

MEMORANDUM

25 March 2019

to: all 2nd Year students

from: the department of Architecture

2019 | portfolio [document] **Review courseCompletion Form** **Admittance into the upper Division** | [professionalProgram]

Please see attached revised | confirmed 2018-19 Arch_courseCompletion Form for reference and use when preparing | completing and submitting your 2019 portfolioReview documents.

As we discussed during the portfolioReview Orientation, I recommend that you schedule a Curriculum Advising Review meeting with Ms. Doering prior to or **immediately** after spring break. He will assign your portfolio document number | review your 2018-19 Arch_courseCompletion Form for lower Division Curriculum conformance, and complete the required signatures, before submitting your portfolio document and 2018-19 Arch_courseCompletion Form | **DUE** in the department of Architecture Office **before 12:00[noon]** | **Tuesday 30 April 2019...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 2019 registration will open March 2019 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

peter Pittman
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cc: professors uUddin | kBedette | aSoleimani | pZamani | jCollins | jAnderson
professor aRuzzito | ms. kDoering | ms. dGutierrez

attachments:

2019 | portfolio [document] **Review Criteria + Guidelines_Admittance into the upper Division** | [professionalProgram]

2019 | portfolio [document] **Review courseCompletion Form_Admittance into the upper Division** | [professionalProgram]

2019 | portfolio [document] **Review evaluationCriteria Matrix_Admittance into the upper Division** | [professionalProgram]

2019 | portfolio [document] Review Criteria + Guidelines

Admittance into the upper Division | [professionalProgram]

The 2nd | Year Design Portfolio Review Process is a mandatory academic condition to enter the 3rd 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 2nd | 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 2nd | Year
- Students who decide, or elect not to submit their required 2019 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 3rd 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 3rd Year **upper Division** | [professional Program].

$$\left[\begin{array}{l} \text{Aggregate} \\ \text{Average} \\ \text{Portfolio} \end{array} \right] + \left[\begin{array}{l} \text{Average}^* \\ \text{overall Studio GPA} \\ + \\ \text{Design Communication | etc...} \end{array} \right] \geq 2.5$$

* 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 **2.5 or above** will be accepted into the 3rd 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 2.5 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 3rd 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 3rd year **upper Division** | [professional Program]. Students must meet all the required academic standards for the portfolio review.

portfolio 2019 | ...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 2019 | ...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 2019 | ...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 2019 in which the information must be verified and confirmed in degreeWorks by the lower Division Professional Academic Advisor and the Department.

guidelines 2019 | ...important scheduled DUE DATES

The Arch Portfolio Documents are DUE in the department of Architecture Office before 12:00[noon] | Tuesday 30 April 2019...**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 01 thru 12:00[noon] | Friday 03 May 2019.

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.

2019 | portfolio [document] Review courseCompletion Form

Admittance into the upper Division | [professionalProgram] portfolio no. _____

A **cumulative GPA of 2.5** in [dfn]Arch and the Georgia | Regents University Core Courses is required to enter the **upper Division** | [Professional Program] of the B|Arch Curriculum. Each student shall be assigned a Portfolio Document number once the Curriculum Criteria is confirmed.

2019 | portfolio [document] cohort | matriculationTerm | fallSemester 2017 [catalogYear 2017]

Student name | _____ + sid# | _____

KSU | University Adjusted GPA | _____

Departmental | Arch | overall Cumulative GPA | _____

KSU | University Georgia Core | overall Cumulative GPA | _____

KSU | department of Architecture_lower Division | [designFoundation]
required CURRICULUM courses | Departmental | overall [Architecture] Cumulative GPA shall be 2.5 or greater
required CORE courses | Regents University Georgia | overall [CORE] Cumulative GPA shall be 2.5 or greater

