What is portfolio review?
Portfolio review is a way to evaluate your design abilities, your understanding of design philosophy, and knowledge of design concepts as well as processes based on work from the foundation level courses. Portfolio review assures that students have acquired an understanding of basic and essential design fundamentals and are prepared to move on to more advanced coursework.

Why do students have to go through portfolio review?
Interior design is a demanding, professional discipline. Future professionals need exposure to the process and practice of having their work reviewed and critiqued. Additionally, the portfolio review process ensures that students will be successful moving forward in the program. The review process also assists the Texas State Interior Design program in maintaining high standards, which, in turn, strengthen the program’s reputation among the practitioner community while elevating the value of the BSFCS in Interior Design degree.

Who is eligible for portfolio review?
Your minimum grade must be a “C” in all required ID and ART courses and an overall GPA of at least 2.25. All applications where these criteria have NOT been met will be disqualified from the portfolio review process. In addition, you must also have completed or be currently enrolled in the following courses:

- ID 1320 Design graphics I
- ID 1321 Introduction to Design
- ARTF 1302 Basic Drawing
- ID 2301 History of Interiors
- ID 2322 Basic Interior Design
- ID 2323 Design Development
- ARFC 2305 Visualization and Presentation Techniques

When is portfolio review?
Portfolio review will take place after the final class day of each semester, generally on a “dead (reading) day” or during the final exam week each semester. Specific review dates will be announced no later than October 15th (fall semester) and March 15th (spring semester). You will submit your portfolio between specific times (to be announced each semester) on the posted drop-off day. Work will not be accepted for submission/review before or after this timeframe.

Your instructor in ID 2323, Design Development, will provide a portfolio prior to your participation in the portfolio review.
How do I apply for portfolio review?
Applications are to be submitted online at this site http://www.fcs.txstate.edu/degrees-programs/id/id_admission_app.html. Your completed application form and a current degree audit or an unofficial transcript should be uploaded through this website.

What should be presented in the portfolio?
You are to submit a total of six complete projects from a minimum of four of the following Texas State classes that you have taken (or their equivalents from this or another institution as determined by the interior design program coordinator).

- ID 1320 Design graphics I
- ID 1321 Introduction to Design
- ARTF 1302 Basic Drawing
- ID 2322 Basic Interior Design
- ID 2323 Design Development
- ARTC 2305 Visualization and Presentation Techniques

However you choose to meet this requirement, you will STILL submit a total of six complete projects, no less and no more. Please note that complete projects include all relevant process drawings, study models, and other process materials in addition to the finished project deliverables. You are required to label ALL project components with the project name, the course number for which the project belongs, and your portfolio review ID number.

Please note that all work except architectural models must be submitted in a 30”x 36” corrugated cardboard portfolio. Within that portfolio, all projects must be presented in order of the class number in which the work was done (work from ARTF 1302 would appear on top; work from ID 1320 next; work from 1321 just after that; work from ARTC 2305; then work from ID 2322; and finally, work from ID 2323 at the bottom).

You must fill out an individual project description form for each project and attach it to the project itself. The forms are available through a link at http://www.fcs.txstate.edu/degrees-programs/id/id_admission_app.html

Any and all university officials (including ID faculty) are not responsible for lost or damaged work during the portfolio review process. Please note that faculty are not permitted to comment or advise students on individual portfolios or prescreen the pieces for the portfolio submissions. Part of this submission process is your unique ability to understand the criteria to be demonstrated and self-select a body of work representing your skills to date.

What is the review panel looking for?
The review panel expects that your design work demonstrates fundamental design skills and knowledge, technical skills, and creative ability evident in all courses in the major completed to this point and is reflected by, but not limited to, the following criteria. You should use this list as a guide for selecting your of six original projects that, taken together, demonstrate ALL of the following skills:
- **Basic and Technical Skills:** Knowledge of design theory as indicated by the application of the design elements, principles, and color theories
  - Free hand drawings
  - 2D composition
  - 3D composition and craftsmanship
  - Technical drafting skills (drafting/lettering/architectural conventional symbols)
  - Application of color theories
  - Rendering

- **Design Process:** Understanding of programming, awareness of importance of schematic exploration, and development of design solutions
  - Conceptualization/Concept development
  - Design analysis
  - Evidence of concept application/Design synthesis
  - Critical thinking/Problem solving
  - Human factors (i.e. consideration of human scale and needs)
  - Selection and application of finish materials/colors/lighting/furniture

