Portfolio Guidelines

01   **Portfolio Guidelines Introduction**:
     The following are guidelines and good practice notes aimed towards making consistent and clear portfolios. They are not hard and fast rules, meaning that interpretations and variations will depend on the individual, the work being undertaken, the viewer or audience and the studio and academic context in which these happen.

     Generally, portfolios take many forms and may be used for a number of purposes. Professional portfolios, for example, are aimed at clients and practice profiles, whereas other portfolios may be reductive and only concerned with finished designs. In the past portfolios in this school (including those submitted for application to masters programmes) have been reductive. They were at best a record of the completed projects, done after the studio had finished. This type of portfolio is a reductive illustration of the work, often on letter sized papers that reduce all work to snapshot or thumbnail sized images. Such portfolios tend to be less personal and do not demonstrate the processes of conceptual development, critical thinking, enhancement of skills and design development. In reality this type of portfolio does not reveal either thought process or where critical decisions have been made. Additionally such portfolios do not privilege the crafting and presentation of work (drawings, models, constructions, objects) and the object or drawing itself as the final outcome will only be shown as a small thumbnail image, or in a power-point presentation.

     Within Architecture School where we make representations and investigations of our ideas instead of physical buildings, a portfolio that maps the processes of our trajectories and explorations reveals more than one showing only finished products. Such a portfolio can reveal other qualities, indicating for instance a personal obsession and its evolution into a clear body of work. It might be book or narrative-like, slowly revealing a line of thought and exploration that mirrors your own investigation and development. It can also reveal the personality and individuality of its maker.

02   **Purpose**
     Development   Shows how the project and ideas have progressed
     Assessment   Is used to determine grade and evaluation
     Communication   Communicates clearly the work and its development
     Formats   Presents the work in an organised, structured and sequenced way at an appropriate size
     Making   Should be made and edited as the work develops, not afterwards

03   **Contents**
     Projects   Contains all projects and work done
     Ideas and concepts   Presents the critical framework, influences, and conceptual development
     Context   Shows site investigation, analysis, documentation and thesis / programme
     Process   Choreographs the development of a project's ideas and explorations
     Objects and Models   Presents all objects and models and other media with quality reproductions including printed stills from time based media
     Final Stages of Work Documentation includes at a minimum:
                          plans, sections, elevations, views, diagrams, model photos, sequence drawings and details

04 **Pages**

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Media	Includes a range of different media: sketches, diagrams, hand drawings, technical drawings, animations, plans, sections, elevations, photomontage, collage, built works, models, performances etc.
Layouts	Presents using simple layouts / composed and formatted for each page (one page shows one idea) No minimum page limit
Sizes	No minimum size
Original drawings	Is aware of the difference between original work and reproduction, original drawings submitted to show your skill and craft; we place a value on craft
Sequence	Organizes all pages / drawings in sequence
Portfolio Case	Keeps all work in an appropriate and protective portfolio case

05 **Don'ts**

No mount boards
No competition type layouts or unnecessary graphics
No filling up all space on the page without hierarchy
No letter sized portfolios
No plastic sleeves
No postage stamp sized images

06 **Some Page Layout Hints**

Note	While there is no substitute for original work, some printed work is to be bigger than letter size
Concertina	Allows for book or narrative type portfolio, can become a long drawing. Useful for printing longer work / image sequences. Can tape on the back.
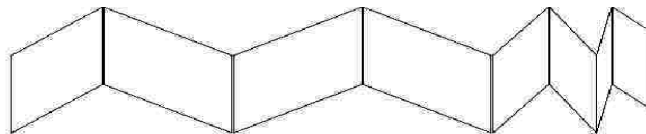
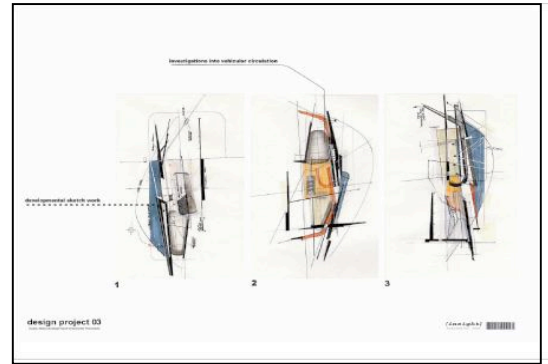|	
Tiled	Allows for larger images / compositions to be made from smaller printers Can fold up Tape on back
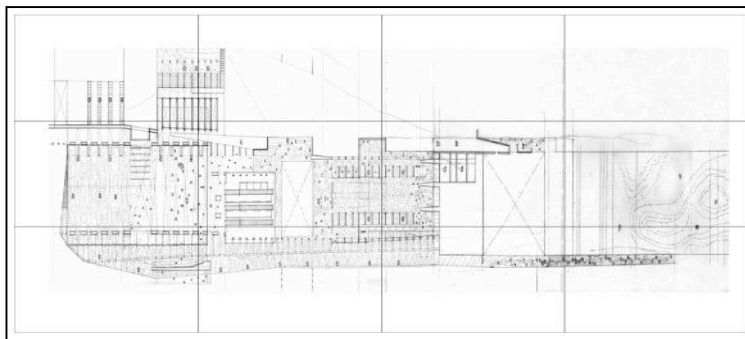
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Strips	Many printers accept longer strips of paper

