

BAIA/BFA CAPSTONE**FA 496.001/ARTS 498**

Fall 2025

3 Credit hours

Instructor: Andrea Polli

Instructor Email: apolli@unm.edu

Office Hours: By appointment

Art Department: art@unm.edu (505) 277-5861**Course Description**

This course is the final capstone project for the BA in Interdisciplinary Arts or BFA in Art Studio. Course topics center on professional practices and critical discourse for interdisciplinary and collaborative artists. The course will culminate with a final project designed by the students in the creative disciplines. (3 Credits. Prerequisites for BAIA: FA 187 and 395.)

This is a three credit-hour course. Class meets for one 5 hour session of direct instruction for fifteen weeks during the Fall 2024 semester. Please plan for a minimum of six hours of out-of-class work (or homework, study, assignment completion, and class preparation) each week.

Student Learning Outcomes/Course Objectives

The following are the objectives for the course. The course is divided into two-week modules. Each module will have specific learning objectives listed on the Overview Page in Canvas. The activities in that module (i.e.: discussions, assignments and assessments) are developed so that you can demonstrate you have met the following objectives:

- Students will create a professional portfolio of documentation of their work.
- Students will design and present a professional level interdisciplinary arts project.
- Students will produce a professional level artist's talk.
- Students will develop documents necessary to being a practicing artist.
- Students will apply feedback skills through written and verbal critique.

Prerequisites and Co-requisites

Required course for graduating BAIA and BFA students

Expectations for Participation

- time required (approximately 18 hours per week)
- students are expected to know/learn how to navigate in Canvas
- students are expected to communicate with one another in team projects
- students are expected to keep abreast of course announcements
- students are expected to use the UNM email as opposed to a personal email address
- students are expected to keep instructor informed of class related problems, or problems that may prevent the student from full participation

- students are expected to address technical problems in Canvas if needed immediately
- students are expected to observe respectful conduct, academic and personal integrity and course netiquette at all times

Grading Procedures

Make-ups: If a student finds they will not be able to hand in a project on the scheduled day, it is the student's responsibility to notify me prior to that day. Under no circumstances will I accept the work if I have not been notified and arrangements made prior to that day.

Homework: Since the nature of this class demands that assignments vary between students, students will be responsible for the specific requirements of their project and will be expected to complete necessary content gathering and formatting and design. Unfinished projects will NOT be accepted. ALL work will be expected to be formatted as appropriate including online work.

Grading Scale

Research and assignments	10%
Participation and group work	10%
Projects in process presentations	10%
Final press release	10%
Final catalog	20%
Final project	20%
Final slide presentation	20%
Total	100%

Final grades will be based on the sum of all possible course points as noted above. Percentage of available points

Grade

95 -100	A
90 - < 95	A-
85 - < 90	B
80 - < 85	B-
75 - < 80	C
70 - < 75	C-
60 - < 70	D
< 60	F

TEXTBOOK AND SUPPLEMENTAL MATERIALS

Required Textbooks:

Art/Work by Heather Darcy Bhandari and Jonathan Melber
and other materials as provided as links or files on Canvas

Course Outline: This syllabus is subject to change!! Please feel that you have a say in the tempo and the extent to which material is covered.

Welcome and Module 1: August 22-September 4

~~*August 22: INTRODUCTIONS/PITCH/ELEVATOR SPEECH~~

~~*August 29: CLASSMATE INTERVIEWS FOR CONTENT DEVELOPMENT~~

Assignments: Revised pitch/elevator speech

Readings: Chapter 1 of *Art/Work*

Module 2: September 5 - September 18

~~*September 5: DIGITAL PORTFOLIOS #1~~

Assignments: Artist's resume

Readings: CAA Guidelines

CAPSTONE STUDENT TEAMS

EVENT/GALLERY TEAM

Zee

Joey

Marisol

Lilyan

Nova

WEBSITE TEAM

Chris

Amber

Elan

Perla

CATALOG TEAM

Pyiere

Fin

Alison

Emma

Lillie

Destiny

MARKETING TEAM

Ash

Er

Tru

Hannah

Grigori

Kayliegh

Adrian

Module 3: September 19 - September 25 (one week module)

~~*September 19: OBJECTIVES/SMART GOALS, ARTIST'S RESUME~~

Assignment: Revised objectives/goals and portfolio and resume revisions

Readings: SMART Goals links and Chapter 3 *Art/Work*

Module 4: September 26 - October 3 (one week module, October 10 Fall break)

***September 26: DIGITAL PORTFOLIOS #2 and BIO/ARTIST'S STATEMENT**

Marketing Team presents theme ideas

Events Team presents presentation/artwork form

Assignment: Draft Bio/Artist's Statement

Readings: Artist's statement guidelines document on Canvas

Module 5: October 17 - October 30

***October 17: MEET AT CARC - EXHIBITION/EVENT/CATALOG PLANNING, VISIT HONORS EXHIBITION SOMMERS AND 1PM SACHIKA GOEL PERFORMANCE MAYSLEY**

