

**SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE**

College of Arts & Sciences

ART & DESIGN

M E M O R A N D U M

BA/BS SENIOR ASSIGNMENT PORTFOLIO

Deadline: Monday of Finals week

Upload all required materials to file drop:

<https://filedrop.siu.edu/filedrop/art-senior-assignment>.

Required Materials (put everything into a folder):

Name the folder with your last name_First Initial_Degree_semester and year

After all things are placed within the folder you will compress the folder and upload the compressed file. (also known as zipping a folder)

EXAMPLE: **smith_J_BA_sp25**

1. A Folder of Digital work (20 works (high resolution jpegs)
In a folder titled with last name_images **smith_images**
2. PowerPoint: The same digital portfolio as smaller files assembled into a PowerPoint presentation. Each image should include the following information: you name, title of work, size, media, date, and the class number and title in which piece was created (i.e. ART 415: Glass). File name **smith_portfolio**
3. Image List/Thumbnail Sheet: A Word.doc file showing thumbnail images of the portfolio (digital work) Each thumbnail image must also have the following corresponding information: file name: **smith_image_list**
 - Title of work
 - Size
 - Media
 - Date created
 - The class in which piece was created (i.e. ART 305: Ceramics)
 - A brief description of the project parameters (technique and/or concept).
4. Professional Resume file name: **smith_resume**
5. Written statement that articulates the overarching ideas in your work, coupled with information on how the development of form and techniques support those ideas. 100 words minimum – 200 words maximum (could come from artist statement or artist bio –or a combo of the two. **smith_statement**
6. A Microsoft Word Document with Your Full Name; Semester and year of Graduation; Degree earned--BA/BS/BFA and area of focus for your studio work. Phone number and current email address. Title the File: **smith_contact**