ILLINOIS ARTICULATION INITIATIVE

Digital Portfolio Requirements

All students seeking to major in art must submit a **digital** portfolio for review directly to the art program of choice. For admission as an Art Major (either Studio or Graphic Design), the portfolio may be considered in relation to all other admission materials, including GPA, class standing, ACT/SAT scores, and prior college-level records.

Please fill out the attached portfolio review application completely and return it with your portfolio.

1. **PORTFOLIO REQUIRED COMPONENTS**
2. **IMAGE REPRODUCTION STANDARDS & TIPS FOR PHOTOGRAPHING ARTWORK FOR PORTFOLIO SUBMISSION**
3. **COMMON ADMISSION APPLICATION**
4. **CHECKLIST**
5. **PORTFOLIO ASSESSMENT CRITERIA**
6. **PORTFOLIO EVALUATION RUBRIC**
7. **DELIVERY AND RETURN**

1. PORTFOLIO REQUIRED COMPONENTS

TRANSFER STUDENT REVIEW

1. A copy of your current transcript or degree audit showing your current GPA.
Degree: AA   AFA   AS   Expected date of graduation: _____
              (circle one)   (MM/DD/YY)

2. Required Essay (at least 250 words):

Send us an essay you have written that shows us your ability to write at the university level. It can be on any subject and can be either one you wrote specifically for this application or one you wrote for a class. The essay may, but does not have to, relate to art. If you choose to write a personal statement about your art, please include the following:

- Who are your art influences?
- Define your interest in art.
- Describe why and how you create art.
- What are your artistic goals and how do you intend to achieve them?

3. A digital portfolio of between 16-25 artworks in any medium and that you consider your best work. **(**Each image must be identified with the following information: student name, course title & instructor, name of project, medium & dimensions in a separate pdf file)

A checklist is provided on the following page.

2. PORTFOLIO IMAGE REPRODUCTION STANDARDS

DIGITAL PORTFOLIO IMAGES MUST CONFORM TO THE FOLLOWING SPECIFICATIONS:

File Format: Baseline Standard JPEG file format only (Do NOT use PowerPoint or other presentation formats!)
File Size: 1920 x 1920 pixels/approximately, 1.8 MB
File Name: Identify each image with name & number, for example: LastName-01.jpg. LastName-02.jpg. LastName-03.jpg

Additional Requirements:
- Include all portfolio JPEGs in their own file folder labeled "PORTFOLIO" on a single CD.
- Include any other documentation in a separate, properly labeled, file folder on the same CD.
- Include on a separate sheet of paper, a printed list of the images with the following information for each image:
- File name (Please be sure each artwork on the printed list is matched with the same number as the JPEG filename in the portfolio.)
- Course title, instructor's last name, description of project. (For example: Drawing, Prof. Smith, Self Portrait)
- Title (For example: A Monday Self Portrait)
- Medium (For example: Compressed charcoal on newsprint)
- Dimensions (HxWxD): (For example: 30" x 24")
- **Optional:** include a "contact sheet" with small (approximately 1x1") printed color Images of the JPEG files (Please note that these printed images augment, but do not substitute for, the JPEG files).

Please do not use PowerPoint or other presentation programs or formats; the portfolio should be comprised of clearly identified and properly formatted JPEG files only. Check that your files can be opened and are viewable **from your CD,** not your hard drive; if reviewers cannot open your CD, your portfolio will not be reviewed.

TIPS FOR PHOTOGRAPHING A PORTFOLIO

Tips for shooting digital images: Use a digital camera of no less than 4 mega-pixels; 6.0 to 10.0 MP cameras are even better. Make sure that the artwork is squared in the viewfinder, well lit, and in focus. It is important to record color and exposure accurately, so be sure to set the proper camera exposure and "White Balance" for the lighting conditions (consult your camera manual). It is also important to eliminate distracting backgrounds by filling the viewfinder as much as possible with the artwork (but not cropping the artwork) and by using a background of neutral colored cloth or wall; if these cannot be controlled, then you are encouraged to carefully crop out the distracting backgrounds in a photo-editing program.

REMEMBER!
ACCURATE AND SIMPLE REPRESENTATIONS OF YOUR ARTWORKS ARE PARAMOUNT!

3. COMMON APPLICATION
ADMISSION PORTFOLIO REVIEW
at

_____
Name of Program and Institution (ie: Art Department, Eastern Illinois University

Please print clearly or type.

