

**Media Arts Department
Merit Scholarship Guidelines 2015**

Awards

MCAD Senior Media Arts Merit Scholarship

Two awards, in the amount of \$6,000 each, will be granted to students majoring within the Media Arts Department who are Seniors Fall 2014 and graduating either Fall 2014 or Spring 2015.

MCAD Animation Merit Scholarship

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

MCAD Filmmaking Merit Scholarship

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

MCAD Web + Multimedia Merit Scholarship

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

MCAD Photo Merit Scholarship

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

West Photo Merit Scholarship

This awards, in the amount of \$4,000, will be granted to a Photography major.

Eligibility to Apply	In order to be eligible to apply for Media Arts Merits, you must have a 3.0 GPA and a declared major within the Media Arts Department.
Eligibility to Receive	In order to be eligible to receive a Media Arts Merit Award, you must be a full-time student for the Fall 2015 semester. If you are enrolled in less than 12 credits for Fall 2015, you are not eligible to receive a Merit Award.
Judging	Media Arts faculty members will judge the work during the course of the week. The decision of assembled faculty members is final.
Application	Sign up outside Academic Affairs (Main 348) February 11 – March 4 Deadline to sign up is Wednesday, March 4.
Installation Space/ Server submission	Photography and Web and Multimedia students must reserve space to display their work. Sign up for exhibition space through Academic Services (Main 105). This sign up is for installation space only; you must also sign up for intent with Academic Affairs. Animation and Filmmaking majors may choose to display their work provided there are monitors. If not, submissions should be placed on the server via web link by Monday, March 23, by 8 a.m. *See server submission guidelines below.
Installation Deadline	Student work must be completely installed <u>and labeled by Monday, March 23 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. 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 26 by Noon. Academic Services will extend their hours Friday, March 20 until 9 p.m., and Saturday/Sunday from 4 – 9 p.m. For special installation needs, contact Academic Services directly.
Notification	Names of award recipients will be posted outside the Academic Affairs office by Monday, April 6. A letter from the Financial Aid office will also notify winners.

Submission/Installation Guidelines

Photography: (Installation Only) Photographers are required to install an exhibition of photographs from more than one body of work. Make sure to reserve space with Academic Services.

Filmmaking: (Installation or Submission) Your best work prepared for efficient presentation. If you are not installing: submit links to vimeo, youtube, or any other appropriate web link. Consider the time limit when choosing what to include but aim to show an entire recently completed work. For longer pieces (>10min) you should show specific segments. Include a works list specifying your name, title of project, and length of submission. Media Arts will keep a copy of the work for the departmental archive.

Animation: (Installation or Submission) Your best work prepared for efficient presentation. If you are not installing: submit links to vimeo, youtube, or any other appropriate web link. Consider the time limit when choosing what to include but aim to show an entire recently completed work. For longer pieces (>10min) you should show specific segments. Include a works list specifying your name, title of project, and length of submission. Media Arts will keep a copy of the work for the departmental archive.

Web + Multimedia: (Installation Only) Students are required to install an interactive exhibition with their strongest current work. All installations and/or projects involving external devices need to be documented via weblink. Media Arts will keep a copy of the work for the departmental archive.

For work submitted digitally, please see archiving standard on intranet.
<http://kb.mcad.edu/index.php?article=166>

Choose your best and most complete work. You may choose to meet with your advisor to help you make selections.

Please speak with your chair, Stevie Rexroth, if you have questions.

To access the Merits Server:

*Submission deadline is Monday, March 23, 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	February 11 - March 4 Deadline: Wednesday, March 4	Academic Affairs (348) Academic Services (105)
Installation Dates	Thursday, March 19, 6 p.m. - Monday, March 23, 8 a.m.	Your reserved exhibition space
Deadline for installation/ submissions	Monday, March 23, 8 a.m.	Sign up for space with Academic Services (105)
Installation Removal	Wednesday, March 25 at 1 p.m. - Thursday, March 26 at 8 a.m. ALL WORK MUST BE REMOVED BY 8 A.M. THURSDAY, MARCH 26	
Pick up work DEADLINE	Thursday, March 26 by Noon	
Winners names posted	Monday, April 6	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 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, March 19 through 8 a.m., Thursday, March 26.
- 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 26 by Noon.