- **Visual Communication Skills:** Overall appearance and design of boards/sheets and craftsmanship
  - Composition/organization
  - Design quality, aesthetics, and suitability for project

  **Select various projects that show evidence of your ability in ALL of the above skills.**

**Who is on the review panel?**
The review panel is made up of all full-time interior design faculty.

**When will I find out the results?**
Students will be notified by mail of the decision on their application and whether they may advance to the studio sequence in the interior design program. Notification will be sent by email within 10 calendar days of the portfolio submission deadline. Included in the notification will be an evaluation rubric identifying specific areas of strength and weakness. There are 3 possible outcomes: Passing, Passing with a Warning and Failing. Passing with a Warning means that you are being allowed to advance to the next studio, but the reviewers identified enough weaknesses that they are warning you to carefully address and improve in those areas or you risk not succeeding and potentially, repeating, upper level studios.

If your portfolio is not accepted, you may apply for one subsequent review session. **Students who do not pass the second review will not be eligible to submit for portfolio review again.**

**When can I pick up my portfolio?**
Any and all work submitted must be picked up and removed from the School of Family & Consumer Science building as soon as possible. You will be notified of the portfolio pick-up date/time/process at the same time you are notified of the portfolio review decision. Faculty are not responsible for portfolios picked-up without prior consent. Work left past the end of final exams may be discarded.

**What if I have other questions?**
If you need more information, please visit the website [http://www.fcs.txstate.edu/degrees-programs/id/id_admission_app.html](http://www.fcs.txstate.edu/degrees-programs/id/id_admission_app.html).
Frequently Asked Questions

1. Where can I find my transcript(s)?
   - You can find a link from the ID portfolio website http://www.fcs.txstate.edu/degrees-programs/id/id_admission_app.html. You may also submit your current degree audit with your portfolio review application.

2. May I use one project to show more than one criterion?
   - Yes, you may represent more than one criterion with one project.

3. What does “2D composition” mean?
   - You should demonstrate your understanding of design principles as applied to a two-dimensional surface. The principles of design (unity/variety, balance, emphasis, contrast, rhythm, repetition, proportion/scale and figure/ground relationship) can be articulated through the visual elements (line, shape, color, value, texture, space). Any 2-D process or medium may be submitted (e.g. graphic design, digital imaging, photography, collage, painting, printmaking, etc.)

4. What does “3D composition” mean?
   - You should demonstrate your understanding of design principles as they relate to depth and space. The principles of design (unity/variety, balance, emphasis, contrast, rhythm, repetition, proportion/scale and occupied/unoccupied space) can be articulated through the visual elements (mass, volume, color/light, form, plane, line, texture). These issues can be explored through additive, subtractive and/or fabrication processes. Examples of approaches include, but are not limited to, figurative or nonfigurative sculpture, architectural models, design work that has relief, metal work, ceramics, 3-D art work.

5. I have transferred from another design program in to Texas State University and have not yet established a Texas State GPA; how does this affect my application?
   - Please provide evidence (transcript) of your GPA from your previous institution. In the online application process, you can upload up to 4 transcripts in Part Two of the application. The document must clearly note the GPA. It is expected by the completion of your first semester (at the conclusion of your portfolio review) that you will have established and earned a min. 2.25 GPA; failure to meet this requirement will result in disqualification from the portfolio review.

6. If my name is on a project being submitted for the review, what should I do?
   - You must find a creative and effective way to hide it. Consider using drafting or painters tape, to obscure identifying information as it will peel off without damaging the work.

7. Should our unique ID number be attached to our projects?
   - Yes, place your unique ID number on the back of each item of your submitted projects to ensure that your work is identifiable. This number should be placed on the back of the work.

Submission Checklist:

1. An online “ID Portfolio Application” form completed and submitted by the stated deadline.

2. A printed and completed hard copy of the “Portfolio Submission Chart” which is a list of all of the projects you are submitting from each course with a brief description of each project.

3. Your selected works and a “Project Description Form” attached to each project in the specified cardboard container (labeled with your ID # on the outside). The model you submit should fit on top of this case with room to spare. A copy of the original project assignment given to you by the course instructor when you were originally assigned the project can be helpful if it is readily available, too.

4. Your Portfolio ID number (assigned after you submit your online application) must be written or attached to each project element (such as a drawing or model) and your large cardboard
submission portfolio itself to ensure that any work that may be displaced is returned to the proper owner and all work reviewed is credited to the proper author/creator. Note that this ID number is NOT your Texas State student ID number. Your actual name should NEVER be visible in the work submitted for review.