

Department of Art & Design

- ART 5500 Undergraduate Professional Practices –

Senior Portfolio Sign-off Instructions

Once your senior portfolio is complete, you need to have it reviewed by three full-time tenure-line faculty members of the Department of Art & Design. In order to do this, please follow these instructions, and complete the form below:

1. Fill out all the relevant parts of the form below.
2. Choose three full-time tenure-line faculty members of the Department of Art & Design to be the signatories (their contact details can be found here: <https://www.csusb.edu/art/faculty-staff>).
3. Email them this form (below), plus the URL of your online portfolio. Ask them to email you the form back, signed.
4. Once you receive the signed form back from the first faculty member, repeat this process for each of the other two faculty members in turn, and make sure they email the signed form back to you.
5. Once you have all three signatories on the form, then email it to the Chair of the Department – currently, Professor Matthew Poole [matthew.poole@csusb.edu]

If you have any questions, please email your instructor for ART 5500, or email: art@csusb.edu

Department of Art & Design**ART 5500 Undergraduate Professional Practices****Senior Portfolio****STUDENT:** _____**COYOTE ID:** _____**DEGREE PROGRAM:** _____**SEMESTER:** _____

We have reviewed this portfolio, and find its contents to meet the requirements and standards necessary for the student's degree program.

FACULTY NAME: _____**SIGNATURE:** _____ **DATE:** _____**FACULTY NAME:** _____**SIGNATURE:** _____ **DATE:** _____**FACULTY NAME:** _____**SIGNATURE:** _____ **DATE:** _____