

MINNEAPOLIS
COLLEGE of ART and DESIGN

SEPTEMBER 8, 2021

ARTS ENTREPRENEURSHIP DEPARTMENT
Junior Reviews | Fall 2021

Dear Arts Entrepreneurship Student,

It's time for your Junior Review!

AE Department Junior Reviews will take place **9:00am – 12:00pm on Tuesday, October 19**. For your reference, attached you will find the official guidelines. **Deadline to sign up is Wednesday, September 25**. Failure to sign up is considered the same as not passing your Junior Review.

Your assigned review time will be scheduled by the Academic Affairs office and sent via MCAD email on **Wednesday, September 29**.

There will be an important informational meeting required for all AE Department Junior Review candidates. Date and Time TBD.

It is important that you follow the guidelines as you prepare for your Junior Review. Remember that your Academic Advisor is perhaps the best person to help you prepare. If you have any further questions, please contact Arlene Birt, Interim Chair of the AE Department, by email at abirt@mcad.edu.

Sincerely,



Ema Thoen
Academic Affairs
ethoen@mcad.edu

Arts Entrepreneurship Department Junior Review Checklist Fall 2021

[Junior Review Resource Page](#)

<input type="checkbox"/>	Guidelines sent out via MCAD email	Wednesday, September 8
<input type="checkbox"/>	Sign up deadline (or request deferral) SIGN UP FORM Not signing up is the same as not passing	Wednesday, September 25
<input type="checkbox"/>	Document your Work Contact Academic Services or the Media Center for individual documentation needs.	- - -
<input type="checkbox"/>	Required AE Junior Review Informational Meeting	Time and Date TBD
<input type="checkbox"/>	Meet with Academic Advisor	Before your review
<input type="checkbox"/>	Submit Documentation images, lists, and statement to the Junior Review Server *See guidelines for details	By 5 PM Thursday, October 14
<input type="checkbox"/>	Check email or posting for review times Arrange with instructor if class conflict	Wednesday, September 29
<input type="checkbox"/>	Complete review on scheduled date REMOTE You will receive a link to your review from juniorreview@mcad.edu a few days before your review	Tuesday October 19 From 9:00am - 12:00pm
<input type="checkbox"/>	Notified of Junior Review results	Wednesday, October 27

Please see JR Guidelines for more detailed information



**MINNEAPOLIS
COLLEGE of ART and DESIGN**

Arts Entrepreneurship Department | Junior Review Guidelines

Goal

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

The Junior Review takes place at approximately the midpoint of a student's undergraduate studies. It provides an opportunity for students to receive feedback from faculty outside of the classroom about their larger body of work. Faculty will discuss the student's future plans and offer guidance on how they/she/he might best proceed. Faculty will seek to determine if a student has made satisfactory progress in the following areas according to guidelines outlined below:

- Evidence of thoughtful engagement with coursework
- Ability to articulate ideas
- Evidence of development and understanding of the overarching department themes and concepts including: systems thinking, critical thinking, creative problem solving and sustainability.
- Additionally, faculty will be looking at relevant technical skills, aesthetic development, design process in the context of creative practice and exploration.

Candidacy, Timing, and Duration

Arts Entrepreneurship 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 Arts Entrepreneurship Department Chair to postpone their review until the following semester.

*Requests to defer must be submitted no later than the sign-up deadline, Wednesday, September 22, to your Department Chair. Deferment will not be granted once this deadline has passed.

General Requirement

The passing of the Junior Review is a requirement on your degree audit. 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.

Most students pass their Junior Review, however, if a student does fail their review, they 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.

Required Information Meeting

There will be an important informational meeting for Arts Entrepreneurship Department students taking their Junior Reviews. Time and Date TBD. All Arts Entrepreneurship Department students who have their Junior Review this semester are expected to attend.

Procedure:

Arts Entrepreneurship Department Junior Reviews will take place the morning of Tuesday, October 19 between 9:00 AM – 11:00 AM, REMOTELY.

[Sign up for your review](#)

**THE DEADLINE TO SIGN UP IS WEDNESDAY, SEPTEMBER 22
NOT SIGNING UP IS THE SAME AS NOT PASSING YOUR REVIEW**

[CLICK HERE TO SIGN UP](#)

- After reviewing these guidelines, schedule a meeting with your advisor to discuss and prepare for your review.
- Official review times will be delivered **Wednesday, September 29 via MCAD email.**
- **You will receive a link to your personal remote review by invite via Google Calendar.**

Review Criteria:



Entrepreneurial Studies | Junior Review Guidelines

Entrepreneurial Studies Junior Review

The Junior Review for Entrepreneurial Studies majors provides an opportunity for students to present a body of work drawn from multiple courses, for discussion, feedback and direction. Each student meets for 30 minutes with 3 members of the Entrepreneurial Studies faculty and others.

