MINNEAPOLIS
COLLEGE of ART and DESIGN

Media Arts 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. These offices can also assist with documenting your work. *Only Photo/WMM Majors required to install	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 Media Arts Dept Junior Review Informational Meeting**	Monday, February 12 Noon – 1:00 PM Room 140
☐	**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 29
☐	**Complete review on scheduled date** Written statement (4 one-page copies) Minimum of 6 to 10 current works, process books works list, PDF of statement to leave with panel, and submitted documentation files to JR server.	Mon, Tues, or Wednes March 4, 5, or 6 From 9:00am - 12:10pm
☐	**Media Arts work must be down**	By 9 am Thursday, March 7
☐	**Notified of Junior Review results**	Wednesday, March 20

Please see JR Guidelines for more detailed information

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Media Arts Department | Junior Review Guidelines

Goal

The intention of an MCAD Media Arts Department Junior Review is to provide advisory feedback from a committee of Media 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 Junior's work in, and by, the Media Arts Department.

Candidacy, Timing, and Duration

Media 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 Media 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 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.

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 required for all Media Arts Junior Review candidates Monday, February 12 from Noon – 1:00 PM in Room 140. All Media Arts Department students who have their Junior Review this semester are expected to attend.

Procedure:
Media Arts Department Junior Reviews will take place on Mornings of Monday thru Wednesday, March 4-6.

    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
             PHOTO AND WMM MAJORS: *YOU MUST RESERVE YOUR EXHIBITION SPACE FIRST*
         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 PHOTO and WMM majors required to install an exhibition.** 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.
         b.   Reserve any media equipment needed for your exhibition. *See section title "Exhibitions" for more details.
         ANIM AND FILM MAJORS:
         c.   You will complete your review on campus in an assigned space.
         d.   Installs for ANIM and FILM majors are optional
    II.   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 via MCAD email.
- 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 21 via MCAD email.**
- Reviews will be 40 minutes in length (~20 minutes for you to present your work to the committee and ~15 for discussion).

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Review Criteria:

YOUR EXHIBITION or PRESENTATION
You are to present your best work that shows proficiency in your major area of study within the Media Arts Department as follows:

FILMMAKING: Your best work prepared for efficient presentation. **Please upload 2-3 projects as h264 files to the Junior Review server. Review committee will watch your complete works before the review. See your advisor for additional information on the presentation format of the remote review.** Consider the time limit when choosing what to include but aim to upload an entire recently completed work. For longer pieces (>10min) you should show specific segments. All students are required to submit documentation of your work **(h264 files)**, works list, and a PDF of your statement to the Junior Review Server. *See documentation section of these guidelines.
MATERIALS MUST BE SUBMITTED BY **5PM, THURSDAY, FEBRUARY 29th**

ANIMATION: Your best work prepared for efficient presentation. Present your work as a group of still images and movie files as opposed to a demo reel. Each file name should be numbered in the order you want to present each file and uploaded to a single folder with your name. *Files should be in one location regardless of format. 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. Faculty will upload your work to SyncSketch for your presentation. All students are required to submit documentation of your work (working links), works list, and a PDF of your statement to the Junior Review Server. *See documentation section of these guidelines and check THIS LINK for further details.
MATERIALS MUST BE SUBMITTED BY **5PM, THURSDAY, FEBRUARY 29th**

PHOTOGRAPHY: Photographers are required to install an exhibition of photographs from more than one body of work. 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.
MATERIALS MUST BE SUBMITTED BY **5PM, THURSDAY, FEBRUARY 29th**

WEB + MULTIMEDIA: Students are required to install an interactive exhibition with their strongest current work. Documentation should be delivered as a digital archive with all work documented as photographs, videos, or fully functioning self-contained, software, application or other media. Additionally a link to a web page presenting all the submitted work can be included. The above work archive should also include a complete works list, and a PDF of your written statement.
Please make sure that all submitted documentation and links are functional.
*See documentation section of these guidelines.
MATERIALS MUST BE SUBMITTED BY **5PM, THURSDAY, FEBRUARY 29th**

IN ADDITION, ALL STUDENTS are to choose *ONE* other area or media in which you are proficient. Please present a fully formed project from another MCAD studio course. This work should represent the high standards and outcomes of your primary discipline work. Be prepared to talk about the evolution of the work and how it informs your practice. This work is not limited to projects completed in Media Arts classes.

WRITTEN STATEMENT
All Students must provide a statement that addresses your work, your influences, and your educational and post graduate goals. Make sure you go to the learning center, and your advisor to edit your statements.

Follow these guidelines and examples and apply them to your own work. LINK

Review Set-Up for Installation
   I.   You are responsible for the installation and pick-up of your work.
   II.   Installation may take place **Thursday, Feb 29 starting at 6 PM – Monday, March 4 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, Feb 29, through 9am, Thursday, March 7.
   V.   **YOU MUST REMOVE YOUR WORK BY 9 AM, THURSDAY, MARCH 7.** Any remaining work will be removed by Exhibition and Studio Services and stacked on tables on each floor.

Advisory
   1.   If you do not provide or exhibit all of the above to your review, you will not be reviewed and you will not pass the review process.
   2.   All work must be professionally and appropriately presented.
   3.   If you need more information about the reviews or feedback regarding what to include or prepare, speak with your advisor and/or current instructors.
   4.   Be sure to be on time for your review.

The Day of Your Review:
   1.   On the day of your scheduled review, arrive to your assigned or exhibition space 5 – 10 minutes early.
   2.   In the event of illness, please notify Katheriine Turczan, Interim Chair of the Media Arts Department (kturczan@mcad.edu). **Not providing sufficient advance notification or adequate, formal proof of burden is the same as not passing.**

Documentation
   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.**
         a.   Follow the archiving standard on the intranet. http://tinyurl.com/koevfzx
         b.   **Name your folder: "Last Name, First Name"**
   2.   All work submitted to the Junior Review 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 29th **
   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

After Reviews
   1.   All students will receive a letter indicating the outcome of their Junior Review including specific comments, recommendations, and/or concerns from their faculty panel.
   2.   The credit evaluation form on file with the MCAD Records office will be updated. All Media Arts Department students need to pass their Junior Review in order to graduate.
   3.   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.

You will receive notification of your Junior Review status on WEDNESDAY, MARCH 20