

# MEMORANDUM

21 March 2018

to: all 2<sup>nd</sup> Year students

from: the department of Architecture

## 2018 | portfolio [document] **Review courseCompletion Form** **Admittance into the upper Division** | [professionalProgram]

Please see attached revised | confirmed 2017-18 Arch\_courseCompletion Form for reference and use in preparing | completing and submitting your 2018 portfolioReview documents.

As we discussed during the portfolioReview Orientation, I recommend that you schedule a Curriculum Advising Review meeting with Mr. Redding prior to or **immediately** after spring break. He will assign your portfolio document number | review your 2017-18 Arch\_courseCompletion Form for lower Division Curriculum conformance, and complete the required signatures, before submitting your portfolio document and 2017-18 Arch\_courseCompletion Form | **DUE** in the department of Architecture Office **before 12:00[noon]** | **Tuesday 01 May 2018...ABSOLUTELY No Exceptions!**

**[full] Acceptance and [provisional | non] Acceptance Notification Letters** will be sent directly to students with the Official Departmental Review Assessment and Results

IMPORTANT NOTE | from the Department

"...students will NOT be able to register for Arch 3011 until the Portfolio Review Process is complete | **note:** fall semester 2018 registration will open March 2018 for current students..."

"...In the past, students were allowed to register and later be removed from the course if a student did not fulfill and complete the Portfolio Review Process Requirements, or was not accepted into the upper Division | Professional Program. This year, the Department has instructed the Registrar's Office not to allow course registration for the Arch 3011 before successfully completing the process and granting of a Departmental Access Code Number for registration..."

Regards

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attachments:

2018 | portfolio [document] **Review Criteria + Guidelines\_Admittance into the upper Division** | [professionalProgram]

2018 | portfolio [document] **Review courseCompletion Form\_Admittance into the upper Division** | [professionalProgram]

2018 | portfolio [document] **Review evaluationCriteria Matrix\_Admittance into the upper Division** | [professionalProgram]

# 2018 | portfolio [document] Review Criteria + Guidelines

## Admittance into the upper Division | [professionalProgram]

The 2<sup>nd</sup> | Year Design Portfolio Review Process is a mandatory academic condition to enter the 3<sup>rd</sup> year **upper Division** | [professional Program] of the b|Arch Curriculum.

The Portfolio guidelines and assessment standards are revised and updated each year in an effort to maintain the required professional and Academic Curriculum standards for the five[05] | Year Professional Degree in Architecture.

All updates, revisions and academic conditions are considered current, and thereby, supersede any and all previous Portfolio Guidelines and University Catalogs.

### Eligibility Criteria for Portfolio Submittals

ALL 2<sup>nd</sup> | Year students **MUST** meet the following academic requirements

- Minimum cumulative GPA for the Georgia | Regents University Core Courses set in the lower Division | Arch 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 Arch Curriculum by the end of the spring semester of 2<sup>nd</sup> | Year
- Students who decide, or elect not to submit their required 2018 Portfolio Review Documentation due to an **unavoidable** circumstance are allowed to compete with the current class in the following academic year

### Portfolio Review Process

ALL faculty members are required to participate and recognize the value in each student's hard academic Work. The Portfolio Coordinator develops and assigns the Portfolio Assessment Faculty Review[Evaluation] Teams. Each team is composed of five[05] faculty members. The Portfolio Documents are equally distributed among each Faculty review team.

Each five[05] member faculty team candidly assesses each student's Portfolio documents, and renders their academic and professional judgment. The Portfolio Review Process provides an opportunity for faculty to measure each student's overall academic commitment, design potential and preparedness for the 3<sup>rd</sup> year **upper Division** | [professional Program] of the b|Arch Curriculum.

The individual assessments of all five[05] members for all dimensions of the Portfolio Review are calculated into an aggregate average. This comprehensive process of the assessment is intended to eliminate any possible bias of one faculty member over another.

### Very IMPORTANT

A student **MUST** achieve an aggregate average of 2.0 [satisfactory] in the Portfolio Review Evaluation to be granted entry into the 3<sup>rd</sup> Year **upper Division** | [professional Program].

$$\left[ \begin{array}{l} \text{Aggregate} \\ \text{Average} \\ \text{Portfolio} \end{array} \right] + \left[ \begin{array}{l} \text{Average} * \\ \text{overall Studio GPA} \\ + \\ \text{Design Communication | etc...} \end{array} \right] \geq 2.0$$

\* Arch 1001 + 1002 + 2003 + 2004 + 1241 + 2242 + [2311 + 2211]

**Acceptance Letters** | [notifications] into the **upper Division** | [professional Program]

- Students who *meet* the minimum threshold of **2.0 or above** will be accepted into the 3<sup>rd</sup> year **upper Division** | [professional Program]. Letters will be sent from the Department Chair directly to each student informing the student of the official Portfolio Review Evaluation results and the acknowledgement of the Acceptance | non\_Acceptance accordingly.

