What is portfolio review?

Portfolio review is a way to evaluate your design ability, 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 2321 History of Interiors
- ID 2329 Housing and the Environment
- ID 2322 Basic Interior Design
- ID 2323 Design Development
- ARTC 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 1st (fall semester) and March 1st (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 orientation near the beginning of each semester.
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](http://www.fcs.txstate.edu/degrees-programs/id/id_admission_app.html). Your completed application form and 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

You may submit a single project from each of the above listed classes

**OR**
Submit a project from five of these classes and add an additional project from one of them (if this option is selected you will need to submit two projects from one of your courses).

**OR**
Submit a project from four of these classes and add additional projects from one or two of them (if this option is selected you will need to submit two projects from two of the four selected courses or three projects from one of your selected courses).

In either case, you will have to 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.

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.

Your selected projects should demonstrate your skills and understanding of:

- Basic and technical skills
- Design process
- Visual communication skills

Other required materials include:

1. An online “ID Portfolio Application” form completed and submitted by the stated deadline.
2. A printed and completed hard copy of the “Project Submission Form” (provided at the end of this document), which is a list of all of the projects you are submitting from each course with a brief description of each project:
3. A self-addressed #10 postage-paid envelope with student’s preferred mailing address for the return of the results of the review.
4. A copy of the original project assignment given to you by the course instructor when you were originally assigned the project (if possible).
5. 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) 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.

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 to guide your selection 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

Who is on the review panel?
The review panel is made up of 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 mail within 15 calendar days of the Portfolio Review application deadline. Included in the notification will be an evaluation rubric identifying areas of strength and weakness.
If you are not accepted, you may apply for one subsequent review session. **Students who do not pass the second review will not be eligible 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 must make arrangements with a faculty member to pick up your portfolios. Faculty are not responsible for portfolios picked-up without their prior consent. Work left will 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) and attend the portfolio review information session, which will be held in your ID 2323 Design Development studio near the beginning of each semester.

**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](http://www.fcs.txstate.edu/degrees-programs/id/id_admission_app.html).

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, including, but not limited to, graphic design, digital imaging, photography, collage, fabric design, weaving, illustration, 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 into 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. One solution may be to use drafting tape, carefully cut and applied to a title block, should be sufficient to obscure student names and 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.

Portfolio Submission Form

Your unique portfolio ID number ________________________

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<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Title of Project submitted</th>
<th>Project type (drawing, drafting, residence, etc.)</th>
<th>Brief Project Description</th>
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