

**Design Department  
Merit Scholarship Guidelines 2018**

**Awards**

**MCAD Senior Design Merit Scholarship**

One award for each Design Department Major, in the amount of \$4,000 each, will be granted to students majoring within the Design Department who are Seniors Fall 2018 and graduating either Fall 2018 or Spring 2019.

**MCAD Senior Illustration Merit Scholarship \$4000**

**Roy B Justus Senior Comic Merit Scholarship \$4000**

**R. Thomas & Gaylord Benson Senior Graphic Design Merit Scholarship \$4000**

**Roy B Justus Comic Art Scholarship**

Two awards, in the amount of \$2,000, will be granted to two Comic Majors.

**MCAD Graphic Design Merit Scholarship**

Two awards, in the amount of \$2,000 will be granted to two Graphic Design Majors.

**MCAD Illustration Merit Scholarship**

Two awards, in the amount of \$2,000, will be granted to two Illustration Majors.

<b>Eligibility to Apply</b>	In order to be eligible to apply for Design Merits, you must have a 3.0 GPA and a declared major within the Design Department.
<b>Eligibility to Receive</b>	In order to be eligible to receive a Design Merit Award, you must be a full-time student for the Fall 2018 semester. If you are enrolled in less than 12 credits for Fall 2018, you are not eligible to receive a Merit Award.
<b>Judging</b>	Design faculty members will judge the work during the course of the week. The decision of assembled faculty members is final.
<b>Application</b>	Sign up outside Academic Affairs (Main 348) January 31 – February 14 <b>Deadline to sign up is Wednesday, February 14.</b>
<b>Installation Space/ Server submission</b>	All students participating must sign up for a display location through Academic Services as soon as possible (this sign-up is for installation space only; you must also sign up for intent with Academic Affairs). Academic Services: Office: Main 105 Phone: 612.874.3748
<b>Installation Deadline</b>	Student work must be completely installed <u>and labeled by Monday, February 26 at 8 a.m.</u> at locations throughout the school. Students are responsible for installing their work. The College or division will make no provision for securing or covering work; students should use their discretion. Your work must stay up through 1 p.m. Wednesday for Merit judging and documentation. You should take down your work between 1 p.m. Wednesday and 8 a.m. Thursday. <b>YOU MUST REMOVE YOUR WORK BY 8 A.M. THURSDAY.</b> Any remaining work will be removed by Academic Services and stacked on tables on each floor. You must collect all work by Thursday, March 1 by Noon. Academic Services will extend their hours Friday, Feb 23 until 9 p.m., and Saturday/Sunday from 4 – 9 p.m. For special installation needs, contact Academic Services directly.
<b>Notification</b>	Names of award recipients will be posted outside the Academic Affairs office by Monday, March 5. A letter from the Financial Aid office will also notify winners.

## **What to submit**

Up to eight examples of work by the student, explanatory notes and/or project assignment may be included. One example may be an outside project or internship. However the remaining work must be completed as part of coursework at MCAD in order to give everyone equal opportunities. All work done as part of a series may be included as one work (e.g., a single assignment that has a solution presented on three boards). Students are encouraged to demonstrate process on one project. One group project may be included.

Students may, at their discretion, submit a research paper done for a theory or methods class in addition to the eight examples of work listed above. Screen based work should be submitted to the Merits server (see directions below), by Monday, February 26, 8 a.m. Other work not suitable for hanging should be submitted to the Merits server by this same deadline. In any case, the inclusion of such work should be noted with the work displayed. Please see the archiving standard on the intranet. <http://kb.mcad.edu/index.php?article=166>

Above all else, work should be the best possible work that you have done and shown clearly in the best manner. Excessive or elaborate displays are discouraged; the judging will be done on the quality of the work. Film and video may be included. No personal presentations are allowed.

Students are encouraged to discuss and review their portfolios with faculty members.

### **To access the Merits Server:**

**\*Submission deadline is Monday, February 26, 8 a.m.**

1. **\*Name your folder, "Last Name, First Name"**
2. Connect to "merits.mcad.edu"
3. Locate your department folder and drop your submission.

## Calendar

WHAT	WHEN	WHERE
Merit sign-up	Jan 31 - Feb 14 <b>Deadline: Wednesday, Feb 15</b>	Academic Affairs (348) Academic Services (105)
Installation Dates	Thursday, Feb 22, 6 p.m. - Monday, Feb 26, 8 a.m.	Your reserved exhibition space
Deadline for installation/ submissions	Monday, Feb 26, 8 a.m.	Sign up for space with Academic Services (105)
Installation Removal	Wednesday, Feb 28 at 1 p.m. - Thursday, March 1 at 8 a.m. <b>ALL WORK MUST BE REMOVED BY 8 A.M. THURSDAY, MARCH 1</b>	
Pick up work DEADLINE	Thursday, March 1 by Noon	
Winners names posted	Monday, March 5	Academic Affairs (348)

### Special Note about Exhibitions and Documented Work

- Everyone must reserve a space with Academic Services
- Reserve media equipment needed from <http://equipment.mcad.edu>
  1. Reservations should be submitted as early as possible. At least two weeks advance reservation is strongly recommended to ensure availability of preferred equipment. All equipment is first-come/ first-served based on availability.
  2. Equipment must be picked up from the Media Center on the first day of your requested check-out period or you will completely lose your equipment reservation in the system.
  3. After equipment has been assigned (notification via email), it must be checked out via the Media Center, and arrangements made with Academic Services to secure the equipment in the exhibition space.
  4. Technical support can be received by emailing [media\\_center@mcad.edu](mailto:media_center@mcad.edu) or for more immediate assistance speak with Alex Bowes (office 310) or Ben Innes (Media Center office) during their scheduled office hours.
- Exhibition spaces are reserved from 6 p.m., Thursday, Feb 22 through 8 a.m., Thursday, March 1.
- If submitting work digitally, please see archiving standard on intranet. <http://kb.mcad.edu/index.php?article=166>

Your work must stay up through 1 p.m. Wednesday for Merit judging and documentation. You should take down your work between 1 p.m. Wednesday and 8 a.m. Thursday. **YOU MUST REMOVE YOUR WORK BY 8 A.M. THURSDAY.** Any remaining work will be removed by Academic Services and stacked on tables on each floor. You must collect all work by Thursday, March 1 by Noon.