

Student Instructions for Portfolio Review

I. Required Forms

- A. Application for BFA in Studio
Where: Welch School of Art and Design website at:
http://www2.gsu.edu/~wwart/art_design/index.html
Go to “Information for” menu and click on “Current Students”.
Click on *Student Instructions for Portfolio Review* and download.
Click on *Application for BFA in Studio Art Major* to download and print.
- B. PRINT carefully and legibly when completing the *Application for BFA in Studio* form. Be sure to read and sign the Student Artwork Release section at the bottom front. Do not write on the back. It is for *Official Faculty Use Only*.
- C. Write a one-page statement about your work and discuss why you have chosen your intended discipline. Use a 12 pt. font, double-spaced. Staple your statement to the form.

II. Portfolio Preparation

- A. Follow the directions below for your discipline. NOTE: Graphic Design and Interior Design review only once a year. GRD is at the end of Spring semester, ID is at the end of Fall semester. EXCEPTION: Portfolio review for Art Education occurs in course AE 4200. Instructions are covered and the review is completed in this course, so you will not find AE details below. Submit ONLY what is required from the discipline.
- B. If you have questions, contact the Area Coordinator of the discipline. Area Coordinator names and contact info are available at the front desk of the Art Office. Call 404.413.5221.

III. Portfolio Review Day

- A. The dates, times and locations for each discipline are emailed to all students two weeks prior to reviews. Fliers are also posted in each discipline area.
- B. For disciplines with drop off arrangements, drop off your portfolio with your completed application and statement at the designated time and location. At the drop off, double check for your pick-up time. Be prompt when picking up your portfolio.
- C. For areas without drop off arrangements, follow the instructions in the chart below.

IV. Notification

- A. For drop-off reviews, your application form will be returned in your portfolio and the decision of the committee will be indicated.
- B. For areas without drop-off reviews, return at the recommended time to discuss with the committee the decision on your application.
- C. If you are accepted into the discipline, this will be noted on your “Unofficial Transcript” the semester following the portfolio review. Check your transcript to verify that this has occurred. If your discipline is not on your transcript, contact your Area Coordinator at once.

DISCIPLINES	Portfolio Contents	Total Work	Organization of Work	Labels for Work	CD vs. Actual Work
Ceramics Location: #158	2 examples from each course: Drawing I, 2D, 3D, Drawing II or Introductory Studio Representative work from all foundation level Ceramics courses	8 Foundation works 5 – 10 representative works made from clay	Sign up for a 1/2 hour review slot inside Ceramics Studio, 158 A&H. Set up work in studio prior to your scheduled meeting time and left until your interview is over. Digital images in JPEG or PDF format only and will be reviewed during your interview. Include application form & statement of interest. All work presented will be discussed individually with each applicants.	Place completed application form and your statement at the front of your work.	CD of digital images in Keynote or PowerPoint labeled with: - Name - Course and semester - Instructor's name Actual work may be presented but must be accompanied by a CD of digital images.
Drawing Painting Printmaking Location: #552	Examples from each Foundation course: Drawing I, 2D, Introductory Studio Other examples should include work from your 3000/4000 level DPP courses Sketchbook	3-6 Foundation works 14-17 other examples from 3000/4000 level DPP coursework Up to 3 pieces of outside work About 20 pieces total	No need to frame or matt artwork. Organize the work in the portfolio so it is easy to review. Arrange all vertical work vertically in one direction, all horizontal work – horizontally. For 3-D pieces, label and place near your flatwork (in a box if small enough). Label "fragile" work.	Label each work with your name. Label portfolio case with your name. Place completed application form and statement inside your portfolio at the beginning.	Actual work ONLY. If earlier foundation work is not available, submit photographs of the work.
Graphic Design Location: #486 SPRING REVIEW ONLY	All assignments & sketchbooks from GRD 3000, GRD 3150, GRD 3200 Any packages, books, other 3-D comps	All assignments & sketchbooks from GRD 3000, GRD 3150, GRD 3200 Any packages, books, other 3-D comps	Protective containers for packages, books, 3-D comps with names marked on outside	Names marked on portfolio cases and packages	Actual work ONLY.
Interior Design Location: #355 FALL REVIEW ONLY. Always scheduled the first Friday in December at noon.	3 examples from each course: Drawing I, 2-D, 3-D, Drawing II or Introductory Studio All work from ID 3300 Representative work from ID 3000	12 Foundation level pieces All work from ID 3300 Representative work from ID 3000	Submit work on standard tabloid sized paper 11" x 17". No board material. Vertical or horizontal orientation permitted. Arrange all vertical work vertically in one direction, all horizontal work – horizontally for easy viewing. Quality of organization is factor of evaluation. Color or B&W printing or combination of both permitted. Reproductions only (photos, scans, plots of drawings). No original work. Portfolio securely bound and labeled with name.	Portfolio securely bound, labeled with name. Staple or quick-copy style binds acceptable. Cover sheet inside with name, email, phone. Title block for each page with project and author identifying info. Include completed Application to Major form, Statement, CD of individual portfolio images submitted and a single PDF of complete portfolio.	Reproductions of actual work ONLY. No originals.
Photography Location: #225 & 257	2 examples from each course: Drawing I, 2D, 3D, Drawing II or Introductory Studio All work presented at each critique from: Photo I, Photo II and any other Photo courses	8 Foundation works All work from each critique in every Photo course	Allow one hour in advance of start time to arrange work in room #225. For more space, use #257. Provide space between applicants for easy viewing/handling of work. Use walls for pushpin mounting, tabletops for layout. Committee first reviews all portfolios without applicants present. When all reviews completed, committee speaks individually with each applicant to discuss portfolio and give final assessment.	Work from Photo I and Photo II separated and labeled with: your name, course, semester, instructor's name. Arrange work chronologically within each course. If you have handouts from assignments, place them next to your labels.	Actual work accepted ONLY. Slides and CDs of images NOT accepted. Place completed application form and your statement at the beginning of your display.
Sculpture Location: CD delivery with application to 75 Piedmont, Citizen's Trust, Suite #504	2 examples from each course: Drawing I, 2D, 3D, Drawing II or Introductory Studio Representative work from Sculpture I, Sculpture II and any other 4000 level Sculpture courses.	8 Foundation works Representative work from Sculpture I and Sculpture II	CD submissions only. Deliver disk w/ Application Form and Statement to 75 Piedmont, Citizen's Trust, Suite 504 or hand materials to faculty PRIOR. To deadline. Committee first reviews all portfolios without applicants present. When all reviews completed, a faculty member will return the materials and speak to each applicant.	Label digital images with: - Name - Course and semester - Instructor's name Arrange work chronologically.	Actual work NOT accepted, digital images on CD only. CD of digital images in PowerPoint AND in a folder as individual files labeled with: your name, course, semester, Instructor's name, assignment title.
Textiles Location: #170	6 examples from Drawing I, 2D, 3D, Drawing II or Introductory Studio 2 representative Textile works	6 Foundation works 2 – 4 Textile works from TEXT 3000 and TEXT 3100	Arrange work in Textiles studio #170 before 11:00 am. Allow ample spacing between applicants for easy viewing/handling of work. Committee reviews all portfolios without applicants present. Once all reviews completed, committee leaves written comments and final assessment with each application. Work may be picked up after 3 pm.	Typed list of artwork with: - Your name - Course and assignment medium - Instructor's name	Actual work ONLY. Include a current print out of your "Unofficial Transcript".