



ART DEPARTMENT

B.F.A.

DEGREE PROGRAM MANUAL

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DEFINITION OF B.F.A. PROGRAM IN ART AT THE UNIVERSITY OF ALASKA FAIRBANKS

The Bachelor of Fine Arts (B.F.A.) is a professionally oriented degree designed to prepare students for careers in art. This degree is also the usual prerequisite for graduate studies in art.

Enrollment in the B.F.A. program is recommended only for those students willing to make the considerable commitment of time and energy necessary to strive for professional competence in their major areas.

B.F.A. ADMISSION PROCEDURES AND REQUIREMENTS

Applicants must meet the admission requirements of the University of Alaska Fairbanks.

All full-time Art Department Faculty will review applications to determine whether the candidate shall be admitted to the program. Candidates will be notified promptly of the faculty's decision.

A. Eligibility:

1. Students may apply to the B.F.A. program during the last semester of their sophomore year. Students should not apply earlier than the semester in which they complete the 200 level Art Department requirements.
2. Admission to the program requires that students successfully complete 60 credits, all lower division art core classes, plus general university credit requirements. Students must have a 3.00 GPA in general art credits.
3. Students must be "In Good Standing" with the University. Undergraduates must maintain an overall and most recent semester GPA of 2.50 or better.
4. Students must be accepted into the B.F.A. program a minimum of one semester prior to the "Thesis Proposal," or two semesters prior to the thesis exhibition.

B. Applicants must submit the following materials to the Art Department for review:

1. An application for admission to the B.F.A. degree program.
2. A typewritten letter of intent stating your objectives and qualifications. The letter should show your awareness of the difference between the B.A. degree and the B.F.A. degree programs in Art.

C. College transcripts (unofficial transcripts are fine).

D. A portfolio of a minimum of 10 slides or 10 digital images of 10 pieces of artwork. At least half of the images submitted should be in your primary area of concentration. State clearly your area of concentration. Ceramics, Computer Art, Drawing, Native Arts, Painting, Printmaking, Sculpture.

E. A list of art classes taken and grades received to assist in our calculation of general art credit GPA's.

F. Please note: Students are responsible for picking up B.F.A. portfolios.

B.F.A. Image Requirements

Visual documentation is a critical component of your application and will be considered carefully during the review process. Images must reflect the actual artwork accurately.

B.F.A. applicants must submit a minimum of **10** images on a CD or **10** slides.

At least half the images submitted should be in the area in which you are applying.

Slides: Professional quality 35 mm color slides of all work included in your exhibition, including 2-3 installation shots.

Slide List must be included with your name, title of piece, media and date. This same information must be clearly labeled on slides.

OR

Digital Photographs: Images must be in JPEG format in RGB mode saved on a CD-R. No Word or Access files. Image size should be approximately 1200 x 900 pixels or 4"x3" with 300 dpi. CD must be in MS Windows readable format.

OR

Video and Animated Works: Submit a maximum of one video file no longer than 5 minutes on a CD. Submit files that can be accessed with one of the following movie players: QuickTime or Windows Media Player with standard codecs/compression that come with the movie players.

OR

DVD: Playable with standard US DVD players. (Regional code free or code 0.) This option is for video and animated works.

Contact Sheet: Digital submissions must include a color contact sheet of images submitted. Include the following information on the contact sheet: your name, title of piece, size, media and date. Art images on contact sheet should be no smaller than 1.5" on the smallest side.

Test your digital documentation before submission to ensure that it is formatted correctly and works on both PCs and Macs.

DEFINITION OF B.F.A. DEGREE PROGRAM IN ART AT THE UNIVERSITY OF ALASKA FAIRBANKS

1. Full-time art faculty will review applications to determine whether the candidate shall be admitted to the program. Candidates will be notified promptly of the faculty's decision.
2. Each student accepted into the program needs to file a "Change of Major" form during pre-registration or registration. The student will meet with an academic advisor, who will assist with program planning.
3. A minimum of 130 credits must be earned, including those accepted by transfer, for a B.F.A. degree in Art.

