



SENIOR EXHIBITION POLICY

ALL FORMS, SCHEDULES, AND DOCUMENTS ARE AVAILABLE ON THE GALLERY'S WEB SITE: <http://www.kutztown.edu/acad/artgallery> (Click "Senior Exhibition" in the left column).

You must be familiar with the following information and with deadlines presented in the exhibition schedule.

Who, what, when, where

Participation in the Senior Exhibition is a graduation requirement for the Communication Design, Art Education & Crafts, and Fine Arts programs at Kutztown University. If you are graduating in December from the Communication Design, or Art Education and Crafts departments, you must participate in the Fall Senior Exhibition (a single exhibition representing CD and AE&C); Fine Arts students graduating in December must participate in the Spring Senior exhibition prior to your December graduation. Seniors graduating in May or at the end of a summer session, must participate in the Spring Senior Exhibition for their department (these are individual departmental exhibitions).

Participation in the exhibition for Communication Design and Art Education & Crafts seniors is defined as the presentation of at least one exhibition-ready piece/documentation/record within the confines of the Sharadin Art Gallery for the entire length of the exhibition — from delivery day until reclamation day. For Fine Arts seniors, participation is defined as submitting at least one work for jury consideration — **THE JUROR MAY DECLINE YOUR WORK, SO PUT YOUR BEST EFFORT INTO YOUR SUBMISSION(S)**. Participation also involves the proper and timely submission of an online loan form. Each department has additional requirements that are outlined at the end of this document. Deadlines associated with the exhibition are critical; failure to meet them will result in exclusion from the exhibition thus making you ineligible for graduation.

Registration

Senior Exhibition is a non-credit course; you must be properly enrolled through the university registrar's office in order to exhibit and graduate.

Meetings

Two informational meetings are conducted the semester of the exhibition. Attendance at both meetings is strongly recommended. Meeting dates, times, and locations are listed on the exhibition schedule.

Work selection

All departments require students to present work to a jury for approval. In the case of Communication Design and Art Education & Crafts, the jurors are departmental faculty; in the case of Fine Arts the juror will be an outside professional. You are generally urged to select your best work, regardless of medium and time of completion (all mediums are eligible and pieces need not have been completed during the senior year). Except for Communication Design students, selections need not be the result of course assignments. Only work that will be available for the duration of the exhibition — from delivery day until reclamation day — should be selected for submission. After delivery, work cannot be removed from the gallery, for any reason, until reclamation day.

Quantity and size limitations are listed on the exhibition schedule. Quantity and size restrictions are necessary because of the large number of participating seniors and the relatively small space of the gallery. This number is a maximum, not a minimum; you may choose to exhibit fewer pieces. The total width of your combined works should not exceed the size listed on the exhibition schedule. Total width is calculated by adding the width of each piece (use the widest dimension of a 3D work). The gallery director can sometimes grant a size waiver but this must be arranged and approved before loan forms are submitted.

Items that are generally sold as a set, such as a sugar bowl and creamer or a bracelet and necklace, are generally considered a single work. Only one work can be presented in a single presentation format (i.e., several different works can't be submitted in a single frame — the exception is a series of clearly related and dependent works). If works in a series are framed individually, each piece is considered a separate work.

Plans for installations, performances, and media works should be discussed with the gallery director before submitting your loan form. Equipment and arrangements associated with such pieces are your responsibility. These works are subject to standard quantity and size limitations although size waivers are sometimes

possible depending on circumstances and requirements of the works; the director must approve waivers before loan forms are submitted.

Performances and media works may be presented in the gallery during the reception at the discretion of the gallery director. The gallery director must approve plans for these kinds of presentations before loan forms are submitted.

You may be required to assist with the installation of non-standard works. Therefore, if you cannot readily be available during the four days leading up to the opening of the exhibition, you should not submit works that have unusual or difficult installation requirements.

Loan Forms

Loan forms are web-based and must be submitted online. You can access the form by going to <http://www.kutztown.edu/acad/artgallery>. You'll see a list of "Exhibition Opportunities" on the left hand side of the page. At the bottom of the list, click "Senior Exhibition" to locate the loan form. The completed Loan Form must be received by the date and time specified on the exhibition schedule. Incomplete and late forms will not be accepted.

A correctly completed Loan Form includes: artist's name; phone number, title of work ("Untitled" is acceptable); how the work is to be displayed; a reasonable declared insurance value reflecting your level of experience and the estimated replacement cost of the work (a value must be declared, even if the work is not for sale — the figure is used as a basis for insurance coverage). Long titles and long descriptions of mediums will be edited, if necessary, to fit on a standard wall label.

