

## Guidelines for Mentorship

*Independent Student Exhibitions (Lindhurst/IFT)*

*Farber Fund for Student Excellence*

*Handtmann Photography Prize*

*Macomber Travel Grant*

*Ruth Weisberg Prize for Drawing*

### Summary:

Each student who applies for and is awarded an exhibition in Lindhurst or IFT Gallery will need a faculty mentor. Faculty mentors are also needed for students applying for the Macomber Travel Grant, the Farber Fund for Student Excellence, the Handtmann Photography Prize, and the Ruth Weisberg Prize for Drawing. Students and Faculty Mentors will sign the "Agreement to Mentor" form as part of each of these applications.

The student and faculty mentor agree to work together on all aspects of project/exhibition, including the development of project's goals, concept, and content, installation, exhibition critique, and de-installation. For MA students applying for the Macomber Travel Grant, the student and faculty member will work together on the development of the public presentation (rather than exhibition). For the Macomber Travel Grant, all students and faculty members will also work closely on the development of travel plans.

The Roski School is grateful for faculty who undertake this work and recognizes that ultimately the student is responsible for the outcome of his or her project.

### Student Responsibilities and Process:

1. Student invites a faculty member to be the mentor for the project and consults with the mentor about requirements of application. If student's proposal is accepted, student continues to work with mentor to develop the project/exhibition, including research itinerary, budget, goals, etc. Note: if student's proposal changes from the original application, student is required to submit an amendment to the original proposal, which must be approved in writing by the Dean and the faculty mentor.
2. If travel is part of the project: four weeks prior to start of travel, students will meet with mentor to discuss detailed travel plans, including transportation, accommodations, and itinerary, and submit this information to Student Services Manager Antonio Bartolome, who will forward it to the USC Office of Student Affairs. There are required forms which can be obtained from Antonio Bartolome.
3. If an exhibition is part of the project, at least eight weeks prior to the exhibition, student must complete and submit "Agreement to Exhibit" form to the Facilities Manager, Ray Marquez, with all necessary signatures.
4. At least eight weeks prior to the exhibition, student meets with their mentor and with the Roski Facilities Manager, Ray Marquez, to plan the installation of the show, including special needs such as extra walls, lighting, hanging methods, gallery resources such as paint, nails, tools, and hanging devices.
5. Students are encouraged to photograph their gallery installations. Mentors may have suggestions for effective installation shots for documentation.
6. Students must de-install their exhibition and restore the gallery to its original state, including making repairs to walls affected by the display of artwork. All waste materials must be properly disposed of, in a manner agreed to by the Facilities Manager, Ray Marquez.

### Mentor Responsibilities:

Note: it is recommended that faculty also review the "Faculty Mentoring and Service/ Compensation Guidelines," which are available from Roski Student Services, Watt Hall 104

- a. Faculty member will be available to mentor the student and help in developing the project concept, writing a statement about the work, and general guidance.
- b. Faculty member will work with the student to ensure that the project conforms to the original proposal; if modifications are necessary, student must submit an amendment to the original proposal, which must be approved in writing by the Dean.
- c. Mentor should encourage student to document his/her project and send documentation to the Roski Communications Manager, Kirsten Schmidt at schmidtk@usc.edu.
- d. Mentor should attend the student's opening reception, if an exhibition is planned.
- e. Mentor should provide critical feedback / critique to the student during the project's development.
- f. Mentor cannot be on leave during the project.

**Time commitment:**

The amount time needed to mentor students for exhibitions varies, but typically ranges from 4 hours to 15 hours. If students or mentors require more than 15 hours of time, mentor should notify their department chair in advance.