

Graphic Design: BFA Portfolio Review

Instructions For Submission

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Estimate Cost and List of Supplies:

See the last page of this document

Graphic Design: General Information – Portfolio Instructions & Requirements

The portfolio review is for students applying to the Florida Atlantic University BFA 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.

Requirements: Prior to applying, all graphic design core courses must be completed. Please consult advising.

Contents of the Portfolio:

Your portfolio must consist of ten 15 x 20 inch black mounting boards. Your works must represent, demonstrate and include the following areas of concentration listed below. If your course projects are lost, damaged and/or your work does not fulfill the criteria below, then you are encouraged to submit self-study projects.

Important: Applications that do not include all of these areas of concentration will not be considered.

It is highly recommended not to submit commercial-applied projects such as stationery designs, brochures, calendars and/or magazine advertisements.

Areas of Concentration: Listed below, the minimum number of works /samples required for each area

(6) Works that best demonstrate 2-Dimensional Design, Color Application, Typography, and Layout Compositions:

(An Artist Book may count as one of the six pieces.)

(Do not submit a color wheel study or exercises. Confine submissions to original works.)

(Multiple pieces from one series will be considered as 1 work with one label.)

(2) Works that best demonstrate Drawing Skills:

(Figurative Drawings, Gesture Studies, Still life, Narrative Drawings, Perspective Observations and/or Media Explorations.)

(2) Studio Course:

(Examples may include: painting, ceramics, 3-D, sculpture, printmaking, and photography.)

Criteria:

Design Fundamentals: an understanding of spatial relationships, including line, color, value, contrast, form, shape, texture, and the principles of Gestalt.

Typography: understanding the construction of letterforms and type as design (connotative power of letterforms)

Layout & Composition: demonstration of layout and design composition, hierarchy and the organization of visual design elements.

Color: appropriate use of color value and contrast

Creativity, Imagery and Ideation: ability to create expressive, unique and innovative visual works and the methodology of design applications. Includes conceptual development: the demonstration of originality, selection of imagery and experimental processes.

Drawing Skills: the ability to render from observation and demonstrate composition, mark-making and rendering techniques.

Craftsmanship: knowledge of appropriate skills as related to the area of concentration.

Craftsmanship

Portfolio Presentation:

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

Project-Related Craftsmanship:

Each area of concentration subscribes to an appropriate craftsmanship as defined for that area of study. For example, charcoal drawings may reflect a variety of expressive markings; however, 2D works may require precise execution of line, form, shape and color renderings.

Recommendation:

It is highly recommended you consult with your professors for guidance in selecting projects/studies for submission.

The do & don't list:

1. Do not include un-mounted works of art – exceptions, such as an artist book or brochure are welcomed (*see p. 8*).
2. All work must be mounted on 15 x 20 inch black mounting boards with cover sheets. Do not attach the cover sheets to the front corners of the boards.
3. Each work must be labeled and identified (including self-directed studies) for the area of concentration for which the work will be reviewed for consideration (*see p. 10*).
4. Do not submit more than 10 presentation boards. However, you may include more than one work per board. The labels are placed on the cover sheets corresponding to the location where the work is mounted on the board (*see page 6 for details*).
5. If submitting a painting mounted on board canvas and the size is relatively close to 15 x 20 inches, you may submit the painting without mounting (gluing) the work to a presentation board.
6. Works larger than 15 x 20 inches (e.g. drawings, canvas and poster-size projects) may be represented by a photo documentation and neatly rolled and placed inside a tube (*see p. 9*).
7. Three-dimensional and mix-media works should be represented by “quality photographic prints” with detail views. When photographing 3-dimensional works and detail views, pay specific attention to corrective lighting / backdrops / shadows / focus and color correction.
8. Color copies of your projects are acceptable; however, submitting original work is recommended.
9. Do not submit frames, glass, or Plexiglas.

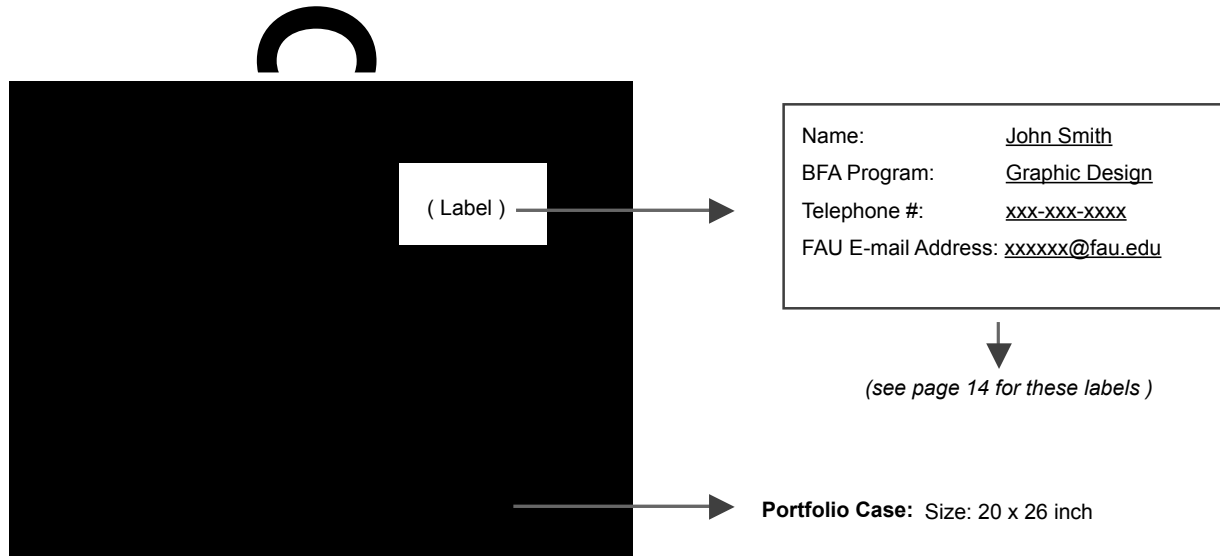
IMPORTANT: When you open this document in Abode Reader, located in the top right corner of the menu bar, check the box that states: “**highlight existing fields.**” By checking this option, you will be able to view the areas on designated pages (forms) that require typed information for submission.

