



COLLEGE OF LIBERAL ARTS
ART DEPARTMENT
BFA DEGREE PROGRAM MANUAL

Table of Contents

Part I The BFA Degree and Eligibility

Definition of BFA Degree Program	2
BFA Program Graduation Credit Requirements	2
Eligibility for BFA Program	2

Part II Applying to the BFA Degree Program

BFA Admission Procedures	3
Required BFA Application Materials/Documentation	3
BFA Application Portfolio Image and Video Requirements	4

BFA Program Plan	8
BFA Thesis Proposal Information and Format	9
BFA Degree Thesis Proposal Approval Form	10
Gallery Responsibilities	11
Publicity and Advertisement Information	12
BFA Thesis Exhibition Report Packet Information and Format	14
BFA Thesis Report Format and Content	15
BFA Thesis Report: Sample Title Page	16
Sample Student Résumé	17
Checklist for BFA Students	18
Additional BFA Details	19

BFA Admission Procedures

All full time Art Department faculty will review applications to determine whether the candidates shall be admitted to the program. Candidates will be notified promptly of the faculty's decision.

1. Applicants must meet the general admission requirements of the University of Alaska Fairbanks.
2. Applicants must submit ALL required application materials (described below) by 5:00 p.m. on April 15th for Fall semester admission or 5:00 p.m. on November 15th for Spring semester admission to the Art Department Office (310 Fine Arts Complex).
3. Upon acceptance the student will file a Change of Major form. In order to facilitate program planning, the successful candidate will meet with meet

BFA Application Portfolio Image and Video Requirements

Visual documentation is a critical component of the application and will be considered carefully during the review process. Images must accurately reflect the actual artwork.

1. Contact Sheet: Digital submissions must include a color contact sheet of images submitted. Include the following information on the contact sheet: name, title of piece, dimensions, media and date. Art images on contact sheets should be no smaller than 1.5" on the smallest side.
2. Digital Images for the PowerPoint: Images must be in JPEG format in RGB mode saved on a CD or USB flash drive. Image sizes should be approximately 1200x900 pixels or 4"x3" with 300 dpi. CD or USB flash drives must be in MS Windows readable format.

OR

3. Video and Animated Works: Submit a maximum of one video file no longer than 5 minutes on a CD. Submit files that can be accessed with one of the following movie players: QuickTime or Windows Media Player with standard codecs/compression that come with the movie players.

OR

4. DVD: Playable with standard US DVD players (Region code free or code 0). This option is for video and animated works.

IMPORTANT! Test all digital documentation before submission to ensure that it is formatted correctly and works on both PCs and Macs.

(Print clearly)

Name _____ Date _____
Last First Middle

Address _____

Phone(_____) _____ E mail _____

Semester and year student enrolls plan to enroll in the BFA program _____

Areas of Concentration:

1st _____

2nd _____

3rd (optional) _____

New Student _____ Transfer _____ Continuing _____ Returning _____

Universities attended _____

Major _____ Degree _____ Date _____

Related art experience _____

Checklist of materials needed to apply to the BFA program

____ Application for admission to the BFA degree program

____ Letter of intent

____ College transcripts (unofficial transcripts are acceptable)

____ Three letters of recommendation (or names of UA Faculty who will be present during the review process to provide verbal support). These recommendations may be different from actual committee members. Make certain that faculty named will be present during the review process.

