

MINNEAPOLIS  
COLLEGE of ART and DESIGN

Media Arts Department | Junior Review Notification

**Media Arts Department  
Junior Review Checklist Fall 2024**  
[Junior Review Resource Page](#)

<input type="checkbox"/>	<b>Reservation/Sign Up</b> 2 week window	<b>Wednesday, September 11 - Wednesday, September 25</b>
<input type="checkbox"/>	<b>Reserve Space / Equipment Deadline</b> Contact <a href="#">Exhibition &amp; Studio Services</a> or the <a href="#">Media Center</a> for individual needs. *Only Photo/WMM/A+T Majors required to install	<b>by Wednesday, September 25</b>
<input type="checkbox"/>	<b>Sign up deadline (or request deferral)</b> <a href="#">SIGN UP FORM</a> Not signing up is the same as not passing	<b>by Wednesday, September 25</b>
<input type="checkbox"/>	<b>Required Media Arts Dept Junior Review Informational Meeting</b>	<b>Tuesday, September 17 12:15 – 12:45 PM Room 140</b>
<input type="checkbox"/>	<b>Meet with Academic Advisor</b>	<b>Before your review</b>
<input type="checkbox"/>	<b>Check email for review times/locations</b> Arrange with instructor if class conflict	<b>Wednesday, October 2</b>
<input type="checkbox"/>	<b>Submit Documentation images, lists, and statement to the Junior Review Server *See guidelines for details</b>	<b>By 5 PM Thursday, October 17</b>
<input type="checkbox"/>	<b>Complete review on scheduled date</b>	<b>Mon, Tues, or Wednes October 21, 22, or 23 From 9:00am - 12:10pm</b>
<input type="checkbox"/>	<b>Media Arts work must be down</b>	<b>By 9 am Thursday, October 24</b>
<input type="checkbox"/>	<b>Notified of Junior Review results</b>	<b>Wednesday, October 30</b>

Please see Junior Review Guidelines for more detailed information

# Media Arts Department | Junior Review Guidelines

## Goal

The intention of an MCAD Media Arts Department Junior Review is to provide advisory feedback from a committee of Media Arts Department faculty according to guidelines stated below. This review provides both students and faculty a forum for presentation, discussion, and interim evaluation of a Junior's work in, and by, the Media Arts Department.

## Candidacy, Timing, and Duration

Media Arts students are notified of their candidacy for a Junior Review when they accrue 60 credits. Reviews happen in the Spring and Fall of each academic year. Reviews are 40 minutes in length. Extraordinarily, a student may petition the Media Arts Department Chair to postpone their review until the following semester.

\*Requests to defer must be submitted no later than the sign-up deadline, Wednesday, September 25, to the Department Chair. Deferment will not be granted once this deadline has passed.

## General Requirement

The passing of the Junior Review will be required as a "check off" on your degree audit. Students will not be permitted to proceed to advanced level classes until they have passed their Junior Review. All students must participate in and pass their Junior Review before graduation. Students who do not show up for their scheduled review will automatically fail.

If you fail your review, you have an opportunity to pass the following semester. Students who fail their review are encouraged to work with their academic advisors to prepare for a subsequent review. It should be noted that most students pass their Junior Review.

## Required Information Meeting

**There will be an important informational meeting required for all Media Arts Junior Review candidates Tuesday, September 17 from 12:15 – 12:45 PM in Room 140.** All Media Arts Department students who have their Junior Review this semester are expected to attend.