Pages: 11 (*project description labels – make additional copies of this page if necessary*)

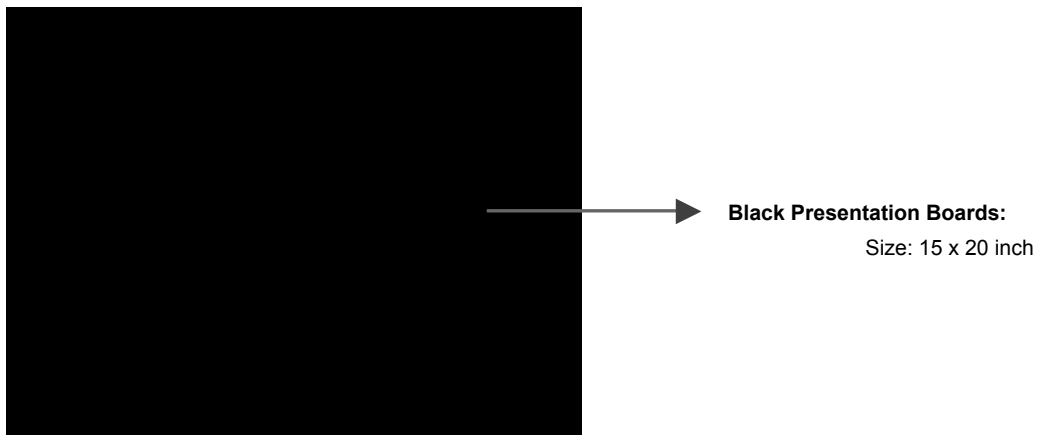
12 and 13 (*project description sheet – make additional copies of page 13*)

14 (*outside labels*), 16 (*Committee Valuation Form*) and page 17 (*Application Page – checklist*).

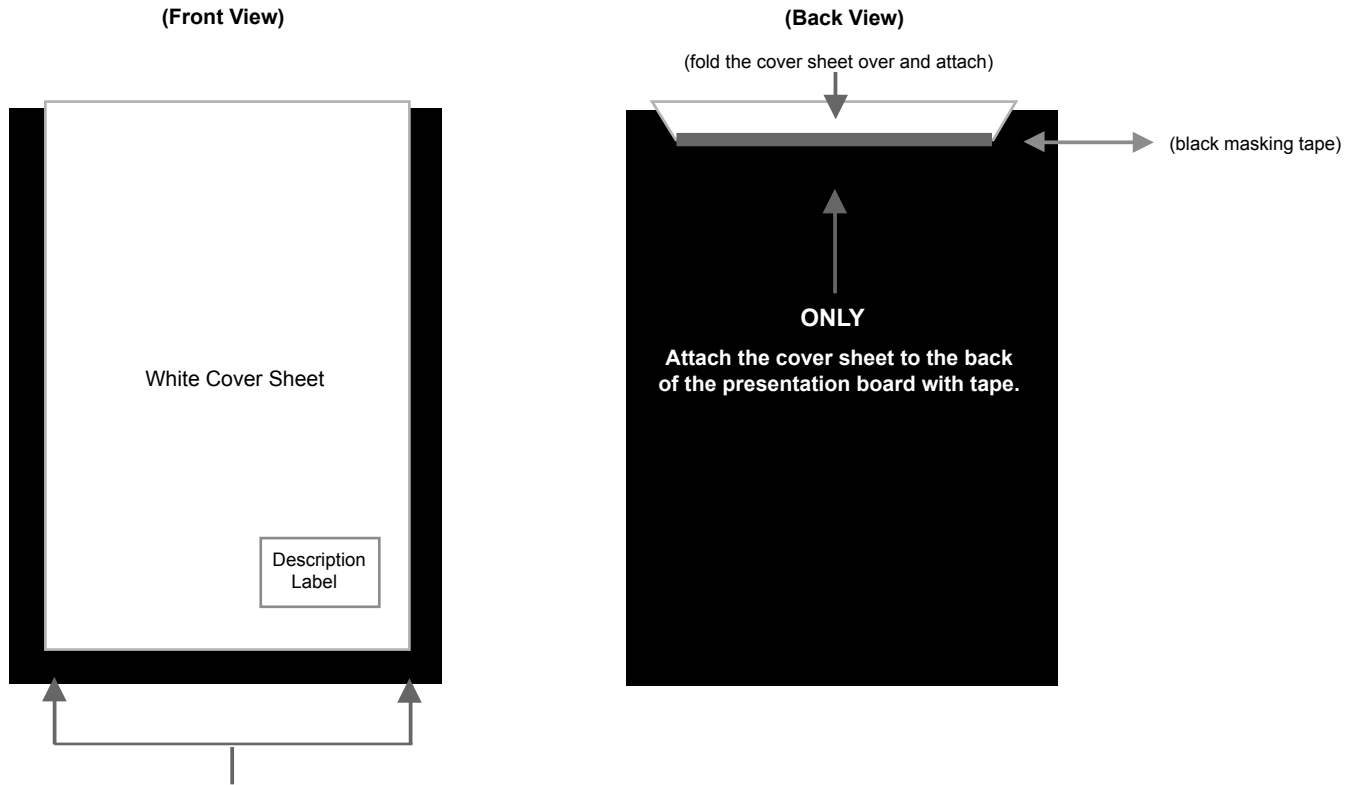
Graphic Design: Portfolios and Presentation Boards