**non\_Acceptance Letters** | [notifications] into the **upper Division** | [professional Program]

- **Students who do not meet the portfolio review threshold of 2.0 or above must re-take Arch 2004.** They are encouraged to submit their revised and improved Arch Portfolio work and compete with the current class to enter the 3<sup>rd</sup> year **upper Division** | [professional Program]. Letters will be sent from the Architecture Department Chair directly to students with the official results of the Portfolio review.

**IMPORTANT Note** | be advised, repeating Arch 2004 DOES NOT guarantee acceptance into the 3<sup>rd</sup> year **upper Division** | [professional Program]. Students must meet all the required academic standards for the portfolio review.

## portfolio 2018 | ...a student Guide

ALL students must follow the established Departmental Guidelines to prepare their Portfolio Documents

The portfolio should contain Work from all four[04] Arch studios Arch 1001 | 1002 | 2003 | 2004, and the best sample Work of Design Communication I | II Arch 1242 | 2242, Environmental Tech Arch 2311, and any other pertinent **academic** art | design Work. The Portfolio must be well articulated with a table of contents and strong graphics skills that provide a focused elaboration of the critical design processes that led to final design solutions | project explorations.

**Intent**

The Arch Portfolio Document Process is the submission requirement for ALL students preparing to enter the KSU Architecture **upper Division** | [professional Program]. Its essential objective is to document the student's design process through his|her first two[02] years of the lower Division | [design Foundation]. It is compiled by each student based on the documentation and body of Work produced in his|her courses, incorporating critical process materials extracted from sketches in sketchbooks | process diagram drawings | parti+study models and presentation documents.

**Content**

The Arch Portfolio is a complete documentation of your journey through the Design Foundation Studio and Design Communication sequence. You are required to show examples of all work produced in your first two[02] years. **IMPORTANT** | ...this does not mean that you give us every insignificant sketch or diagram, instead critically distill your projects and Work down to the bare essence, show only the critical aspect or components of the project[s], and communicate a comprehensive body of portfolio Work. As a starting point, begin with the project exercises and final deliverables. When it comes to documenting 3|dimensional models, make sure to take 'highest quality' photographs with good lighting...

**NOTE** | ...**IMPORTANT** | the use of cellPhone images[pictures vs excellent photographs] are typically not sufficient.

Your Portfolio Document should include ALL required diagramDrawings and studioWork from the projects completed in each of the four[04] Arch studios [Arch 1001|1002|2003|2004], and the most critical sample Work of Design Communication I | II [Arch 1242 | 2242], Environmental Tech I [Arch 2311], including the final presentation documentation from Arch studios[Arch 2004].

**IMPORTANT Note** | the finalStudio Projects in Arch studios[Arch 2004] will be due and reviewed in time to allow students ample time to document and add their studio Work to the Arch Portfolio documents.

**Project Exceptions**

- for ALL Arch 1001 | 1002 | 2003 | 2004...including ALL project presentations | exercises and required diagram drawings and photography of 3|dimensional models
- for Design Communication I | II...including the final project boards from both Design Communication I+II
- for Environmental Tech Arch 2311...including required drawings and photography of artifacts

**IMPORTANT** | you shall ensure that the comprehensive body of Portfolio Work conveys your ability to create and communicate your skills for hand | computer drawn plans | sections | elevations, rendered computer 2|dimensional + 3|dimensional models, and composed compositional layouts.

## guidelines 2018 | ...articulate your portfolio\_design Work

### project | Descriptions

Develop[prepare] and provide a short, but **critical summary description** of your design intent, goals and objectives for each project or exercise. In your own words, summarize the project abstracts[descriptions] assigned in Arch 1001 | 1002 | 2003 | 2004 studio. The purpose of these statements is to summarize your critical understanding and expand on your ideas and concept[s], rather than re-state the instructor's assignment. Reference and utilize appropriate quotes from the assigned readings related to your project[s] in establishing design arguments and concepts in your Work and the design development of your portfolio. Use the text as an opportunity to graphically communicate and enhance your overall body of Work.