1. _____

2. _____

3. _____

____ A portfolio as specified in BFA Application Portfolio Image and Video Requirements

____ Image contact sheet

____ List of art classes taken and the grades received

~~~~~ DONOT WRITE BELOW THIS LINE ~~~~~

Date \_\_\_\_\_

Accepted \_\_\_\_\_ Not \_\_\_\_\_

Timeline for Completion of BFAP Program

TWO OR MORE SEMESTERS BEFORE THESIS EXHIBITION

Student applies for admission to

### Timeline for Completion of BFA Program Continued

#### SIX WEEKS BEFORE THESIS EXHIBITION

1. All committee members must receive and review the student's draft thesis report.
2. The majority of art work for the exhibition must be complete. The student must receive committee approval to proceed with the exhibition.
3. Student has the option to send publicity information to local venues (page 13).

## BFAPROGRAM PLAN

This is a working document which is subject to revision as the student's academic career progresses. Complete and return this form to the Art Department Office within one month after acceptance into the BF A program.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone(\_\_\_\_\_) \_\_\_\_\_

E mail \_\_\_\_\_

Areas of Concentration:

1<sup>st</sup> \_\_\_\_\_



## BFATHESES PROPOSAL FORMAT

1. Title Page(Sample on following page)
2. Body of Proposal

### INTRODUCTION

- Propose a development of a body of work. Provide a brief explanation of intent behind the work.
- What type of work is being developed?
- Purpose for making this body of work?

### PROJECT DESCRIPTION

- Describe the work including techniques and materials.
- What kind of work is proposed to develop the theme and content? Discuss style, medium, scale, etc.
- What influenced the work and what led it to this point?

### OBJECTIVES

- How the

# BFAMFA Degree Thesis Proposal & Gallery Request Date

Presented to  
BFAMFA Degree Committee  
Art Department  
University of Alaska Fairbanks

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

E mail: \_\_\_\_\_

Proposed Thesis Title: \_\_\_\_\_

Date: \_\_\_\_\_

|                       |          |              |
|-----------------------|----------|--------------|
| Committee Signatures: | Approved | Not Approved |
|-----------------------|----------|--------------|

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

*Chair Printed Name:* \_\_\_\_\_

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

*Printed Name:* \_\_\_\_\_

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

*Printed Name:* \_\_\_\_\_

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

*Printed Name:* \_\_\_\_\_

This form needs to be presented to the Gallery Director who will assign a time for your show.

Gallery Director: \_\_\_\_\_

Exhibition Dates: \_\_\_\_\_

All completed original forms should be placed in student's file in the Art Office. The student and committee chair should also retain a photocopy of all completed forms.

## GALLERY RESPONSIBILITIES

### Preparing for Exhibition

- \_\_\_\_\_ 1. The exhibition announcement card must be made from a high quality digital image. Further information regarding publicity and advertising is provided in the following pages.
- \_\_\_\_\_ 2. Assistance with lighting will be provided upon request.
- \_\_\_\_\_ 3. Post an announcement card visibly around the Art Department.
- \_\_\_\_\_ 4. Purchase a comment book (optional).

### Exhibition Opening and Closing

- \_\_\_\_\_ 1. Refreshments are the student's responsibility. Tables for food can be found in the multipurpose room and must be put back after the opening.
- \_\_\_\_\_ 2. The gallery and multipurpose room must be cleaned up after the exhibition opening.
- \_\_\_\_\_ 3. All work must be removed from gallery and multipurpose room outside of the exhibition dates. The department is not responsible for work left behind.
- \_\_\_\_\_ 4. Sale of artwork is handled by artist. The price list cannot be posted in the gallery, but can be left in the Art Office.
- \_\_\_\_\_ 5. Opening and closing of the gallery is the student's responsibility, unless alternate arrangements are made with the Art Office.
- \_\_\_\_\_ 6. The exhibition must be down before 11:00 a.m. on Saturday with all holes patched and painted.
- \_\_\_\_\_ 7. Display case and jewelry case keys can be obtained from the gallery director.
- \_\_\_\_\_ 8. The display case key must be



