



COLLEGE OF LIBERAL ARTS
ART DEPARTMENT

BFA DEGREE PROGRAM MANUAL

Table of Contents

Part I - The BFA Degree and Eligibility

<u>Definition of BFA Degree Program</u>	<u>2</u>
<u>BFA Program Graduation Credit Requirements</u>	<u>2</u>
<u>Eligibility for BFA Program</u>	<u>2</u>

Part II - Applying to the BFA Degree Program

<u>BFA Admission Procedures</u>	<u>3</u>
<u>Required BFA Application Materials/Documentation</u>	<u>3</u>
<u>BFA Application Portfolio Image and Video Requirements</u>	<u>4</u>
<u>Application for Admission</u>	<u>5</u>

Part III - Upon Admittance to BFA Degree Program

<u>Timeline for Completion of BFA Program</u>	<u>6</u>
<u>BFA Program Plan</u>	<u>8</u>
<u>BFA Thesis Proposal: Information and Format</u>	<u>9</u>
<u>BFA Degree Thesis Proposal Approval Form</u>	<u>10</u>
<u>Gallery Responsibilities</u>	<u>11</u>
<u>Publicity and Advertisement Information</u>	<u>12</u>
<u>BFA Thesis Exhibition Report Packet: Information and Format</u>	<u>14</u>
<u>BFA Thesis Report Format and Content</u>	<u>15</u>
<u>BFA Thesis Report: Sample Title Page</u>	<u>16</u>
<u>Sample Student Résumé</u>	<u>17</u>
<u>Checklist for BFA Students</u>	<u>18</u>
<u>Additional BFA Details</u>	<u>19</u>

Definition of BFA Degree Program

The BFA degree is professionally oriented and designed to prepare students for careers in art. It is the usual prerequisite for graduate studies in art. Admission requires a portfolio review by the art faculty, generally done in the student's junior year. Enrollment in the BFA program is recommended only for students who are willing to make the considerable commitment of time and energy necessary to achieve professional competence in their major areas.

BFA Program Graduation Credit Requirements

1. A minimum of 120 credits must be earned, including those accepted by transfer, for a BFA degree in art.
2. Thirty credits in upper division art courses are required, with 15 credits in the student's primary area, 9 credits in the secondary area, and 6 credits of upper-division electives. A transfer student must earn at least 18 art credits in residence. These must include a minimum of 12 credits in a major concentration and a minimum of 3 credits in a minor concentration in art. Credits by examination do not qualify as in residence credits.
3. At least 30 of the last 36 university credits must be in residence at UAF.
4. A transfer student with a BA degree from another institution must complete all general university requirements including residency, BFA degree, and major and minor art requirements.
5. A UAF graduate wishing to obtain a BFA degree must complete a minimum of 24 hours of credit beyond the first BA degree. All general university requirements, BFA degree requirements, and requirements for major and minor concentrations in art must be fulfilled.

Eligibility for BFA Program

1. Students may apply to the BFA program during or after the last semester of their sophomore year. Students should not apply earlier than the semester in which they complete a majority the 200 level art requirements.
2. Admission to the program requires that students successfully complete 60 credits and a majority of lower division art core classes, in addition to the 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 BFA program a minimum of one semester prior to submitting the Thesis Proposal or two semesters prior to the thesis exhibition.


BFA Admission Procedures

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.

1. Applicants must meet the general admission requirements of the University of Alaska Fairbanks.
2. Applicants must submit ALL required application materials (described below) by 5:00 p.m. on April 15th for Fall semester admission, or 5:00 p.m. on November 15th for Spring semester admission to the Art Department Office (310 Fine Arts Complex).
3. Upon acceptance, the student will file a Change of Major form. In order to facilitate program planning, the successful candidate will meet with the academic advisor from the chosen primary area of concentration. If the student's primary area of concentration does not have a full-time faculty, the student will select a full-time faculty member they have studied with.

