

# PORTFOLIO REVIEW INFORMATION

# [2014]

Graphic Design Program | Department of Design | College of Arts and Letters | California State University-Sacramento

## timetable

**portfolio review application form:** available Feb 04–Mar 07, 2014

Submit a completed application form (PDF file) to [myung@csus.edu](mailto:myung@csus.edu) by 03/07/14.

Submit copies of transcripts (and articulation agreement if any lower-division course taken from the community college) to Prof. Myung Park, at Department Office, Mariposa Hall 5001 by 03/07/14.

**portfolio drop off** May TBA, 2014

**portfolio pick up and notification letters** May TBA, 2014

**Acceptance notifications** due from students on May TBA, 2014 or they waive their eligibility to enter the major.

Specific dates listed as TBA will be announced before April, 2014 through Facebook (CSUS Graphic Design Portfolio Review), GPHD 20 and 30 classes, and applicant email.

## introduction and course requirements

The number of students applying to the Graphic Design program at California State University, Sacramento has exceeded the available resources. To maintain a high level of quality in education, enrollment will be limited and controlled by an annual supplemental application and portfolio review.

Upon entering the university and entering the lower-division course work you should declare yourself as a Pre-Graphic Design major. To gain admission to the upper-division courses and become a Graphic Design major you must submit a supplemental application and portfolio. The review will be given once per academic year in the spring semester. All lower-division course work that contributes to the portfolio must be completed or in progress to apply for the portfolio review. Pay close attention to the conditions listed below:

- Before submitting applications and portfolios, students must complete with a grade of "C" or better either GPHD 5 or GPHD 20 in addition to PHOT 40, GPHD 25.
- Before being admitted into the upper-division the student may or may not complete ART 20A.
- Students may be enrolled in the following classes during the semester the portfolio is submitted: GPHD 20, GPHD 10, GPHD 30, PHOT 40.
- Before being admitted into the upper-division the student must complete with a grade of "C" or better either GPHD 005 or GPHD 020, in addition to PHOT 40, GPHD 10, GPHD 25, GPHD 30.

## review process

The portfolio review is an opportunity for the faculty to collectively view your work and determine if you have developed a strong comprehension of the skills presented throughout the lower-division course work.

## portfolio content

Selected pieces must represent the full range of your lower-division course work. The following required submission must be met:

- 3 photographs from PHOT 40
- GPHD 25 book
- GPHD 30 book
- **a symbol process manual** (i.e., Itoya or binder that presents your process of symbol project from GPHD 30).

## advising

Consult your advisor to ensure that you have completed the proper lower-division course sequence prior to application. Your advisor will answer any questions you have concerning the portfolio review procedure, but will not provide preliminary reviews of portfolios.

## additional pieces

In addition to the required portfolio submission, it is optional that you may submit 1 to 3 additional works of any medium (i.e., drawings). However, quality over quantity should be the rule. Only 2D work should be submitted. No CD or slide presentations.

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## specifications for portfolio presentation

Present all of your work neatly. Mount work consistently where appropriate. For example, if one photo is mounted on white board all photos should be treated in the same fashion (i.e., the same board color, board type and mounting technique). This should apply for each unique section of work. Use a paper portfolio to submit your work. Reinforce the seams and corners of the portfolio case with duct or packing tape. All work must fit securely into the portfolio case. We prefer a paper portfolio case to submit your work. The case should be of average size enough to accommodate the work, however **the portfolio case must be NOT larger than 20”X26”**. Place your name and identification of the work on the back of each piece using the label template provided (page 4). Clearly mark your name on the front of the portfolio using the label template provided (page 5, or create your own incorporating the same information). Do not wrap projects individually in portfolio.

## portfolio drop-off

Deliver the portfolio to the Department of Design office during posted business hours within the dates listed on the timetable. Any portfolio submission without an application form will not be reviewed. (You should have already submitted the completed application form with copies of all transcripts and articulation agreement to Prof. Myung Park, MRP Hall 5001 within the dates listed on the timetable.

If the portfolio are being delivered via mail or courier, return postage must be provided by the applicant. The portfolio must be received in the Design Department office by 5:00 PM on May TBA, 2014. Please note that it may take a few days to reach the Department of Design office once it arrives on campus.

## portfolio pick-up

All portfolios must be claimed on May TBA, 2014 or they will be discarded. Portfolios can be claimed at the Department of Design office during posted business hours. Portfolios not claimed by 5:00 P.M. on May TBA, 2014 will be discarded.

## post review process

Once the review is complete and all information is properly documented, every student will pick up a letter indicating the results of the review and instructions on how to proceed based on their status. Letters will be distributed when students pick up their portfolios on May TBA, 2014.

Results will not be released over the phone or e-mail. If you are accepted into the major, you must reply that you accept entry on the day you pick up your portfolios or you will waive your eligibility.

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# PORTFOLIO IDENTIFICATION LIST

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Graphic Design Program | Department of Design | College of Arts and Letters | California State University-Sacramento

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**your last name:****first name:**

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1 title | project:  
class | semester:

2 title | project:  
class | semester:

3 title | project:  
class | semester:

4 title | project:  
class | semester:

5 title | project:  
class | semester:

6 title | project:  
class | semester:

7 title | project:  
class | semester:

8 title | project:  
class | semester:

9 title | project:  
class | semester:

10 title | project:  
class | semester:

# PORTFOLIO LABEL TEMPLATE

[2014]

Graphic Design Program | Department of Design | College of Arts and Letters | California State University-Sacramento

this label should be located on upper left corner of back exterior.

<b>spring 2014 portfolio review</b>		<b>spring 2014 portfolio review</b>	
name:		name:	
student ID:		student ID:	
title / project:		title / project:	
class / semester:		class / semester:	
<b>spring 2014 portfolio review</b>		<b>spring 2014 portfolio review</b>	
name:		name:	
student ID:		student ID:	
title / project:		title / project:	
class / semester:		class / semester:	
<b>spring 2014 portfolio review</b>		<b>spring 2014 portfolio review</b>	
name:		name:	
student ID:		student ID:	
title / project:		title / project:	
class / semester:		class / semester:	
<b>spring 2014 portfolio review</b>		<b>spring 2014 portfolio review</b>	
name:		name:	
student ID:		student ID:	
title / project:		title / project:	
class / semester:		class / semester:	
<b>spring 2013 portfolio review</b>		<b>spring 2013 portfolio review</b>	
name:		name:	
student ID:		student ID:	
title / project:		title / project:	
class / semester:		class / semester:	