## Procedure:

**Media Arts Department Junior Reviews will take place on Mornings of Mon, Tues, Wednes, Oct 21-23.**

- I. Sign up for your review. **THE DEADLINE TO SIGN UP IS WEDNESDAY, SEPTEMBER 25. NOT SIGNING UP IS THE SAME AS NOT PASSING YOUR REVIEW**  
**MEDIA ARTS MAJORS w/concentrations in A+T or PHOTO, AND PHOTO, WMM MAJORS: [YOU MUST RESERVE YOUR EXHIBITION SPACE FIRST](#)**
  - a. Sign up with Exhibition and Studio Services either in person in Room 207, or by email at [exhibition\\_studio\\_services@mcad.edu](mailto:exhibition_studio_services@mcad.edu) for an exhibition space. All **MEDIA ARTS MAJORS w/concentrations in A+T or PHOTO, AND PHOTO, WMM MAJORS** are required to install an exhibition. Students are expected to request a space by the sign-up deadline or sign-up is considered incomplete. Failure to complete this part of the procedure will result in an automatic failure of your review. If you need installation assistance, you may make an appointment with Exhibition and Studio Services (ESS). A sign-up sheet will be posted outside the ESS office one week ahead of reviews.
  - b. Reserve any media equipment needed for your exhibition. \*See section title "Exhibitions" for more details.  
**ANIM AND FILM MAJORS:**
    - c. You will complete your review on campus in an assigned space.
    - d. Installs for ANIM and FILM majors are optional
- II. Sign up for intent to participate with Academic Affairs office [HERE](#). Academic Affairs will schedule reviews. You will be notified of your review times on Wednesday, October 2 via MCAD email.
  - After reviewing these guidelines, schedule a meeting with your advisor to discuss and prepare for your review.
  - Official review times will be delivered **Wednesday, October 2 via MCAD email.**
  - Reviews will be 40 minutes in length (~20 minutes for you to present your work to the committee and ~15 for discussion).

# Media Arts Department | Junior Review Guidelines

## **Review Criteria:**

### **YOUR EXHIBITION or PRESENTATION**

You are to present your best work that shows proficiency in your major area of study within the Media Arts Department as follows:

**FILMMAKING/MA concentration in FILMMAKING:** Your best work prepared for efficient presentation. **Please upload 2-3 projects as h264 files to the Junior Review server. Review committee will watch your complete works before the review. See your advisor for additional information on the presentation format of the remote review.** Consider the time limit when choosing what to include but aim to upload an entire recently completed work. For longer pieces (>10min) you should show specific segments. All students are required to submit documentation of your work (**h264 files**), works list, and a PDF of your statement to the Junior Review Server. \*See documentation section of these guidelines. **MATERIALS MUST BE SUBMITTED BY 5PM, THURSDAY, OCTOBER 17th**

**ANIMATION:** Your best work prepared for efficient presentation. Present your work as a group of still images and movie files as opposed to a demo reel. Each file name should be numbered in the order you want to present each file and uploaded to a single folder with your name. \*Files should be in one location regardless of format. Consider the time limit when choosing what to include but aim to show an entire recently completed work. For longer pieces (>10min) you should show specific segments. Faculty will upload your work to SyncSketch for your presentation. All students are required to submit documentation of your work (working links), works list, and a PDF of your statement to the Junior Review Server. \*See documentation section of these guidelines and check [THIS LINK](#) for further details. **MATERIALS MUST BE SUBMITTED BY 5PM, THURSDAY, OCTOBER 17th**

**PHOTOGRAPHY/MA concentration in PHOTOGRAPHY:** Photographers are required to install an exhibition of photographs from more than one body of work. All students are required to submit documentation jpegs of your work, works list, and a PDF of your statement to the Junior Review Server. \*See documentation section of these guidelines. **MATERIALS MUST BE SUBMITTED BY 5PM, THURSDAY, OCTOBER 17th**

**WEB + MULTIMEDIA/MA concentration in Art + Technology:** Students are required to install an interactive exhibition with their strongest current work. Documentation should be delivered as a digital archive with all work documented as photographs, videos, or fully functioning self-contained, software, application or other media. Additionally a link to a web page presenting all the submitted work can be included. The above work archive should also include a complete works list, and a PDF of your written statement. Please make sure that all submitted documentation and links are functional. \*See documentation section of these guidelines. **MATERIALS MUST BE SUBMITTED BY 5PM, THURSDAY, OCTOBER 17th**

**IN ADDITION, ALL STUDENTS** are to choose *ONE* other area or media in which you are proficient. Please present a fully formed project from another MCAD studio course. This work should represent the high standards and outcomes of your primary discipline work. Be prepared to talk about the evolution of the work and how it informs your practice. This work is not limited to projects completed in Media Arts classes.

