. The major professor will advise and approve of the specific details of the MFA Exhibition at regular times through the semester.

The student will prepare Exhibition Cards and a Press Release with all relevant information. These will be sent to the professor at specific times for proofing prior to having them printed. After the professor has proofed these, the student will send them to the gallery director for a second proofing of the information.

The student will provide examples of the framing or other means of presentation for all the works in the exhibition for early feedback. Keep in mind that if you are going to exploit non-traditional installation it is important to mock-install the work in a similar space prior to the exhibition to work out the kinks. This is at least as important as choosing an appropriate frame. If the gallery staff are offering to install or make pedestals, shelves, lighting, and/or labels, you are still responsible for making sure these are done appropriate to your exhibition.

The student will create a scaled exhibition floor plan and layout showing the placement of each artwork in the space. This floor plan will take the form of a 3-d mock up of the space in foam board with digital print outs of artworks scaled to size for accurate planning.

The student will prepare an updated Artist’s Statement, CV, and Bio to have available at the gallery. The artist’s statement should be brief and should specifically address just this work in the exhibition. The CV may be a long or short version. The Bio may be omitted if desired.

COURSE REQUIREMENTS AND GRADING:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Securing an appropriate Exhibition Space</td>
<td>1</td>
</tr>
<tr>
<td>Press Release and Exhibition Card</td>
<td>1</td>
</tr>
<tr>
<td>Presentation and Installation of the Exhibition (framing, pedestals, shelves, lighting, labels, etc.)</td>
<td>5</td>
</tr>
<tr>
<td>Exhibition Scale Floor Plan with Scale Artwork Models</td>
<td>1</td>
</tr>
<tr>
<td>Hosting a Public Reception</td>
<td>1</td>
</tr>
<tr>
<td>Meeting all deadlines for the prior items progress</td>
<td>1</td>
</tr>
</tbody>
</table>

NOTE: All of the prior requirements must be completed to pass this course and complete the MFA degree.
Sample Press Release

FOR IMMEDIATE RELEASE:

Name of Exhibition

Name of Gallery (be specific)
Location and Address of Gallery

Gallery Hours: Monday - Thursday 8 am – 11 pm. Friday 8 am - 12 pm

Exhibition Dates: Nov 17-21, 2014

Reception Date: Thurs Nov 20, 5-7pm

Parking: note location and cost of parking if applicable.

Cost: Free and open to the public

Contact Info: Name, phone number, and email address of Gallery Director

“(City, State,) (Name of Gallery) is pleased to announce a solo exhibition of artworks (or media type) by (Name of artist). (EXHIBITION TITLE) will be on view (DATES). Describe the content/purpose of exhibition. (Add Brief Artist’s Statement Exerpts) Describe the kinds of media to be represented, (In paragraph form) …”

Add Brief Bio statement. (Optional)

Follow this info text by 3-5 images of print quality for reproduction. Identify title, media, year of each image.

Attach an image of a map and/or location via GoogleMaps link (especially needed if gallery is in a difficult to find place.)

Save as PDF with imbedded and separate images.

3-D scale gallery floor plan with scale images/models of artworks.

In order to visualize and plan your installation you will create a 3-D scale gallery floor plan with scale images/models of artworks. You may need to re-adjust on the day of installation, but the plan will help you decide how much artwork is needed for the space and where best to place it.

Go to gallery and measure all floor measurements, plus heights, and odd details of the space. Take note of the lighting and areas that may be difficult to light. Locate, measure, and photograph all light switches, plates, and outlets. Visualize where a reception/food place could be and where an artist’s statement could be placed on a pedestal with vinyl wall signage.

Use foamcore board to create a scale model of the space with all details noted or drawn in place lightly in pencil. Take care to keep true to your scale-down measurements. Take digital photos of your images and scale them down to corresponding size to place on the walls of the model. You can re-arrange the work in the model to decide where each piece will fit best. This can also help you decide the scale of work that is not yet complete.
CALENDAR: created for Melody Vaughan, SPRING 2016
All meeting times MONDAYS 11am-2pm unless noted.

Jan 25
Discuss Requirements for course:
- Press Release (Brief Artist's Statement, Artist's Bio, and 3 Images)
- 3-D scale gallery floor plan with scale images/models of artworks
- Presentation (farming, signage, etc.)
- Exhibition Show card (may be separate form one produced by the gallery.)
This week: *Write 1st draft of Press Release (combining Brief Artist's Statement, Artist's Bio, and 3 Images)
*Plot out Gallery floor plan drawn to scale (2d)
*Send link for a Dropbox folder of documents to adecaen@gmail by Sunday Jan 31 for review.