Required BFA Application Documents and Materials

1. An application for admission to the BFA degree program
2. A typewritten letter of intent stating objectives and qualifications. The letter should demonstrate the candidate's awareness of the difference between the BA and the BFA art degree programs.
3. College transcripts (unofficial transcripts are acceptable)
4. A PowerPoint (.ppt or .pptx extensions) digital portfolio of a minimum of 10 images of 10 separate pieces of artwork.* Each "slide" of the PowerPoint should include the following information:

<ol style="list-style-type: none"> 1. Name 2. Title of Piece 3. Dimensions (height x width x depth) 4. Medium 5. Date Created 	 <p>Vincent van Gogh The Starry Night 29 x 36 1/4" Oil on canvas 1889</p>
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Sample slide

***NOTE:** At least half of the images submitted should be in the candidate's primary area of concentration. The first slide should include the candidate's name and area of concentration. State clearly the area of concentration for the image as ceramics, computer art, drawing, Native arts, painting, printmaking, or sculpture. Further details on image or video requirements are listed on page 4.

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

Please Note: Students are responsible for picking up BFA portfolios.

BFA Application Portfolio Image and Video Requirements

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

1. **Contact Sheet:** Digital submissions must include a color contact sheet of images submitted. Include the following information on the contact sheet: name, title of piece, dimensions, media and date. Art images on contact sheet should be no smaller than 1.5" on the smallest side.
2. **Digital Images for the PowerPoint:** Images must be in JPEG format in RGB mode saved on a CD-R or USB flash drive. Image size should be approximately 1200 x 900 pixels or 4"x3" with 300 dpi. CD or USB flash drives must be in MS Windows readable format.

OR

3. **Video and Animated Works:** Submit a maximum of one video file no long 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

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

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

Timeline for Completion of BFA Program

TWO OR MORE SEMESTERS BEFORE THESIS EXHIBITION

Student applies for admission to BFA program (See BFA Admission Procedures - page 3)

WITHIN ONE MONTH AFTER ACCEPTANCE TO THE BFA PROGRAM

1. A Change of Major form (http://www.uaf.edu/reg/forms/change_major.pdf) must be completed and submitted to the Office of Admissions
2. Student must submit BFA Program Plan form (page 8)
3. Student forms a committee of at least three full-time faculty members:
 - a. Thesis committee chair (lead faculty of student's primary area of concentration)
 - b. Student selects one other faculty member
 - c. Thesis committee chair selects remaining faculty member(s)

UPON ACCEPTANCE TO THE BFA PROGRAM

1. Student discusses thesis ideas/themes with committee and submits thesis proposal (see Thesis Proposal Requirements - page 9) for review.
2. Student meets with the individual committee members monthly. Students must meet at least once a semester with the full committee. It is the student's responsibility to schedule these meetings.

ONE SEMESTER BEFORE THESIS EXHIBITION

1. All committee members must approve the student's thesis proposal and sign the BFA Thesis Proposal Approval Form (page 11). **NOTE: The Thesis Proposal, Thesis Report, BFA Program Plan, and Letter of Intent are four different forms.**
2. Upon approval of the Thesis Proposal, the student must consult with the gallery director to schedule an exhibition time. A copy of the Thesis Proposal form with signatures from all committee members must be presented to the gallery director prior to the assignment of an exhibition time. There are more desirable exhibition times than others and scheduling is by first-come, first-served basis. It is advisable to complete this step in a timely fashion, **often a year in advance, or at minimum one full semester prior to the exhibition.**
3. Student continues to work with committee on a regular basis, with weekly meetings in the last month before the exhibition.

TWO MONTHS BEFORE THESIS EXHIBITION

1. Student must have completed a cohesive body of work.

Continued

Timeline for Completion of BFA Program: Continued

SIX WEEKS BEFORE THESIS EXHIBITION

1. All committee members must receive and review the student's draft thesis report.
2. The majority of art work for the exhibition must be complete. The student must receive committee approval to proceed with the exhibition.
3. Student has the option to send publicity information to local venues (page 13).