4. A minimum of 24 credits in upper-division art courses is required. A transfer student will be required to earn at least 18 art credits in residence. These must include a minimum of 12 credits in a major specialization and a minimum of 3 credits in a minor specialization in art. Credits by examination do not qualify as residence credits.
5. At least 30 of the last 36 university credits must be in residence at UAF.
6. A transfer student with a B.A. degree from another institution must complete all general university requirements including residency requirements, B.F.A. degree requirements, and requirements for a major and minor in art.
7. A UAF graduate wishing to obtain a B.F.A. degree must complete a minimum of 24 hours of credit beyond the first B.A. degree. All general university requirements, B.F.A. degree requirements and requirements for major and minor specialization in art must be fulfilled.
8. Your B.F.A. degree committee will review your progress every semester. The committee can initiate probation within or termination from the program.
9. All B.F.A. students must plan to graduate within 3 years (six semesters) of being accepted into the B.F.A. program. Anyone extending his or her program beyond the 3-year limit must reapply to the B.F.A. program. Candidates may request an extension beyond this limit, which must be approved by their full committee.

APPLICATION FOR ADMISSIONS TO B.F.A. DEGREE PROGRAM

(Please type or print clearly)

Name _____ Date _____
Last First Middle

Address _____

Phone _____ E-mail _____

Date you plan to enroll in the B.F.A. program _____

1st Area of concentration _____

2nd Area of concentration _____

3rd area if any _____

New student _____ Transfer _____ Continuing _____ Returning _____

Universities attended:

Major _____ Degree _____ Date _____

Previous art experience _____

The applicant to the B.F.A. program must submit the following materials to the Art Office by the review deadline:

_____ Application for admission to the B.F.A. program

_____ Letter of intent

_____ College transcripts

_____ Three letters of recommendation (or names of UAF art faculty who will give a verbal recommendation.) The recommendations may be different from you actual committee members. Make sure that your recommenders will be present during the review process.

1. _____

2. _____

3. _____

A portfolio consisting of a minimum of ten (10) slides or (10) digital images (see image requirements under B.F.A. ADMISSION PROCEDURES AND REQUIREMENTS) of ten (10) pieces, half of which should be in your 1st area of concentration

Each slide should include name, title, size, medium, and date. Slides must be accompanied by a slide list with this information. CD's must be accompanied by a color contact sheet that includes name, title, size, medium and date.

Digital images must be accompanied by a color contact sheet with your name, title, size, medium, and date.

DO NOT WRITE BELOW THIS LINE

Date _____

Accepted _____ Not Accepted _____ Admitted on probation _____

B.F.A. review committee comments:

B.F.A. PROGRAM PLAN

This is a working document, which is subject to revision as work on your degree progresses.

Complete and return this form to the Art Department within **one month** of acceptance into the

B.F.A Program.

Name _____

Address _____

Telephone _____

E-mail _____

Thesis Advisory Committee:

1. Chair _____

2. _____

3. _____

Any changes in your committee must be documented in your file.

1st Area of Concentration

2nd Area of Concentration

3rd Area of Concentration , if any

Estimated dates for completion of Coursework:

Thesis Proposal (must be completed and approved by your full committee one semester before graduation)

Thesis Exhibition Projected Date _____

I have received, read, and agree to all of the requirements as stated in the UAF Art Department B.F.A. Manual

B.F.A. Candidate Signature

Date

TIME LINE CHART FOR B.F.A. PROGRAM

EARLIEST - THE SEMESTER WHEN COMPLETING THE LOWER DIVISION ART REQUIREMENTS. LATEST - TWO SEMESTERS BEFORE GRADUATION:

1. Student applies for admission to B.F.A. program: "Program Admittance."
 2. Within one month of acceptance a committee is formed of three faculty members:
 - a. Thesis Committee Chair
 - b. Student selects one faculty member
 - c. Thesis Committee Chair selects one faculty member
 3. B.F.A. Program Plan submitted within one month of acceptance.
 4. Student meets monthly with the individual committee members. Students must meet at least once a semester with full committee. Responsibility for organizing these meetings lays with the student, who must schedule the meetings with his/her, committee members.
 5. Student discusses Thesis Proposal idea/themes with committee. The Thesis Proposal is different from your Thesis Report.
 6. Student submits Thesis Proposal to committee for review. (See Thesis Show Proposal requirements).
 7. Sign up for gallery show time. Your Thesis Show Proposal has to be completed and approved by your committee prior to receiving a gallery show time.
- *A copy of your Thesis Proposal with signatures from all your committee members must be presented to the gallery director prior to the gallery director scheduling a show time. There are more desirable show times than others. It is advisable to complete your thesis proposal and get approval from your committee members in a timely fashion, a minimum of one full semester prior to your exhibition.

TIME LINE CHART FOR B.F.A. PROGRAM

ONE SEMESTER BEFORE THESIS SHOW:

Student's Thesis Proposal accepted by committee.

NOTE: The Thesis Proposal, Thesis Report, B.F.A. Program Plan, and Letter of Intent are four different items.

Student continues to work with committee on a regular basis; weekly meetings in the last month before show.