07   **Examples of simple clear layout**

Example 1:
Includes clearly laid out good quality sketches
Minimal graphics (lots of white space) and
annotation helps

Example 2:
Fairly clear page with a good variety of
information focusing on one theme using
photos, diagrams, drawings and text. Different
scales of information help understanding of what
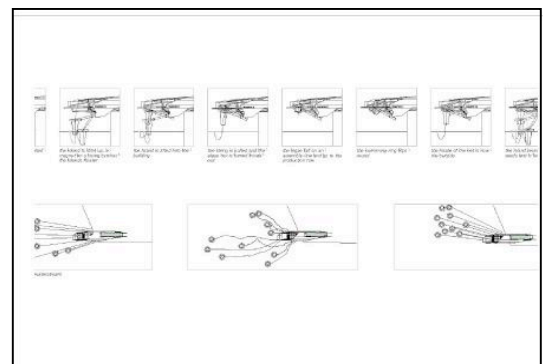is important. Text presents more detailed
information if needed
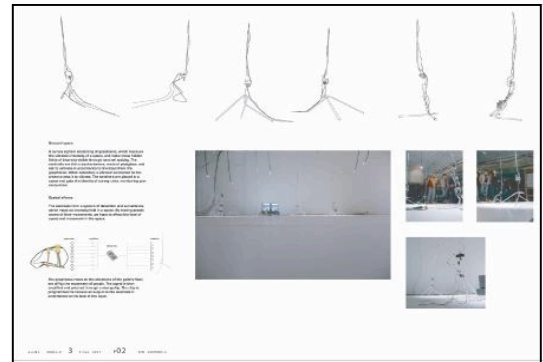
Example 3:
Mixed media includes photos, text and drawing.
Sequences like this helps to explain how
something moves, changes in time
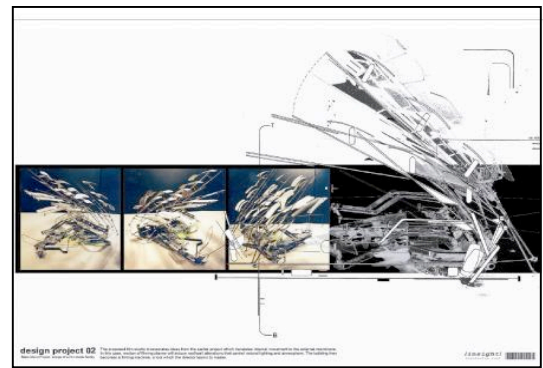
Example 4:
Sequence format uses score like images to
show change in time. Plan and section shown
changing in time where the relationships
between them are made clear

Example 5:
Image occupies whole page (this is one composition)
However the page really requires annotation, key,
legend etc.

Example 6:
Having sectional model photos cross referenced to
plan is good in this case. This is supplemented by
selected Images to show quality, lots of white space.
This page needs a brief explanation text.

Studio & Technology Portfolio, and Archive Specifications

<u>Studio Portfolio</u>
The portfolio is the primary evaluation and assessment document for studio work. It is used to indicate progress and to determine grades. Grades are based on ALL studio work shown in the portfolio and not simply on the final project. The portfolio is required for studio interviews each year and for entry into the graduate program.

The portfolio is a communication tool and highlights developed and critical thinking. It needs to show the constant development of work, as well the final resolution of projects. The portfolio clearly communicates and presents the work done (usually) in sequence, and in a formatted and organized manner reflecting the relative importance of parts of the work. Processed or individual work should take precedence over copied or precedent work. Original work presented in the portfolio will be highly valued over reproductions.

The portfolio contents generally include: All projects done during the term; ideas and concept development, context (including site photos, analyses, studies, program development); objects and models (as well photographed and formatted pages); showing design development (including all conceptual and 'sketch' development); and presenting final projects (documentation of final project) in drawings, objects, models and photos. Sketchbooks and other media including video, animation, installation, objects and models can be considered as part of the portfolio but must also be documented within the portfolio itself.