You should use a standard style of 20 x 26 inch portfolio. You can purchase a portfolio at any art store. A quality portfolio should be considered an investment in your art career. On the outside of the portfolio, put a label with your name, "BFA Graphic Design", and your contact information (telephone number, FAU email address).

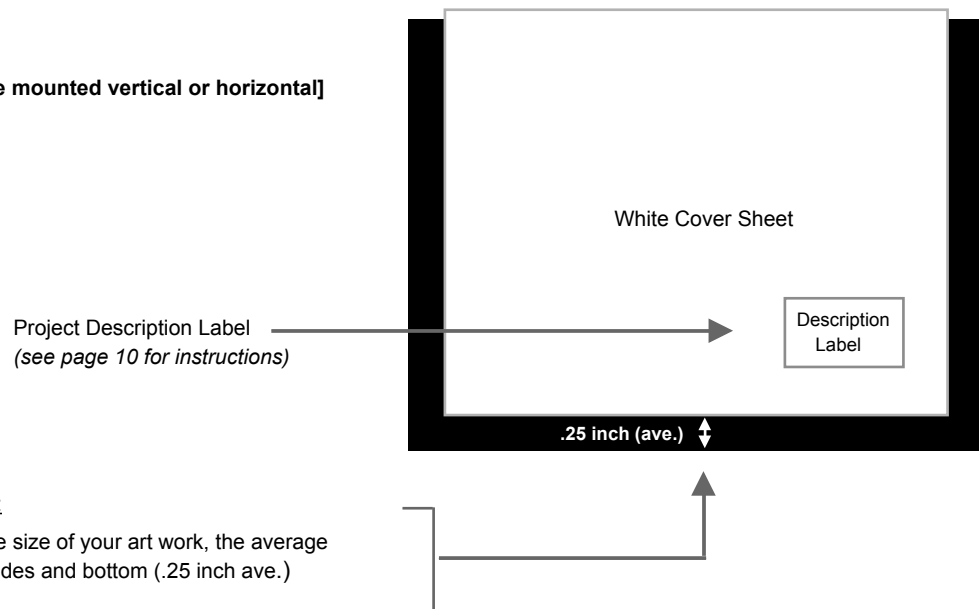


Graphic Design: Attaching Cover Sheets to Presentation Boards



Do not attach the cover sheet to the corners of the mounting board.

[Artwork may be mounted vertical or horizontal]

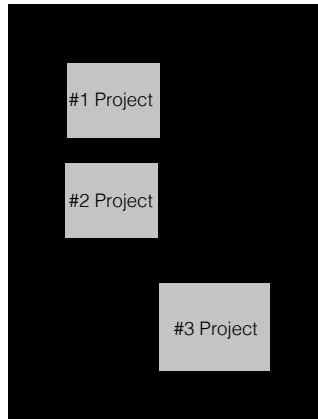


Graphic Design: Mounting Several Works on One Presentation Board

For each work, place a description label on the cover sheet corresponding to its location.

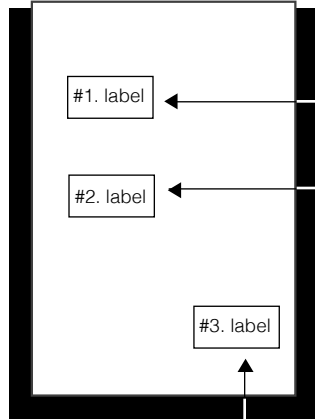
Front View:

Works Arranged on The Presentation Board



Front View:

Cover Sheet with Labels Corresponding to Location



Detail Views

Project #: 1
 Define Category (Circle all that apply):
 Design Fundamentals, Drawing, Color, 3-D Design,
 Typography, Layout & Composition, Studio Elective.
 Medium: Wood (Detail View)
 Course: 3-D Design
 Instructor: Professor Thompson
 School: FAU
 Self-Study: _____

Project #: 2
 Define Category (Circle all that apply):
 Design Fundamentals, Drawing, Color, 3-D Design,
 Typography, Layout & Composition, Studio Elective.
 Medium: Wood (Detail View)
 Course: 3-D Design
 Instructor: Professor Thompson
 School: FAU
 Self-Study: _____