Name _____   **Phone Number** _____
First   M/I   Last   (Area Code) ___ ___ ___ - ___ ___ ___ ___

Address _____
Street   City   State   Zip

Date of Birth _____   **E-Mail Address** _____
MM/DD/YY

ANTICIPATED MAJOR (check one)

□ **Teacher Education**

□ **Studio Arts (check one)**
   □ **Drawing**   □ **Painting**   □ **Photography**   □ **Fibers/Weaving**   □ **Ceramics**
   □ **Glass**   □ **Sculpture**   □ **Printmaking**   □ **Jewelry/Metalwork**   □ **Fibers**

□ **Graphic Design**

CURRENT INSTITUTION (check one)

High School ○   **Community College** ○   **College/University** ○

_____
Name of Institution
Expected Graduation Date: (MM/DD/YY) _____   **Anticipated Degree:** (Circle one) AA AFA AS

I have included return postage and container ○   **(OR)   I will pick the portfolio up** ○

Please verify that ALL requirements are included in the portfolio and that each individual piece is identified:
- **Digital images of 16-25 pieces of artwork, as specified.**
- **Required Essay (at least 250 words)**
- **Unofficial transcript with current GPA**
- **Completed application form**

NOTE: Late portfolios will be considered on a case-by-case basis ONLY, must be requested in writing, and submitted to the specific program and institution.

_____   _____   _____
Signature   **Printed Name**   **Date**

4. CHECKLIST

Foundations: (Required for all art majors.) Submit at least two samples from each of the following courses

Drawing I, Drawing II and/or Life Drawing I,
    2-D Foundations, 3-D Foundations, Color Theory and/or Painting I
   ___ ___ Drawing I
   ___ ___ Drawing II and/or Life Drawing I   _____
   ___ ___ 2-D Foundations   _____
   ___ ___ 3-D Foundations   _____
   ___ ___ Painting I and/or Color Theory   _____

AND <u>EITHER</u> STUDIO -OR- GRAPHIC DESIGN

Studio:
       Submit at least three samples from your major medium and at least three samples from areas other than your major medium.
       2-D
   ___ ___ ___ Painting, Life Drawing, Computer Art, Printmaking, Watercolor, Photography

       3-D (Two views of each object are suggested to ensure adequate evaluation.)
   ___ ___ ___ Sculpture, Ceramics, Jewelry/Metals, Fibers, Glass

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Graphic Design
       Include three (minimum) strong examples from at least two of the three introductory Graphic Design courses.
   ___ ___ ___ Introduction to Graphic Design
   ___ ___ ___ Graphic Abstraction   _____
   ___ ___ ___ Typography   _____

PLUS

Miscellaneous
These images should represent your strongest or, what you consider to be, your best artworks. These are above and beyond the images required
       above.
                    Please specify medium
   ___ ___ ___ Extra Portfolio Items (optional)   _____
                                  _____

Students seeking to pursue an undergraduate art degree in either studio or graphic design options are expected to complete the following university coursework during their freshman and sophomore years prior to submitting a portfolio for admission to the major.

Coursework Checklist and Status

Foundations	Studio	Graphic Design	Art History
___ 2-D Foundations	___ Drawing I	___ Introduction to Graphic Design	___ History of Art I (Survey I)
___ 3-D Foundations	___ Drawing II and/or Life Drawing I	___ Graphic Abstractions	___ History of Art II (Survey II)

	___ Painting I and/or Color Theory	___ Typography	(Also counts as
			    Humanities
			    GenEd)

Studio Electives	General Education
Required art major sophomore level studio art courses (Specify) ___ _____ ___ _____ ___ _____ ___ _____ ___ _____	Academic Requirement (specify) _____ Academic Requirement (specify) _____ Academic Requirement (specify) _____ Academic Requirement (specify) _____ Academic Requirement (specify) _____ Academic Requirement (specify) _____ Academic Requirement (specify) _____

5. PORTFOLIO ASSESSMENT CRITERIA

In general:

Original and Creative Work

Original work will impress the reviewer. Work that appears to be copied will usually receive a negative interpretation. The artwork should exhibit the ability to take an idea or image and push it to new levels.

Exhibit Skill and Versatility

Demonstrate the ability to skillfully render from direct observation. Still lifes or self portraits (not from photographs) are good choices. Demonstrate a range of competence with a variety of media. It is important to exhibit mastery in one media or another but it is equally important to show that you can work in a broad range of media.

Focus and Direction

Your work should begin to demonstrate a focus or direction you intend to pursue. This means you have settled into a series of similar images, ideas or expressions that are basically consistent rather than a series of one-of-a-kind examples based on classroom exercises.

Presentation

Artworks must be presented in a manner consistent with the profession.