degreeWorks | Area F for B|ARCH

lower division DESIGN FOUNDATION [area F major course requirements]		lower division University Georgia CORE	
31 semester Hours	course status	30 semester Hours	course status
Arch 1000 2-0-2 [orientation to architecture]		MATH 1113 or MATH 1112 [university CORE] 3-0-3	
Arch 1001 0-12-4 [architecture studio I]		ENGL 1101 [university CORE] 3-0-3	
Arch 1002 0-12-4 [architecture studio II]		Area E group 1 POLS 1101 [university CORE] 3-0-3	
Arch 1241 1-3-2 [design communication I]		ENGL 1102 [university CORE] 3-0-3	
Arch 2003 0-12-4 [architecture studio III]		PHYS 1111 [university CORE] 3-3-4[note must complete PHYS 1111 course + lab]	
Arch 2242 1-3-2 [design communication II]		Area E group 3 World HIST [university CORE] 3-0-3	
Arch 2311 2-3-3 [envtech I_system selection & materials]		Area C group 1 [university CORE] 3-0-3	
Arch 2211 2-3-3 [introduction to structures]		Area B group 2 COMM 1100 [university CORE] 2-0-2	
Arch 2004 0-12-4 [architecture studio IV]		Area D group 1 MATH [university CORE] 3-0-3	
Arch 2111 3-0-3 [architecture cultures I_Early Civil&Medi]		Area E group 4 [university CORE] 3-0-3	
degreeWorks departmental overall [Architecture] Curriculum GPA		degreeWorks KSU overall University Georgia [Core] Curriculum GPA	
61 Cumulative semester Hours		degreeWorks KSU overall University Adjusted Cumulative GPA	

student signature | _____ | date _____

KSU | departmental verification
 academic advisor signature | _____ | date _____

2019 | portfolio [document] Review evaluationCriteria Matrix

Admittance into the upper Division | [professionalProgram]

portfolio number | ...00

check the appropriate box | numeric ranking

	00 minimally developed	01 needs improvement	02 average acceptable	03 skillfully developed	04 excellent well executed
design process _ [25%] <ul style="list-style-type: none"> concept design intent conceptual interrogations site observations and analysis precedent study analysis diagramming parti development and exploration 25%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
design development _ [25%] <ul style="list-style-type: none"> programming orthographic drawing development plans, sections and elevations physical and digital 3d modeling exploration 25%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
technical understanding integration _ [25%] <ul style="list-style-type: none"> building system articulation structure, space and skin material and building skin investigation representation modeling[analog and digital] craftsmanship and making 25%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
portfolio design _ [25%] <ul style="list-style-type: none"> demonstration of a comprehensive understanding of the design process demonstration of growth within the comprehensive body of work clarity of overall organization layout and communication 25%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

review | evaluation comments

portfolio review Team | ...00

x Xxxxxxxx | x Xxxxxxxx | x Xxxxxxxx | x Xxxxxxxx signature

DEPARTMENT OF ARCHITECTURE- B.ARCH COURSE FLOW CHART

LOWER DIVISION				UPPER DIVISION					
1 ST YEAR		2 ND YEAR		3 RD YEAR		4 TH YEAR		FIFTH YEAR	
ARCH 1001 STUDIO *	ARCH 1002 STUDIO	ARCH 2003 STUDIO	ARCH 2004 STUDIO	ARCH 3011 STUDIO	ARCH 3012 STUDIO	ARCH 4013 INTEGRATIVE STUDIO	ARCH 4014 URBAN LAB	ARCH 5015 FOCUS STUDIO	ARCH 5017 THESIS STUDIO
0-12-4	0-12-4	0-12-4	0-12-4	0-12-4	0-12-4	0-12-4	0-12-4	0-12-4	0-12-4
ARCH 1000 INTRODUCTION TO ARCH. *	ARCH 1241 DECOM I	ARCH 2242 DECOM II	ARCH 2111 ARCH CULT I	ARCH 3112 ARCH CULT II	ARCH 3113 ARCH CULT III	ARCH 4114 ARCH CULT IV	ARCH 4117 THESIS PREP	ARCH 5016 THESIS RESEARCH	ELECTIVE/ MINOR
2-0-2	1-3-2	1-3-2	3-0-3	3-0-3	3-0-3	3-0-3	2-0-2	0-3-1	
CORE ENGL 1101	CORE ENGL 1102	ARCH 2311 ETECH I	CORE Area B2 ** COM 1100	ARCH 3313 ETECH II	ARCH 3314 ETECH III	ARCH 4116 URBAN THEORY	ARCH 4224 PROFESSIONAL PRACTICE I	ARCH 4225 PROFESSIONAL PRACTICE II	ARCH 4226 PROFESSIONAL PRACTICE III
		2-3-3		3-0-3	3-0-3	3-0-3	2-3-3	2-0-2	3-0-3
CORE MATH 1112 or MATH 1113	CORE PHYS 1111 w/LAB	CORE Area D-1 MATH	ARCH 2211 ARCH STRUCTURE I	ARCH 3211 ARCH STRUCTURE II	ARCH 3212 ARCH STRUCTURE III	ELECTIVE/ MINOR	ELECTIVE/ MINOR	ELECTIVE/ MINOR	ELECTIVE/ MINOR
			2-3-3	3-3-4	2-3-3				
CORE AREA E1 (POL S 1101)	CORE AREA E3 (WORLD HIST)	CORE AREA C1 (WORLD LIT)	CORE Area E4 (Social Science)		CORE AREA E2 (U. S. HIST)	CORE AREA B1 ECON 1000	CORE AREA D LAB SCIENCE	CORE AREA C2 (Arts & Culture)	ELECTIVE/ MINOR
6+C	6+C	9+C	10+C	14	13+C	10+C+ E/M	9+C+ E/M	7+C+E/M	7+ E/M