### Student Learning

Include a **brief commentary**. These annotations and project summaries should accompany the images compiled in the Arch 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...**REMINDER** | **keep the writing brief and to the point, and proofread your written text for misspellings and grammatical errors and omissions.**

### Design Process

Provide **annotated visual evidence of the design process** and selected media you used to arrive at the final design for each project. Demonstrate and include[show] evidence of your critical exploratory design process. This evidence should be in the form of sketches | process diagramDrawings | parti+study models | etc. They may also be excerpted from formal presentations and | or student logbooks.

### Drawings | Models

Provide **well CRAFTED** | and **highest quality images** and documentation of the actual 2|dimensional and 3|dimensional materials and final project presentations from each of the four[04] Arch 1001 | 1002 | 2003 | 2004 studio project[exercises]...**REMINDER** | **Include your final presentation material and re-format the Work to fit the overall portfolio format design and presentation.**

### Additional Material

You have the discretionary option to supplement the studio Work with **critical** | **relevant** material done outside the studio...**IMPORTANT** | **you must note any | all Work that was not done in the required courses.**

## guidelines 2018 | ...required document format + size limitation of the portfolio\_design Work

### document | Descriptions

Critically organize and compose ALL visual and written[...**always make sure to proof | edit | spell\_CHECK and re\_PROOF your Work and written text for misspellings | grammatical errors and omissions**] document material into an 8 1/2" x 11" comprehensive Portfolio Document and submit the following on or before the required **DUE DATE**

- **one[01] printed hardcopy document of Portfolio**[...discretionary cover and packaging options...to ensure anonymity, ONLY include portfolio number and graphics on the cover | bound | un\_bound in a well-crafted designed portfolio box or packaging | etc.] | consider using good quality | presentation **white** paper for printing
- **two[02] high | resolution 72dpi + 300dpi PDF file on a [new|clean]good quality USB flash drive | packaged and labeled in an envelope** of ALL digitally scanned and photographed Work

**IMPORTANT note:** Un-usable recording devices + images and submitted Work will be rejected

As each faculty member will review the comprehensive body of Work of several students in a limited timeframe, it is necessary that the Arch Portfolio Document be limited to the approximate pages[plates] as follows:

- a maximum of **twenty five[25] to thirty[30] pages[plates]**
- you have the discretionary option to use both sides of each page for a maximum of **sixty[60] sides**...including document cover | table of contents | section headers | body of contents | etc.
- filter your content to show *only* the most critical examples of your Work[concepts | ideas | process | development and skills]
- you should consider this process and development constraint limitation as a design communication | composition and presentation problem in itself

### **Anonymity of Work**

To ensure anonymity in the Arch Portfolio Documents review process, students shall not include any personal identifying names | marks | materials | etc. in or on the submitted Portfolio Document.

**NOTE | All students will be assigned a portfolio document number upon completion of the requirements and submission of the Curriculum preRequisites Form | spring 2018 in which the information must be verified and confirmed in degreeWorks by the lower Division Professional Academic Advisor and the Department.**

### **guidelines 2018 | ...important scheduled DUE DATES**

The Arch Portfolio Documents are DUE in the department of Architecture Office before 12:00[noon] | Tuesday 01 May 2018...**ABSOLUTELY No Exceptions!**

Any and ALL Portfolio Documents submitted late or after the DUE DATE | TIME will be penalized ten percent[10%] from the overall Threshold Evaluation Number for Acceptance, and you may jeopardize your opportunity to have your Portfolio Document included and evaluated by the Faculty Review Team held between 12:00[noon] | Wednesday 02 thru 12:00[noon] | Friday 04 May 2018.

### **Ownership of the Portfolio Document**

ALL Arch Portfolio Documents and Work shall be retained by the Department, and shall become the property of the department of Architecture and shall not be returned to the student.

### **Portfolio Document Evaluation Process | Criteria**

**IMPORTANT NOTE | ...see accompanying documentation and the attached Arch Design Portfolio Evaluation Matrix for evaluation criteria and specifics. Faculty Teams comprised of five[05] faculty members will evaluate and make an assessment of each portfolio document independently. The final Threshold Evaluation Number for Acceptance will be the average of the five[05] assessments.**

### **Portfolio Document Evaluation Process | Results of the Portfolio Review**

[full] **Acceptance** or [provisional | non] **Acceptance** Letters

**IMPORTANT NOTE | ...Using the KSU addresses of record, the Department Chair will prepare, and send via US|mail and e|Mail, directly to each student, notification acknowledgement letters of either [full] Acceptance or [provisional | non] Acceptance accordingly, informing him|her with the official Portfolio Review Assessment and Results.**