Demonstrate through your artwork, the use of:

Elements and Principles

Demonstrate the ability to employ the elements and principles of visual language that goes beyond the parameters of classroom assignments resulting in a more individualized creative outcome.

Composition

Exhibiting an understanding of positive/negative space; placement; the ability to see the image as a unified whole; the use of size and proportion; spatial relationships; and manipulation of standard compositional elements.

Line and Mark Making

Evincing a wide range of drawing tools, sensitivity to mark making and expressive use of materials and supplies.

Perspective and Spatial Illusion

Showing the ability to suggest spatial depth; understanding figure/ground relationships; sensitivity to different vantage points; ability to foreshorten on a two dimensional plane.

Volume and Spatial Relationships

Including the ability to demonstrate the relationships between three-dimensional objects; axial orientation; interstices; shadow; scale; and proportion.

Value/Tone

Demonstrating the ability to understand and appropriately utilize light/dark relationships; the ability to use tone to suggest form and/or spatial relationships; evince a sensitivity to a full range tonal range.

Texture

Showing a sensitivity to surface texture and quality; the ability to create real and implied textures through a variety of means.

Color

The work demonstrates an understanding of concepts involved with color usage; show evidence of the ability to mix and control color media; demonstrate sensitivity to color possibilities.

Craftsmanship

Demonstrate an awareness of craftsmanship - skill in the use of tools and selected materials – as it relates to the final intention of the artwork.

Sketchbook:

If you submit a sketchbook, it must contain evidence that it was used conscientiously. The work inside must relate to the portfolio artwork and be more than just an occasional sketch to meet previous course requirements.

6. SAMPLE RUBRIC FOR PORTFOLIO REVIEWS

Name: _____ School: _____

Degree: (Circle one)   BA-Art   BFA-Studio Art   BFA-Graphic Design

Major Area applying for: (Circle one)
2-D   Drawing Painting Printmaking Photography Computer Art
3-D   Sculpture Ceramics Metals/Jewelry Weaving/Fibers, Glass,
Graphic Design   Motion Graphics/Animation   Print

	Creative Thinking	Formal Elements	Technical Execution	Presentation
5	Ideas are extraordinary, fully developed and resolved	Work exhibits excellent use of formal elements, outstanding composition	Technique is expert	Work is professionally presented
4	Ideas are unique, creative, fully developed and resolved	Work shows inventive use of formal elements	Technique is highly proficient	Work is very well presented
3	Ideas are creative, clear, reasonably developed and resolved	Work shows awareness and good use of formal elements	Technique is adequate	Work is presented well
2	Ideas are ordinary and not fully developed or resolved	Work seems unaware of formal aspects	Technique is inadequate	Work is inadequate in presentation
1	Ideas are ordinary and undeveloped, unresolved	Work shows complete lack of compositional knowledge	Technique is poor	Work is poorly presented

	Creative Thinking	Formal Elements	Technical Execution	Presentation	Total
CORE					
Drawing I (B&W media)	____ ____	____ ____	____ ____	____ ____	
Drawing II (Color media)	____ ____	____ ____	____ ____	____ ____	
2-D Design (Foundations)	____ ____	____ ____	____ ____	____ ____	
3-D Design (Foundations)	____ ____	____ ____	____ ____	____ ____	
GRAPHIC DESIGN					
Introduction to Graphic Design	__ __ __	__ __ __	__ __ __	__ __ __	
Graphic Abstractions	__ __ __	__ __ __	__ __ __	__ __ __	
Typography	__ __ __	__ __ __	__ __ __	__ __ __	
STUDIO					
Life Draw					
Paint I					
Sculpture					
2-D Elect (Specify)					
2-D Elect (Specify)					
2-D Elect (Specify)					
3-D Elect (Specify)					
3-D Elect (Specify)					
3-D Elect (Specify)					
				Grand Total	

Rank each image 0-5, for each category.

Average Score

_____ divided by _____ _____ =
(Grand total)   (Number of images evaluated)

Portfolio score

7. PORTFOLIO DELIVERY AND RETURN SHIPPING

For return shipping, include a self-addressed mailing container and sufficient postage. Portfolios must be mailed or delivered to the appropriate program by deadlines listed on departmental websites. Portfolios not ready for return shipping will be held for pickup, and will be discarded according to the following process: When the review committee has made a decision, you will receive a letter from the department informing you of your admission status. You will have 3 weeks from the date of that letter in which to pick up your portfolio if you did not include an appropriate sized, self addressed and stamped, return envelope. Please note: any portfolios not picked up within the 3-week time period will be destroyed and discarded according to university protocols.