Full View

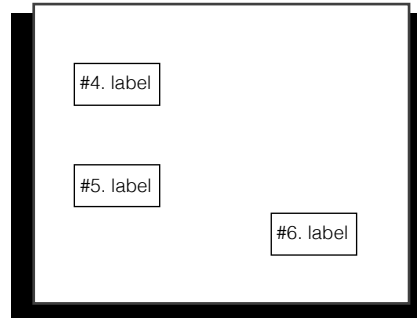
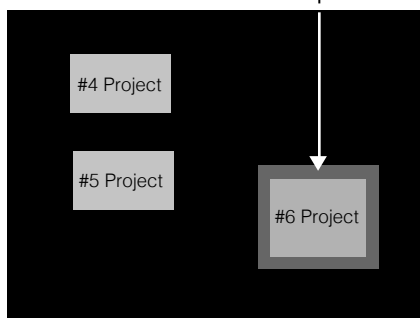
Project #: 3
 Define Category (Circle all that apply):
 Design Fundamentals, Drawing, Color, 3-D Design,
 Typography, Layout & Composition, Studio Elective.
 Medium: Wood (Full View)
 Course: 3-D Design
 Instructor: Professor Thompson
 School: FAU
 Self-Study: _____

Multiple Works May be Mounted on One Presentation Board

Examples may include, but not limited to:

- Grouping color studies & 2-D projects
- Series of photographs
- 3-D project with detail views
- Art electives

If your work has a mat frame and can not be removed, such as a photograph, or if the work is mounted to foamcore, you may attach the work directly to the presentation board.



Project #: 4
 Define Category (Circle all that apply):
Design Fundamentals, Drawing, Color, 3-D Design,
 Typography, Layout & Composition, Studio Elective.
 Medium: black markers
 Course: _____
 Instructor: _____
 School: _____
 Self-Study: YES

Project #: 5
 Define Category (Circle all that apply):
 Design Fundamentals, Drawing, Color, 3-D Design,
 Typography, Layout & Composition, Studio Elective.
 Medium: wood cut
 Course: Intro. to Printmaking
 Instructor: Professor Daniels
 School: YSU, OH
 Self-Study: _____

Project #: 6
 Define Category (Circle all that apply):
 Design Fundamentals, Drawing, Color, 3-D Design,
 Typography, Layout & Composition, Studio Elective.
 Medium: Digital Photography
 Course: Intro. to Digital Photography I
 Instructor: Professor Cowl
 School: YSU, OH
 Self-Study: _____

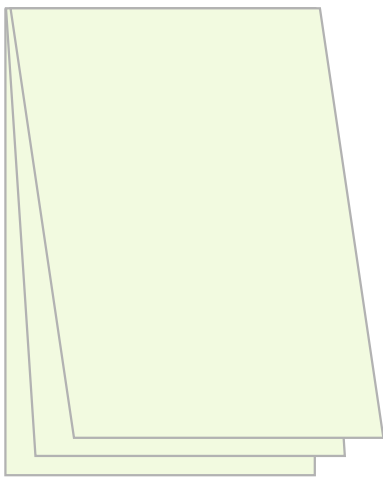
(see page 11 for description labels)

Graphic Design: Grouping Gestures, Drawings and Sketches

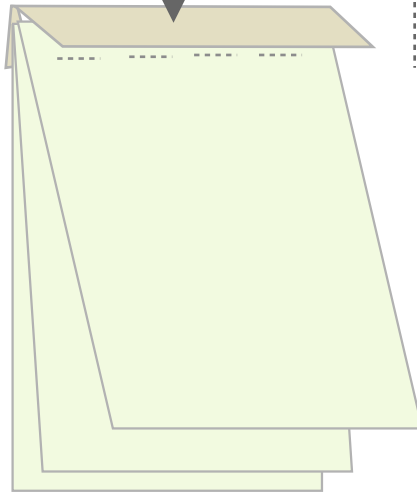
You may submit a group sketches, gestures, still life and perspective studies. The grouping will count as one of the 10 presentation boards. Examples may include: Beginning Drawings, Still Life, Figurative Gestures and/or Perspective Observations.

Maximum of 5 sketches may be grouped.

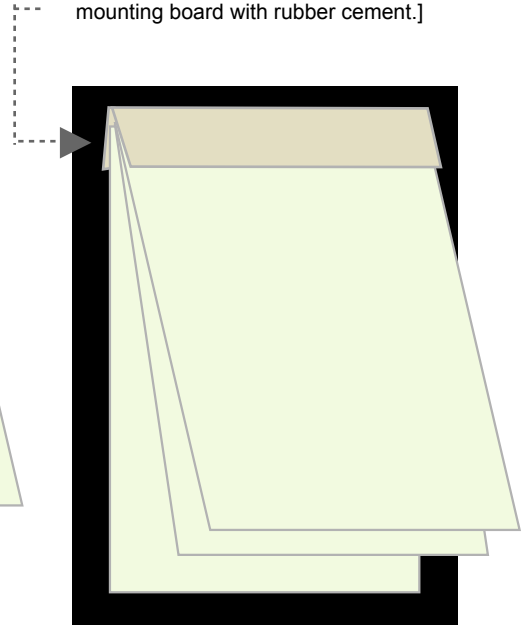
1 [Select and arrange your sketches]



