

Your application includes the seven items listed below. They should be placed in a 9 x 12 inch plastic binder with plastic sleeves. On the outside of the binder, put your name and “BFA Graphic Design” (see **ITEM A**). Clip the binder to the outside of the 24 x 36 inch portfolio.

The binder should have the following 7 items:

- 1 Checklist** of items in binder (see **ITEM A**)
- 2 Brief resume** including: name; address; telephone; FAU/school email; major; exhibits; honors or awards; employment.
- 3 Transcript.** An unofficial transcript is acceptable
- 4 Statement of Intent/Artist Statement:** one typed page

At the top of the page, put your name and the name of the BFA program to which you seek admission (Graphic Design). The Statement of Intent/Artist Statement explains why you want to study for a BFA and what you intend to do as an artist. It should:

- describe your specific artistic interests
- explain how your artistic interests are reflected in the submitted artwork
- include a statement of your goals as an artist

Print the statement in 12pt Times Roman, double spaced with 1 inch margins on all sides of an 8.5 x 11 inch sheet of paper.

- 5 Writing sample:** no more than two typed pages

In this writing sample, evaluate one of your portfolio pieces in a 200 word essay. At the top of the page, put your name and the number of the portfolio piece that you will discuss.

Include the following in your writing sample:

- a description of the purpose of the assignment (goals, objectives, criteria);
- the process that you used to develop ideas for the piece;
- the impact of the piece (including concept and creative approach);
- the design principles and organization of the elements.

Identify the work’s successful aspects and explain why they are successful; identify the unsuccessful aspects and explain what you would do to improve the piece. If you are writing about a series, discuss how the items in the series worked as a system.

Use an appropriate design vocabulary in your writing.

Be accurate in spelling, grammar and word usage. Print the essay in Times Roman, 12pt, double spaced with 1 inch margins on all sides of an 8.5 x 11 inch sheet of paper.

- 6 Project Description Sheet:** a numbered list of every item in the portfolio. Use the form provided in **ITEM B** of this document.

**7 Recommendations** from two different faculty members. (Please put each of these, unopened, in its own plastic sleeve).

These must be submitted in sealed envelopes and on the forms provided (**ITEM C**).

Recommendations must come from professors who have taught you in one or more of the following courses: Design, Drawing I, Color Fundamentals, Drawing II: Figure Drawing, Graphic Design I, Graphic Design II or Three-dimensional Design.

If accessing electronically, print two copies of the Recommendation form at the end of this document or make one copy of the Recommendation form attached in the hard copy of Student Information Packet available in Department or College Advisors Office. Fill out the first lines of the form.

- Sign one of the statements at the bottom of page two of the form, indicating whether or not you waive your right to read the letter at a later date.
- Give the forms to your professors along with letter-sized envelopes.
- Remind your professors that the forms **must** be put into a sealed envelope and that the faculty members **must** sign over the seal, to be accepted.
- Pick the form up when the professors have completed them or provide each of them with a stamped, self-addressed envelope in which to send the sealed recommendation to you for submission.

*\*Reminder: the faculty are very busy, so we recommend that you ask for these letters no less than a month before the portfolio is due.*

**Applications that do not include all of these items will not be considered.**

The portfolio review is for art students applying to the Florida Atlantic University's Graphic Design Program. The purpose of the portfolio review is to continue to support students in their process of becoming successful learners and well prepared for the graphic design profession. The process also allows for selection based on merit as well as to accommodate the full resources of the program.

## I CONTENTS OF THE PORTFOLIO

The portfolio should include exactly **12** pieces of original work, selected as follows:

**9** works must have been completed in the following courses:

- Design
- Drawing I
- Drawing II
- Color Fundamentals
- Graphic Design I
- Graphic Design II

The **3** remaining pieces may come from any of the courses listed above or from other 1000 or 2000-level courses in studio areas such as painting, ceramics, sculpture, printmaking, or photography.

Multiple pieces from one project will be considered as one piece with one label.

All pieces in the portfolio must have been completed in 1000 and 2000 level studio courses.

Students are discouraged from including practical design applications that include typographic layout (stationery systems, brochures, etc.).

For further information contact the Art Department ([art@fau.edu](mailto:art@fau.edu)).

*Portfolio work should reflect the following criteria:*

<b>Drawing Skills</b>	Ability to render from observation; utilize drawing methods and compose effectively.
<b>Color</b>	Use of color, value and contrast.
<b>Creativity</b>	Ability to create expressive, unique and innovative visual work.
<b>Ideation</b>	Ability to develop concepts in creative work.
<b>Imagery</b>	Originality, appropriateness and methodology.
<b>Design Principles</b>	Understanding of spatial relationships, organization and hierarchy. Use of visual elements including line, color and form.
<b>Technology</b>	Appropriate and skilled use of technology.
<b>Craft</b>	Use of appropriate methods, materials and practice in creating visual work. Attention given to details.

## II HOW TO CONSTRUCT THE PORTFOLIO

Craftsmanship and presentation are important in the portfolio. You are applying to a BFA program that prepares you to be a professional artist, and you need to show an appropriate level of professionalism in your portfolio.

a. Select/Create and Label the Portfolio

You should use a standard style of portfolio. The portfolio must be 24 x 36 inch. You can purchase a portfolio at any art store. This should be considered an investment in your art career. On the outside of the portfolio, put a label with your name, the BFA program that you wish to enter, and your contact information (telephone number, address, FAU school email).

b. Label every piece in the portfolio (see **ITEM E**)

Label the back of each piece with all of the following information:

- 1 Item number (1-12, as listed on Project Description Sheet: **ITEM B**)
- 2 Your name
- 3 Course prefix, number and title
- 4 College or University at which you did the work
- 5 Medium/materials
- 6 Instructor
- 7 Year executed

c. Use the appropriate format to present your work.