Events Team contract

Oct 13-24 Honors exhibition Emma Anderson, Sommers Gallery

***October 24: VISIT HONORS EXHIBITION HARWOOD, EXHIBITION/EVENT/CATALOG PLANNING and deliver ARTIST'S TALKS for feedback**

Oct 17-31 Honors exhibition Adrian Ricca Lucci, 6th Street Gallery Harwood

Assignment: Completed and revised Artist's talk videos with slides online

Readings: As posted on Canvas

Module 6: October 31 - November 13

***October 31: VISIT HONORS EXHIBITION MAYSLEY and EXHIBITION/EVENT/CATALOG PLANNING**

CFA Dean Visit CARC Vislab 10:30-11

Oct 27-Nov 7 Honors exhibition Fin Martens, Maysley Gallery

***November 7: EXHIBITION/EVENT/CATALOG PLANNING**

Assignments: Presentations by teams and team-created timelines and guidelines for students

Readings: Chapter 4 *Art/Work*

Module 7: November 14 - November 26 (November 27-28 Thanksgiving break)

***November 14: EXHIBITION/EVENT/CATALOG PRODUCTION**

***November 21: EXHIBITION/EVENT/CATALOG PRODUCTION**

1-2PM ARTIST TALK Sarah Mills Kathleen Gygi ARTSlab

Nov 24-Dec 12 Capstone Exhibition, Sommers Gallery (reception dates?)

Assignments: Presentations by teams on progress towards final

Readings: Chapter 7 *Art/Work*

Module 8: December 5 - December 12

***December 5: 2-4PM Performances and exhibition ARTSlab**

***December 12: 1-3PM Artist Talks and graduation celebration ARTSlab**

Assignment: Completion of exhibition/event(s), PR/social media, and catalog in teams and reflection

ADDITIONAL COURSE INFORMATION AND RESOURCES

Online Resources (By no means an exhaustive list! resources are changing every day, please notify me if an online resource is out of date)

GRANTS & JOBS <http://www.nypl.org/branch/features/index2.cfm?PFID=211ART>
College Art Association (CAA) <http://www.collegeart.org/>
CAA Guidelines <http://www.collegeart.org/guidelines/>
Art Deadlines List <http://www.artdeadlineslist.com>
Art & Design – Career & Employment http://art.nmu.edu/departments/AD_Career-Jobs.html Artists Space <http://www.artistsspace.org>
Chronicle of Higher Education Careers <http://chronicle.com/jobs/>
ArtJob Online <http://www.artjob.org>
Arts and Business Council <http://www.artsandbusiness.org>
Arts International Home <http://www.artsinternational.org>
NYSCA http://www.nysca.org/public/artresources_visual_arts.html
Arts Wire Current <http://www.artswire.org>
Asian American Arts Alliance <http://www.aaartsalliance.org>
Association of Hispanic Arts <http://www.latinoarts.org>
Bronx Council on the Arts <http://www.bronxarts.org>
Brooklyn Arts Council <http://www.brooklynartscouncil.org/index.cfm?ts=06032003155116>
College Art Association – Career Development <http://www.collegeart.org/caa/career/index.html>
The Council on Foundations
<http://www.cof.org/index.cfm?containerID=76&menuContainerID=0&crumb=2&>
Creative Capital <http://toolbox.creative-capital.org>
Creative Time <http://www.creativetime.org>
Department of Cultural Affairs <http://www.nyc.gov/html/dcla/home.html>
Fine Art Forum http://www.msstate.edu/Fineart_Online/home.html
Albuquerque Opportunities for Artists <http://www.cabq.gov/publicart/opportunities-for-artists>
<http://www2.lib.udel.edu/subj/foce/internet.htm>
Lower Manhattan Cultural Council <http://www.lmcc.net>
Marie Walsh Sharpe Art Foundation <http://www.sharpeartfdn.org>
Mid Atlantic Arts Foundation <http://www.midatlanticarts.org>
Museum Employment Resource Center <http://www.museum-employment.com/>
National Assembly of State Arts Agencies <http://www.nasaa-arts.org>
National Endowment for the Arts <http://www.arts.endow.gov>
National Network for Artist Placement <http://www.artistplacement.com>
New York Artists Equity <http://www.anny.org/2/orgs/0033/nyae.htm>
New York Foundation for the Arts <http://www.nyfa.org>
New York Regional Association of Grantmakers <http://www.nyrag.org>
Public Art Fund <http://www.publicartfund.org>
Queens Council on the Arts <http://www.queenscouncilarts.org>
Rhizome.org (site free on Fridays) <http://rhizome.org/opportunities/index.php>

