Fall 17 COMD Student Shows

PLEASE NOTE NEW GUIDELINES

There are 3 student shows at the end of each semester. *Participation in student show is required*. The department uses the show as a way of evaluating classes (curriculum development) and instructors (in addition to faculty observation and student evaluation of teaching). Failure to exhibit during the specific dates or to follow enclosed specs will be taken into consideration for reappointments.

We have hundreds of sections each semester, and our gallery is small! We need your help in following these **NEW guidelines:**

- **ABSOLUTELY NO VELCRO is allowed. Please only use pushpins**
- Please plan ahead!
- Work must reflect the very best of your class.
- If you are not here on the set-up day, have your work ready the previous week (not after). Work will not be accepted after show opens.
- Work can only be left with the coordinators of the show. Contact coordinators directly to make drop-off arrangements.
- Students **must not be** directed to drop work at the Grace Gallery on set-up day. *Faculty MUST see and check that work is properly mounted, prior to set-up day.*
- Choose **8** pieces from your student work (Max.8, but might be less).
- All work must be properly mounted, and clearly labeled with student's name, class, section, and instructor's name.
- Coordinators can reject the work that is not properly mounted or poorly presented.
- Do not take the work down from show prior to its end date.
- **Pick up work promptly.** Work cannot be left in the Grace Gallery storage room as we need to set-up immediately for the next show. We cannot be responsible for work that is not picked-up promptly.

Please notify Prof. Sara Wooley-Gómez (sjwoolley@citytech.cuny.edu) if you are planning to use electronic submissions. Your help is always greatly appreciated!

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SHOW I
The following courses are part of this show:
COMD1100, COMD1103, COMD1162, COMD1167, COMD1231, COMD2313, COMD3413, COMD3513, COMD3613, COMD2320, COMD2330, COMD2340, COMD1200, COMD1292 (tables)
Coordinators: Professors: Carr/ Giraldo / Neugeboren (electronic submission) / Spevack

Electronic Submissions due: November 8
SET-UP November 13-14
Show Opens to the Public: Nov 15 @10am
Closes: November 27 at 12PM

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SHOW II
The following courses are part of this show: COMD2327, COMD2427, COMD2300, COMD2400, COMD2412 (tables) COMD2450, COMD3551, COMD3561,COMD3652, COMD3662, COMD3663, COMD4764, COMD3508, COMD3523, COMD3540, COMD3640, COMD3641, COMD4740, COMD3501, COMD3527, COMD3601, COMD4611, COMD3712,CDMG3532, CDMG3611, COMD3500, COMD3530, COMD3600, COMD3610, COMD3521, COMD3621, COMD3620, COMD3630, COMD4701, and all animation and motion courses
Coordinators: Professors Davis / Garrastegui (electronic submissions) / Larkins / Michals / Wong (web submissions)

Electronic Submissions due: November 21
Nov 28-29: SET-UP
Opens Nov 30 @10am
Closes Dec 8 @ 12pm

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Senior Project Select
Projects and Sketchbook Due: December 11
Review of Work Dec 11 and 12
Senior Project Select: Set-up Dec 13 and 14
Show opens to the Public Dec 14, stays in gallery ubtil next semester

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Electronic Submission Guidelines

By choosing electronic submissions, work from your classes will be exhibited as part of slide show (running continuously during the student show), and not on the walls of the gallery

- Please note deadlines for electronic submissions.
- ABSOLUTE LIMIT 9 slides per class (1 intro slide and 9 work slides = 10 slides per section)
- Once you inform Sara Woolley (sjwoolley@citytech.cuny.edu) that you are doing electronic submissions, you will then be invited to join a DROPBOX folder
- This Dropbox folder will include 2 templates (Photoshop):

Template #1 (class opener) is for the slide that will introduce your slides/class. Please note the layers of this file. Substitute the text provided with the name of your class, then your name. Save this as a JPEG too. Please note that depending on the work the background can be either black with white text or white with black text.

Class Number and Name is Arial Regular 40 pts.
Instructor's name is Arial Regular 25 pts.
Both of these align right to the right margin (1 inch from right trim)

Template #2 (art placement) is for the actual slides containing student work.
Please note the layers of this file. I included some green and red boxes only as a guide for art placement. Please follow margins as per template. Vertical or horizontal work should align to the right margin. You can select to have a white or black background depending on artwork (both options of background and black or white text already in layers).

Student's name should be included and placed in the lower right. You can substitute the existing text layer with actual name. Arial 15 pts. Align right with baseline on the right margin.
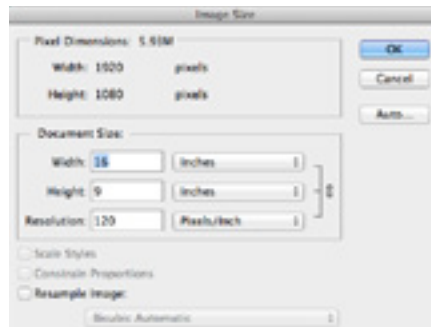
COMD Student Shows

Art Placement (vertical or horizontal examples)

Intro Slide Example

COMD1200 Graphic Design Principles II

Prof. Elaine Tannenbaum

The file size is 1920 x 1080 pixels
Save as JPEGS / RGB (not CMYK or grayscale)
Resolution: 120

Naming conventions:
For Intro slide
Coursenumber_instructorlastname_section_twodigitnumber
COMD1167_giuliani_D100_01

For student work (02-10) the following way

COMD1160_giuliani_D100_02
COMD1160_giuliani_D100_03
COMD1160_giuliani_D100_04, etc.