ONE WEEK BEFORE THESIS EXHIBITION

1. Student's committee meets to review thesis exhibition no less than five days prior to exhibition opening and reception. A draft of the Thesis Report (page 10), exhibition announcement card, and date and time of defense should be delivered to all full-time faculty mailboxes several days to a week prior to the defense.

BEFORE OPENING RECEPTION OF THESIS EXHIBITION

1. Thesis Defense: All full-time faculty members meet to approve exhibition. The student is asked to speak about the work followed by challenging questions from the faculty. The defense typically takes place during the first week of the exhibition, usually on Monday morning at approximately 10:00 a.m.

BEFORE GRADES ARE DUE

1. Students must submit a completed BFA Thesis Report in its binder to the Committee Chair for verification of all requirements no later than during the day of the BFA public presentations at the end of the semester. The grade is based on the BFA thesis exhibition, input from the student's BFA committee, and the BFA thesis report. The thesis report and its contents will become the property of the Art Department.

END OF FINAL SEMESTER OF BFA PROGRAM

1. BFA students are required to present a short public presentation as part of the Art 499 requirements. The presentation should be ten to fifteen minutes long and include a digital slide exhibition, such as a PowerPoint, with no less than ten images. A five minute question and answer session will follow. During the presentation the student will articulate the influences, concepts and the particular processes and development involved in the student's thesis exhibition. The Thesis Report can be summarized in this digital presentation. All graduating BFA students will present on the same day. The time each semester will tentatively coincide with the week of the Student Art Exhibition. The first goal in establishing this requirement is to better serve the students by giving them a venue to speak about their work. A secondary goal is to better prepare any prospective BFA students in defining upcoming expectations. This will also be an outreach opportunity for the Art Department to showcase its best students to the entire university and the Fairbanks arts community.

BFA PROGRAM PLAN

This is a working document which is subject to revision as the student's academic career progresses. Complete and return this form to the Art Department Office **within one month** after acceptance into the BFA program.

Name _____

Address _____

Phone (____) _____

E-mail _____

Areas of Concentration:

1st _____

2nd _____

3rd (optional) _____

Thesis Advisory Committee:

1. (Chair) _____

2. _____

3. _____

4. _____

Any committee changes must be documented in student file.

Estimated dates for completion of coursework _____

Projected date for thesis exhibition _____

I have received, read, and agree to all of the requirements as stated in the UAF Art Department BFA Degree Program Manual.

BFA Candidate Signature

Date

BFA THESIS PROPOSAL FORMAT

1. **Title Page** (Sample on following page)

2. **Body of Proposal**

INTRODUCTION

- Proposal on development of a body of work. Provide a brief explanation of intent behind the work.
- What type of work is being developed?
- Purpose for making this body of work?

PROJECT DESCRIPTION

- Describe the work including techniques and materials.
- What kind of work is proposed to develop theme and content? Discuss style, medium, scale, etc.
- What influenced the work and what led it to this point?

OBJECTIVES

- How will the work be displayed?
- How will the gallery be laid out and how will it influence the viewer?
- What will the final exhibition look like?
- Approximately how many individual pieces will be displayed?
- Described the intended environment? What will it be made of and what will it look like?
- List any special considerations for the installation.

BFA Thesis Proposal information

The full committee must approve the student's thesis proposal at a **very** minimum of a **semester to one year before the BFA thesis exhibition**. The specific details of number, size, etc., of the art pieces to be included in the exhibition may change between approval of the proposal and the execution of the exhibition. The full department faculty, well in advance of installation of the exhibition, must approve any substantial changes to the general objectives, and/or physical theme of the exhibition. This proposal should be one to two pages long, double-spaced and 12 point font.