Visual Nation http://www.visualnation.com/VN1/art_job.html
Volunteer Lawyers for the Arts <http://www.vlany.org>
World Wide Arts Resources <http://wwar.com>
International Digital Media and Arts Association <http://www.idmaa.org>
The Center for Arts Education (great links for grants and jobs)
<http://www.cae-nyc.org/resources/links.htm>
Soros Foundation <http://www.soros.org/>
The Foundation Center <http://fdncenter.org/>
ITVS <http://www.itvs.org/>
Leonardo <http://mitpress2.mit.edu/e-journals/Leonardo/>
AIGA <http://www.aiga.org/>
Art Emerging <http://www.artemerging.com/>
New Mexico Humanities Council <http://www.nmhc.org>
Sundance <http://www.sundance.org>
Women Arts <http://www.womenarts.org>
Scripps College Fellowship Guide <http://www.scrippscollege.edu/academics/fellowships>
Call for Entry <http://www.callforentry.org>
Pepsi Refresh <http://www.refresheverything.com/>
Fund Net Services <http://www.fundsnet services.com/>
Americans for the Arts <http://www.americansforthearts.org>
Art & Ecology Residency Programs <http://www.artistcommunities.org/arts-ecology-residency-programs>
<http://blog.praxiscenterforaesthetics.com/resources-for-artists/>
A Massive List of Grants All Filmmakers Should Know About
<http://nofilmschool.com/2016/08/massive-list-fall-2016-grants-all-filmmakers-should-know-about>
Search for scholarships <https://www.goingmerry.com/>

Grant-Writing Guidelines / Tutorials

<http://www.cpb.org/grants/grantwriting.html>
<http://www.epa.gov/seahome/grants/src/msieopen.htm>
<http://www.fdncenter.org/learn/shortcourse/prop1.html>

H-Net Job Guide <http://www.h-net.org/jobs/>

TECHNICAL SKILLS

Some materials and communication for this course will be online. In order to participate and succeed in this class, you will need to be able to perform the following basic technical tasks:

- Use UNM Canvas
- Use email – including attaching files, opening files, downloading attachments
- Copy and paste within applications including Microsoft Office
- Open a hyperlink (click on a hyperlink to get to a website or online resource)
- Use Microsoft Office applications

- Create, download, update, save and upload MS Word documents
- Create, download, update, save and upload MS PowerPoint presentations
- Create, download, update, save and upload MS Excel spreadsheets
- Download, annotate, save and upload PDF files
- Use UNM Zoom (Collaborative Online Conferencing software)

TECHNICAL REQUIREMENTS

Computer

- A high speed Internet connection is highly recommended.
- Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance. Many locations offer free high-speed Internet access including [UNM's Computer Pods](#).
 · For the best experience when using the Kaltura Media Tools inside UNM Learn, be sure to use a [supported browser](#) on a desktop.
- Microsoft Office products are available free for all UNM students (more information on the [UNM IT Software Distribution and Downloads page](#))

For UNM Technical Support: (505) 277-0857 (24/7) or use the “Create a Tech Support Ticket” link in your course.

Tracking Course Activity

UNM Canvas automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, web conferencing, discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.

ONLINE COURSEWORK AND PARTICIPATION

Instructor Online Response Time

I routinely check the course for postings or emails, Monday (8 am) – Friday (12 pm) and sometimes on the weekend. You can anticipate a 24 to 48-hour response from me, Monday – Thursday. I will try and respond to all weekend (Friday afternoon to Sunday) emails and postings by noon on Monday or earlier.

Procedures for Completing Coursework

Student's grades will depend on the **TIMELY** completion of all assignments, final project, attendance and participation. If a student has any emergencies or difficulties in completing an assignment, **THEY SHOULD CONTACT ME AS EARLY AS POSSIBLE**. My e-mail is apolli@unm.edu- no excuses.

Work will need to be submitted online. If you have difficulty using a tool to complete work, use the "Create a Tech Support Ticket" link in the Course Menu immediately and notify your instructor as well.

Note to Students: When you submit an assignment via UNM Canvas, you will receive an email receipt of your submission. Save this email as confirmation of your submission. All course work turned in by the scheduled due date will be returned within one week.