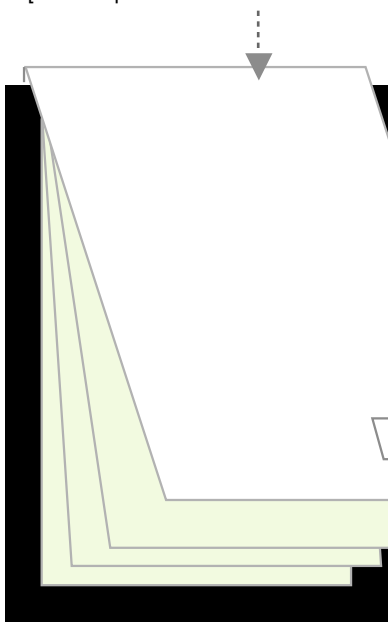
2 [Staple the pages together. Conceal the staples with a paper tab, folded over.]



3 [Next, attach the paper tab to the mounting board with rubber cement.]



4 [Final step: attach the cover sheet with a description label.]



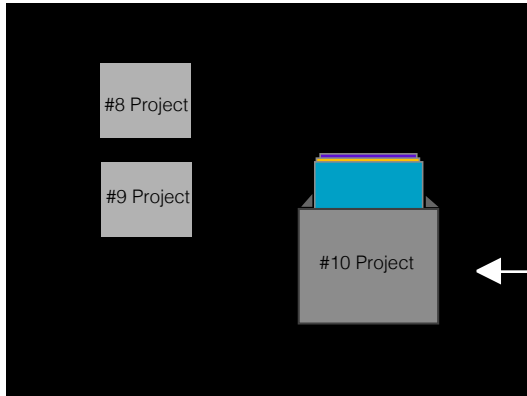
(see page 11 for description labels)

Project #: Z
Name: James Smith
Define the category for review:
Category: Drawing
Medium: charcoal
Course Title: Figure Drawing
Instructor: Professor Noels
College / University: YSU, OH
Self-directed Study: ____

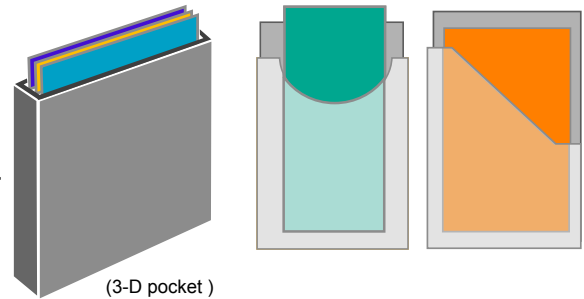
Graphic Design: Submitting an Artist Book, Brochure or Special Projects

Depending on the dimension of the project, you may construct a 3-D pocket or a sleeve that would best accommodate the work.

(Front Views)

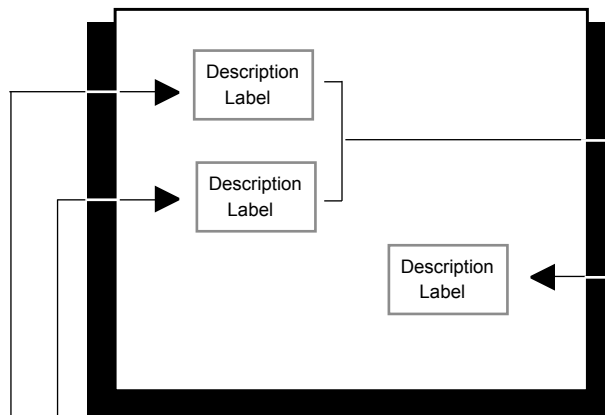


NOTE: If you construct a pocket, attention should be given to detail and the craftsmanship of the construction.



(Securely mount the back side of the pocket to the presentation board)

(Cover Sheet)



Depending on the size of the works, you may elect to arrange and mount complementary projects to create a pleasing layout.

(Description Label)

Project #: 8
 Define Category (Circle all that apply):
 Design Fundamentals, Drawing, Color, 3-D Design,
 Typography, Layout & Composition, Studio Elective.
 Medium: Digital
 Course: Intro Graphic Design 1
 Instructor: Professor Walker
 School: WSU, WI
 Self-Study: _____

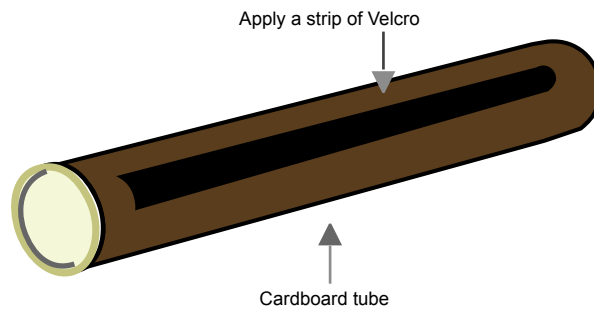
Project #: 10
 Define Category (Circle all that apply):
 Design Fundamentals, Drawing, Color, 3-D Design,
 Typography, Layout & Composition, Studio Elective.
 Medium: Artist Book, Digital
 Course: Graphic Design 2
 Instructor: Professor Bowels
 School: KSU, KS
 Self-Study: _____

(Description Labels)