## Publicity Venues

Students have the option to contact publicity venues for further notification of their thesis exhibit. Press releases should be prepared and submitted to increase the chance of being published or announced. If the media agencies would like additional information about the exhibition, they will contact the student. Submit this information 3 to 4 weeks before the exhibition opening.

### Possible publicity venues

- Daily News Miner: Latitude 65
- UAF: The Sun Star Student Newspaper
- Fairbanks Art Association Monthly Newsletter  
Submission deadline is 2-3 weeks before the first of the month.
- KUAC Events Calendar

### Writing a press release

Keep the press release no more than one to two pages, double spaced, 12 point font.

- The top of the press release must include: **FOR IMMEDIATE RELEASE**, the date, name, contact information (email and best phone number, article topic, i.e., visual arts, music recital, etc.).
- The body of the article must be in the third person. It is a

BFAThesisExhibitionReportpacket:information andformat

Followthe format asoutlined on the following pages. The student must submit a BFA Final Thesis report packet in a 3 ring binder provided by the Art Department. Include in the binder the following items:

- \_\_\_\_\_ 1. Thesis Report typed on good paper (e.g. heavy bond, typewriting paper). The report should be double spaced and completely free of grammatical and typographical errors.
- \_\_\_\_\_ 2. An artist statement
- \_\_\_\_\_ 3. Résumé (See guidelines and example page)
- \_\_\_\_\_ 4. Announcement cards
- \_\_\_\_\_ 5. Documentation of the final exhibition is a requirement for graduation. Images must reflect the actual work as accurately as possible. BFA graduates are required to submit a minimum of 20 images on 8.5 x 11 inch (216 x 279 mm) sheets of paper.

### Thesis Report Format and Content

A draft version of the Thesis Report must be placed in all full time faculty boxes one week before thesis defense. This is a more in depth and reflective version than the Thesis Proposal. This report should be five to seven pages long, each succeeding page (after title page) numbered in the upper right hand corner, the text double spaced and 12 point font.

### BFA THESIS REPORT FORMAT

1. Title Page (Sample on Subsequent Page)
2. Body of Report

#### INTRODUCTION

- A brief summary of the BFA student's art career

#### OBJECTIVES

- What will be attained through the completion of the thesis project?
- (See Objectives in BFA

UNIVERSITY OF ALASKA FAIRBANKS  
ART DEPARTMENT

**(EXHIBITION TITLE)**  
BFA Degree Thesis Exhibition Report

Presented to the BFA Degree Committee:  
(Committee chair)  
(Committee member)



Sample Student Résumé**First and Last Name**

[Street Address] • [City] • [State] • [Postal Code]

Phone: [Phone#] • Email: [artstudent@alaska.edu]

**Education**

---

University of Alaska Fairbanks, Fairbanks, AK 2008-2012

Anticipated graduation: Spring 2012 with BFA in Painting.

University of Maine, Portland, ME 2000-2004

Completed B.A. in Art Education.

**Related Experience**

---

Studio Assistant, UAF Art Department 2010-11

Maintained painting room and equipment.

Gallery Assistant, North Light Gallery, Sitka, AK June 1 - August 31, 2010

Sales assistant, planned exhibitions, and installed shows

Instructor, Summer Fine Arts Camp, UAF Art Department June 15-21, 2009

Taught painting to students ranging in age from eight to ten years old, ordered supplies, organized student art show.

**Objective**

---

Demonstrate strong interest in particular position to which applying.

**Honors and Awards**

---

Provide list of relevant honors and awards received.

Note: Many examples are online. Career Counseling (located on the 5th Floor Gruening Building) has a variety of services and literature available for UAF students and graduates.

## Checklist for BFA Students

Student: \_\_\_\_\_

Exhibition Title: \_\_\_\_\_ Exhibition Dates: \_\_\_\_\_

Major area: \_\_\_\_\_

Minor area: \_\_\_\_\_

Committee's Initials

### Additional BFADetails

1. It is the student's responsibility to make sure the file is complete and kept up to date reflecting any changes in committee structure.
2. It is the student's responsibility, if accepted into the program on probationary status, to work with the committee to gain approval for regular status.
3. Approval by the full BFA committee is required to change the major area of concentration. The applicant must reapply to the BFA program if full BFA committee does not approve change.
4. All completed original forms should be placed in student's file in Art Office. The student and committee chair should also retain a photocopy of all completed forms.