

REQUIREMENTS & DEADLINES FOR CORE SUBJECT ASSIGNMENT ASSESSMENT **SCHOOL YEAR 2011-2012**

- **Please keep a record of registrations for classes at BGSBAI and all assessments you have received**
- **If registered as a Certificate Registrant for 2011-2012** please inform each of your teachers, including teachers of electives if you are pursuing elective class credit. For further information regarding credit - please refer to the school handbook.

All students should complete assignments. The requirements, on the last page of each "class program sheet", are discussed at the last class of each core subject. A blank assessment sheet supplied with the class handouts provides a useful check list.

Assignments for grading and critique are submitted by Certificate Registrants according to the method of delivery requested by each teacher. Submission by each deadline ensures the additional guidance provided is received in time to facilitate a student's progress through the core subject curriculum. Credit is gained if the areas of assessment are marked as "satisfactory" or higher. If a listed area of learning is assessed as "unsatisfactory" the student will be instructed to redo or adjust the artwork accordingly, and resubmit the assignment. If necessary, an "assessment scan" with additional notes may be provided by the teacher. The assessment is sent to the student via e-mail, and copied to the school director, and if relevant, also to specific core teachers. A blank copy of the assessment sheet for the core subject is included in the class handouts.

TO SUBMIT A CORE SUBJECT ASSIGNMENT FOR ASSESSMENT:

- **Use the relevant (blank) assessment sheet as a check list.** Allow time to ensure details set down under each of the three main criteria are included in your assignment and that your effort truly reflects your current ability.
- **Deliver the assignment via post or as a scanned image via email and send by the Monday deadline.**
- **Assignments 102, 205, 309 and 310** each require a good quality scanned image for inclusion in your final certificate (digital) portfolio. If you prefer please arrange for scanning at Brookside Gardens – Phone: Mark Richardson, 301.962.1470 Email: Mark.Richardson@montgomeryparks.org Adult Education Programs Manager, Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902
- **The following information MUST accompany all assignments –**
(If sending via email: Include this information with your attached image(s). If a scanned image is sent from Brookside Gardens, this information will not be included by Mark so please ensure you email it to the teacher.)

- (CORRECT) TITLE OF THE CORE SUBJECT – if email, include in the email subject line
- LIST THE ATTACHMENTS SENT (or art pieces included if delivered by post)
- COMMON NAME + BOTANICAL NAME OF PLANT SUBJECT(S)
- ORIGINAL IMAGE SIZE – the height and width of the picture's border
- MEDIA USED IN THE FINAL ART –
 - Assignments in graphite: Brand name and grade of pencils
 - Assignments in color: three colors used in the limited palette; and if colored pencils were applied either under or over the watercolor wash.
- NOTE THE QUALITY OF THE SCANNED IMAGE as viewed on your own monitor or Xerox copy.
Alert the teacher if color, detail or value contrast differs greatly from that of the original art.

Electronic submissions – Scan images at highest resolution available on the scanner and to a format of 8"x10" printable area as .jpg files. Ensure it retains the palest line or color.

Do not send an image of more than 3 MB. (N.B. Studies in graphite or pen and ink stipple create large files and may be an exception.) Check the scan to ensure it is of a quality similar in appearance to the original art work.

LATE ENROLLMENT – Certificate Registrant

Saturday students must register before the second Saturday of class for Painting 103.

Tuesday students: must register before Class 3, Painting 103.

No further certificate enrollments are accepted after this deadline.

Registration for the BGSBAI certificate is online – www.ParkPASS.org listed in BGSBAI pages as Annual Certificate Fee.

New Students must hand in both Drawing 101 and 102 certificate assignments at last class of Painting 103.

- Please note the due date for Painting 103 on the schedule below.

ASSIGNMENT DEADLINES - Please note the assignment submission requirements on page one.

- ❖ **FIRST YEAR CORE SUBJECTS** (Beginner: 101-103 and Intermediate: 204-207)

Drawing 101 All classes – Monday OCTOBER 17 (Select and scan just one page if emailing)

Drawing 102 All classes – Monday NOVEMBER 21 (Select and scan just one page if emailing)

Painting 103 All classes – Monday JANUARY 9. At your last 103 class please ask Kathy to check your completed “leaf sheet” - *Mixing greens & browns* is OK. This must be successfully completed before you submit your assignment.

Dimen.Study 204 Tuesday class, 5 classes – Monday FEBRUARY 13; Saturday class, 2 ½ days – Monday FEBRUARY 27

Painting 205 (Tuesday class) – Monday MARCH 26, after the *Painting Studio* March 20. At the last class please ask Kathy to check your completed color key exercise – *Normals, tints & shades*. This must be successfully completed before sending her your botanical painting for assessment.

Painting 205 Saturday class – Monday APRIL 9, before the *Botanica entry deadline*. At last class please ask Kathy to check your completed color key exercise – *Normals, tints & shades*. This must be successfully completed before sending your botanical painting for assessment. Entry deadline for “Botanica 2012 – The Art & Science of Plants” – April 16. (*Go for it!*)

B.A. Intensive 206 (All classes) – Monday MAY 7. **Send this assignment to – margaretsaul@botanicartist.com**

Botany for B.A’s. 207 (NB: Credit for 207 is required prior to registration as a second year certificate registrant)

207 Tuesday class – Monday May 21; Saturday class – MAY 28.

- ❖ **SECOND YEAR CORE SUBJECTS** (Advanced: 308-310)

Observational Studies & Composition 308: All classes – Monday OCTOBER 24 (Select and scan just one page if emailing)

Drawing 309 Wednesday class – Monday JANUARY 12; Saturday class – Monday JANUARY 19

Painting 310 All classes – Monday APRIL 9 (Advanced level studio scheduled – March 30 or March 31).

At the last Painting 310 class please ask Lee to check your three color wheels. These color wheels must be completed before you send her your painting for assessment.

CERTIFICATE REGISTRANTS – 2011-2012

Teachers ask that you please alert them if they have not acknowledged receipt of your assignment.

Please contact the teacher if you have not received their assessment within 14 days after you submitted the assignment. Thank you.

BOTANICA 2012: *The Art & Science of Plants*, May 19-July 7.

Exhibition opening reception & award presentations, June 3*, 2.30pm-4.30pm (by invitation only)

Exhibition entry deadline Monday APRIL 16, 2012. Exhibition information will be emailed in February. All past and present students are encouraged to enter their artwork in this exhibition, juried by Margaret Saul. Entries can include class assignments from “Painting 205” onwards and artwork from your beginner level classes is most welcome for the display, organized by Diane Berndt in the Brookside Gardens library during Botanica 2012.

BGSBAI Achievement Awards 2012 - presented to students who have either their first painting in a Botanica exhibition from Painting 205 classes (current year) or, their botanical painting begun in Painting 310 classes, in Botanica 2012.

BGSBAI OPEN HOUSE – June 3*, 11am-2pm at the Brookside Gardens Visitors Center, during Botanica 2012.

*Please note the date change for the Botanica 2012 opening reception and the Open House.