
Department of Art and Design, Cal Poly, San Luis Obispo

SENIOR PROJECT (ART 461)

Eligibility:

Students must have completed all third-year courses in the emphasis areas within their concentration, have senior standing (135 or more units completed) and have completed Art 460, Professional Practices (which includes an orientation to the senior project).

Procedure:

Art 461, Senior Project, is offered only once a year, Winter Quarter. The Senior Project is a two (2) unit independent study project under supervision by one or more faculty.

Note: Art 462, Senior Portfolio, is offered only once a year, Spring Quarter, and is required for graduation. Although it is not technically part of your Senior Project, it is the culmination of your studies and the Senior Project should be part of your portfolio. A portfolio review is scheduled at the end of Spring Quarter as a requirement for completion of Art 462. No student in the art and design program is granted a grade in 462 without participation in the portfolio review.

There are four essential steps toward completion of the Senior Project:

- Step #1 Determine an appropriate **Project** in consultation with the faculty member you select as your primary advisor. Your advisor will require that you write a detailed proposal of your planned project and a timeline for completion. This should include a work/exhibition schedule and cost estimate of the total project.
- Step #2 Prepare a **Senior Project Contract**. The signed document is due and must be approved by the end of Fall Quarter as required in Art 460.
- Step #3 Complete the **Project** as outlined in the contract. This is due at the end of Winter Quarter or as specified by your faculty advisor.
- Step #4 The **Senior Project Final Written Report** is prepared and approved by your advisor by the end of Winter Quarter.

The following guidelines are used to determine the appropriateness of Senior Projects:

1. The Senior Project will result in a product that pertains directly to the further development of your area of study.
2. The work must be of acceptable portfolio quality as deemed by your advisor.
3. You must initiate a project that involves investigation beyond the classroom curriculum.
4. The bulk and substance of this project shall not have been completed prior to the signing of the Senior Project Contract, unless the project was executed prior to the Winter Quarter or with faculty approval. Prior approval is required.

5. Unless exceptions are granted due to the scope of the proposed project, it is expected that the senior project will be an individual rather than a group effort. Prior approval for exceptions is required.
6. All senior projects will include written and visual material that supports the end product.
7. You must be prepared for the inevitable delays or conflicts that will impede your ability to complete the project in a timely manner. For example, if the client fails to meet deadlines or declines to finish the project before the Senior Project Contract deadlines, you must be prepared to complete the work as proposed, regardless of client involvement.

The Senior Project Contract:

The Senior Project Contract is available on the Art and Design Web site at <http://artdesign.libart.calpoly.edu/> under “Documents”. After completion, you are required to submit **two (2) copies** of your contract to your instructor in Art 460, and keep a copy for yourself. You and your advisor must sign all copies of the contract.

The Final Project:

The final senior project is your property to be included in your portfolio. You do not include original works in the documentation. Slides, prints, and/or digital media of the work are included only in the department copy. The library copy does not include slides or prints.

The Senior Project Written Report:

A sample title page and an outline for the format of your Senior Project Final Report with a sample bibliography are available at <http://artdesign.libart.calpoly.edu/> under “Documents”. You will submit two (2) copies of the final report to your Senior Project Advisor (one copy for the department’s student resource room and one for the Kennedy Library to be microfiched). Senior project clinics are usually available some time in October. Check with your instructor in Art 460 for the exact time and place.

Fees, Recording and Delivery:

There is a prescribed procedure that you need to follow in order for the various offices of the university to know that your project is completed and graded. This is the method by which you are credited with completion for your graduation requirement; it is relatively simple.

1. **MICROFICHE FEE PAYMENT:**
Go to the State Cashier (Admin.131) and pay the \$6.00 microfiche fee. The white receipt must be attached to the Senior Project Requirement Form. The yellow copy is your receipt.
2. **SENIOR PROJECT REQUIREMENT FORM:**
The form is available online at: <http://www.lib.calpoly.edu/collections/seniorprojects/submissionform.pdf>, as well as from the Kennedy Library, Acquisitions section. The form must be typed or printed and filled out completely. It must have the required signatures and the exact project title.

3. DELIVERY TO YOUR FACULTY ADVISOR:

- a. A copy of the Senior Project Final Written Report with slides, prints, and/or digital media of the physical end product, **in BOUND format** (with label containing the title, your name, and the month and year submitted). The binding must be spiral, tape, or cheesecloth—no folders, report covers, or three-ring binders will be accepted. Additional items must be put in a pocket page and bound with the final written report.
- b. A copy of the Senior Project Final Written Report (no slides, etc.), **UNBOUND, in a manila envelope** (which will be sent to the university library).
- c. Typed or printed **original** Senior Project Requirement Form with **Cashier's Receipt** (white copy) paper clipped to the top.
- d. **Copy** of above Senior Project Requirement Form.

All of the above inserted in a larger manila envelope and given to your faculty advisor.

There are no exceptions to the above requirements. If directions are not followed as stated, the library or the Department of Art and Design will not accept the Senior Project.

Getting It Done:

The Senior Project takes discipline, time, and motivation. There is nothing inherently mysterious or complicated about senior projects except that they take independent planning and follow through. Your most critical effort must be made to complete the project on time. This usually is the result of carefully planning your time, setting a series of deadlines, and meeting those deadlines according to plan. It is possible to complete the project ahead of schedule, leaving time for other responsibilities and relieving a lot of stress.

A Final Note:

Get help when you need it. Do not procrastinate. An “Incomplete” grade in senior project must be cleared within the next three (3) consecutive quarters or it will turn into an “F” with no diploma issued!