Feb 1
Review 1st draft of Press Release (combining Brief Artist's Statement, Artist's Bio, and 3 Images)
Review draft of Gallery floor plan drawn to scale (2d)
This week: *Go to gallery and measure carefully all floor measurements, plus heights, and odd details of the space and lighting. Locate, measure, and photograph all light switches, plates, outlets. Visualize where a reception/food place could be and where an artist’s statement could be placed on a pedestal with vinyl wall signage. Be sure to see how artworks can be attached to the walls.
*Write 2nd draft of Press Release (Brief Artist's Statement, Artist's Bio, and 3 Images)
*Send link for a Dropbox folder of documents to adecaen@gmail by Sunday Feb 7 for review.

Feb 8
Review 2nd draft of Press Release (Brief Artist's Statement, Artist's Bio, and 3 Images)
Review 3-D scale gallery floor plan with scale images/models of artworks and or proposed artworks.
Brainstorm options for Framing/Installation formats (company, material, color, scale, cost)
Brainstorm options for Signage and Labels for the exhibition.
This week: *Edit Final draft of Press Release (Brief Artist's Statement, Artist's Bio, and 3 Images)
*Make 1st draft of Show card in Adobe Illustrator or Photoshop. Front and Back side.
*Research Framing/Installation format specifics.
*Research Signage and Labels specifics
*Send link for a Dropbox folder of documents to adecaen@gmail by Sunday Feb 21 for review.

Feb 15
No Meeting. (Take studio time.)

Feb 22
Review final draft of Press Release (Brief Artist's Statement, Artist's Bio, and 3 Images)
Review updates to Floorplan/Layout adjustments.
Discuss plan for for Framing/Installation formats (company, material, color, scale, cost)
Discuss plan for Signage and Labels for the exhibition.
Brainstorm image, format, and content options for Exhibition Show Card.
Brainstorm list of where to send the Press Release and Show Cards
This week: *Make Final edits to Press Release and send to gallery and arts press.
*Make 1st draft of Show Card in Adobe Illustrator or Photoshop. Front and Back side.
*Research framing/installation format specifics and acquire one example.
*Send link for a Dropbox folder of documents to adecaen@gmail by Sunday Feb 28 for review.

Feb 29
Review updates to Floorplan/Layout adjustments.
Review 1st draft (digital proof) of Show Card in Adobe Illustrator or Photoshop. Front and Back side.
Review 1 actual example of framing and all other presentation forms
Review decisions for Signage/Labels for the exhibition.
This week: *Edit draft of Show Card in Adobe Illustrator or Photoshop. Front and Back side Print it at CVAD Lab
*Send link for a Dropbox folder of documents to adecaen@gmail by Sunday Feb 28 for review.
*Send Press release to various arts press.
March 7 No Meeting. (Take studio time.)

March 14 Review updates to Floorplan/Layout adjustments.
Review Printed Proof of Exhibition Card front and back sides (printed from CVAD lab)
This week:
*Send Show Card to be printed.
*Send link for a Dropbox folder of documents to adecaen@gmail by Sunday Feb 28 for review.

March 21 Review updates to Floorplan/Layout adjustments.
Review any (short version) statement/bio/cv materials to have in the exhibition space.

March 28 No Meeting. (Take studio time.)

April 4 No Meeting. (PRINT Press project week.)

April 11 Exhibition Reception TBA

TBD MFA REVIEW with committee

Fri, May 8 FINAL CLEAN-UP SESSION, 1-5pm
Academic Honesty
Standards of academic honesty will be upheld. All work must be the product of the student's own ideas and efforts.
Details: www.unt.edu/csrr/student_conduct  No Double Dipping! Students may NOT turn in the same artwork for two courses.

Safety & Course Risk Factors
According to University Policy, this course is classified as a category three (3) course. Students enrolled in this course are exposed to significant hazards which have the potential to cause serious bodily injury or death. In this class, those risks are related to exposure to various chemicals, heavy tools, and sharp tools). Students enrolled in this class will be informed of potential health hazards or potential bodily injury connected with the use of materials and/or processes and will be instructed about how to proceed safely. Safety procedures will be given the first week and throughout the term as new safety issues become pertinent. Please report any damaged or dangerous items to your Professor immediately.
No eating in the print studios! No open-toed shoes in the print studios.

