

## Requirements for Documenting an MFA Thesis Exhibition

In partial fulfillment of the MFA degree, the ASU Herberger College School of Art requires that documentation of each candidate's MFA Thesis Exhibition be deposited in the Visual Resources Collection. Candidates should submit 20 digital images, on a CD or DVD, that document their work and the installation.

The images should be accompanied by an itemized list providing the following information for each image:

- Title (or Untitled)
- Date
- Medium (or Media)
- Dimensions.

This list should be submitted as a paper document and also as a document file saved on the CD/DVD. The CD/DVD should also include document files of the candidate's CV or resume and exhibition statement.

Technical Specifications: Image files should be saved as tiff files, preferably between 18 and 20 MB, absolutely no less than 12 MB. The file name should be your First\_LastName# (# is a sequential number). The sequential number should match a corresponding number on your image list.

With written authorization by the committee chair, time-based work may be documented (cross-platform) by CD/DVD, also with corresponding written documentation, in lieu of still images.

CDs/DVDs should be taken directly to the Visual Resources Collection as we need to complete our records, have you sign a rights agreement that authorizes the school to use the images received for **non-commercial** educational and promotional use, and you will receive a receipt which must be submitted to the graduate secretary in the art office in order for the director to sign-off on your oral exam forms.

**Please note:** Please do not leave the CDs/DVDs in a curator mailbox, as we will not process the paperwork without seeing you in person.

(1/08)