TWO MONTHS BEFORE SHOW:

Student must have completed a cohesive body of work.

ONE MONTH BEFORE SHOW:

Majority of work for show must be complete; student must receive committee approval to proceed with show.

ONE WEEK BEFORE SHOW:

Student's committee meets to review Thesis Show no less than 5 days prior to show opening and reception. You're Thesis Proposal, show announcement card and date and time of your defense should be in all full time faculty boxes several days to a week in advance of your defense.

BEFORE OPENING RECEPTION:

Thesis Defense: Full faculty meets to approve Thesis Show. This is where you are asked questions about your work, some students cry so be prepared to talk and defend. This usually takes place Monday morning at approximately 10:30am.

BEFORE GRADES ARE DUE:

Students must submit a B.F.A. Final Thesis Report in a 3-ring binder provided by the Art Department. Include in the binder the following items:

1. Thesis Report, typed on good paper (e.g. heavy bond, type writing paper). The report should be double spaced and totally free of grammatical and typographical errors.
2. Artist Statement.
3. Resume.
4. Announcement cards
5. 35 mm color slides, Archival CD or DVD.

Slides: Professional quality 35 mm color slides of **all** work included in your exhibition, including 2-3 installation shots.

Slide List must be included with your name, title of piece, media and date. This same information must be clearly labeled on slides.

OR

Digital Images on Archival CD: Professional quality digital images of **all** work included in your exhibition, including 2-3 installation shots. Digital images must be in JPEG format in RGB mode. No Word or Access files. Minimum image size should be 1200 x 900 pixels or 4"x 3" with 300 dpi. CD must be in MS Windows readable format.

Contact Sheet: Digital images must be accompanied by a color contact sheet of **all** work included on CD. Include the following information on contact sheet: your name, title of piece, size, media and date. Art images on contact sheet should be no smaller than 1.5" on the smallest side.

Digital submissions must also include at least:

(10) High quality color laser prints of images from your show on 8.5" x 11"

OR

Animated work:

Video files: Submit files that can be accessed with one of the following movie players: Quicktime or Windows Media Player with standard codes / compression that come with the movie players.

Archival DVD: Regional code free or code 0.

Contact Sheet: Animated work must be accompanied by a color contact sheet of at least 20 selected images. Art images on contact sheet should be no smaller than 1.5" on the smallest side.

Animation submissions must also include at least:

(10) High quality color laser prints of images from your animation on 8.5" x 11"

Note: Test your digital documentation before submission to ensure that it is formatted correctly and works on both PCs and Macs.

IMPORTANT: Submit completed BFA Thesis Report in its binder to the Committee Chair for verification of all requirements. The Art Department Chair reviews it for the grade after Committee Chair. The grade is based on the exhibit, input from the student's BFA Committee and the completed BFA Thesis Report. This report, including Slides, CD or DVD will become the property of the Art Department.

B.F.A. Degree Thesis Proposal

Presented to

**The B.F.A. Degree Committee
Art Department
University of Alaska
Fairbanks, Alaska**

Name

Address

E-mail

Date

Committee Signatures: Approval / Disapproval

This form needs to be presented to the gallery director who will assign a time for your show.

Gallery Director _____

Show time _____

*After appropriate signature return to the Art Office Room 310.

FORMAT AND INFORMATION - B.F.A. THESIS PROPOSAL

1. Separate Title Page - see sample attached

2. Heading with basic information:

Date:

Name:

1st area of concentration

2nd area of concentration

3rd area of concentration, if any

Thesis Committee Chair:

Other Thesis Committee Members:

Exhibition Title:

Proposed Exhibition Dates:

3. Body of your Proposal:

INTRODUCTION:

I propose to develop a body of work...what type of work are you developing?

Describe the work including techniques and materials. Why am I making this body of work? What are my influences and what led me to this point? How am I going to display the work? How will the gallery be laid out and how will it influence the viewer?

OBJECTIVES:

Fuller explanation of the theme and content of your proposed exhibition.

PROJECT DESCRIPTION:

What kind of work you propose to make in order to develop that theme and content -- style, medium, scale, etc.

PHYSICAL SCHEME:

What do you anticipate the final exhibition will look like? About how many individual pieces? Will you create an environment? If so, what will it be made of and what will it look like? List here any other special considerations for the installation.

Note: This proposal must be approved by the full committee the semester before you exhibit your B.F.A. Thesis Project. The specific details of number, size, etc., of the pieces to be included in the show may well change between approval of the proposal and the mounting of the show. Substantial changes in the general objectives and/or physical theme of the exhibition, however, should be approved by the full department faculty well in advance of installation of the exhibition.

