

**SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE**

College of Arts & Sciences

ART & DESIGN

MEMORANDUM

BFA SENIOR ASSIGNMENT PORTFOLIO

Deadline: Early to Midweek 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_sp26**

1. A Microsoft Word Document with Your Full Name; Phone number and current email address. Title the File: **smith_contact**
 - o Semester and year of Graduation;
 - o Degree earned--BA/BS/BFA
 - o area of focus for your studio work
 - o Internships (list paid or unpaid) for credit or not
 - o Exhibitions you participated in
 - (include school shows and local) indicate if juried
 - List title of show, year, and pieces
2. Folder of Digital work (collection of 25-30 works (high resolution jpegs) (Must include 5+ images of the work shown in the gallery for your BFA Exhibition). Put in a folder titled with last name_images **smith_images**
3. 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**
4. 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).
5. Professional Resume file name: **smith_resume**
6. Artist Statement from BFA Exhibition. **smith_statement**