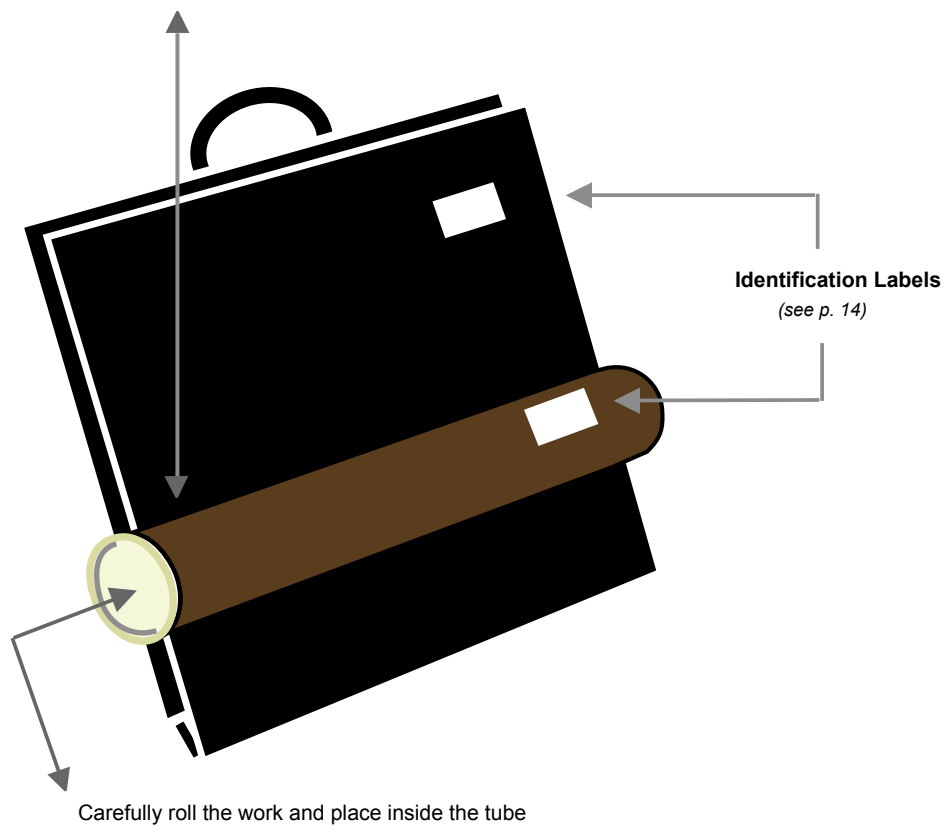
Project #: 9
 Define Category (Circle all that apply):
 Design Fundamentals, Drawing, Color, 3-D Design,
 Typography, Layout & Composition, Studio Elective.
 Medium: Black Markers (photo copy)
 Course: 2-D design
 Instructor: Professor Daniels
 School: FAU
 Self-Study: _____

Graphic Design: Submitting Large Flat Works

(e.g. drawings / canvas paintings / posters)



Next: apply the adjacent side of the Velcro strip to the outside of the portfolio case and attach the cardboard tube.



(Remember to attach a description label to the back of the artwork)

Graphic Design: Instructions for Project Description Labels

Project #: 3

Define Category (Circle all that apply):
Design Fundamentals, Drawing, Color, 3-D Design,
Typography, Layout & Composition, Studio Elective.

Medium: Digital

Course: Intro to Graphic Design

Instructor: Professor Wilson

School: ISU, IL

Self-study: no

NOTE:

If your course projects were lost, damaged and/or your work does not meet the requirements then you are encouraged to submit self-directed studies. Identify which category the work is to be considered for evaluation.

Sample



Project #: 3

Define Category (Circle all that apply):
Design Fundamentals, Drawing, Color, 3-D Design,
Typography, Layout & Composition, Studio Elective.

Medium: Pen & Ink

Course: _____

Instructor: _____

School: _____

Self-study: Yes

Project #: ____ **Name:**_____

Define Category (Circle all that apply):

Design Fundamentals, Drawing, Color, 3-D Design,
Typography, Layout & Composition, Studio Elective.

Medium: _____

Course: _____

Instructor: _____

School: _____

Self-Study:_____

Project #: ____ **Name:**_____

Define Category (Circle all that apply):

Design Fundamentals, Drawing, Color, 3-D Design,
Typography, Layout & Composition, Studio Elective.

Medium: _____

Course: _____

Instructor: _____

School: _____

Self-Study:_____

Project #: ____ **Name:**_____

Define Category (Circle all that apply):

Design Fundamentals, Drawing, Color, 3-D Design,
Typography, Layout & Composition, Studio Elective.

Medium: _____

Course: _____

Instructor: _____

School: _____

Self-Study:_____

Project #: ____ **Name:**_____

Define Category (Circle all that apply):

Design Fundamentals, Drawing, Color, 3-D Design,
Typography, Layout & Composition, Studio Elective.

Medium: _____

Course: _____

Instructor: _____

School: _____

Self-Study:_____

Project #: ____ **Name:**_____

Define Category (Circle all that apply):

Design Fundamentals, Drawing, Color, 3-D Design,
Typography, Layout & Composition, Studio Elective.

