

# PORTFOLIO REVIEW | GUIDE

## For BA/BFA Reviews (Entrance and Exit)

Both BA and BFA students will be assessed through portfolio reviews and critiques at certain points in the program. Referencing NASAD standards, this document is a guide on the process of review. Students' performance will be evaluated using the **Portfolio Review Assessment Rating Scale**. Following each review, students will receive a letter from the Department of Art and Design with the assessment results of their review, a determination of the status of their progress, and suggestions for action if necessary.

**All Portfolio Submissions:** As students select their work and evaluate themselves, they should consider to the following.

- Quantity of work (select only the best work)
- Conceptual directions of the work
- Readings/texts/influences integrated into the work that show some familiarity with the works and intentions of major artists/designers and movements of the past and the present, both in the Western and non-Western worlds.
- The technical skills, perceptual development, and understanding of principles of visual organization sufficient to achieve basic visual communication and expression in one or more media.
- *(Design only)* Ability to identify differences among audiences/users for design, and an understanding of how audience/user values and behaviors are reflected in the design of communications
- *(Design only)* Understanding of design process, think divergently in the generation of multiple solutions, and use design principles and elements of the design process to converge on ideas and results that are effective in realizing project purposes. Consider including project process work that speaks to this such as sketches, moodboards, and other evidence of research.
- *(BFA students – professional degree)* Demonstrate specialization and mastery in their chosen medium
- *(BFA students – professional degree)* Discuss independent work and professional experiences such as studio hours, body of work, internships, and independent studies.

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### How to Submit Your Work:

To submit your portfolio, place your materials in a folder on [noctrl.box.com](https://noctrl.box.com), name the folder as **Yourname - BFA Entrance Portfolio or BFA Exit Portfolio**, and email a link to your folder to Stella Parthenios at [sparthenios@noctrl.edu](mailto:sparthenios@noctrl.edu). Using the share options on Box, make sure that you've made your folder viewable to anyone with the link. All NCC students have access to this site using their NCC username and password.

### When to Submit Your Work:

- **Submit BFA Entrance Portfolio:** typically, at the end of sophomore year or upon transfer by April 15
- **Submit BFA Exit Portfolio:** end of senior year by April 15

# BFA Students

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## BFA Entrance:

Your BFA entrance portfolio should include:

1. A portfolio of 10 of your best and most recent works
2. An image list with descriptions including the title, media, size, and date for each included work
3. A written, typed reflective artist statement. The self-reflection should discuss and evaluate their work and speak to their professional aspirations as they enter the BFA program.

**Based on the evaluation of department faculty, students should expect one of the following:**

- Acceptance into the BFA program
- Denied entry into the program, recommended to continue as a BA instead
- Asked to reapply at the end of next semester with a revised portfolio

## BFA Exit:

### BFA Studio Art Exhibition Class and Exit Portfolio

All Studio Art BFA students are required to take the Exhibition I and II classes their senior year. At the same time, students independently develop a body of work culminating in a **solo or two-person exhibition** for the public. Students also submit:

1. a written artist statement for the exhibition
2. an annotated bibliography
3. a digital portfolio of their best work
4. a self-reflection to discuss and evaluate their work
5. professional practices materials including a resume

To evaluate the work, faculty of Art and Design Department hold individual exit interviews where the student present and defend their body of work and artist statement in depth.

### BFA Graphic Design Exhibition Class and Exit Portfolio

All Studio Art BFA students are required to take the Exhibition I and II classes their senior year. At the same time, students independently develop a body of work culminating in a **group exhibition** for the public. At the end of the spring semester, all Graphic Design BFA students submit:

1. a digital portfolio of their best work
2. evidence of research for their exhibition project (user/audience, context, tools, distribution). This could be a multi-page PDF with images, sketches, moodboards, and text. You could also use a research board software such as Milanote or Figma and export a PDF/jpg.
3. a written self-reflection to discuss and evaluate their work
4. a written discussion of their internship and other experiences in applying design skills beyond the classroom such as client or freelance work
5. professional practices materials including a resume

To evaluate the work, faculty of Art and Design Department hold individual exit interviews where the student present and defend their portfolios and professional experience in depth.



## BEST PRACTICES & GUIDELINES FOR DEVELOPING A BFA ENTRANCE PORTFOLIO

The following are the guidelines and requirements for developing your entrance portfolio for admission to the BFA program in Studio Art or Graphic Design at North Central College. The submission of an entrance portfolio is a requirement for admission into the BFA program and needs to be submitted by the end of the applicant's sophomore year or upon transfer.

### Entrance Portfolio Requirements

Your BFA entrance portfolio should include:

1. A portfolio of 10 of your best and most recent works
2. An image list with descriptions including the title, media, size, and date for each included work
3. A written, typed reflective artist statement

### PORTFOLIO OF WORKS:

- Your portfolio of works should include 10 photographs of your best and most recent works.
- Many of your included portfolio works should be projects, ideally those completed during your Art & Design 100-level foundations and studio art courses at North Central or at your previous institution for transfer students.
- **For Studio Art:** Your artwork portfolio should ideally demonstrate breadth of media and include at least one observational drawing and at least one project using color, though portfolios may concentrate your work in a single media.
- Please note: It is discouraged to submit work that is copied or rendered directly from photographs, magazines, or other artists' works. Also, if any work in the portfolio is the result of collaboration, please include the names and roles of those who participated in the completion of the piece.