Loan Forms for works requiring more than simple wall, floor, or pedestal placement must include installation instructions.

Loan forms must be submitted online and **MUST BE RECEIVED** by the date and time specified on the loan schedule.

Work must be exhibition ready

Two-dimensional objects should be professionally prepared, according to your preference, using one of the following methods:

- Framed (most desirable)
- Mounted, matted, covered with Plexiglas and held together with a bracket type hanging system. If mounted, the mount must be sturdy enough that the work does not "bow."

All work must be clean and equipped with properly installed hanging wire or other similar devices. Students submitting works that require extremely exacting or excessively time-consuming installation must be available to install their own work according to the installation schedule specified by the gallery director. Works not meeting these requirements will not be included in the exhibition and must be claimed during regular gallery hours.

ID Tags

Each piece must have an ID tag attached (available online). If a work has multiple components, each part must be tagged. Tag information must be clearly printed and tag must be securely fastened to the back of the work. Work requiring anything other than standard installation methods should have full instructions attached; include a diagram if needed. Serial pieces should be numbered so that the appropriate sequence is indicated. The top of non-representational and abstract work should be clearly marked.

Delivery of artwork

Artwork must be delivered to the Sharadin Art Gallery on the date and time specified on the exhibition schedule. Work should be unwrapped — the gallery will not store wrapping materials. If you're going to be on an internship, field study, field trip, or doing student teaching, you must arrange for a friend or a family member (an agent) to deliver your work. The gallery cannot accept work before or after the specified delivery time. Missing the submission deadline will disqualify you from the exhibition thus preventing graduation.

Exhibition design

Exhibition design is the responsibility of the gallery director. The overall integrity of the exhibition guides design decisions so it is possible that your works may not be grouped together. Because the gallery has a limited inventory of pedestal and pedestal covers, it is sometimes necessary to group several small objects by different artists on the same pedestal.

The gallery produces wall labels and a checklist for the exhibition based on information provided on your Loan Form. Titles of work and description of mediums may be edited for length, clarity, and consistency.

To ensure the safety of artwork, visitors (including exhibition participants) are not allowed in the gallery during installation.

Reception

You are urged to participate in the exhibition's reception by bringing a dish for the food table (departmental advisors can suggest an appropriate dish). The gallery provides beverages, paper plates, napkins, and plastic utensils. The reception is held in the lobby outside the Sharadin Art Gallery; dates and times are listed on the exhibition schedule.

Reclamation of artwork

Work must be reclaimed on the date specified on the exhibition schedule. If you will be unable to reclaim your work on this date, you must arrange for an agent (friend, fellow student, family member, etc.) to reclaim the work for you. HOWEVER, arrangements must be made in advance by sending an email to the gallery director (talley@kutztown.edu). Agents should have a photo ID available when reclaiming artwork.

The gallery will not arrange alternative reclamation times; work not reclaimed during scheduled reclamation hours will be placed in storage if space permits, or in the lobby if space is not available. If work is placed in storage, it will only be available during the gallery's regular public hours of operation (the gallery does not maintain regular hours between exhibitions and during university holidays).

ADDITIONAL DEPARTMENTAL REQUIREMENTS.

Communication Design

Students are required to submit work to a jury. Contact the Departmental Advisor for jury schedule. At least half the work submitted by a CD student must have been developed in, or generally reflect the communication design curriculum. For example, if 4 pieces are submitted, at least 2 of them must be CD related. When considering quantity, multiple related pieces such as illustrations, book jackets, and advertisements may be considered a single entry if they are mounted or matted together in a format that does not exceed 432 square inches. Coordinated three-dimensional pieces may be considered a single entry if they can be grouped in a 19 1/2" X 19 1/2" area. The departmental advisor or faculty member who assigned the project must sign a Multiple Related Pieces Verification Form (available online), which must be attached to the work.

Art Education & Crafts

Students are required to submit work to a jury. Contact the Departmental Advisor for jury schedule.

Fine Arts

Students must submit work for jury. Further, students are required to submit 6 images of their work. Images can depict pieces not included in the exhibition. Images should be delivered on CD or DVD and be accompanied by a text file that has corresponding information that includes artist's name, title of work, year created, medium and size. Fine Arts students are also required to submit a typed statement of artistic philosophy (at least 250 words). Slides and statement of artistic philosophy are due by the date specified on the exhibition schedule.

Questions. should be directed to Departmental Advisors (listed on your exhibition schedule).