BFA-MFA Degree Thesis Proposal & Gallery Request Date

Presented to
BFA-MFA Degree Committee
Art Department
University of Alaska Fairbanks

Student Name: _____

Address: _____

E-mail: _____

Proposed Thesis Title: _____

Date: _____

Committee Signatures:

Approved

Not Approved

Chair-Printed Name: _____

Printed Name: _____

Printed Name: _____

Printed Name: _____

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

Gallery Director: _____

Exhibition Dates: _____

All completed original forms should be placed in student's file in the Art Office. The student and committee chair should also retain a photocopy of all completed forms.

GALLERY RESPONSIBILITIES

Preparing for Exhibition

- _____ 1. The exhibition announcement card must be made from a high quality digital image. Further information regarding publicity and advertising is provided in the following pages.
- _____ 2. Assistance with lighting will be provided upon request.
- _____ 3. Post an announcement card visibly around the Art Department.
- _____ 4. Purchase comment book (optional).

Exhibition Opening and Closing

- _____ 1. Refreshments are the student's responsibility. Tables for food can be found in the multipurpose room and must be put back after the opening.
- _____ 2. The gallery and multipurpose room must be cleaned up after the exhibition opening.
- _____ 3. All work must be removed from gallery and multipurpose room outside of the exhibition dates. The department is not responsible for work left behind.
- _____ 4. Sale of artwork is handled by artist. The price list cannot be posted in the gallery, but can be left in the Art Office.
- _____ 5. Opening and closing of the gallery is the student's responsibility, unless alternate arrangements are made with the Art Office.
- _____ 6. The exhibition must be down before 11:00 a.m. on Saturday with all holes patched and painted.
- _____ 7. Display case and jewelry case keys can be obtained from the gallery director.
- _____ 8. The display case key must be returned to gallery director's box by 11:00 a.m. on Saturday or handed off to the next person installing their exhibition.

Publicity and Advertisement Information

The Art Department requires every BFA candidate to create an announcement card regarding the opening of their thesis exhibition. Students have the option to contact local publicity venues for advertisement and public recognition and utilize their own social media.

Announcement cards are postcards informing the public to the thesis exhibition. These cards should be printed **three to four weeks** before the opening from a high quality digital image of the student's art. These cards can be ordered either by a web company or locally. The turnaround time is usually about a week after the product is confirmed for printing.

Announcement card printing options

- Modern Postcard (<http://www.modernpostcard.com/> , 1-800-959-8365)
Cost is approximately \$150 for 500 cards or \$125 for 250.
- Dateline (907-479-3831)
- FedEx Kinko's (907-456-7348)

Announcement cards must typically include

- The artist's name
- Title of exhibition
- Times and dates (including year) of the exhibition (and time of date of opening reception)
- Gallery location
 - University of Alaska Fairbanks
 - University Art Gallery
 - Room 312, Fine Arts Complex
 - (907) 474-7530
- (Optional) Artist contact information

Announcement cards should be placed in all faculty/staff and student mailboxes in the Art Office, sent out to campus boxes, and to local galleries.

Local galleries

- Fairbanks Arts Association (Bear Gallery in Pioneer Park)
- Well Street Art Company
- The Alaska House Gallery

University campus boxes

- President's Office, Room 202 Butrovich
- Chancellor's and Provost's Office, 3rd Floor Signers Hall
- College of Liberal Arts Dean's Office, Room 404 Gruening
- Writing Center, Room 801 Gruening
- KUAC Radio & Alaska One TV Stations, 202 Fine Arts
- The Sun Star Student Newspaper, 1st Floor Wood Center
- Museum of the North, PO Box 75690, 907 Yukon Drive Fairbanks, AK 99775

Publicity Venues

Students have the option to contact publicity venues for further notification of their thesis exhibit. Press releases should be prepared and submitted to increase the chance of being published or announced. If the media agencies would like additional information about the exhibition, they will contact the student. Submit this information **3 to 4 weeks** before the exhibition opening.

Possible publicity venues

- Daily News Miner: Latitude 65
- UAF: The Sun Star Student Newspaper
- Fairbanks Art Association: Monthly Newsletter
Submission deadline is 2-3 weeks before the first of the month.
- KUAC: Events Calendar

Writing a press release

Keep the press release no more than one to two pages, double-spaced, 12 point font.

