

MINNEAPOLIS
COLLEGE of ART and DESIGN

FEBRUARY 2, 2022

ARTS ENTREPRENEURSHIP DEPARTMENT
PRODUCT DESIGN MAJORS
Junior Reviews | Spring 2022

Dear Product Design Student,

It's time for your Junior Review!

Product Design Junior Reviews will take place **9:00am – 12:00pm from Monday, March 7 to Tuesday, March 8**. For your reference, attached you will find the official guidelines. **Deadline to [sign up](#) is Wednesday, February 16**. Failure to sign up is considered the same as not passing your Junior Review.

Reviews are 30 minutes in length and take place at the site of your installation. **Your assigned review time** will be scheduled by the Academic Affairs office and sent via MCAD email on **Wednesday, February 23**.

There will be an important informational meeting required for all Product Design 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

Product Design Junior Review Checklist Spring 2022

[Junior Review Resource Page](#)

<input type="checkbox"/>	Guidelines sent out via MCAD email	Wednesday, February 2
<input type="checkbox"/>	Sign up deadline (or request deferral) SIGN UP FORM Not signing up is the same as not passing	Wednesday, February 16
<input type="checkbox"/>	Reserve Space / Equipment Deadline Contact Academic Services or the Media Center for individual needs. These offices can also assist with documenting your work.	Wednesday, February 16
<input type="checkbox"/>	Required PD Junior Review Informational Meeting	Date and Time 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, March 3
<input type="checkbox"/>	Check email for review times/locations Arrange with instructor if class conflict	Wednesday, February 23
<input type="checkbox"/>	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.	Monday or Tuesday March 7 or 8 From 9:00am - 12:00pm
<input type="checkbox"/>	Product Design work must be down	By Noon Thursday, March 10
<input type="checkbox"/>	Notified of Junior Review results	Monday, March 21

Please see JR Guidelines for more detailed information



**MINNEAPOLIS
COLLEGE of ART and DESIGN**

Product Design | Junior Review Guidelines

Goal

The intention of an MCAD Product Design Junior Review is to provide advisory feedback from a committee of PD 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 Arts Entrepreneurship Department.

Candidacy, Timing, and Duration

Product 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 their 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 16, 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 Product Design students taking their Junior Reviews. Date and Time TBD. All Product Design students who have their Junior Review this semester are expected to attend.

Procedure:

Product Design Junior Reviews will take place Mornings of Monday or Tuesday, March 7 or 8 at the site of your installation.

- i. Sign up for your review. **THE DEADLINE TO [SIGN UP](#) IS WEDNESDAY, FEBRUARY 16. NOT SIGNING UP IS THE SAME AS NOT PASSING YOUR REVIEW**
 - a. 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 23rd.
 - b. Sign up with Academic Services (MAIN 133) for an exhibition space. **All Product Design majors required to install an exhibition.**
 - 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.**
 - d. Reserve any media equipment needed for your exhibition. *See section title “Exhibitions” for more details.
- After reviewing these guidelines, schedule a meeting with your advisor to discuss and prepare for your review.
- Official review times will be sent **Wednesday, February 23rd via MCAD email.**
- 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.

Design Department | Junior Review Guidelines

Your Exhibition and Presentation:

****MATERIALS MUST BE SUBMITTED TO THE JUNIOR REVIEW SERVER BY 5PM, THURS, MARCH 3****

- I. **Written Statement**
 - a. Length: no more than one page (approximately 300 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.
 - c. Bring four (4) hard-copies (printouts) of your statement to the review
- II. **Formal Oral Presentation**
 - a. Length: Approximately 5 minutes
 - b. Your presentation should develop and elaborate upon the ideas in your written statement.
- III. **Work (the most important aspect of your review)**
 - a. Consult your advisor regarding the scope of work to include.
 - b. Select a minimum of six (6), and a maximum of ten (10) projects or pieces to include.
 - i. All works must be MCAD coursework or independent study. Exceptions may be made for transfer students.
 - ii. Design projects should show process, (e.g., problem definition, ideation sketches, form development, models and prototypes, final design, etc.).
 - iii. In-progress works may be acceptable if they demonstrate substantial, original, creative work. Background research, or 'plans' for a project do not constitute substantial original work, though they may be included as process documentation.
 - iv. Previous work and samples from other areas may also be presented to show progress and direction.
 - v. Any video and/or performance work must be edited to 5 minutes.
 - c. The panel will be assessing your technical, formal, and conceptual development
 - d. The panel will be looking for evidence of sustained investigation, a range of work in different product categories, and growing competence in the following areas:
 - i. thoughtful, creative problem-solving
 - ii. communicating design intent via sketches, renderings, digital and physical models, prototypes, as well as verbal and visual presentation.
- IV. **Written Statement saved as a PDF**
- V. **High-quality images of all work presented for review**
 - a. 2D Scans (sketches, etc.):
 - i. For color or grayscale: full size @300dpi *minimum*
 - ii. For line art (monochrome bitmap): full size @600dpi *minimum*
 - b. 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)
 - v. Flattened (no layers) image format with lossless compression (e.g., .tiff, .psd). NO JPEGs or camera RAW files.
 - c. Process photos
 - i. Phone photos in your workspace are okay, but please be conscious of lighting and composition. Use a temporary paper sweep or foamcore backdrop if possible
 - d. Videos (research documentation, presentation, product animation, rendered flythrough, etc.)
 - i. 1920x1080 @30fps minimum
 - ii. File format: MP4
 - iii. Consult faculty or the Media Center if you are unsure about compression settings

Design Department | Junior Review Guidelines

- VI. **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.
- VII. If you use a **visual presentation** (Keynote, PowerPoint, PDF, etc.) in support of oral presentation, you must upload it.
- VIII. **All students are required to submit documentation 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

- II. You are responsible for the installation and pick-up of your work.
- III. Installation may take place **Thursday, March 3 starting at 6 PM – Monday, March 7 ending at 8 AM.**
- IV. 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 Academic Services to secure the equipment in the exhibition space.
 - Contact:
Lauren Zimitsch
Media Center Manager
e-mail: lzimitsch@mcad.edu
office: Room 309
- V. Exhibition spaces are reserved from 6pm, Thursday, March 3 through 8am, Thursday, March 7.
- VI. **YOU MUST REMOVE YOUR WORK BY NOON, THURSDAY, March 7.** Any remaining work will be removed by Academic 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 Arlene Birt, Interim Chair of the Design Department (abirt@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.** 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

Design Department | Junior Review Guidelines

- 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, MARCH 3****

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

- 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 Product Design students need to pass their Junior Review in order to graduate.

**You will receive notification via MCAD email of your Junior Review status on
MONDAY, MARCH 21.**