Students who are pregnant or will become pregnant during the course of the semester are advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. Upon request, your professor will provide a list of chemicals and safety issues for your doctor to review. Material Safety Data Sheets are available on all chemicals. It will be up to you and your doctor to determine what course of action to take.

Building Emergency Procedures
In case of emergency (the alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. In case of tornado (campus sirens will sound) or other weather-related threat, please go to the nearest hallway or room on your floor without exterior windows and remain until an all clear signal is sounded. Follow the instructions of your teachers and act accordingly.

Americans with Disabilities Act
*The College of Visual Arts and Design is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the College will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.
If you have a disability, it is your responsibility to obtain verifying information from the Office of Disability Accommodation (ODA) and to inform me of your need for an accommodation. Requests for accommodation must be made to me no later than the first week of classes for students registered with the ODA as of the beginning of the current semester. If you register with the ODA after the first week of classes, your accommodation requests will be considered after this deadline.
Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNT Policy 18.1.14, at www.unt.edu/oda, and by visiting the ODA in Room 321 of the University Union. You also may call the ODA at 940.565.4323.

Disabilities Accommodation:
Please notify the instructor if you have a disability that requires accommodation. It is also required that you register with the UNT Office of Disability Accommodation, Student Union, Room 318. The College of Visual Arts and Design policy on accommodation is available upon request in the CVAD Dean's offices, Room 107. Further questions and problems on accommodation may be addressed to Associate Dean Eric Ligon, School Accommodation Liaison, Art Building, Student Advising, Room 111.

Center for Student Rights and Responsibilities
Each University of North Texas student is entitled to certain rights associated with higher education institutions. See www.unt.edu/csrr for further information.

Financial Aid Satisfactory Academic Progress - Undergraduates
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. Please visit http://financialaid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course being done so.

NOTE: I retain the right to change the syllabus and post it if the needs of the course or students change. Bring your syllabus, project outlines and handouts with you to every class.
Printmaking Syllabus Agreement (STUDENT’S COPY)

"I have read and fully understand the course structure, attendance, clean-up day requirements, grading requirements, and health risk factor rating (3) as outlined and described in the course syllabus. I hereby agree to the syllabus and its provisions. I understand that there are certain risk factors assumed with this course, and I assume full responsibility for any injury that I may incur as a result of the course’s activities."

"I understand and agree that when I use UNTs tools/equipment (squeegees, printing boards, registration pins, stones, carving tools, Intaglio hand tools, etc.) I will return it to good condition or replace it before the end of the semester, and that failure to do so will drop my semester grade by one letter. This includes graining the image off and flattening litho stones used during the semester."

"I grant CVAD and its representatives permission to use my artwork and my likeness for public display, exhibition, publication, or other research and educational purposes. I understand no commercial use will be made of the images, but that the images could be used on the College and University’s public website and possibly in other educational or public relation campaigns."

Course#: ASTU  Course Name:  Risk rating: 3

Phone Number  email address

Student Signature; __________________________________________________________

Printed Name: _____________________________________________ Date: _________________

Printmaking Syllabus Agreement (INSTRUCTOR’S COPY)

"I have read and fully understand the course structure, attendance, clean-up day requirements, grading requirements, and health risk factor rating (3) as outlined and described in the course syllabus. I hereby agree to the syllabus and its provisions. I understand that there are certain risk factors assumed with this course, and I assume full responsibility for any injury that I may incur as a result of the course’s activities."

"I understand and agree that when I use UNTs tools/equipment (squeegees, printing boards, registration pins, stones, carving tools, Intaglio hand tools, etc.) I will return it to good condition or replace it before the end of the semester, and that failure to do so will drop my semester grade by one letter. This includes graining the image off and flattening litho stones used during the semester."

"I grant CVAD and its representatives permission to use my artwork and my likeness for public display, exhibition, publication, or other research and educational purposes. I understand no commercial use will be made of the images, but that the images could be used on the College and University’s public website and possibly in other educational or public relation campaigns."

Course#: ASTU  Course Name:  Risk rating: 3

Phone Number  email address

Student Signature; __________________________________________________________

Printed Name: _____________________________________________ Date: _________________