- The top of the press release must include: FOR IMMEDIATE RELEASE, the date, name, contact information (email and best phone number, article topic, i.e., visual arts, music recital, etc.).
- The body of the article must be in the third person. It is a good idea to add quotes from the artist and keep it short, informative and free of technical art terms. Try to write in a way that someone who is unfamiliar will understand. Highlight work or topics that will interest people and make them want to attend the event.
- Make sure to include the artist name, event title, event location, event times, and a one-sentence description of the event in the first paragraph. Near the end of the article include the same information, contact information for gallery and artist.

For more information on how to write a press release visit these websites

- (http://www.ehow.com/how_2127339_write-press-release-exhibit.html)
- (<http://emptyeasel.com/2007/10/16/1-artist-7-tips-for-writing-a-press-release-free-newspaper-publicity/>)
- (<http://www.artfagcity.com/2007/09/04/the-dos-and-donts-of-web-press-releases/>)

BFA Thesis Exhibition Report packet: information and format

Follow the format as outlined on the following pages. The student must submit a BFA Final Thesis report packet 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, typewriting paper). The report should be double-spaced and completely free of grammatical and typographical errors.
- _____ 2. An artist statement
- _____ 3. Résumé (See guidelines and example page)
- _____ 4. Announcement cards
- _____ 5. Documentation of the final exhibition is a requirement for graduation. Images must reflect the actual work as accurately as possible. BFA graduates are required to submit a minimum of 20 images, on a gold archival DVD, from their final thesis exhibition. Digital images on the DVD must be in TIFF format. Required format for image size is approximately 2550 x 3300 pixels or 8.5" x 11" at 300 dpi. The DVD must be in MS Windows and Macintosh readable format. For video files, submit a maximum of one video file no longer than five minutes. Submit files that can be accessed with either Quicktime or Windows Media Player. Files should use standard codecs/compression for the movie players. Alternatively submit a DVD playable with standard US DVD players (region code free or code 0). Please test the digital documentation before submission to ensure that it is formatted correctly for both PCs and Macs. Place a digital copy of all documents on the archival DVD (thesis report, artist statement, etc.)
- _____ 6. **A contact sheet** must be included with image submissions. For CDs and DVDs this should be a color contact sheet of thumbnails of the images with no more than 20 images per sheet. Include the following information on the contact sheet: name, title of piece, size (height x width x depth), medium and date created. If work is collaborative, the student should detail their contribution.
- _____ 7. Image of the BFA student

Digital submissions must also include at least

- _____ 1. **Ten high quality color laser prints of images from thesis exhibition on 8.5" x 11" paper.**
- _____ 2. **Animated work:** Submit files that can be accessed with one of the following movie players: QuickTime or Windows Media Player with the codecs/compression that come standard on movie players.
- _____ 3. **Archival DVD:** Regional code free or code 0.
- _____ 4. **Contact Sheet:** A color contact sheet of at least 20 selected images must accompany animated work. Art images on contact sheet should be no smaller than 1.5" on the smallest side.

Animation submissions must also include at least

- _____ 1. Ten high quality color laser prints of images from the animation on 8.5" x 11" paper.

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

Thesis Report Format and Content

A draft version of the Thesis Report must be placed in all full-time faculty boxes **one week** before thesis defense. This is a more in-depth and reflective version than the Thesis Proposal. This report should be five to seven pages long, each succeeding page (after title page) numbered in the upper right hand corner, the text double-spaced and 12 point font.

BFA THESIS REPORT FORMAT

1. Title Page (Sample on Subsequent Page)
2. Body of Report

INTRODUCTION

- A brief summary of the BFA student's art career

OBJECTIVES

- What will be attained through the completion of the thesis project?
- (See Objectives in BFA Proposal Format). Restate the objectives for the thesis.