Netiquette

The following Ground Rules will be used as a set of guidelines in enable the creation of a comfortable and safe learning environment for everyone:

1. Whether or not you agree with the opinion of another student, you should respect their opinion. When responding to another person's opinion, provide clear and thoughtful arguments without seeking to insult your classmate(s).
2. When posting a message, take care to choose your words carefully. Understand that online communication tends to lack the non-verbal cues that often offer context to the intended message.
3. Emoticons and other cues (such as hmm... to suggest you are pondering) can be used to help offer context to messages.
4. Avoid typing in all capital letters. Not only does this make messages difficult to read, it also implies that you are yelling.
5. Always assume that your fellow students have good intentions in their posts and/or replies. If necessary, seek further clarification of the intent or meaning of a post.
6. Flaming (messages or responses intended to insult or meant to be abusive) are always inappropriate. When possible, try to keep messages and posts concise and on topic and posted in the appropriate section.
7. When possible, try to keep messages and posts concise and on topic and posted in the appropriate section.
8. When using acronyms and abbreviations, make sure that they are completely spelled out the first time they are used.
9. When you are referring to a web site, make sure to give the URL in its executable form (including the http://). This allows others to quickly reference the article.
10. If you include an attachment, ensure that it is free of viruses. Do not use discussions to distribute or share material which is restricted by copyright.

More details here:

- [Netiquette document](#)

Respectful Conduct Expectations: I am committed to building with you a positive classroom environment in which everyone can learn. I reserve the right to intervene and enforce standards of respectful behavior when classroom conduct is inconsistent with University expectations. Interventions and enforcement may include but are not limited to required meetings to discuss classroom expectations, written notification of expectations, and/or removal from a class meeting. Removal from a class meeting will result in an unexcused absence. Four or more unexcused absences may result in permanent removal and a drop from the course. The University of New Mexico ensures freedom of academic inquiry, free expression and open debate, and a respectful campus through adherence to the

following policies: [D75: Classroom Conduct](#), [Student Code of Conduct](#), [University Policy 2240 – Respectful Campus](#), [University Policy 2210 – Campus Violence](#).

UAP 2720 and 2740. Our classroom and university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. If you ever need assistance or have concerns about incidents that violate this principle, please access campus support resources. These include confidential services at LoboRESPECT Advocacy Center, the Women’s Resource Center, and the LGBTQ Resource Center. The University of New Mexico prohibits discrimination on the basis of sex (including gender, sex stereotyping, gender expression, and gender identity). UNM faculty and graduate teaching assistants are considered “responsible employees.” “Responsible employees” must communicate reports of sexual harassment, sexual misconduct and sexual violence to Compliance, Ethics and Equal Opportunity. For more information on the campus policy regarding sexual misconduct, reporting, and reporting for “responsible employees,” please see UAP 2720 and UAP 2740.

Confidential services for students are available at LoboRESPECT Advocacy Center, Women's Resource Center, and the LGBTQ Resource Center. The Women’s Resource Center supports all students, including those who are pregnant or are parents. UNM Pregnancy and Parenting Support information is available.

COPYRIGHT ISSUES

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course.

[The UNM Copyright Guide](#) has additional helpful information on this topic.

Accommodations: UNM is committed to providing equitable access to learning opportunities for students with documented disabilities. As your instructor, it is my objective to facilitate an inclusive classroom setting, in which students have full access and opportunity to participate. To engage in a confidential conversation about the process for requesting reasonable accommodations for this class and/or program, please contact Accessibility Resource Center (<https://arc.unm.edu/>) at arcsrvs@unm.edu or by phone at 505-277-3506.

Responsible Learning and Academic Honesty: Cheating and plagiarism (academic dishonesty) are often driven by lack of time, desperation, or lack of knowledge about how to identify a source. Communicate with me and ask for help, even at the last minute, rather than risking your academic career by committing academic dishonesty. Academic dishonesty involves presenting material as your own that has been generated on a website, in a publication, by an artificial intelligence algorithm (AI), by another person, or by otherwise breaking the rules of an assignment or exam. It is a Student Code of Conduct violation that can lead to a disciplinary procedure. When you use a resource (such as an AI, article, a friend’s work, or a website) in work submitted for this class, document how you used it and distinguish between your original work and the material taken from the resource.

Academic Integrity:

You should be familiar with UNM's [Policy on Academic Dishonesty](#) and the [Student Code of Conduct](#) which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Drop Policy:

UNM Policies: This course falls under all UNM policies for last day to drop courses, etc. Please see or the UNM Course Catalog for information on UNM services and policies. Please see the UNM academic calendar for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

UNM RESOURCES[CAPS Tutoring Services](#)

CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes. Online services include the Online Writing Lab, Chatting with or asking a question of a Tutor.

[UNM Libraries](#)[Student Health & Counseling \(SHAC\) Online Services](#)**FOR MILITARY-CONNECTED STUDENTS**

There are resources on campus designed to help you succeed. You can approach any faculty or staff for help with any issues you may encounter. Many faculty and staff have completed the GREEN ZONE training to learn about the unique challenges facing military-connected students. If you feel that you need help beyond what faculty and/or staff can give you, please reach out to the Veterans Resource Center on campus at 505-277-3181, or by email at vrc@unm.edu.

Land Acknowledgement

Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.