Students will present their work to the faculty panel remotely. Entrepreneurial Studies Junior Review submissions include:

- Documentation of 6 – 10 two-dimensional and three-dimensional works (see details below)
- A one-page written statement (about 300-500 words) (see details below)
- A brief formal oral presentation with slides and examples of work (five minutes)
- Discussion with the panel (~20 minutes)

Junior Review Schedule and Checklist:

- **Attend a Mandatory Junior Review informational meeting. Time and Date TBD.**
- **Register for your Junior Review**
The Deadline to sign up is WEDNESDAY, SEPTEMBER 25
GOOGLE FORM: [CLICK HERE TO FILL OUT THE FORM TO SIGN UP](#)
 - **NOT SIGNING UP IS THE SAME AS NOT PASSING YOUR REVIEW**
 - Failure to sign up will result in an automatic failure of your review
 - All work will be submitted virtually – no exhibition space
 - Academic Affairs will schedule the exact Junior Review time
- **Meet with your Advisor**
 - After reviewing these guidelines and registering for your Junior Review, schedule a meeting with your advisor to discuss and prepare for your review
- **Reserve documentation space** (optional but recommended as feasible)
 - Sign up via Academic Services (see contact info below)
 - Entrepreneurial Studies majors are required to submit documentation of at least 6 works
 - All work will be presented digitally. Students may schedule space to document work
- **Reserve any media equipment needed to document your work (optional)**
 - Reserve equipment via the Media Center
- **Document your work**
 - Start documenting your work ASAP
 - The deadline to post your Junior Review submission is **5:00 p.m., Thursday, Oct 14**
- **Submit your work by posting it to the Junior Review Server**
 - The deadline to post your Junior Review submission is **5:00 p.m., Thursday, Oct 14**
- **Check the time for your Review**
 - Academic Affairs will email your review time on **Wednesday, September 29**
- **Your Junior Review will be individually scheduled on**
 - **Tuesday, Oct 19, between 9am – noon**
 - The exact time of your review will be emailed to you by Ema Thoen
- **Check your results**

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- **Wednesday, Oct 27:** students will be notified of results (pass/pass w/reservations/fail)

Entrepreneurial Studies Junior Review Submission Requirements

1. Written Statement

- a. Length: no more than one page (approximately 300-500 words)
- b. This statement should present the panel with a clear understanding of your goals and intentions, your formal and thematic concerns, important technical issues, and your artistic influences.

1. Formal Oral Presentation

- a. Length: Approximately 5 minutes
- b. Your presentation should develop and elaborate upon the ideas in your written statement.

2. Work (the most important aspect of your review)

- a. Contents: Consult your advisor regarding the scope of work to include.
 - i. Select a minimum of six (6), and a maximum of ten (10) projects or pieces to include.
 1. All works must be MCAD coursework or independent study. Exceptions may be made for transfer students.
 2. Design projects should demonstrate your process, (e.g., problem definition, research, ideation sketches, form development, models and prototypes, final design, etc.).
 3. In-progress works may be acceptable if they demonstrate substantial, original, creative work.
 4. As it is common for ES deliverables to involve research, reporting findings, developing strategies and making recommendations, these items, business plans and other similar background work products may be included as substantial original work.
 5. In instances where students were working on a team, Junior Review candidates will clearly articulate the role they played, the contributions they made, and identify their teammates by name and major.
 6. Previous work and samples from other areas may also be presented to show progress and direction.
 7. Any video and/or performance work must be edited to 5 minutes.
- b. The panel will be assessing your technical, formal, and conceptual development
- c. The panel will be looking for evidence of sustained investigation, a range of work in different areas, and growing competence in the following areas:
 - i. Evidence of thoughtful engagement with coursework
 - ii. Ability to articulate ideas
 - iii. Evidence of development and understanding of the overarching department themes and concepts including: systems thinking, critical thinking, creative problem solving and sustainability.
 - iv. Additionally, faculty will be looking at relevant technical skills, aesthetic development, design process in the context of creative practice and exploration.