- All Students with fewer than 15 credit hours must take First Year Seminar or a Learning Community
- * ARCH 1000 & ARCH 1001 constitute a Learning Community and fulfill the university requirement for First Year Seminar KSU 1101
- ** The Department of Architecture recommends students take COM 1100 to satisfy Area B2
- All Architecture Core courses must be passed successfully with a grade of C or higher to be applied to graduation
- ARCH 3313 ETech II & ARCH 3211 Structures II **must** be taken concurrently with ARCH 3011 Studio unless permission is granted by department
- ARCH 3314 ETech III & ARCH 3212 Structures III **must** be taken concurrently with ARCH 3012 Studio unless permission is granted by department
- All courses must be passed with a letter grade of 'C' or higher to be counted toward graduation and to fulfill prerequisite requirements.
- All Students should follow the course flow chart as closely as possible. Students who fall out of sequence are encouraged to take courses in the summer, when available, to get back on track.
- The Course Flow Chart has 17 credits appointed to Elective/Minor. Students may elect to use these credits for free electives or take a minor in another field. Should the minor be less than the allotted 17 credits the student should apply the extra credit toward a free elective.

B.ARCH - MAJOR COURSES PREREQUISIT REQUIREMENTS

Semester	ARCH COURSE	PREREQUISIT Grade of C or Better
Fall	ARCH 1000: Introduction to Architecture	
Fall	ARCH 1001: Architecture Studio I	
Fall	ARCH 2003: Architecture Studio III	ARCH 1002
Fall	ARCH 2242: Design Communication II	ARCH 1241
Fall	ARCH 2311: Environmental Tech I -Systems Selection and Materials	
Fall	ARCH 3011: Architecture Studio V	ARCH 2004 & Acceptance in to Upper Division upon Portfolio Review
Fall	ARCH 3112: Architecture Culture II - The Renaissance through 1850	
Fall	ARCH 3211: Architecture Structures II: Concrete and Lateral Loads	ARCH 2211
Fall	ARCH 3313: Environmental Technology II: Human Comfort and Building Systems	ARCH 2311
Fall	ARCH 4013: Architecture Studio VII: Integrative Design	ARCH 3012; ARCH 3314; & ARCH 3212
Fall	ARCH 4114: Architecture Cultures IV: The Development of Architecture into the Twenty-First Century	ARCH 3113
Fall	ARCH 4116: Urban Planning and Design Theory	
Fall	ARCH 4225: Professional Practice II - Cost Control	
Fall	ARCH 5015: Focus Studio	ARCH 4014
Fall	ARCH 5016: Thesis Research	ARCH 4117
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Spring	ARCH 1002: Architecture Studio II	ARCH 1001
Spring	ARCH 1241: Design Communication I	
Spring	ARCH 2004: Architecture Studio IV	ARCH 2003
Spring	ARCH 2111: Architecture Culture I: Early Civilizations & Medieval	
Spring	ARCH 2211: Architecture Structures I - Introduction to Structures	PHYS 1111/1111L <u>or</u> PHYS 2211/2211L
Spring	ARCH 3012: Architecture Studio VI	ARCH 3011
Spring	ARCH 3113: Architecture Culture III: 1850 through 1945	
Spring	ARCH 3212: Architecture Structures III: Steel and Wood	ARCH 3211
Spring	ARCH 3314: Environmental Technology III: Lighting, Electrical and Acoustics	ARCH 3313
Spring	ARCH 4014: Architecture Studio VIII: Urban Lab	ARCH 4013 & ARCH 4116
Spring	ARCH 4117: Thesis Prep	
Spring	ARCH 4224: Professional Practice I: Codes and Technical Documents	
Spring	ARCH 4226: Professional Practice III: Practice and Ethics	
Spring	ARCH 5017: Thesis Studio	ARCH 5015 & 5016