### **WRITTEN STATEMENT**

All Students must provide a statement that addresses your work, your influences, and your educational and post graduate goals. Make sure you go to the learning center, and your advisor to edit your statements.

Follow these guidelines and examples and apply them to your own work. [LINK](#)

## Media Arts Department | Junior Review Guidelines

### Review Set-Up for Installation

- I. You are responsible for the installation and pick-up of your work.
- II. Installation may take place **Thursday, Oct 17 starting at 6 PM – Monday, Oct 21 ending at 8 AM.**
- III. After securing an exhibition space, reserve your equipment via the online reservations system here: [equipment.mcad.edu](http://equipment.mcad.edu). See the section under Exhibition AV. All equipment is first-come, first-served based on the date of approval. After equipment has been reserved, it must be checked out via the Media Center, and arrangements made with Exhibition and Studio Services to secure the equipment in the exhibition space.
- IV. Exhibition spaces are reserved from 6pm, Thursday, Oct 17, through 9am, Thursday, Oct 24.
- V. **YOU MUST REMOVE YOUR WORK BY 9 AM, THURSDAY, OCTOBER 24.** Any remaining work will be removed by Exhibition and Studio Services and stacked on tables on each floor.

### Advisory

1. If you do not provide or exhibit all of the above to your review, you will not be reviewed and you will not pass the review process.
2. All work must be professionally and appropriately presented.
3. If you need more information about the reviews or feedback regarding what to include or prepare, speak with your advisor and/or current instructors.
4. Be sure to be on time for your review.

### The Day of Your Review:

1. On the day of your scheduled review, arrive to your assigned or exhibition space 5 – 10 minutes early.
2. In the event of illness, please notify Katherine Turczan, Interim Chair of the Media Arts Department ([kturczan@mcad.edu](mailto:kturczan@mcad.edu)). **Not providing sufficient advance notification or adequate, formal proof of burden is the same as not passing.**

### Documentation

1. **All students are required to submit documentation jpegs and/or [working links of your work](#), works list, and a PDF of your statement to the Junior Review Server.**
  - a. Follow the archiving standard on the intranet. <http://tinyurl.com/koevfzx>
  - b. **Name your folder: “Last Name, First Name”**
2. All work submitted to the Junior Review server should match the portfolio pieces presented to your review panel.

### **To access the Junior Review Documentation server at MCAD:**

**\*\*MATERIALS MUST BE SUBMITTED BY 5PM, THURSDAY, OCTOBER 17\*\***

1. From the Finder, pull down Go > Connect to Server. The Connect to Server window appears.
2. In the Server Address field, enter 'afp://juniorreview.mcad.edu'
3. Click Connect in the lower right corner of the window.
4. Finder will usually present you with your full name  
Delete your full name and sign in with your short MCAD Login (e.g. rmoranis ).
5. Finder will sometimes present a list of volumes such as Merit or Junior Review.  
Choose the appropriate volume
6. If the folder in question is a Drop Box folder one will get Access Denied if you try to open the folder  
Instead of opening the folder, drag and drop your files into the folder  
Once you submit your file(s) you will not be able to modify or view them.  
Please make sure you double check your submission before you drop it!
7. If you absolutely have to change something uploaded to a drop box, you will have to rename the file and upload it again.  
It may make sense to simply add an 01, 02, etc. to the file name.  
For instance, if the file was FILENAME.EXT  
Rename it to FILENAME\_01.EXT

### After Reviews

## Media Arts Department | Junior Review Guidelines

1. All students will receive a letter indicating the outcome of their Junior Review including specific comments, recommendations, and/or concerns from their faculty panel.
2. The credit evaluation form on file with the MCAD Records office will be updated. All Media Arts Department students need to pass their Junior Review in order to graduate.
3. Students who do not pass their first Junior Review will be re-reviewed the following semester. In most cases, students will be counseled to meet with faculty in their major area to discuss areas of improvement and a plan of action to prepare for their next review.

**You will receive notification of your Junior Review status on WEDNESDAY, OCTOBER 30**