Art History 490 Project Checklist

Note: Please refer to the previous handout "AH490 Course Project" that outlines the project concept, amount of work, formats, and documentation. The following material looks more specifically at the form your project submission might take. Remember, you are expected to provide one copy to stay on file in my office for future reference.

Suggested format: A looseleaf binder or bound copy in a sturdy cover. Use dividers if your material falls into different categories. If you want material mailed to you leave a mailing address.

1. Project conception

An introduction that outlines how you designed the project, what issues from the course (be specific about contents or models) you are addressing, and the product you are producing. Your audience includes your classmates, the instructor, and future students in AH 490.

2. Project calendar and work record

Provide a journal or weekly entry summarizing how you developed an action plan to accomplish your goals. If you are working with a partner, each person should explain his or her contribution. Since the project is 40% of your grade your documentation should clarify that you engaged in that amount of work or beyond. Your project calendar might include different activities: library research, interviews, web searches, site visits. This data supports the relationship between the project's conception and its actualization. Therefore be specific about how what you are doing relates to the project goals

3. Project material

Organize your material so that the reader can follow your process. Consider how this material would be useful for future students. What would you like them to know about the project? What is your evidence? How is it supported? This material documents what you actually did. The types of material included might be brochures, interview notes/transcripts, photographs, mind maps, an annotated bibliography, significant articles or resources from the web etc. It forms the heart of your project notebook.

4. Presentation

Since all students will present their material to the class, provide an overview of your presentation. How does your presentation differ from the notebook? Are their ways in which you want to apply course issues and concepts with creative or educational strategies? A summary is sufficient.

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