3. Digital Documentation

- a. Documentation must be uploaded to the Junior Review Server (see below)
- b. Requirements
 - i. Written Statement saved as a PDF
 - ii. High-quality images of all work presented for review
- c. 2D Scans (sketches, etc.):
 - i. For color or grayscale: full size at 300dpi *minimum*
 - ii. For line art (monochrome bitmap): full size at 600dpi *minimum*
- d. Final photos of models and prototypes
 - i. Should show all relevant angles and details
 - ii. Studio-quality lighting
 - iii. Plain neutral color background (seamless or cards)
 - iv. 3000px *minimum* in the longer direction (~8MP)

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- v. Flattened (no layers) image format with lossless compression (e.g., .tiff, .psd). NO JPEGs or camera RAW files.
- e. Process photos
 - i. Phone photos in your workspace are okay, but please be conscious of lighting and composition. Use a temporary paper sweep or foam core backdrop if possible
- f. Videos (research documentation, presentation, product animation, rendered flythrough, etc.)
 - i. 1920x1080 at 30fps minimum
 - ii. File format: MP4
 - iii. Consult faculty or the Media Center if you are unsure about compression settings
 - iv. Descriptions: A text document (.txt, .rtf, .doc, .docx, etc.) or spreadsheet (.xls, .xlsx, etc.) which lists the name of each file in your folder. Each filename must be accompanied by a description of the content, including materials/media and dimensions.
 - v. If you use a visual presentation (Keynote, PowerPoint, PDF, etc.) in support of oral presentation, you must upload it.

Junior Review Server

All digital documentation materials must be uploaded to the server before the end of the Junior Review exhibition installation period. **THE DEADLINE TO SUBMIT YOUR MATERIALS TO THE SERVER IS 5PM, THURSDAY, OCTOBER 14.**

- Collect all the required materials into a single folder on your computer
 - Make sure all files are named according to the MCAD file naming standards
 - You may compress (.zip) the folder if your files are especially large, or you are connected via a slow connection.
- Name your folder *lastname_firstname* (Example: Holland_Barb)
- Connect to the server
 - From the Finder, pull down Go > Connect to Server. The Connect to Server window appears. Enter the following settings:
 - In the Server Address field, enter 'afp://juniorreview.mcad.edu'
 - Click "Connect" in the lower right corner of the window.
 - Sign in with your MCAD Login - make sure you use your short username / password combo (e.g. rmoranis / <password>).
 - The volume will now appear on the desktop, named "Junior Review".
 - Open the volume to find your department. Drop your Junior Review Documentation folder into the correct department folder for your major. *This is a drop box only, once you submit you will not be able to view your files – please make sure you double check your submission before you drop it!

The Day of Your Review:

- A link to your Junior Review meeting will be emailed to you via your MCAD student email.
- Arrive 10 minutes early on the day of your scheduled review
- In the event of illness, please notify Arlene Birt, Interim Chair of the Arts Entrepreneurship Department (abirt@mcad.edu)
- Not providing sufficient advance notification or adequate, formal proof of burden is the same as not passing.

Notification

- Students will be notified on **Wednesday, October 27** in writing of the outcome of their Junior Review (pass/pass with reservations/fail).
- This will include comments, recommendations, and/or concerns from the faculty panel.
- The credit evaluation form on file with the MCAD Records office will be updated.
- All Arts Entrepreneurship Department students must pass their Junior Review to graduate.

Re-Reviews

- Students who do not pass their first Junior Review will be re-reviewed the following semester. In most cases, students will be counseled to meet with faculty in their major area to discuss areas of improvement and a plan of action to prepare for their next review.

Entrepreneurial Studies | Junior Review Guidelines

Contacts

Academic Affairs	Sign up for your review; get general info	<i>Office location: 348 Main</i> Mon–Fri: 8:30 a.m.–4:30 p.m. academic_affairs@mcad.edu	<i>Ema Thoen</i> Junior Review Coordinator ethoen@mcad.edu
Academic Services	Sign up for installation/documentation space; get pedestals, shelves, etc.	<i>Office location: 133 Main</i> <i>Mon-Fri 8:30 a.m.- 1:00 p.m. & 1:30 p.m.- 4:00 p.m.</i> academic_services@mcad.edu 612.874.3748 or x1748	<i>Donna Meyer</i> Academic Services Studio & Office Coordinator 612.874.3748 dmeyer235@mcad.edu
Media Center	Reserve any equipment needed for your review installation/documentation	<i>Office location: 309 Main</i> Mon-Thur: 8:30am–9:30pm Fri: 8:30am-7pm Sat-Sun: 9am-1pm media_center@mcad.edu	<i>Lauren Zimitsch,</i> Media Center Manager 612.874.3672 or x1672 lzimitsch@mcad.edu
Advisor, Entrepreneurial Studies majors	Junior Review deferment requests; General questions	<i>Office location: 454 Main</i> (612) 874-3520 or x1520	<i>Arlene Birt</i> Associate Professor, Entrepreneurial Studies abirt@mcad.edu