

FALL 2010
PORTFOLIO GUIDELINES:
BFA DEGREE AND VISUAL ARTS DIPLOMA

WHAT IS A PORTFOLIO?

A portfolio is a compilation of works in various media which reflect your creative processes, interests, skills, and artistic development. Some applicants will have been developing their portfolios for a number of years, while others will be approaching this activity for the first time. Your ability to edit your work is an important factor in compiling a portfolio and the following guidelines will assist you in selecting work for your submission. In addition to the more traditional approaches, unusual or non-traditional materials can be considered in exploring the portfolio projects. Selecting works that show evidence of technical skills, conceptual development, diversity in techniques, and variety in subject matter is recommended.

PORTFOLIO SUBMISSION GUIDELINES

Work must be submitted and secured in a flat portfolio no larger than 36 x 30 inches (76 x 91.5 cm); cardboard is acceptable. Work must be presented flat and unframed, not loose, rolled or mounted. **UFV will not be responsible for damage to artworks, so please package accordingly.** Check that you have done the following:

- Portfolio is clearly labeled with your name and contact information.
- Each individual piece is numbered and labeled on the back with your name and phone number. Numbers must correspond to List of Works.
- Documentation Guidelines have been followed for all work included. For example, oversized, fragile, or three-dimensional works are represented as photographs or jpeg images, with no more than two different views of each work submitted.

PORTFOLIO PROJECT REQUIREMENTS

Use this checklist to confirm that all required components have been included in the portfolio. The overall portfolio should include the workbook, the two required pieces, plus three elective projects, for a **total of 6 creative pieces.**

- Workbook/Visual Journal**
This workbook should demonstrate an exploration of your artistic ideas, and should begin at least three months prior to submission. Entries may include sketches, plans, drawings, clippings, quotes, mark-making explorations with various materials, creative writing, essays, prose, scripts, etc.
- Required Project:**
Submit two works of the same subject in any medium, with each piece expressing contrasting moods or ideas. Works must be no larger than the 30 x 36 inch maximum portfolio guideline (76 x 91.5 cm), and images should not be copied from another source.
- Creative Projects:**
In addition to the workbook and the required project, three works and/or works in progress make up the creative core of your submission.
 - For those submitting **Visual Art**, a combination of work in more than one medium is recommended, e.g. drawings, prints, paintings, animation, film, video, audio recordings or soundscapes, photography, collage, mixed media, sculptures, ceramics, fibre-based works, designs for zines or websites, performance art, or experimental work.

- Students with interests in **disciplines outside of Visual Arts** (Art History, Creative Writing, Fashion, Graphic Design, Media and Communications Studies, or Theatre) may submit work in any media of choice: essays, critical responses, screenplays or scripts, garments or costumes, reviews of a personal dramatic performance or digital recordings of a performance. Contact the department for further direction if needed.

ACCOMPANYING DOCUMENTATION

Please include the following three written submissions in your portfolio, along with your studio work:

- List of Works** that includes:
 - Number of the image (single digit must begin with 0; e.g. 01)
 - Date completed, title (or untitled), media, and dimensions
 - Brief comments (may include project identification, a rationale of the work, or any necessary technical explanations).
- One written statement:** Write a response to a novel, film, exhibition, concert, or performance you recently experienced (2 page maximum, using Arial or Times font, 10 -12 point). *This is in addition to any written submissions included with the creative portion of the portfolio.*
- A resume:** Items listed may include: education, work experience, volunteer activity, travel, languages, exhibitions, other interests, and two references. Your name, address, phone number, and email must be noted at the top of the resume.

DOCUMENTATION GUIDELINES

For those submitting digital still images or photographic documentation of oversized works:

- All files must be both PC and Mac compatible
- Submit jpeg files only, saved with maximum quality
- Attempt to keep file maximums at 1024 x 768 pixels and/or 1MB
- 300 dpi maximum
- RGB only (no CMYK)
- Number each of the first nine images with a leading 0 (e.g. 01, 02, 03...) to ensure that they are presented chronologically and follow your List of Works
- Images must be saved on CD or DVD without creating a folder
- Identify CD or DVD with name & contact information

For those submitting video/audio files:

- Files must be accessed with QuickTime, ShockWave, or Flash
- Files must not be longer than 3 minutes (please note if excerpts are from longer works)

DO NOT:

- Submit any type of presentation (e.g. PowerPoint or slideshows)
- Submit zipped files or submit any files by email
- Alter digital documentation in Photoshop or any other way; images must truly represent the work
- Use any symbols, special characters in the file name (#/&)
- Submit more than two views of any single piece of work

NOTE: Distance and/or international applicants should use these guidelines to submit a portfolio by mail. All work *except* the workbook/journal may be submitted on CD. If you are not sure if you qualify as a distance applicant, confirm with our department assistant, vicki.bolan@ufv.ca, 604-854-4543.