Medium: _____

Course: _____

Instructor: _____

School: _____

Self-Study:_____

Project #: ____ **Name:**_____

Define Category (Circle all that apply):

Design Fundamentals, Drawing, Color, 3-D Design,
Typography, Layout & Composition, Studio Elective.

Medium: _____

Course: _____

Instructor: _____

School: _____

Self-Study:_____

Project #: ____ **Name:**_____

Define Category (Circle all that apply):

Design Fundamentals, Drawing, Color, 3-D Design,
Typography, Layout & Composition, Studio Elective.

Medium: _____

Course: _____

Instructor: _____

School: _____

Self-Study:_____

Project #: ____ **Name:**_____

Define Category (Circle all that apply):

Design Fundamentals, Drawing, Color, 3-D Design,
Typography, Layout & Composition, Studio Elective.

Medium: _____

Course: _____

Instructor: _____

School: _____

Self-Study:_____

Graphic Design: Project Description Sheet

Name: _____

Concentration: Graphic Design

For each description label attached to the cover sheets, the project # on the label must correspond to the project # on this sheet.

Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

.....
Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

.....
Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

.....
Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

.....
Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

.....
Project Number: _____

Define Category (Circle): Design Fundamentals, Typography, Layout & Composition, Color, Drawing, 3-D Design, Studio Elective.

Medium: _____

Course Title: _____

Instructor: _____

University/College: _____

Self-Directed Study: _____

Graphic Design: Labels For The Portfolio Case, Cardboard Tube and Application Binder

Attach this label to the outside of your portfolio case



Name: _____

BFA Concentration: Graphic Design

Telephone #: _____

FAU E-mail: _____

For large flat works:

Attach this label to the outside of the cardboard tube.



Name: _____

BFA Concentration: Graphic Design

Telephone #: _____

FAU E-mail: _____

Place this label on the outside of the application packet



Name: _____

BFA Concentration: Graphic Design

Name: James Smith
Graphic Design

Statement of Intent

The Statement of Intent (250 words) explains why you want to achieve a BFA. Describe your specific design interests including historic or contemporary references. Use appropriate design vocabulary. It is recommended you use Microsoft Word to check for spelling, grammar and word usage. Print the essay in Times Roman, 12pt, double-spaced with 1-inch margins on all sides of one 8.5 x 11 inch sheet of paper. For the heading (Statement of Intent) use 12 pt. Times Roman Bold and center at the top of the page.

Graphic Design: Committee Evaluation Form

(Make 3 copies of this form and include them in your application packet.)

Name: _____

Date: _____

Concentration: Graphic Design

	<u>(5 = Excellence)</u>		<u>(3 = Satisfactory)</u>		<u>(1 = Unsatisfactory)</u>
Design Fundamentals	5	4	3	2	1
Typography:	5	4	3	2	1
Layout & Composition:	5	4	3	2	1
Color:	5	4	3	2	1
Creativity, Imagery and Ideation:	5	4	3	2	1
Drawing Skills:	5	4	3	2	1
Project Craftsmanship:	5	4	3	2	1
Statement of Intent:			3	2	1
<hr/>					
Overall Presentation					
Portfolio Craftsmanship:	5	4	3	2	1

☐ Accepted to BFA ☐ Accepted to BFA with Reservations ☐ Recommend for BA

☐ Suggest resubmitting your portfolio.
It is recommended you consult a faculty member for suggestions and methods for improving your projects.

Comments:

Graphic Design: Application Page -- Check List

(Include this page in your Application Packet)

Name: _____

Concentration: Graphic Design

Checklist:

- ☐ Transcript (*unofficial transcript is acceptable*)
- ☐ Statement of Intent
- ☐ Project Description Sheet
- ☐ Committee Evaluation Form -- [3 copies]

I certify that everything checked above is included in my application.