Format - Two versions are required submissions:
a) Hardcopy paper *Studio Portfolio* for evaluation and presentation purposes
b) Digital PDF version of *Studio Portfolio* for archive and database purposes

Hardcopy Format for Studio Portfolio
There is no fixed size for studio portfolios but the department prefers a larger format such as 11" x 17". There is no minimum or maximum number of pages. These parameters depend on the particular studio requirements. However, the minimum image size on a page is 3" x 5".

Digital Format for Studio Portfolio
The Digital *Studio Portfolio* is a submission requirement that requires the school to retain copies of your work for grading, reference, publication, accreditation, recruitment purposes and archive. Submit the following on CD / DVD at the end of each term. The studio portfolio PDF should be equivalent to your physical portfolio:

Format:	Studio portfolio PDF document / CD or DVD
Size:	Varies
Resolution:	Image resolution minimum 150 dpi, maximum 450 dpi
Orientation:	Depends on studio
File name:	your name.year_studio course number.pdf
Other files required:	

- Other digital media such as animations should be submitted as needed.
- up to 20 high quality images of your studio work for each term

Format	.psd or.tiff
Resolution	300dpi
File size	Between 10mb min. and 40mb max.
Dimensions	Minimum 8.5 inch x 11 inch and maximum 11 inch x 17 inch
File name	your name_year_studio course number.psd or tiff

Copyright: Copyright, authorship and acknowledgement to be maintained and governed under university regulations

Additional notes
It is difficult to get good results scanning hand drawn line drawings, particularly ones on trace paper. The best results are often obtained by photocopying and reducing the drawing (with a slightly higher contrast) and then scanning it at 300dpi grey-scale.

Studio & Technology Portfolio, and Archive Specifications

Technology Portfolio (for EVAR 4008, ARCH 7060, and ARCH 7080)
The Technology Portfolio is a document comprising all technical and technical related work completed during the EVAR 4008, ARCH 7060, and ARCH 7080 courses. The portfolio is intended to allow students to demonstrate their process, development, and outcome of the technology research in these courses as guided by their technology consultants. The intention of the Tech Portfolio is for students to acquire the culture of technology research and resources in a rigorous but inspired manner. The portfolio is cumulative with an emphasis on process and development throughout these courses. The aim of the Technology Portfolio is that this document will chart a course of individual research and investigation towards their final thesis year. Uses for Technology Portfolios include:
- Evaluations of technical coursework
- Permanent technical reference for students
- Clear evidence of our technical curriculum during accreditation reviews

The Technology Portfolio contains but is not limited to lecture notes, assignments, tests, prototypes, analyses, models, diagrams, calculations, material experimentation, photos, original drawings, working drawings and shop drawings, annotations, corrections, revisions and resubmissions and other material as appropriate. As such it reflects technical process, development and thinking over the final result or technical outcome. The emphasis is on processed content and original work over reference, raw data and precedent. The Technology Portfolio contains technical theses done in design studio, workshop projects and constructions and technology course project work. We aim to be able to recognize and give credit to work shadowing or technical and practical experience gained from offices, construction sites at a later date allowing this work to be a part of the Technology Portfolio.

Format - Two versions are required submissions:
a)   Hardcopy paper Technology Portfolio for evaluation and presentation purposes
b)   Digital PDF version of Technology Portfolio for archive and database purposes

Hardcopy Format Technology Portfolio
The hardcopy Technology Portfolio is the primary submission requirement. It should be a comprehensive, formatted and well-structured document that is self explanatory and able to be added to, modified and developed (use of a binder system is encouraged). The hardcopy Technology Portfolio is the primary mode of evaluation and assessment.

Format	11 x 17 landscape (larger drawings can fold out)
Binder	Durable binder and covers, able to be added to and able to have pages removed for pinup and presentation
Pages	Simple formatted layout reflecting process and investigation with drawings, diagrammes, details, images, text, photos of tests, models, prototypes and examples. Appendix and bibliography
Image size	Minimum image size on a page is 3" x 5"

Digital Format Technology Portfolio
The Digital Technology Portfolio is a submission requirement that requires the school to retain copies of your work for grading, reference, publication and accreditation. This is a PDF digital version of the 11 x 17 hardcopy Technology Portfolio and should be roughly equivalent.

Format	PDF document / CD or DVD
Size	11 x 17
Resolution	Image resolution minimum 150 dpi, maximum 450 dpi
Orientation	landscape
File name	your name_year_course number.pdf
Other files	Submit other digital media such as animations as needed

Other objects submitted as part of the Technology Portfolio
Tests, objects, models, prototypes, material investigations, full sized pieces may be considered as a part of the Technology Portfolio submissions but also need to be documented in the portfolio itself.