

## Mid-term Proposal Guidelines

### **Objective**

The purpose of the mid-term proposal is to demonstrate that you have a clear, feasible plan for your final project that is appropriate for the scope and theme of the final exhibition. This assignment also provides you with an opportunity to practice communicating about your art, an essential skill for securing funding, residencies, and other opportunities in the future.

### **Assignment**

Your proposal will comprise an oral presentation and a written proposal. After your in-class presentation, your audience will ask questions and give you feedback. You will incorporate that feedback into your written proposal, which will be due one week later.

### Presentation

You will have a total of up to 20 minutes for your presentation, including discussion. You should plan to talk for about 8-10 minutes, leaving at least 10 minutes for discussion. Be ready to take notes during the discussion part.

In the oral presentation, you should show sketches, models, or prototypes to demonstrate the iterative process. If you require projection on to the screen in the classroom, make sure you have your materials on a flash drive or email them to the instructors in advance. You should not prepare a traditional Power Point presentation, though you may prepare a few slides with images only.

You should practice your presentation in advance. You may use notes, but you should not read from a script. The best way to overcome nerves is to practice.

### Written Proposal

The written proposal will be due one week after you present. That gives you the opportunity to incorporate the feedback you received on your oral presentation. You should take notes during the critique. Do not assume you will remember everything that was said.

This document should be about 500-700 words in a legible font size (11 or 12 pt) with a legible font type (e.g. Times). You may add images.

### Proposal Content

In both the oral and written proposals, please make sure the following elements are discussed and addressed in detail:

*Project Description* – First and foremost, you should provide a detailed description of your plans. What will you make? What materials will you use? What is the scale? How will you get (and hold) your audience's attention?

*Viability* – How will you ensure your plan will be successful? If you are building something structural or sculptural, how will you transport it? How will you prevent it from falling or breaking? If you are working with light, what will you do about all the windows in the space? Keep in mind the specific space where the exhibition will happen and the opportunities and challenges that the space presents.

*Interdisciplinarity* – What physics concepts will you incorporate into your work? How is your project inspired or enhanced by the science you have learned? What other disciplines are you relying on or referring to in your work?

*Artistic Goals* – What are you trying to achieve with this work? What message will you communicate? Who is the audience? It may be appropriate to provide background or context for how you arrived at this theme or concept. Any personal information or anecdotes you share should be directly tied to the art.