

Portfolio Submission Guidelines – for Fall 2019/20

DUE: Monday, March 18th

Thank you for your interest in the Interior Architecture program. The program's faculty review portfolio submissions annually for admission to the major. Please review the following guidelines in order to properly prepare your digital portfolio and application to the Interior Architecture Program.

Overview

Admission to the Interior Architecture Program is determined by a review of qualified applicants. Students interested in pursuing the Interior Architecture major are required to have completed or be in the process of completing all Foundations courses: ART 1200, ART 1210, ART 1220, ART 1230 and ART 1240. It is also recommended that applicants have completed ART 1600 by the end of Freshman year. The portfolio comprises of the visual work from the Foundations Courses.

Application Steps

The portfolio will be a digital submission via OneDrive. Use your Ohio University OneDrive account to prepare all materials. Please be sure to label the folders and files as described in the following steps. This is necessary so that all the Interior Architecture faculty can easily identify your work and the required materials easily.

- 1 Create a folder in OneDrive with the following title: YOUR LAST NAME_IA_Application_2019-20. Within the folder have the following folders:
 - A Application Documents
 - I Copy of your DARS – file name: Lastname_DARS
 - II Application Form (available on the website: <https://www.ohio.edu/finearts/art/academics/undergraduate-programs.cfm>) – file name: Lastname_Application
 - III Essay (see below for details) – file name: Lastname_Essay
 - IV Digital Photo of yourself – file name: Lastname_Photo
 - B ART 1200 – images of coursework – file names: Lastname_1200_1, Lastname_1200_2, etc...
 - C ART 1210 – images of coursework – file names: Lastname_1210_1, Lastname_1210_2, etc...
 - D ART 1220 – images of coursework – file names: Lastname_1220_1, Lastname_1230_2, etc...
 - E ART 1230 – images of coursework – file names: Lastname_1230_1, Lastname_1230_2, etc...
 - F OTHER – images from other art courses or outside art or design work – file names: Lastname_Other_1, Lastname_Other_2, etc...

- 2 After completing the folder with all required content, invite Matt Ziff: ziff@ohio.edu and Dan Harper: harperd1@ohio.edu to view your folder. Invitations should be sent by **Monday, March 18th**
- 3 Also on **Monday, March 18th by 4:00PM** deliver an application envelope (approx. size 9 x 11) to Grover Center W324 (the Front Office for Social and Public Health. The receptionist's will be expecting your application envelope) with the following contents:
 - A Envelope labeled: ATTN: Matt Ziff, Interior Architecture Program.
Have your name and PID on the envelope exterior.
 - B Application Form – hard copy
 - C DARS – hard copy
 - D Photo – hard copy

Helpful Suggestions for Completing the Application

- 1 All Individual drawings, photographs, and pieces of artwork (including 3D work) will need to be photographed or scanned and saved as digital files. When using a digital camera, photograph your work in good light. Take multiple pictures so that you can select the strongest shot or shots when editing the images. Make sure your camera settings are on high resolution, and that the image is in clear focus. It will also help your images if you are able to set your white balance. If unable to set your white-balance, it is better to try and correct this in Photoshop.
- 2 After photographing or scanning your work, open the images in Photoshop and crop, straighten, and adjust your work. Check the color of your work, to make sure it appears accurate – or adjust the color settings to better correct the image.
- 3 After making all adjustments, save the file with the correct name (see file name requirements above) and reduce the file size to 100dpi, OR have the longest dimension of the image at 1020dpi. This will enable the image to read well on a computer screen.
- 4 Documents Folder: Essay – Include a written essay which addresses the following:
 - A Select what you think is the most successful project in your portfolio.
 - B Write an essay/statement that describes (1) why you think the project is successful and (2) the process of creating the project. You should include images in your essay.
 - C The statement must: (1) express creativity and intellectual thought (2) be a total of no more than 500 words (3) be double spaced in MLA format, and saved as a PDF.