THESIS DESCRIPTION (This should be the main bulk of the report)

- Describe philosophy of art and the concept of the thesis project.
- What were the steps through which the project developed?
- What types of materials, techniques, and approaches were implemented?
- What has been gained from the whole experience?
- How will the individual works and the exhibition as a whole be evaluated?
- (See Project Description in BFA Proposal Format).
- State what was done. This portion should read as if the "I will" statements found in the Thesis Proposal are replaced with "I did" statements.

CONCLUSION (Keep to a minimum of one page)

- Summarize the experience of completing the thesis project and BFA degree clearly and concisely. Include additional statements and comments, if any.

IMPORTANT: Submit completed BFA Thesis Report in its binder to the Committee Chair for verification of all requirements. The Committee Chair will circulate the report to committee members for review. 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.

BFA Candidate Signature _____

Date _____

UNIVERSITY OF ALASKA FAIRBANKS
ART DEPARTMENT

(EXHIBITION TITLE)
BFA Degree Thesis Exhibition Report

Presented to the BFA Degree Committee:

(Committee chair)

(Committee member)

(Committee member)

(Additional committee member)

(First and Last Name)

(Address)

(Current date)

Sample Student Résumé

First and Last Name

[Street Address] • [City] • [State] • [Postal Code]

Phone: [Phone #] • Email: [artstudent@alaska.edu]

Education

University of Alaska Fairbanks, Fairbanks, AK **2008-2012**

Anticipated graduation: Spring 2012 with BFA in Painting.

University of Maine, Portland, ME **2000-2004**

Completed BA in Art Education.

Related Experience

Studio Assistant, UAF Art Department **2010-11**

Maintained painting room and equipment.

Gallery Assistant, North Light Gallery, Sitka, AK **June 1 - August 31, 2010**

Sales assistant, planned exhibitions, and installed shows

Instructor, Summer Fine Arts Camp, UAF Art Department **June 15-21, 2009**

Taught painting to students ranging in age from eight to ten years old, ordered supplies, organized student art show.

Objective

Demonstrate strong interest in particular position to which applying.

Honors and Awards

Provide list of relevant honors and awards received.

Note: Many examples are online. Career Counseling (located on the 5th Floor Gruening Building) has a variety of services and literature available for UAF students and graduates.

Checklist for BFA Students

Student: _____

Exhibition Title: _____ Exhibition Dates: _____

Major area: _____

Minor area: _____

	Committee's Initials			
	Chair	M#1	M#2	M#3
Thesis Exhibition & Defense	_____	_____	_____	_____
Thesis Presentation - Date: _____	_____	_____	_____	_____
Thesis Report, typed on good quality paper, double-spaced	_____	_____	_____	_____
Number of pages: _____				
Artist's Statement	_____	_____	_____	_____
Résumé	_____	_____	_____	_____
Announcement Cards (five or more)	_____	_____	_____	_____
Archival CD/DVD. Checked for functionality and readability	_____	_____	_____	_____

On CD or DVD include Thesis Art, Thesis Document, Resume, Presentation, Artist Statement, Contact Sheet, Artist Photo and Card Design.

Contact Sheet with name, titles, dimensions, media and date _____

Number of Images _____

Minimum of ten high quality color laser prints of images from exhibition on 8.5"x11" paper.

Number of images: _____

Photo of Student _____

BFA Committee Members

Printed Name

Signature

Date

Committee Chair: _____

Member #1 (M#1) _____

Member #2 (M#2) _____

Member #3 (M#3) _____

Department Chair: _____

Additional BFA Details

1. It is the student's responsibility to make sure the file is complete and kept up to date reflecting any changes in committee structure.
2. It is the student's responsibility, if accepted into the program on probationary status, to work with the committee to gain approval for regular status.
3. Approval by the full BFA committee is required to change the major area of concentration. The applicant must reapply to the BFA program if full BFA committee does not approve change.
4. All completed original forms should be placed in student's file in Art Office. The student and committee chair should also retain a photocopy of all completed forms.