

ARCH PORTFOLIO REVIEW CRITERIA & GUIDELINES

Admittance to the upper division of the B.ARCH program

Design portfolio is a mandatory academic condition to enter the Professional Program of the B. Arch Curriculum.

Portfolio guidelines and assessment standards are revised and updated each year in an effort to maintain the required professional and academic standards for the 5-Year Professional Degree in Architecture.

All updates, revisions and academic conditions are considered current and supersede previous Portfolio guidelines and University Catalogs.

Eligibility Criteria for Portfolio Submittals

Students MUST meet the following academic requirements:

- Minimum cumulative GPA for BOR GA Core Courses set in the lower division Curriculum is **2.5**: No exceptions!
- Minimum cumulative GPA for ARCH courses is **2.5**. No exceptions!
- Students must make every effort to complete all required courses set in the DFN Curriculum by the end of spring semester of 2nd Year
- Students who decide not to submit their portfolios due to some unavoidable circumstances are allowed to compete with the current class in the following academic year.

Portfolio Review Process

All faculty members are required to participate to value student's hard work. Portfolio Coordinator develops Portfolio Assessment Teams. Each team is composed of five faculty members. Portfolios are equally distributed among review teams.

Each faculty of five in a team candidly assesses student's portfolio and renders their academic and professional judgment. Portfolio provides an opportunity to faculty to measure students' overall academic commitment, design potential and preparedness for the upper division classes.

Individual assessments of all five members for all dimensions of the Portfolio Review are calculated into an aggregate average. This comprehensive process of assessment is intended to eliminate any possible bias of one member or the other.

[A Portfolio must achieve an aggregate average of 2.0 \[satisfactory\] to enter the Professional Program.](#)

Acceptance to the Professional Program

Students who meet the minimum threshold of 2.0 or above will be accepted into the Professional Program. Letters will be sent directly to students with the official results of the review.

Non-Acceptance to the Professional Program

Students who did not meet the portfolio review threshold are encouraged to meet with the college of Architecture and Construction Management Advisor to assess their future goals and develop a two-year academic plan. Students who wish to continue with a major in architecture are encouraged to resubmit their revised and improved DFN Portfolio the following year. Resubmitted portfolios will compete with the current class to enter the upper division.

Be advised, repeating courses for improved grades and / or resubmitting a portfolio does not guarantee acceptance to the upper division. Students must meet all the required academic standards for portfolio review.

Portfolio: A Student Guide

Students must follow the established guidelines to prepare their portfolios.

The portfolio should contain work from all four lower division ARCH studios + best sample work of Design Comm. 1242 + 2242 and any other pertinent design/art work. Portfolio must be well articulated with a table of contents and strong graphics that provide focused elaboration of critical design processes that led to final design solutions/projects.

INTENT

The Portfolio is the required submission for students preparing to enter upper division of the KSU Architecture B.ARCH Program. The Portfolio should demonstrate the student has the necessary skill sets to be successful in the upper division courses. It should document the student's design process through their first two years of the B.ARCH Program. It is compiled by each student based on the work performed in their courses incorporating material drawn from sketchbooks, process drawings, models and presentations. Students should recognize the portfolio as an independent design project that not only documents past work but is a demonstration of current presentation skills.

CONTENT

The Portfolio is a complete documentation of the 'journey' through the lower division Studio and Design Communication sequence. You are required to show examples of all work produced in your first two years. This does not mean give us every little sketch, instead distill your projects down to the key drawings, diagrams and models that show the design process and final outcome of the project. This should include concept statements, diagramming, design process and final product. Student are encouraged to update projects and or graphics to better reflect their skill sets at the time of portfolio submission.

As a starting point begin with the project exercises and final deliverables. When it comes to documenting models make sure to take high quality pictures with good lighting. Cell phone images are typically not sufficient.

Your portfolio should include all required drawings from the projects completed in Studios ARCH 2003 and ARCH 2004 as well as Final presentations from Design Communication I & II (ARCH 1241 & ARCH 2242). Final Studio Projects in ARCH 2004 and DCOM ARCH 2242 will be due and reviewed in time to give students time to document and add them to their Portfolios.

PROJECT EXCEPTIONS

For ARCH 2003 and ARCH 2004:

All projects – including all required drawings and photography of models

For ARCH 1001 and ARCH 1002:

All exercises – including all required drawings and photography of models

For Design Communication I & II

Include the final project boards from both Design Communication I & II. Make sure they convey your ability to create hand-drawn plans, rendered computer 3D models, and composed layouts.

GUIDELINES TO ARTICULATE YOUR DESIGN WORK

Project Descriptions

Provide a short **summary** description of your design intent, goals and objectives for each project. In your own words summarize the project descriptions assigned in ARCH 1001, 1002, 2003, and 2004. The purpose of these statements is to summarize your understanding and expand on your ideas and concept rather than restate the instructor's assignment. Feel free to utilize Quotes from the assigned readings related to your projects can be added to your portfolio. Use the text as an opportunity to graphically enhance your work.

Student Learning

Include a brief **commentary**. These annotations and project summaries should accompany the images compiled in the Portfolio so that it is more than mere project identification. In this way the Design Portfolio will also highlight the degree to which you are actually engaged in your overall education. Keep the writing brief and to the point and proofread your text for misspellings and grammatical errors.

Design Process

Provide annotated visual evidence of the **process** and media you used to arrive at the final design for each project. Show us the process you used. This evidence should be in the form of sketch models and drawings made during the design process. They may be excerpted from formal presentations and/or student logbooks.

Drawings and Models

Provide images of the actual 2D and 3D **presentation material** that was used for final product for each project indicated above. Include your final presentation material, reformat them to fit the portfolio format.

Additional Material

You are free to supplement the studio work with **relevant** material done outside the studio. You must note any work that was not done in the required courses.

REQUIRED FORMAT & SIZE LIMITATION

Organize and compose all visual and written material into an 8 1/2 x 11" comprehensive portfolio. Submit one printed hardcopy and a PDF File burned onto a CD-ROM of digitally scanned and photographed material.

As each faculty member will review the work of several students in a limited timeframe, **it is necessary that the DFN Portfolio be limited to approximately 25—30 pages. You may use both sides of each page (60 sides maximum)**. Filter your content to show only the best examples of you ideas, development and skills. Consider this limitation as a communication design problem in itself.

ANONYMITY

To ensure anonymity, DFN Portfolios with any material identifying the student will not be reviewed. All students are assigned a portfolio number once they have completed the requirements and submitted the Curriculum Prerequisites Form – with information verified by the department.

DUE DATE

Portfolios are due in the Architecture Office by Noon, Monday, May 5, 2016. Portfolios submitted late will be penalized 10% from the threshold number and may not be included in the spring Faculty Review that will be held on May 6-7, 2016.

OWNERSHIP

Portfolios will be property of the Architecture Program and may not be returned.

EVALUATION PROCESS AND CRITERIA

See accompanying documentation and the attached Design Portfolio Evaluation Matrix for evaluation criteria and specifics. Teams comprised of five faculty members will assess each portfolio independently. The final evaluation number will be the average of the five assessments.

RESULTS OF THE REVIEW

Letters will be sent directly to students with the official results of the review.