# Design Department
# Junior Review Checklist Spring 2024

Junior Review Resource Page

☐ **Reservation/Sign Up**
2 week window
**Wednesday, January 31 - Wednesday, February 14**

☐ **Reserve Space / Equipment Deadline**
Contact Exhibition & Studio Services or the Media Center for individual needs.
**by Wednesday, February 14**

☐ **Sign up deadline (or request deferral)**
SIGN UP FORM
Not signing up is the same as not passing
**by Wednesday, February 14**

☐ **Required Design Dept Junior Review Informational Meeting**
**Monday, February 5
Noon – 1:00 PM
Room 430**

☐ **Meet with Academic Advisor**
**Before your review**

☐ **Check email for review times/locations**
Arrange with instructor if class conflict
**Wednesday, February 21**

☐ **Submit Documentation images, lists, and statement to the Junior Review Server** *See guidelines for details
**By 5 PM
Thursday, February 22**

☐ **Complete review on scheduled date**
Minimum of 8 to 10 current works, process books, works list, PDF of statement to leave with panel (4 one-page copies), and submitted documentation files to JR server.
**Mon, Tues, or Wednes
February 26, 27, or 28**
From 9:00am - 12:00pm

☐ **Design work must be down**
**By 9 AM
Thursday, February 29**

☐ **Notified of Junior Review results**
**Wednesday, March 6**

## Please see JR Guidelines for more detailed information

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# MINNEAPOLIS
## COLLEGE of ART and DESIGN

## Design Department | Junior Review Guidelines

<u>Goal</u>

The intention of an MCAD Design Department Junior Review is to provide advisory feedback from a committee of Design Department faculty according to guidelines stated below. This review provides both students and faculty a forum for presentation, discussion, and interim evaluation of a Juniors work in, and by, the Design Department.

<u>Candidacy, Timing, and Duration</u>

Design students are notified of their candidacy for a Junior Review when they accrue 60 credits. Reviews happen in the Spring and Fall of each academic year. Reviews are 30 minutes in length. Extraordinarily, a student may petition the Design Department Chair to postpone their review until the following semester.
*Requests to defer must be submitted no later than the sign-up deadline, Wednesday, February 14, to the Department Chair. Deferment will not be granted once this deadline has passed.

<u>General Requirement</u>

The passing of the Junior Review will be required as a "check off" on your credit evaluation card. Students will not be permitted to proceed to advanced level classes until they have passed their Junior Review. All students must participate in and pass their Junior Review before graduation. Students who do not show up for their scheduled review will automatically fail.

If you fail your review, you have an opportunity to pass the following semester. Students who fail their review are encouraged to work with their academic advisors to prepare for a subsequent review. It should be noted that most students pass their Junior Review.

<u>Required Information Meeting</u>

**There will be an important informational meeting for Design Department students taking their Junior Reviews on Monday, February 5 from Noon – 1:00 PM in Room 430.** All Design Department students who have their Junior Review this semester are expected to attend.

<u>Procedure:</u>
**Design Department Junior Reviews will take place Mornings of Monday, Tuesday, and Wednesday February 26, 27, and 28 at the site of your installation.**

I.   Sign up for your review. **THE DEADLINE TO SIGN UP IS WEDNESDAY, FEBRUARY 14.**
     **NOT SIGNING UP IS THE SAME AS NOT PASSING YOUR REVIEW**
     a.  Sign up with Exhibition and Studio Services either in person in Room 207, or by email at exhibition_studio_services@mcad.edu for an exhibition space. **All Design majors required to install an exhibition.**
         *YOU MUST RESERVE YOUR EXHIBITION SPACE FIRST*
     b.  Sign up for intent to participate with Academic Affairs office HERE. Academic Affairs will schedule reviews. You will be notified of your review times on Wednesday, February 21.
     c.  **Signing up for an exhibition is part of the procedure. Students are expected to request a space by the sign-up deadline or sign-up is considered incomplete. Failure to complete this part of the procedure will result in an automatic failure of your review.** If you need installation assistance, you may make an appointment with Exhibition and Studio Services (ESS). A sign-up sheet will be posted outside the ESS office one week ahead of reviews.
     d.  Reserve any media equipment needed for your exhibition. *See section title "Exhibitions" for more details.

II.  After reviewing these guidelines, schedule a meeting with your advisor to discuss and prepare for your review.

III. Official review times will be sent **Wednesday, February 21nd via MCAD email.**

IV.  You will be given ten minutes to present your work, fifteen minutes to answer committee questions, discuss, and obtain feedback, and some time remaining for necessary closure. Total allotment is 30 minutes.

