

## **PORTFOLIO POLICY**

*(Adopted – Fall, 2002, revised December 14, 2010)*

The purpose of this policy is to best serve the interests of the students and of the school. Portfolio reviews will assist the faculty in evaluating student progress, as that of the school's. Student portfolios are sometimes also used to determine the granting of scholarships and awards. Further, these portfolios will aid students in obtaining part-time and long-term employment. The SACD portfolio policy is as indicated below.

A. Every student must maintain a bound portfolio recording his or her work undertaken in the School for every academic term. This portfolio must include, but is not limited, to the following:

1. Design projects from each studio course, identified by course name and the year and semester taken. Visual documentation must be accompanied by a project title, a written description, and the duration of each project (ie., 2-weeks, 5-weeks, 12-weeks, etc.). The required text should comprise of 200 to 500 words per project and should describe both the assignment and the student's own concept. The visual documentation must include presentation drawings and photos. Inclusion of preliminary sketches, daybook recordings, and other materials that lead the presented design may also be included.
2. Visual and written documentation from studio-like, elective courses (ie., Care of Making, etc.). The written descriptions for such work must meet the same requirements as set above for the studio projects.
3. OPTIONAL: Evidence of student research and reporting accomplishments as submitted in non-studio courses (ie., Architectural History, Professional Practice, Design Theory, Design Development, etc.).
4. OPTIONAL: Other evidence of creative or scholarly accomplishments (ie., drawings, writings, photographs, etc.) beyond formal academic requirements.

B. All work submitted must be securely bound; the preferred dimensions are 8 1/2" x 11" and should not exceed 13" x 13" or 16" x 2". A collection of loose sheets temporarily bound with bands or placed in a box is not acceptable.

C. In order for the faculty to review and assess student progress, portfolios will be submitted and reviewed at least twice during each student's matriculation through the program. First, after completion of Core Design Studios I-III, and second, prior to admission into Master's Project Planning. The first review is to determine each student's readiness to proceed to the advanced studios. The second review is regarded as a "pre-master's level comprehensive exam," and will determine each student's readiness to complete his or her master's project.

D. Students are to submit along with their portfolio a single CD or DVD containing the final retouched image files of all projects documented in the portfolio. The images shall be saved in a JPEG, Tiff, or PSD format at no more and no less than a 300 dpi resolution. PDF's are not an acceptable format. The school will only archive the individual images and not the portfolio pages. The CD or DVD should be inserted in the portfolio. Each image on the CD or DVD must be labeled with the student(s)' last name, the studio level, and the year (Smith-DIII-09). Portfolios will not be evaluated without the proper submittal of the digital images. The faculty will use the submitted image files to archive, publish, and display the work of the school.

E. Full attribution must be given to collaborators on all group projects documented in the portfolio.

## SUBMISSION SCHEDULE

**First Submission:** Portfolios showing work from Core Design Studios I-III, and other required work indicated above, are to be submitted prior to the first Advanced Design Studio class in which the student is enrolled. The faculty will review the portfolios to determine the students' aptitude. Students who do not meet the submission deadline or who do not pass the faculty review will be dropped from advanced design.

Students who fail the review will be required to repeat a Core Design Studio in order to enhance their design skills. Students will only be permitted to repeat one Core Design Studio. Should a student fail a second portfolio review after repeating a Core Design Studio, he will be barred from proceeding into the Advanced Design sequence.

First Submission Eligibility Requirements: In order to submit a portfolio for faculty review, each student must:

- a) be fully admitted into the program,
- b) have a design studio GPA of 3.0 or above,
- c) have a minimum overall GPA of 3.0, and
- d) have satisfied all of the prerequisite requirements indicated in their admission acceptance letter.

**Second Submission:** Portfolios showing work from the Advanced Design Studios A-C and other required work indicated above, are to be submitted before proceeding into the Master's Project Design sequence. Students accepted to the SACD with advance standing will also need to submit their portfolio as a prerequisite to advance to the Master Project sequence.

Some of the School's curriculum charts allow students to submit a portfolio for admission into Master's Project Planning without having completed all three Advanced Design Studios. In all instances, however, the portfolio **MUST** contain work from two Advanced Design Studios, one of which must be Advanced Design B.

Students who do not meet the submission deadline or who do not pass the review will be dropped the master's project design course. Students who fail the review will be required to take certain core or advanced design studios in order to enhance their design skills. Students will not be permitted to repeat more than one core design and one advanced design studio.

Second Submission Eligibility Requirements: In order to submit a portfolio for faculty review, each student must:

- a) be fully admitted into the program,
- b) have a design studio GPA of 3.0 or above,
- c) have a minimum overall GPA of 3.0, and
- d) have satisfied all of the prerequisite requirements indicated in their admission acceptance letter.