

**UCM DEPARTMENT OF ART & DESIGN**  
**SENIOR EXHIBITION & PROFESSIONAL DAY GUIDELINES**

It is a requirement of the Department of Art & Design at the University of Central Missouri for students earning a BFA or BSE in Art to hold a senior exhibition and present their work to a working professional. The Gallery of Art & Design provides the opportunity for students to present a body of work in a formal public setting for professional review.

**PROFESSIONAL/FACULTY REVIEW DAY GUIDELINES**

**All art majors are required to participate in a senior review of their accumulated work.** The forum for this review is within the environment of the senior exhibition, which is held in the Gallery of Art & Design. Preparatory work is done within the framework of the course, ART 4020 STUDIO / SENIOR SEMINAR and any questions should be directed to the faculty advisor.

**Graphic Design, Illustration, and Interior Design** - Graphic Design, Illustration, and Interior Design students participate in an industry professional review day. Held during the senior exhibition, the Design Professional Day includes reviews from industry professionals. Prior to the event, the faculty advisor will provide interview time and location. Students are required to dress professionally, prepare to discuss their work, future goals, and present themselves in a professional manner.

**Studio Art and Art Education** - Studio Art and Art Education seniors will participate in two reviews of their presented work. The first is an outside professional review and the other is a faculty review. The reviews will take place during the senior exhibition held in the Gallery. The outside professional review date will be announced prior to exhibition and is scheduled by your faculty advisor. For your faculty review, it is your responsibility to discuss a review time with your faculty advisor and additional participants. A review team should include your lead professor in your studio area and a second faculty member. Art Education majors should include a faculty member from their area of emphasis and their Art Education advisor. It is suggested to schedule your faculty reviews prior to the opening of the exhibition to avoid faculty time constraints. On the day of the review, be prepared to intelligently discuss your art, progress, and future goals.

*For questions about the Professional/Faculty Review Day, please see your faculty advisor.*

**EXHIBITION GUIDELINES**

**Gallery Space** - Spaces will be assigned no earlier than two weeks prior to exhibition. For those working with special conditions (i.e. installation, specific running wall space, etc), a proposal must be submitted to the Gallery Director no later than three weeks prior to exhibition date. Prior to installing your work, devise and overall exhibition design and plan. Faculty Advisors are generally willing to advise you about which works to include or exclude from the exhibition. Your decision should be based on QUALITY and not QUANTITY.

**Publicity & Reception** - The Gallery of Art & Design will provide basic publicity including a press release, posters, exhibition schedule, and promotion through the appropriate channels. Personal exhibition postcards can be mailed through the Gallery of Art & Design mailing list upon proper approval and notification. The Gallery of Art & Design will provide a general reception including basic reception-type food (drinks, cookies, cake, etc), tables/table clothes, cups, napkins, etc.

**Installation & Preparation** - First and foremost, a professional manner and execution of proper professional display techniques will be expected at all times. There is no provision for matting, framing, or repairing work in the gallery. **WORK MUST BE READY TO HANG/EXHIBIT, PROPERLY MOUNTED AND/OR FRAMED, AND LABELED.** All 2-D work must be either mounted or framed and pre-wired or professional mounting hardware applied. Paintings/Framed work must be wired and ready to hang. All Design work must be

mounted per Advisors/Department requirements and items on tables to be exhibited in a professional manner. Any artists/designers utilizing electronic components must notify the Gallery by email 2 weeks prior to exhibition with instructions/maintenance. Any designers utilizing an installation approach to the exhibition must have approval by both Advisor and Gallery Director prior to installation. 3-D work requiring pedestals must notify the Gallery of Art & Design 2 weeks prior to exhibition and will be distributed accordingly. **THE STUDENT MUST HAVE APPROVAL FROM THE GALLERY DIRECTOR FOR SPECIAL REQUIREMENTS REGARDING INSTALLATION.** (Including store bought shelves, unique installation technique, use of wall anchors, etc.) The Gallery will provide the following: pins, nails, screws, hammers, and drills, and will complete all lighting. *The Gallery Director has the right to refuse any work not complying with the requirements stated above.*

- **NO CANDY WILL BE ALLOWED for either exhibition.**
- **FOAM TAPE, TACKY RUBBER, ADHESIVES, ETC ARE PROHIBITED.**

**INSTALLATION OF WORK MUST BE DONE DURING THE TIMES PROVIDED. ANY WORK NOT INSTALLED DURING THAT TIME WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE.**

**Loading & Hanging** - The Gallery can be accessed through the front lobby of the Art Center or via the service entry behind the building. Caution: It is encouraged to move your car from the street immediately after unloading your work. The Gallery is not responsible for traffic violations and/or towing. If you are going to unload or load behind the building, you will need to notify the gallery director for access.

"Hanging art to the correct height" formula:

1. Measure up from the floor - 58" or whatever "center" you are using. (The gallery uses 58")
2. Subtract 1/2 of the height of the art work from the 58".
3. Add back the distance to the wire or the hangers on the back of the painting.

Hint - If you have several artworks to hang, such as a show, or group of artworks hung together which will not be linear, but hang as a group, use the string method: Stretch a string at the correct height across the entire wall. Use push pins to secure it to the wall. They will leave holes in the wall, but minimal and easy to cover with a little spackle on your finger. If the wall is rather long, the string will droop in the center, so you may need to use one or more push pins to ensure the height of the string. For a grouping of several artworks, you can then use the string as a guide to "center" the entire group at the proper level.

**Dismantle & Removal** - Students are required to remove the work by the stated date. **Please note: Due to timing, the Gallery Staff may dismantle your work prior to designated dismantle date. Any work left beyond the window provided will be thrown away.** Students are liable for the space provided and any damage/neglect will result in disciplinary measures. The student is responsible for removal of the exhibition and cleanup of exhibition space, including the removal of all pins and nails from the walls unless provided by Gallery Staff. **The Gallery is not responsible for any loss/damage occurred outside of the exhibition dates.**

**Labels** - The Gallery of Art & Design will provide labels for Studio Art/Art Education works. **NO OUTSIDE LABELS WILL BE ACCEPTED.** All label information must be provided to the Gallery 1 WEEK PRIOR TO EXHIBITION. Please email your information: name, title medium, year to the Gallery email – [cutler@ucmo.edu](mailto:cutler@ucmo.edu). **Failure to provide label information will result in having a "label-less" senior exhibition. Once exhibition is up, you are not allowed to move, change, or switch labels without gallery approval.**

Please note that this guide is subject to periodic revisions and updates. The Gallery will make efforts to advise student of changes as they occur. However, you are ultimately responsible for staying informed about current exhibition policies and guidelines.

Should you have any questions or comments please contact:  
[cutler@ucmo.edu](mailto:cutler@ucmo.edu), 660-543-4498