

Fine Arts Department Junior Review Checklist Spring 2024

[Junior Review Resource Page](#)

<input type="checkbox"/>	Reservation/Sign Up 2 week window	Wednesday, January 31 - Wednesday, February 14
<input type="checkbox"/>	Reserve Space / Equipment Deadline Contact Exhibition & Studio Services or the Media Center for individual needs. These offices can also assist with documenting your work.	by Wednesday, February 14
<input type="checkbox"/>	Sign up deadline (or request deferral) SIGN UP FORM Not signing up is the same as not passing	by Wednesday, February 14
<input type="checkbox"/>	Required Fine Arts Dept Junior Review Informational Meeting	Wednesday, February 7 Noon – 1:00 PM Main 420
<input type="checkbox"/>	Meet with Academic Advisor	Before your review
<input type="checkbox"/>	Check email for review times/locations Arrange with instructor if class conflict	Wednesday, February 21
<input type="checkbox"/>	Submit Documentation images, lists, and statement to the Junior Review Server *See guidelines for details	By 5 PM Thursday, March 21
<input type="checkbox"/>	Complete review on scheduled date Minimum of 6 to 10 current works, works list, PDF of statement to leave with panel (4 one-page copies), and submitted documentation files to JR server	Mon, Tues, or Wednes March 25, 26, or 27 From 9:00am - 12:00pm
<input type="checkbox"/>	Fine Arts work must be down	By 9 AM Thursday, March 28
<input type="checkbox"/>	Notified of Junior Review results	Wednesday, April 3

Please see JR Guidelines for more detailed information

**MINNEAPOLIS
COLLEGE of ART and DESIGN**

Fine Arts Department | Junior Review Guidelines

Goal

The intention of an MCAD Fine Arts Department Junior Review is to provide advisory feedback from a committee of Fine Arts 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 Fine Arts Department.

Candidacy, Timing, and Duration

Fine Arts 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 40 minutes in length. Extraordinarily, a student may petition the Fine Arts 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.

General Requirement

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.

Required Information Meeting

There will be an important informational meeting for Fine Arts Department students taking their Junior Reviews on Wednesday, February 7 from Noon – 1:00 pm in MAIN 420. All Fine Arts Department students who have their Junior Review this semester are expected to attend.

Procedure:

Fine Arts Department Junior Reviews will take place Mornings of Monday, Tuesday, and Wednesday March 25, 26, and 27 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 Fine Arts 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 21 via MCAD email.**
- IV. You will have 5-10 minutes to introduce your work at the beginning of the review. At the end of the review, you will have a few minutes to ask the committee questions if you wish. Total review time is 40 minutes.

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Review Set-Up

- I. You are responsible for the installation and pick-up of your work.
- II. Installation may take place **Thursday, March 21 starting at 6 PM – Monday, March 25 ending at 8 AM.**
- III. 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.
- IV. Exhibition spaces are reserved from 6pm, Thursday, March 21 through 9am, Thursday, March 28.
- V. **YOU MUST REMOVE YOUR WORK BY 9 AM, THURSDAY, MARCH 28.** 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 Regan Golden-McNerney, Interim Chair of the Fine Arts Department (rgoldenmcnerney@mcad.edu). **Not providing sufficient advance notification or adequate, formal proof of burden is the same as not passing.**

REVIEW CRITERIA

Written Statement

Submit a concise, typed statement (no more than one page) to your review. This statement should present the committee with a clear understanding of your goals and intentions, your formal and thematic concerns, important technical issues, and your artistic influences.

Oral Presentation

Be prepared to begin your review with a short (approximately 5-10 minutes) oral presentation. Your presentation should develop and elaborate upon the ideas in your written statement.

Work

The most important aspect of your review is the work you present. The committee will be assessing your technical, formal, and conceptual development. The committee will be looking for evidence of sustained investigation in your chosen medium(s), therefore you are encouraged as much as possible to present a consistent, cohesive body of work, although you are not limited to a single medium or technique.

Work Submission

****MATERIALS MUST BE SUBMITTED BY 5PM, THURSDAY, MARCH 21st****

1. **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 below
 - a. See archiving standard on the intranet. <http://tinyurl.com/koevfzx>
2. All work submitted to the server should match the portfolio pieces presented to your review panel. Digital Documentation is required but will not be reviewed in addition to your portfolio.

Fine Arts Department | Junior Review Guidelines

Choosing Work for Your Junior Review

- Students should present a *minimum* of 6-10 of their current (finished/in-progress) works. Previous work and samples from other areas may also be presented to show progress and direction. Please consult your advisor regarding the scope of work to include.
- All video and/or performance work must be edited to 5 minutes.
- Choose work that, as much as possible, shows evidence of sustained investigation. If you are working in more than one medium, the committee will want to understand how the individual pieces relate to each other.

Documentation

****MATERIALS MUST BE SUBMITTED BY 5PM, THURSDAY, MARCH 21 ****

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_F20_Presentation.pdf
 - ii. Last Name_First_Name_Jr_Review_F20_Process.pdf
 - iii. Last Name_First_Name_Jr_Review_F20_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, MARCH 21 ****

1. From the Finder, pull down Go > Connect to Server. The Connect to Server window appears.
2. In the Server Address field, enter 'afp://junior.review.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

After Reviews

- 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 Fine Arts 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, APRIL 3**

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.