Do not include any loose works. All work must be mounted or matted with cover sheet, overlay or sleeves. Do not submit frames or glass. You may include more than one work per board.

Include only original work unless the work is larger than 24 x 36 inches or if work is three dimensional. Large work and three-dimensional work can be represented by 8 x 10 inch photo documentation. Please label photos as specified above.

Three dimensional and large scale work should be represented in 8 x 10 inch color prints.

**Your ability to use direction, and to follow instructions will be evaluated with your submission.**

[wise.fau.edu/VAAH/](http://wise.fau.edu/VAAH/)

Seeking Admission to the Bachelor of Fine Arts–Graphic Design

Student \_\_\_\_\_

- Checklist:
- Resume
  - Transcript
  - Statement of Intent/Artist Statement
  - Writing Sample
  - Project Description Sheet
  - Recommendations from two faculty
  - Committee Evaluation Form

I certify that I have reviewed this checklist and everything on it is included in my application.

**I understand that applications that are not complete will not be reviewed.**

Signed Name \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Students should bring the portfolio and application to the Department office in Boca Raton or the designated drop-off location on the Ft. Lauderdale campus, on the designated days. Once the review is completed, pick up portfolio promptly by the schedule provided. Portfolios will not be stored after that period. The Department of Visual Arts & Art History has no responsibility for this work after this time and unclaimed portfolios will be discarded.

Student Name \_\_\_\_\_

Label the back of each portfolio piece **(ITEM E)** with its corresponding number on this sheet.

1 Project Title \_\_\_\_\_  
 Project Medium \_\_\_\_\_  
 Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

2 Project Title \_\_\_\_\_  
 Project Medium \_\_\_\_\_  
 Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

3 Project Title \_\_\_\_\_  
 Project Medium \_\_\_\_\_  
 Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

4 Project Title \_\_\_\_\_  
 Project Medium \_\_\_\_\_  
 Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

5 Project Title \_\_\_\_\_  
 Project Medium \_\_\_\_\_  
 Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

6 Project Title \_\_\_\_\_  
 Project Medium \_\_\_\_\_  
 Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

7 Project Title \_\_\_\_\_  
 Project Medium \_\_\_\_\_  
 Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

8 Project Title \_\_\_\_\_  
Project Medium \_\_\_\_\_  
Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

9 Project Title \_\_\_\_\_  
Project Medium \_\_\_\_\_  
Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

10 Project Title \_\_\_\_\_  
Project Medium \_\_\_\_\_  
Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

11 Project Title \_\_\_\_\_  
Project Medium \_\_\_\_\_  
Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

12 Project Title \_\_\_\_\_  
Project Medium \_\_\_\_\_  
Course Title \_\_\_\_\_ Instructor \_\_\_\_\_

Student should complete the following three lines. Be sure to **sign the form at the bottom of page** before you give the form to the faculty member. Provide the faculty member with an envelope that has your name printed on the front of it.

Applicant Name (Last, First) \_\_\_\_\_

Name of Faculty Member \_\_\_\_\_

College/University \_\_\_\_\_

**Recommender: Please evaluate the applicant on the scale below in comparison with the other students you have known during your career.**

How many courses has this student taken with you? \_\_\_\_\_

Exceptional (Top 5%)    Outstanding (Top 10%)    Good (Top 15%)    Average (Top 40%)    Poor (>50%)    Unable to Evaluate

	Exceptional (Top 5%)	Outstanding (Top 10%)	Good (Top 15%)	Average (Top 40%)	Poor (>50%)	Unable to Evaluate
Intellectual Ability						
Breadth of General Knowledge						
Ability in Oral Expression						
Perseverance						
Written Ability						
Imagination & Creativity						
Attendance						
Meets Project Deadlines						

Please use the back of these sheet to make any additional comments you feel may be helpful in assessing the candidacy of the applicant.

\_\_\_ check for comments on back

Recommender Signature \_\_\_\_\_ Date \_\_\_\_\_

Please seal your recommendation in an envelope, sign across the seal and return to the applicant. We appreciate your prompt reply.

I waive the right to read this letter \_\_\_\_\_  
Applicant's Signature & Date

I do not waive my right to read this letter \_\_\_\_\_  
Applicant's Signature & Date

Seeking Admission to the Bachelor of Fine Arts–Graphic Design

Student \_\_\_\_\_ Date \_\_\_\_\_

FOUNDATION SKILLS	5=Proficient					1=Unsatisfactory
	5	4	3	2	1	NA
Design Skills	5	4	3	2	1	NA
Color Use	5	4	3	2	1	NA
Drawing	5	4	3	2	1	NA
Visual Problem Solving	5	4	3	2	1	NA
Critical Thinking	5	4	3	2	1	NA
Craftsmanship	5	4	3	2	1	NA
Diversity of Materials & Techniques	5	4	3	2	1	NA
Work Ethic & Commitment	5	4	3	2	1	NA
Professional Presentation	5	4	3	2	1	NA

**Comments:**

\_\_\_\_ Passed    \_\_\_\_ Not Passed

Item number (1-12):

Name:

Course prefix, number, title:

College or University:

Instructor:

Medium/materials:

Year executed:

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Name:

Course prefix, number, title:

College or University:

Instructor:

Medium/materials:

Year executed:

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Name:

Course prefix, number, title:

College or University:

Instructor:

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