

During the last semester of the senior year, a student will enroll in the BFA Degree Project in his or her discipline. The project should explore the personal objectives in the student's chosen discipline.

The BFA Degree Project normally is completed in the final semester for 9 credits. All senior BFA Studio Art majors must select a full-time Department of Art faculty member to direct their Degree Project and to act as Chairperson of the Project Committee. The Degree Project must be evaluated and approved by a committee, which consists of the full time art faculty Chairperson and *at least one other full time art faculty member*. If the student wishes, a faculty member from another department or college in the Five College consortium may serve as a third committee person.

The project is completed by the presentation of the work at the oral examination and the Degree Project Book to the Committee, the Chief Undergraduate Advisor, and the Chairperson of the Department of Art. The academic credit allowed for the project should be made in conjunction with the student's Project Committee at the time the statement of intent is submitted. It is not required that a student has an exhibition in connection with the final presentation of the Degree Project, but it is *highly* recommended.

Minimum Hours and Meeting Times

Nine credit BFA Project

Committee Chair--9 hours with fourteen meetings

Committee Members--5 hours with seven meetings

The meeting times should be equally spread across the entire semester.

Individual faculty members may require more hours and meeting times. These additional requirements should be outlined in the statement of intent.

A BFA Thesis Committee Signature Chart, available from the main office (SAB 128), is required and the responsibility of the student to maintain. A signature from the committee chair and committee member must be collected on the chart at the conclusion of each thesis meeting. The BFA Thesis Committee Signature Chart

must be turned in along with completed thesis book at the conclusion of thesis semester.

Project Procedures

The Project Proposal: Submit a detailed proposal, attached to the Departmental Independent Study Contract, complete with Committee Signatures, during the pre-registration period ***before your final semester***.

1. The Faculty Advisor: Select a full time faculty member to serve as Chairperson of the BFA Degree Project Committee.
2. The Committee: Select at least one other committee member from full time art faculty.

3. The Outline Title Page: Create a title page using the exact format of the attached sample title page. Type your name in the top right corner of the page. Under your name, type DEGREE PROJECT PROPOSAL. Under this, type BFA in (your discipline). Position your short title in the top center of the page, typed in all caps and underlined.

Be sure to obtain the signatures of all committee members for your title page before submission.

4. The final draft of the thesis paper MUST be submitted to all members of your thesis committee a minimum of one week before your BFA Oral Thesis Defense. No orals will be schedule without receipt of the final thesis draft according to the aforementioned timetable.

5. Project Proposal Format: The Project Proposal will be attached to the title page and should cover the following points:

* *Intent:*

Provide a statement of what you intend to accomplish during your Project semester. This statement can be in paragraph form or an outline. Discuss the following elements:

* *Influences:*

Discuss artists, both historical and contemporary, who have influenced your work.

* *Technical Information:*

Include media and methods employed, scale, and number of works.

5. The Independent Study Contract: All Project Proposals must be accompanied by a completed Independent Study Contract (available in SAB 128). In order to receive credit for the project, you must specify the course, the course number, the course schedule number, and the number of credits.

The Completed Degree Project Book, due on the last day of Final Exams, must contain all of the following:

- Title page
- Project evaluation
- Influences
- Technical information
- Exhibition information (include location, dates, special needs)
- Photograph of the BFA candidate working on the project
- Project book to be bound in 2" x 12" black ring binder, no wider than 3/4"
- Documentation of **all of the creative works** associated with the project. You must strictly adhere to the specific instructions, ***Guidelines for the Documentation of your Creative Works***, found below.

1. Completion of Semester's Work: The written evaluation of the Project should be submitted in a draft form to committee members well in advance of the final weeks of the semester. The date for final oral presentation of the Project will be set once all Project committee members approve the draft. At the final presentation, the committee will give the student an oral examination and evaluation. If the Project work and written statement are approved (in terms of form and content), the student should obtain approval signatures from the committee members on the title page.

2. Finally, if committee members have signed their approval, deliver the title page and completed book to the Undergraduate Office, SAB 128. The Chief Undergraduate Advisor will sign approval and forward the book to the Chairperson of the Department for a signature.

Guidelines for the Documentation of your Creative Works

Still Works / Images: A Digital Portfolio of your work must be on a CD-R (standard size, not mini-disk) or DVD-R in JPEG FORMAT ONLY, sized at a minimum of 600 pixels wide and a maximum of 1280 pixels wide, maximum 4 megabytes. Each piece must be numbered (corresponding to the order of viewing) and include title, medium, and your name. Please DO NOT submit PowerPoint or Keynote presentations.

Time Based Works: QuickTime or DVD formatted videos. Genres appropriate to video documentation include video art, performance, and animation, NOT documentation of sculptures or exhibitions. We do not accept VHS tapes.

A Digital Inventory must be included: A listing of the work, along with the file name, dimensions, date of work, medium, title, and a thumbnail sized image 150-200 pixels wide. This inventory of works will be a word file (.doc).

Make certain that your CD-R or DVD-R opens on a computer other than the one you burned it on.

It is the responsibility of the BFA candidate to acquire all necessary signatures.

The Project Book is due the last day of final exams. If your book does not contain all of the elements, exactly as described above, your book will not be considered finished and your thesis will be incomplete.

IMPORTANT INFORMATION FOR ALL THESIS PREPARATION STUDENTS

It is not only the **RESPONSIBILITY** but also the **RIGHT** of each student, to **SELECT** the membership of his or her Thesis Committee.

Students are encouraged to choose faculty who they believe will best assist them with the successful completion of their thesis. A student is not obligated to have a faculty member from his/her discipline on his/her Committee but should have a faculty member from his/her program. It is important to note, however, that

faculty participate on Thesis Committees as a matter of choice and are not obligated to serve. Students, therefore, must arrange for the composition of their Committee in consultation with their chosen faculty. The Chair of the Committee is the choice of the student with the agreement of the faculty member in question. These decisions must be made carefully, since the Chair will understandably have more responsibility for the Thesis Project than the remaining members of the Committee. Once the Committee is formed, it is the student's responsibility to arrange for the requisite number of meetings with all Committee members. Please check this document for information on recommendations governing the number and duration of these meetings.