**Design Department
Merit Scholarship Guidelines 2019**

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 2019 and graduating either Fall 2019 or Spring 2020.
Hearst 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.

Will Eisner Sequential Art Scholarship
One award, in the amount of $2,000 will be granted to a Comic Major.

Dominique Postiglione Memorial Scholarship
One award, in the amount of $2,000 will be granted to a Comic Major.

Hearst Graphic Design Merit Scholarship
One award, in the amount of $2,000 will be granted to a Graphic Design Major.

R. Thomas & Gaylord Benson Graphic Design Merit Scholarship
One award, in the amount of $2,000 will be granted to a Graphic Design Major

Little & Co. Scholarship
One award, in the amount of $3,300 will be granted to a Graphic Design Major.

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

Eligibility to Apply	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.
Eligibility to Receive	In order to be eligible to receive a Design Merit Award, you must be a full-time student for the Fall 2019 semester. If you are enrolled in less than 12 credits for Fall 2019, you are not eligible to receive a Merit Award.
Judging	Design 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 6 – February 20 **Deadline to sign up is Wednesday, February 20th.**
Installation Space/ Server submission	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
Installation Deadline	Student work must be completely installed and labeled **by Monday, March 11 at 8 a.m.** 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 14 by Noon. Academic Services will extend their hours Friday, March 8 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, March 25. A letter from the Financial Aid office will also notify winners.

What to submit

Up to <u>eight</u> 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. <u>All work done as part of a series may be included as one work</u> (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 <u>in addition</u> to the eight examples of work listed above. Screen based work should be submitted to the Merits server (see directions below), by Monday, March 11, 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, March 11, 8 a.m.
1. ***Name your folder, "Last Name, First Name"**
2. **Connect to "merits.mcad.edu"**
3. **Locate your department foler and drop your submission.**

Calendar

WHAT	WHEN	WHERE
Merit sign-up	Feb 6 - Feb 20 **Deadline: Wednesday, Feb 20**	Academic Affairs (348) Academic Services (105)
Installation Dates	Thursday, March 7, 6 p.m. - Monday, March 11, 8 a.m.	Your reserved exhibition space
Deadline for installation/ submissions	Monday, March 11, 8 a.m.	Sign up for space with Academic Services (105)
Installation Removal	Wednesday, March 13 at 1 p.m. - Thursday, March 14 at 8 a.m. **ALL WORK MUST BE REMOVED BY 8 A.M. THURSDAY, MARCH 14**	
Pick up work DEADLINE	Thursday, March 14 by Noon	
Winners names posted	Monday, March 25	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, 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.