GALLERY RESPONSIBILITY CONTRACT

Preparing for Show:

____ 1. If you want an announcement card with an image, you will need a high quality digital image. Contact the company for specific image requirements.
www.modernpostcard.com (1800 959-8365) Cost is approximately \$150 for 500 cards or \$125 for 250. Also, try Dateline, Kinko's and/or Printing Services on campus, look in the phone book or design and print it yourself.

____ 2. Assistance with lighting will be provided upon request.

____ 3. On the announcement board outside of the gallery, post your announcement card.

____ 4. Buy comment book (optional).

Opening - Show - Closing:

Food is your responsibility. A table for food can be found in the back of the Gallery and must be put back after the opening.

Clean up of gallery and multi-purpose room after opening is your responsibility.

All work must be removed from Gallery and Multi-purpose room. The gallery is not responsible for works left behind.

Artist handles selling artwork. Price list cannot be distributed in gallery, but you may leave them with the Administrative Assistant in the Art Office.

Opening and closing of the gallery is your responsibility, unless you make other arrangements with the Art office.

Show must be down before 11:00 am on Saturday with all holes patched and painted and Gallery and Multi-purpose left clean and orderly.

See Gallery Director if showcase keys are needed.

Key must be returned to gallery director's box by 11:00 am on Saturday or handed off to the next person installing show.

Month of B.F.A. Show:

Majority of work must be done; thesis report draft is due to the entire Committee, student must receive approval. Thesis report is a written development of your thesis show project.

Week before B.F.A. Show:

- ____ 1. Must meet with committee to review finished work
- ____ 2. Must have Thesis Proposal completed with one copy in all faculty members box including the date and time of thesis defense.
- ____ 3. Invitations to the opening need to be in faculty boxes and distributed.
- ____ 4. Drop off an invitation at the dean's office.
- ____ 5. If you need assistance with labels, set up an appointment with the Administrative assistant to get them typed at least 7 days prior to opening. Make sure you have the list prepared beforehand.
- ____ 6. Notify the entire faculty (notes in mailboxes) one week in advance of your thesis defense (which usually takes place 10:30 am Monday, before your opening.)
- ____ 7. Contact local press 10 days to 1 week before your show. Daily News Miner, Fairbanks Art Association, KUAC, KTVF, Sun-Star, KSUA).

Invitations should be sent out to campus boxes, Fairbanks Art Association, and Local galleries.

Recommended Mailing List

If you are interested, you can purchase the mailing list of The Fairbanks Arts Association printed out on Avery Labels for about \$20.00. (Subject to change)

Galleries:

University:

President's Office: Room 202 Butrovich
Chancellor's Office 3rd Floor Signers Hall
College of Liberal Arts Dean's Office: Room 405 Gruening
Writing Center: Room 801 Gruening
KUAC Radio & Alaska One TV Stations: Room 208 Fine Arts Complex
Sunstar Student Newspaper: 1st Floor Wood Center
Museum of the North: PO Box 75690, 907 Yukon Drive Fairbanks, AK 99775

FORMAT AND INFORMATION – B.F.A. DEGREE THESIS EXHIBITION REPORT

Follow format as outlined on the following pages. Student must submit a B.F.A. Final Thesis Report in a 3-Ring binder provided by the Art Department. Include in the binder the following items:

1. Thesis Report typed on good paper (e.g. heavy bond, type writing paper). The report should be double spaced and totally free of grammatical and typographical errors.
2. Artist Statement.
3. Résumé.
4. Announcement cards.
5. 35mm color Slides, Archival CD or DVD.

Slides: Professional quality 35 mm color slides of **all** work included in your exhibition, including 2-3 installation shots.

Slide List must be included with your name, title of piece, media and date. This same information must be clearly labeled on slides.

OR

Digital Images on Archival CD: Professional quality digital images of **all** work included in your exhibition, including 2-3 installation shots. Digital images must be in JPEG format in RGB mode. No Word or Access files. Minimum image size should be 1200 x 900 pixels or 4"x 3" with 300 dpi. CD must be in MS Windows readable format.

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(10) High quality color laser prints of images from your show on 8.5" x 11"

OR

Animated work: Submit files that can be accessed with one of the following movie players: Quicktime or Windows Media Player with standard codes / compression that come with the movie players.

Archival DVD: Regional code free or code 0.

Contact Sheet: Animated work must be accompanied by a color contact sheet of at least 20 selected images. Art images on contact sheet should be no smaller than 1.5" on the smallest side.