### REFLECTIVE ARTIST STATEMENT

- Your statement should tell us about the work in your portfolio. Why did you make it? How did you make it? What inspired you to make it? Who are you inspired by? What does your artistic process look like? Share why you are interested in utilizing certain materials and/or potentially address potential materials and methods. You can include prior exhibitions and past experiences that contribute to your work. How have specific experiences contributed to the making of your work?
- Your statement should also evaluate your work and speak to your professional aspirations upon entering the BFA program.
- While there are no word count limitations, we recommend a 250-300 word statement. Construct your essay with care, and pay attention to your grammar and spelling. For examples of good artist statements, visit: <https://www.saic.edu/sites/default/files/Artist%20Statement.pdf>.

## Formatting Guidelines for Submitted Files

Photographic documentation of your portfolio works should be presented professionally including the following guidelines:

- Make sure all your materials and filenames include your full name.
- Submitted portfolio files should adhere to the sizing and formatting guidelines listed below. Please do NOT submit original files such as .psd or .ai.
- Photographed works should be presented as full-shots that includes the entirety of the work including borders.
- Photographed works should be clear, fully-focused, well-lit and edited to improve lighting issues
- Photographs should be taken straight on, meaning square or rectangular in shape without any skewing or tilting.
- Try to photograph the work on a neutral or white background so the background does not detract from the work.
- You can include detail images of some works to highlight important areas of the work.
- For three-dimensional works, you can include a side image to highlight the dimensionality of the work.

Type of Media	Accepted File Types	Preferred File Size
Images	.jpg, .gif, .png	72 dpi, no more than 600 pixels in any direction
Video	.flv, .wmv, .mov	5 minutes total for all submitted pieces
Audio	.mp3	5 minutes total for all submitted pieces
Text Documents	MUST be .pdf	No more than 1mb per .pdf. PDFs may be broke down into multiple documents.

### How to Submit Your Work:

To submit your BFA entrance portfolio, place your materials in a folder on [noctrl.box.com](https://noctrl.box.com) and email a link to your folder to Stella Parthenios at [sparthenios@noctrl.edu](mailto:sparthenios@noctrl.edu). Using the share options on Box, make sure that you've made your folder viewable to anyone with the link. All NCC students have access to this site using their NCC username and password.

**Submission Deadline:** BFA entrance portfolios need to be submitted by the end of student's sophomore year or upon transfer into the BFA program.

# PORTFOLIO REVIEW | ASSESSMENT RATING SCALE

## For BA/BFA Reviews (Entrance and Exit)

**STUDENTS:** complete this section and give one copy of this form to each member of your review committee.

<b>Date</b>	_____	<b>Address</b>	_____
<b>Student's Name</b>	_____	<b>Graduation Year</b>	_____
<b>Phone</b>	_____	<b>Area of Emphasis</b>	_____
<b>Email</b>	_____		_____

**FACULTY:** complete all sections below, sign and return this completed form to the advising office.

<b>1 - Not Effective</b>	<b>2 - Slightly Effective</b>	<b>3 - Effective</b>	<b>4 - Very Effective</b>	<b>5 - Extremely Effective</b>
<b>N</b>	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>

<b>Type of review:</b> circle one	BA Exit	BFA Entrance	BFA Graduating (Exit)
<b>Measures:</b> Circle all applicable measures	Physical Portfolio e-Portfolio	Exhibition Artist Statement	Written work Professional Practices

**Outcome assessment:** Check the boxes below to indicate how you rate student on each of the learning outcome.

<b>Learning Outcome</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>NA</b>
<b>Technical and Design Skills</b>						
Demonstrates an understanding of elements and principles of design to achieve visual communication and expression						
Demonstrates technical skills, the knowledge, and perceptual development using one or more media associated with their major						
Practices creative and technical exploration and experimentation						
<b>Critical and Conceptual Thinking</b>						
Develops a concept and/or a personal style that is self- reflective and exploratory						
Demonstrates an ability to make connections between concept and media						
Demonstrate a sensibility in ethical and socially minded creative practices as citizens of the local, national, and/or global community						

**Art History, Theory, and Criticism**

Demonstrates appropriate knowledge of vocabulary, theory, and criticism of art and design


Demonstrates an ability to form and defend value judgments about art and design

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Demonstrates the ability to place works of art/design in historical, cultural, and stylistic contexts.

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**Research**

Demonstrates understanding of research methods in their field

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Demonstrates the ability to read and use findings in studio projects

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**Speaking, Reading, and Writing**

Effectively discusses and evaluates their work and the work of others through verbal and written means.

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Uses and applies appropriate art terminology

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**Professional Practices (only for BFA)**

Presents work professionally in a final presentation to the public

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Produces professional level work independently demonstrating technical mastery

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Demonstrates competencies necessary to engage in professional practice in their field

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**Ability to graduate on time**

**On track**

**Problematic**

**BFA Seniors**

Pass

Pass w/ Reservations

Fail

Grade \_\_\_\_\_

**Comments:**

**Committee Chair** \_\_\_\_\_

**Committee Member** \_\_\_\_\_

**Committee Member** \_\_\_\_\_