

AVC - Computer Equipment Requests
December Graduation Exhibition 2018
Due to Department Administrator by November 19, 2018

Name: _____ Date: _____

Date Needed: _____ Department: _____ Room: _____

Contact Number: _____ Email: _____

Equipment Requested: _____

What are you displaying: _____

**AVC - Computer Equipment Requests
December Graduation Exhibition 2018 Guidelines**

1. Computers will not be networked. Students may not display personal Websites or Portfolios. Only Departmental approved work may be shown. Any requirement for Internet access needs to be approved by AT in advance.
2. Equipment is limited, so please return your form as early as possible. There is no guarantee the equipment you request will be available. **No verbal arrangements will be honored**; please be sure that all requests are in writing and made through your department.
3. Students must provide headphones for any displays that include sound. (Speakers will not be permitted.) Please check with your department to see if they have any headphones available. Academic Technologies will lock your headphones in place if requested.
4. If a student is providing his/her own table (and not using a CCS pedestal) for a computer, he/she must insure that the table is sufficient to hold the weight of the computer and monitor (minimum 25 pounds).
5. It is the student's responsibility to ensure that the assigned space is ready and that pedestals/tables are exactly where they are wanted for the show. AT will be locking down the equipment when it is delivered; you will not be able to move it after it has been locked down.
6. Personally owned technology is not permitted in the show and will be removed if no prior arrangements have been made. If personally owned technology is required, the Department Chair will work with AT on arrangements; a signed waiver will need to be on file
7. Flash drives will be used for the entire show; remove all non SEO content from your flash drive
8. Please contact your Department Administrator immediately if you decide that you no longer want technology equipment for the show

September 28, 2018

December Commencement Exhibition Policy

Students graduating in December are required to show one piece of work (or a set of work that is hung together, such as a triptych), reviewed and approved by the appropriate Department Chair, in the December Commencement Exhibition. The December Commencement Exhibition Artwork Approval form is available through the Academic Advising and Registration Office and must be submitted by the due date offered on the form. December graduates may also show their work in the May Student Exhibition. Under certain circumstances, Department Chairs may waive participation for students who have fulfilled all graduation requirements as outlined in the course catalog.

REVISED December Commencement Exhibition Protocol

Summary

Students graduating in December will be required to show one piece of work (or a set of work that is hung together, such as a triptych), reviewed and approved by the appropriate Department Chair, in the December Commencement Exhibition. An approval form will be submitted in advance of the exhibition to allow for Exhibit Services preparation; if applicable, a technology request form will also be submitted to Academic Technologies. Students will complete a Wufoo/Word Press form (similar to the one completed for the Student Exhibition) for their piece to provide label information and to digitally sign the Student Exhibition Guidelines. Exhibit Services will hang the show work and be responsible for take down/work dissemination. The Coordinator-Undergraduate Studies will create work labels.

Step-By-Step

1. An approval form to show in the December Commencement Exhibition will be attached to the Graduation Application form available in the Academic Advising and Registration Office. The approval form will offer instructions and guidelines, such as:
 - a. One piece per student (or a set of work that is hung together, such as a triptych)
 - b. Work must have been an assignment for a class
 - c. Work must be submitted by the first business day in December
2. Students will meet with their Chair to request approval for a specific piece; the completed form will be given to the Department Administrator who will then forward it to Exhibit Services.
3. If applicable, the student will work with the Department Administrator to complete the Technology Request Form. This form will be forwarded to Academic Technologies by the Department Administrator.
4. The Department Administrator will determine a drop off date with the student and remind the student to complete the Wufoo/Word Press form requesting tag information
5. Exhibit Services and Academic Technologies will pick up all work being shown on a selected date
6. The Coordinator – Undergraduate Studies will create the labels for the work displayed and provide them to Exhibit Services
7. Exhibit Services, Facilities, and Academic Technologies will work together to set the exhibit up on the day prior to commencement
8. Exhibit Services and Academic Technologies will take down the show and disseminate any work not picked up by the artist to the departments

Proposed Timeline for 2018

10/31/18 – Final deadline for graduation applications

11/19/18 – Final deadline to submit exhibition work approval and technology requests forms (as applicable)

11/20/18 - AT will review and finalize all requests. Precise set up times will be established with each student using technology

12/3/18 – Final deadline for students to submit work to department, including digital work on a flash drive in the correct format, and complete Wufoo/Word Press form for tagging

12/10/18 - All files and digital work are due to Academic Technologies; no exceptions

12/10 – 12/11/18 – Exhibit Services will pick up physical work from the departments

12/11/18 – Exhibit Services, Facilities, Academic Technologies, Coordinator-Undergraduate Studies do their part to put the show up; students must be present for their technology set up as confirmed on 11/20/18

DECEMBER COMMENCEMENT EXHIBITION ARTWORK APPROVAL FORM

All December graduates are required to submit one piece of work (or a set of work that is hung together, such as a triptych) for the December Commencement Exhibition.

- The selected work must have been created for an assignment in a CCS course.
- The appropriate Department Chair must approve the selected work for inclusion.

December graduates may also show their work in the May Student Exhibition.

PLEASE MEET WITH THE DEPARTMENT CHAIR AND SUBMIT THIS SIGNED FORM TO THE DEPARTMENT ADMINISTRATOR PRIOR TO THE THANKSGIVING BREAK.

Approved, finished work is due to the department office by the first business day in December. Label information must be attached to the work prior to submittal - the Student Exhibition Artwork Information form is available via Blackboard>December Commencement Exhibition Information (tab at top of home page).

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- | | | |
|---|--|---|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Art Education | <input type="checkbox"/> Communication Design |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Entertainment Arts | <input type="checkbox"/> Fashion Accessories Design |
| <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Illustration | <input type="checkbox"/> Interior Design |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Product Design | <input type="checkbox"/> Transportation Design |
| <input type="checkbox"/> MFA Color & Materials Design | <input type="checkbox"/> MFA Integrated Design | <input type="checkbox"/> MFA Interaction Design |
| <input type="checkbox"/> MFA Transportation Design | | |

ARTIST'S LAST NAME: _____ ARTIST'S FIRST NAME: _____

TITLE OF WORK: _____

DIGITAL TRADITIONAL - MEDIUM: _____

NOTE: If the work is digital, student must work with the Department Administrator to complete a Technology Request

DIMENSIONS: Height _____ x Width _____ x Depth _____

PEDESTAL NEEDED **YES / NO** **FLOOR PLINTH NEEDED** **YES / NO**

NOTE: Pedestals should only be requested for non-digital work; Academic Technologies will order all technology pedestals

I approve the inclusion of the named artwork in the December Commencement Exhibition.

Department Chair Signature

Date