



**Interior Design Portfolio Review**  
School of Family and Consumer Sciences  
Texas State University

## Overview

### What is portfolio review?

Portfolio review is a holistic, anonymous review of a select body of work that represents your ability to appropriately apply the design foundation tools, techniques, and theories to develop design concepts and solve design problems.

### Why do students have to go through portfolio review?

Interior design is a demanding, professional discipline. As a future professional, you need exposure to the process and practice of having your work reviewed and critiqued. Additionally, the portfolio review process ensures that you will be successful moving forward in the program. The review process also assists the Texas State Interior Design program in maintaining high standards. High standards strengthen the program's reputation among the practitioner community and elevate the value of your 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:

- ARTF 1302 Basic Drawing
- ID 1310 Introduction to Interior Design
- ID 1320 Design Graphics I
- ID 2321 History of Interiors
- ARTC 2305 Visualization and Presentation Techniques
- ID 2322 Basic Interior Design
- ID 2323 Design Development

### When is portfolio review?

Portfolio review will take place at the end of the semester, generally after the final exam week each semester. Specific review dates will be announced no later than October 15<sup>th</sup> (fall semester) and March 15<sup>th</sup> (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.

### 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 a current degree audit will be uploaded through this website. During the application process, you are issued a unique Portfolio ID number.

### How do I submit my work to portfolio review?

After your application is approved, you must submit work during the announced time frame. Please note, if you miss the application window, or are not approved, you will NOT be allowed to submit work.

## Portfolio Contents & Selection

### What should be presented in the portfolio?

You must 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).

- ARTF 1302 Basic Drawing
- ID 1320 Design Graphics I
- ARTC 2305 Visualization and Presentation Techniques
- ID 2322 Basic Interior Design
- ID 2323 Design Development

Please note, each project submitted must be complete. Projects are complete when they include all relevant process drawings, study models, and other process materials, in addition to the finished project deliverables. Consider creative ways of documenting bulky process work, like study models, by photographing it and including the photographs in your process documentation.

### How do I select projects?

In addition to representing at least 4 classes from the list above, the projects you select must cover the following list of 12 skills. These skills represent the core outcomes of the foundation courses you have taken. Each piece you select should reflect the extent of your abilities in the required skill areas.

#### Basic and Technical Skills:

Knowledge of technical ability and application design theory as indicated by the application of the design elements, principles, and color theories

1. Free hand drawings
2. 2D composition
3. 3D composition and craftsmanship
4. Technical drafting skills (drafting/ lettering/ architectural conventional symbols)
5. Application of color theories
6. Rendering

#### Design Process:

Understanding of design analysis, concept development, awareness of appropriate schematic exploration, and development of design solutions.

7. Conceptualization/ Concept development
8. Design analysis
9. Evidence of concept application/ Design synthesis
10. Human factors (i.e. consideration of human scale and needs)
11. Selection and application of finish materials/ colors/ lighting/ furniture

#### Portfolio Organization & Professionalism:

Overall appearance and design of the portfolio & body of work.

12. Holistic assessment of the portfolio's presentation quality, clarity, and organization.

### 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. The table on the following page provides additional insight into what types of work might be appropriate for each category.

<b>Basic and Technical Skills</b>	Freehand drawings	<i>Freehand drawings are those made without the aid of tools like straight edges or scales. There should be clear evidence of line weight application, use of shading and hatching to reveal form, appropriate and correct use of drawing systems. There should be evidence of free hand drawing in final project deliverables and in your process work.</i>
	2D composition & craftsmanship	<i>2D Composition skills are those used to organize 2D space within a composition and within a presentation. Presentation boards are typically a good example of 2D composition and craftsmanship skills. Supplemental evidence can be found in sheet layouts of Graphics I construction documents.</i>
	3D composition and craftsmanship	<i>3D Composition skills are those used to translate 2D ideas into 3D environment and represented by your final and study DD models. Pay close attention to the craftsmanship and neatness of your final models. Poor craftsmanship can kill even the best idea.</i>
	Technical drafting skills	<i>Technical drafting skills come directly from the construction document project created in Graphics I. The skills included are your ability to hand draft, use appropriate architectural symbols, lay out construction document sheets, architecturally letter, and worth in orthographic. Supplemental technical drafting evidence can be found in drafting work created for other courses.</i>
	Application of color theories	<i>Application of color theory is not simply using color on something. The project you submit for this category must reveal WHY you used the colors WHERE you did and that you understand what the colors mean relative to color theory and how they can be used as tools to impact a space in specific ways. You may pair a visual example with a write up if your projects do not clearly reveal your knowledge and reasoning behind the choices you made.</i>
	Rendering	<i>Rendering skills should showcase your ability to use perspective and markers to accurately and conceptual depict an interior space.</i>
<b>Design Process</b>	Design analysis	<i>Design analysis is the visual efforts you make to understand the existing (or innate) issues relevant to the design project. For example, you might analyze your client, the building orientation relative to sun paths views or natural light, human scale relative to a space, how humans circulate through an existing space. You might document what is going on in your thoughts about color, design principles and elements and how they relate to what you are seeing in the project. Process work that represents strong design analysis will have sketches, images, and notational text. You should consider writing down questions you have as you move through the analysis process to document what is happening in your head.</i>
	Concept development	<i>Concept development is about the development of your ideas. This is different than analysis because it is about what you as a designer bring to the problem rather than about issues that are there regardless. Strong concept development will include sketches, notational text, and references to design analysis.</i>
	Design synthesis	<i>Design synthesis is where analysis and concept come together to create your design solution. There should be an obvious visual connection between the statements made in the concept statement and issues identified during analysis and the final design solution. For example, if you state that organic lines are an important part of your concept, but your entire design solution is rectilinear there is not synthesis between your result and the process work created.</i>
	Human factors	<i>Human factors is an essential element in design that shows how humans fit into and interact with the space you design. Evidence of human factors should show up in your process sketches. For example, if you are drawing an elevation of some windows, including an appropriately scaled human figure in the drawing communicates the scale of the windows. If you are placing a shelf on a wall, drawing a human figure documenting the reach range would be good evidence. If you are creating a perspective, your development sketches could show how you matched the horizon line to a natural eye level.</i>
	Selection and application of finish materials/ colors/ lighting/ furniture	<i>At least one of the projects you submit should document evidence that you can appropriately select materials, finishes, furniture and document these visually. A finish board is typically the strongest way to present this. Drawings from ARTC are not considered strong evidence because the course is about technical rendering skills and the selection process is supplementary to the main point of the course. Additionally, you are not under the supervision of design faculty during the selection process. Content from ID 2322 or ID 2323 is recommended as primary evidence for this skill.</i>