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(10) High quality color laser prints of images from your animation on 8.5" x 11."

Note: Test your digital documentation before submission to ensure that it is formatted correctly and works on both PCs and Macs.

IMPORTANT: Submit completed BFA Thesis Report in its binder to the Committee Chair for verification of all requirements. The Art Department Chair reviews it for the grade after Committee Chair. The grade is based on the exhibit, input from the student's BFA Committee and the completed BFA Thesis Report. This report, including Slides, CD or DVD will become the property of the Art Department.

B.F.A. Candidate Signature Date

(Sample Title Page)

B.F.A. Degree Thesis Exhibition Report

Presented to

The B.F.A. Degree Committee

Art Department

University of Alaska

Fairbanks, Alaska

Name

Address

Date

**THE B.F.A. DEGREE THESIS EXHIBITION REPORT
OF STUDENT NAME IN FULL**

TITLE: If any or write untitled

DATES:

LOCATION: University Art Gallery
University of Alaska
Fairbanks, Alaska

INTRODUCTION:

Briefly summarize your academic career in art.

OBJECTIVES:

What do you want to attain through your efforts in completing the thesis project?
(See Objectives in B.F.A. Proposal Format). Restate your thesis objectives.

THESIS DESCRIPTION:

Describe your philosophy of art and the concept of your thesis project. What are the steps by which your project was developed? What types of materials, techniques, and approaches were used? What have you gained from the whole experience? How do you evaluate your own works and the exhibition as a whole? (See Project Description in B.F.A. Proposal Format). State what you did. This portion should read as if you replaced the "I will" statements in your thesis proposal with "I did" statements.

CONCLUSION:

Summarize your experience in completing the thesis and the B.F.A. degree clearly and concisely. Include additional statements and comments, if any. Number each succeeding page of report on the upper right hand corner.

RESUME:

Career Counseling, 5th floor Gruening Building, has a variety of services and literature available for UAF students and graduates and you are encouraged to take advantage of this resource. In addition, the Art Department has a "Student Career Guide for the Visual Arts" available for all art students.

SAMPLE RESUME FORMAT

STUDENT RESUME FORMAT

Art Student
First Street, #1
Fairbanks, Alaska 99701
(907) 444-0000

EDUCATION:

Spring 1995 toward B.F.A. painting
University of Alaska Fairbanks
Fairbanks, Alaska
1992 Art Education
University of Maine
Portland, Maine

EXPERIENCE:

1994 STUDIO ASSISTANT, UAF Art Department

*maintained painting room and equipment

GALLERY ASSISTANT, North Light Gallery, Sitka, AK, June 1 - August 31

*sale assistant, planned exhibitions, and installed shows

1993 INSTRUCTOR, SUMMER FINE ARTS CAMP, UAF Art Dept,
June 15- July 21

*taught painting to 8 to 10 year olds, ordered supplies, organized student
art show

1992 SCENE PAINTER, Seattle Youth Theater, Seattle, WA, June 1 - Aug. 31

*set designer, scenic painter, carpenter

1991 CARPENTER, Portland Restoration and Construction Company
Portland, ME, May 15 - October 31

GRADUATION CHECKLIST FOR B.F.A. DEGREE IN ART

Name _____ Date _____
Last First Middle

Address _____

Phone: _____ Email: _____

Art Department Academic Advisor: _____

B.F.A. Thesis Committee:

1. _____

2. _____

3. _____
1st area of concentration

2nd area of concentration _____

3rd area of concentration, if any _____

_____ Degree Requirement Check List done by the Admission Office after completion of 80 credits.

_____ Acceptance into B.F.A. Degree Program in Art

_____ "Change of Major" form completed (during registration period only) with Office of Admission (you are majoring in Art in the B.F.A. degree program).

_____ Decision on Thesis Proposal by B.F.A. Committee. Proposal Must be accepted one semester prior to taking the thesis project class. Thesis exhibition should be scheduled for student the last semester.

_____ Decision of B.F.A. Degree Committee on Thesis Exhibition.

_____ Final Report submitted to the Art Department (through B.F.A. Thesis Committee Chair no later than one month after exhibition).

_____ Grade received for 499 Thesis Project Course.

_____ Personal data file established with Career Planning and Placement Office, before graduation (optional).

B.F.A. Responsibilities/Addendum

It is your responsibility:

A. to make sure your file is complete and kept up to date reflecting any changes in committee structure.

B. If you are accepted into the program on probation status, it is your responsibility to work with your committee to gain approval to regular status.

C. A Change of Major area of concentration must be approved by your full committee. If your committee does not concur, you must reapply to the B.F.A. program