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# Design Department | Junior Review Guidelines

**Your Exhibition and Presentation:**
\*\*MATERIALS MUST BE SUBMITTED TO THE JUNIOR REVIEW SERVER BY 5PM, THURS, February 22\*\*

I. **Quantity:** 8-10 examples of your work (a series may be considered as one piece).
II. **Selecting and Presenting Work:**
    a. Work must be representative of your major.
    b. Work shown must have been created within studio courses for which you have received credit at MCAD with the exception of **one** optional piece that may have been completed outside the school.
    c. Work should be neatly installed (mounting, binding, overlays, etc.). 3D or site-specific work may be exhibited or presented through printouts.
    d. Any time-based work should be edited to no longer than 5 minutes.
    e. Presentation recommendation: Each work should be briefly introduced, leaving time for explanation and discussion.
III. **Notebooks, sketchbooks, and/or process books** are also a welcome way to demonstrate your ideation and iteration skills, method of working, and activity beyond finished pieces. If these are on hand, please consider bringing them along to your review. They do not have to be a part of your exhibition.
IV. **Typeset Statement:** At least one full page in length addressing the following:
    a. Educational goals: Current, Junior and Senior years, and after graduation.
    b. Include name, email address, MCAD box number, and current local address – and sign the statement.
    c. Your statement should include a separate sheet attachment with captions of all the works shown for your review, class in which it was done, media, and date of creation.
    d. **Bring four photocopies of this statement to be distributed to the faculty review panel.**
II. **All students are required to submit documentation jpegs of your work, works list, and a PDF of your statement to the Junior Review Server.** \*See documentation section of these guidelines
    a. See archiving standard on the intranet. http://tinyurl.com/koevfzx
    b. **Name your folder: "Last Name_First Name"**

**Review Set-Up**

V. You are responsible for the installation and pick-up of your work.
VI. Installation may take place **Thursday, February 22 starting at 6 PM – Monday, February 26 ending at 8 AM.**
VII. After securing an exhibition space, reserve your equipment via the online reservations system here: equipment.mcad.edu. See the section under Exhibition AV. All equipment is first-come, first-served based on the date of approval. After equipment has been reserved, it must be checked out via the Media Center, and arrangements made with Exhibition and Studio Services to secure the equipment in the exhibition space.
VIII. Exhibition spaces are reserved from 6pm, Thursday, Feb 22, through 9am, Thursday, Feb 29.
IX. **YOU MUST REMOVE YOUR WORK BY 9 AM, THURSDAY, FEB 29.** Any remaining work will be removed by Exhibition and Studio Services and stacked on tables on each floor.

**The Day of Your Review:**

I. On the day of your scheduled review, please review all materials and schedules to be sure you are prepared.
II. Arrive at your assigned review location 10 minutes early.
III. In the event of illness, please notify Erik Brandt, Chair of the Design Department (ebrandt@mcad.edu). **Not providing sufficient advance notification or adequate, formal proof of burden is the same as not passing.**

Design Department  |  Junior Review Guidelines

<u>Documentation</u>

1. **All students are required to submit documentation jpegs and/or working links of your work, works list, and a PDF of your statement to the Junior Review Server.** You must also upload your presentation and process PDF files.
   a. See archiving standard on the intranet. http://tinyurl.com/koevfzx
   b. Name your folder: "Last Name, First Name"
   c. PDF naming protocol:
      i. Last Name_First_Name_Jr_Review_SP22_Presentation.pdf
      ii. Last Name_First_Name_Jr_Review_ SP22_Process.pdf
      iii. Last Name_First_Name_Jr_Review_ SP22_Essay.pdf
2. All work submitted to the server should match the portfolio pieces presented to your review panel.

**To access the Junior Review Documentation server at MCAD:**
**\*\*MATERIALS MUST BE SUBMITTED BY 5PM, THURSDAY, FEBRUARY 22\*\***
1. From the Finder, pull down Go > Connect to Server. The Connect to Server window appears.
2. In the Server Address field, enter 'afp://juniorreview.mcad.edu'
3. Click Connect in the lower right corner of the window.
4. Finder will usually present you with your full name
   Delete your full name and sign in with your short MCAD Login (e.g. rmoranis ).
5. Finder will sometimes present a list of volumes such as Merit or Junior Review.
   Choose the appropriate volume
6. If the folder in question is a Drop Box folder one will get Access Denied if you try to open the folder
   Instead of opening the folder, drag and drop your files into the folder
   Once you submit your file(s) you will not be able to modify or view them.
   Please make sure you double check your submission before you drop it!
7. If you absolutely have to change something uploaded to a drop box, you will have to rename the file and upload it again.
   It may make sense to simply add an 01, 02, etc. to the file name.
   For instance, if the file was FILENAME.EXT
   Rename it to FILENAME_01.EXT

<u>After Reviews</u>

I. All students will receive a letter via email indicating the outcome of their Junior Review including specific comments, recommendations, and/or concerns from their faculty panel.
II. The credit evaluation form on file with the MCAD Records office will be updated. All Design Department students need to pass their Junior Review in order to graduate.

**You will receive notification via MCAD email of your Junior Review status on
WEDNESDAY, MARCH 6.**