## Who is on the review panel?

The review panel is made up of all full-time interior design faculty active during that semester.

## How do I package my work for submission?

Once you have selected 6 appropriate projects and collected all the relevant pieces of the project, you need to figure out how to present your work and make sure it stays together and is easy to look through. Multiple reviewers will be spending significant time pouring over your documents.

### Overall Considerations:

1. Loose sheets, paper clips, and envelopes are very difficult to work with and should be avoided.
2. Consider staple binding each project (or set of project deliverables) with black Canson paper
3. Process work should remain in chronological order
4. Final deliverables should be clearly distinguishable from process work
5. Clearly label all projects
6. Projects that include your likeness are generally not appropriate (i.e. self-portrait drawings)
7. Do not submit grades from when you took the course

### Requirements:

1. Block out or remove your name from ALL items submitted. Thick white tape is commonly used for this purpose, often on both sides of the paper to fully obscure your identity.
2. Place your assigned Portfolio ID number on ALL items submitted. 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.
3. Write your assigned Portfolio ID on the OUTSIDE of your cardboard folio with a black felt tip pen
4. Fill out and firmly attach the project description form to each project.
5. Fill out the Portfolio Submission Tracking Chart and firmly attach to the inside of your cardboard folio

### Project Description Form:

You must fill out an individual project description form for each project and firmly 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](http://www.fcs.txstate.edu/degrees-programs/id/id_admission_app.html)

The project description form is your opportunity to supplement the documentation created during the project. Your description must fit in the space provided. Do not waste this space by stating obvious facts about the project. For example, common statements made on these forms are “During design development I created a memorial space for veterans. I developed a concept, built a model, and presented to a jury”. These are all things we know. You might keep one sentence about the project main point (i.e. you designed a memorial for veterans). After that, the rest of the text should explain WHY the project exemplifies the skill you selected it to represent. You could also use it to direct the reviewer to critical evidence buried in your process work. For example, if you are using your 2323 process work as evidence for human factors, you might direct viewers to study sketches that include human figures to indicate scale and tell where to find them.

### Project Submission Tracking Chart

You must also fill out an overview form listing each of the included projects and identifying which skill (see the table above) the project represents.

### Container & Organization



All work except architectural models must be submitted in a 30" x 36" (size is nominal and varies by manufacturer) corrugated cardboard portfolio (see photo). 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 ARTC 2305; then work from ID 2322; and finally, work from ID 2323 at the bottom).

### Submission Checklist

- Submit the online "ID Portfolio Application" form along with your degree audit, receive approval to submit work, and your Portfolio ID number.
- A printed and completed hard copy of the "Portfolio Submission Tracking Chart" which is a list of all the projects you are submitting from each course with a *brief* description of each project.
- 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.
- 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.

### Can I update or fix course projects prior to review?

Students are strongly encouraged to take instructor feedback received during a semester to improve and fix the project prior to portfolio review submission. However, all work submitted must be your own and must be original. Copies, especially digitally modified copies, are not accepted.

### What if I have questions or need help?

Faculty are here to support you during this process. If you have questions about the process, what the skills mean or look like, please come and discuss with any full-time faculty member. Faculty may also discuss your work with you with one exception. You cannot ask a faculty member "should this piece go in my portfolio" or other versions of the same question e.g. "is this project good enough to go in my portfolio." You may certainly ask for feedback, particularly where you did poorly on an assignment and are unsure about how to improve it. If you would like to meet with a faculty member, the appropriate way to arrange that would be to schedule an appointment, arrive on time with the project you want to discuss, and come prepared with specific questions. General questions like "is this good enough", "does this show skill" are not appropriate. Specific questions like "how can improve my line weight application?" are appropriate.

### 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: 1) Passing, 2) Passing with a Warning, and 3) 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?

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)

## Lost or Damaged Work Disclaimer

Any and all university officials (including ID faculty) are not responsible for lost or damaged work during the portfolio review process.

## Frequently Asked Questions

- 1. Where can I find my degree audit?**
  - Degree Works, available in CatsWeb, is used to pull your degree audit. You can do this yourself. Please save the degree audit as a PDF (an available option on the website) in preparation for the application process. Visit <http://www.registrar.txstate.edu/resources/degreeworks.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. 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.
- 4. 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.
- 5. 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.