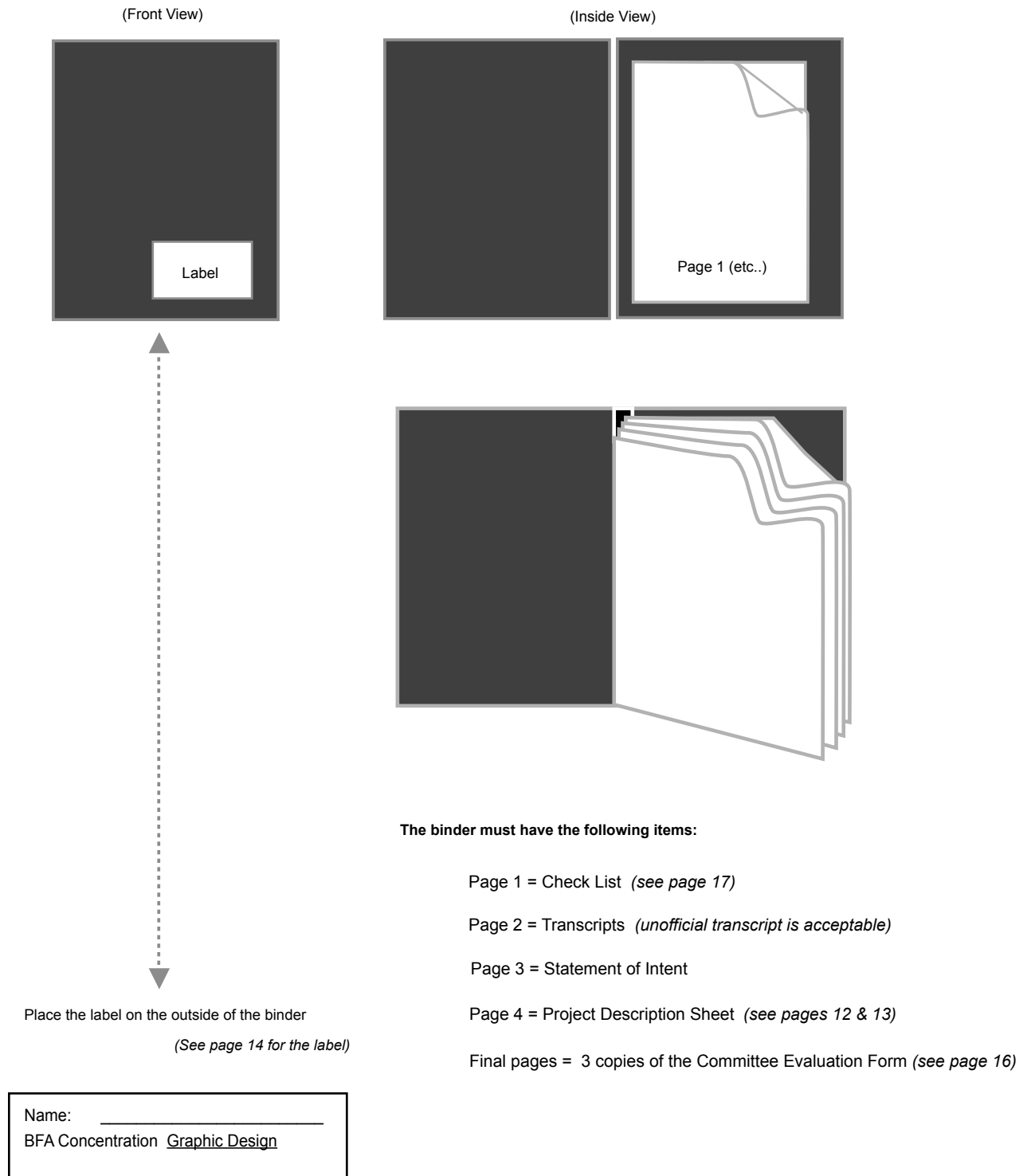
I understand that if my application is incomplete, my portfolio submission will not be reviewed.

Signed Name _____

Printed Name _____ Date _____

You will be instructed to the dates, times and location for dropping-off your portfolio. Once the review process is completed, you may pick-up your portfolio on the announced dates and times. The Department of Visual Arts & Art History will not store or be responsible for portfolios after the date announced for pick-up.

Graphic Design: Application Packet (Binder)



The binder must have the following items:

Page 1 = Check List (see page 17)

Page 2 = Transcripts (*unofficial transcript is acceptable*)

Page 3 = Statement of Intent

Page 4 = Project Description Sheet (see pages 12 & 13)

Final pages = 3 copies of the Committee Evaluation Form (see page 16)

FINAL STEP:

Place the binder inside your portfolio case.

Supplies Required to Assemble Your Portfolio

Suggested Vendors: *Office Depot & Dick Blick*

Proximate total (price does not include drawing tube & Velcro strips) = **\$103.14** w/out tax
(Prices subject to change)

DICK BLICK

Studio Portfolio
Item # 15083-2001
20" x 26" x 2"
\$47.09



DICK BLICK

Black Presentation Board
Item # 13447-2051
(15" x 20", 14 ply)
\$2.73 each x 10 boards = \$27.30



OFFICE DEPOT

Plain-Paper Desk Pad,
Bond paper
(Use for cover sheets)
17" x 22",
36 perforated sheets.
Item 660826
\$11.89



DICK BLICK

Masking Tape Black
(Use to attach cover sheets to the back
of the presentation boards.)
Item # 34193-2026
0.94" x 60 yds.
\$6.39



OFFICE DEPOT

Rubber Cement, 4 oz.
(Use to mount artwork to the presentation board.)
Item # 443650
\$3.49



OFFICE DEPOT

Removable Tape,
(Use to position and align artwork before
attaching to the presentation board.)
3/4" x 650"
Item # 619642
\$2.99



For Your Application Material

OFFICE DEPOT

Display Book, w/ 12 Pockets,
Black
Item # 464636
\$3.99



OR

OFFICE DEPOT

3 Ring Binder,
1/2" Rings
\$2.99



OFFICE DEPOT

Sheet Protectors,
8 1/2" x 11",
Clear, Pack of 25
Item # 491649
\$4.99



Items Purchased Together

Supplies for the submission of large posters or drawings

OFFICE DEPOT

Mailing Tubes 2" x 24"
Item # 746127
\$4.19



[Price & Compare](#)
[Share with a friend](#)



OFFICE DEPOT

Mailing Tubes 3" x 36"
Item #578184
\$8.99 pack of 2



OFFICE DEPOT

Velcro 90199
2" Width x 4" Length
2 / Set – Black
Item # 143179
\$4.29 pack



[Price & Compare](#)

OFFICE DEPOT

Velcro 90199
1" Width x 2" Length
6 / Set – Black
Item # 570172
\$3.49 pack

