

PORTFOLIO REVIEW INFORMATION

[2016]

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

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.

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 (GPHD 25, GPHD 30, PHOT 40). The following required submission must be met:

- PDF of GPHD 25 (instruction is available by your instructor or Prof. Park)
- PDF of GPHD 30 (instruction is available by your instructor or Prof. Park)
- 4 boards from GPHD 25 (instruction is on page 4)
- 3 boards from GPHD 30 (instruction is on page 5)
 - one board for symbol project
 - two boards for color study
- 3 boards (3 photographs) from PHOT 40
- 1 process binder (instruction is on page 5)

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.

PORTFOLIO REVIEW INFORMATION

[2016]

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

submission timetable

1. PDF of GPHD 25

Submit by Dec 9–10, 2015 (closed)
 PDF file name: Last_First.pdf (for example, Smith_David.pdf)
 size: under 1MB

2. portfolio review application form

Submit by 02/12/16 a completed application form (PDF) to myung@csus.edu.
 In order to send a smallest PDF file (under 100k), do following:

- 2.1. Open the form from 'Preview'
- 2.2. Fill the fields.
- 2.3. Select File>Print.
- 2.4. In print dialog box, lick on 'PDF' button located at lower left corner.
- 2.5. Select 'Save as PDF'.
- 2.6. PDF file name: Last_First.pdf (for example, Smith_David.pdf)
- 2.7. Send from your preferred e-mail address for contact (that you provide in the form).

3. transcripts and articulation

Submit by 02/12/16 only hardcopies of CSUS transcript (do not submit by email), either unofficial or official (and College transcript & articulation agreement if any lower-division course taken from the community college) to [Prof. Myung Park, at Department Office, Mariposa Hall 5001](#).

To get unofficial CSUS transcript, do following:

- 3.1. Access My SacCT.
- 3.2. Choose "Transcript: View Unofficial" > View Report.
- 3.3 Print.
- 3.4 Please highlight (or underline) your name and all lower-division courses (as you listed in the application form) on your transcripts and articulation.

You will be asked to acquire official sealed transcripts upon being confirmed for entry to the major. Please plan for this contingency.

The articulation agreements can be printed from www.assist.org for lower division units transferred from other colleges (viz., ART 1A, ART 1B, ART 20A, GPHD 20 or PHOT 40).

4. PDF of GPHD 30 symbols

Submit by April 6–7, 2016
 PDF file name: Last_First.pdf (for example, Smith_David.pdf)
 size: under 300kb

5. analog portfolio drop off

Submit on May 11–12, 2016 (during your GPHD 30 last instruction class meeting)

- 4 boards from GPHD 25
- 3 boards from GPHD 30
- 1 process binder from GPHD 30
- 3 boards from PHOT 40

6. portfolio pick up and notification letters

May TBA, 2016*

7. acceptance notifications

Submit on May TBA, 2016* or they waive their eligibility to enter the major.

*Specific dates listed as TBA will be announced during the portfolio drop off days (May 11–12).

PORTFOLIO REVIEW APPLICATION FORM [2016]

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

specifications for portfolio presentation

PDF: Present all of the GPHD 25 work and symbol project (GPHD 30) as instructed. The format templates and instructions are available by your instructor or Prof. Park (myung@csus.edu).

BOARD: Present all of your work neatly. Mount work of GPHD 25 and 30 as guided (page 4–5). Mount work of photos 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). Do not wrap projects individually in portfolio.

BINDER: The binder will contain plastic sleeves and include 20 selected pages (10 leaves) of process with emphasis placed on the developmental conceiving and editing of one symbol (GPHD 30). The drawings and notations should demonstrate the ability to analyze form and message.

LABEL: Place your name and identification of the work on the back of each piece using the label template provided (page 6), or create your own incorporating the same information.

IDENTIFICATION LIST: List your portfolio using the template provided (page 7), or create your own incorporating the same information.

CASE: Use a light-weight (paper) portfolio to submit your work. The case should be of average size (17"X22") enough to accommodate the work. The case must be NOT larger than 20"X26". 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.

portfolio drop-off

PDF: Submit the PDFs (GPHD 25 and 30) to your instructor (during class) or Prof. Park (myung@csus.edu) according to respective due dates indicated in the timetable (page 2).

ANALOG PORTFOLIO: Deliver the portfolio (boards, binder) to the Kadema 166 during your class meeting (GPHD 30) according to respective due dates indicated in the timetable (page 2).

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 12, 2016. Please note that it may take a few days to reach the Department of Design office once it arrives on campus.

APPLICATION FORM: 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 within the dates listed on the timetable (page 2).

portfolio pick-up

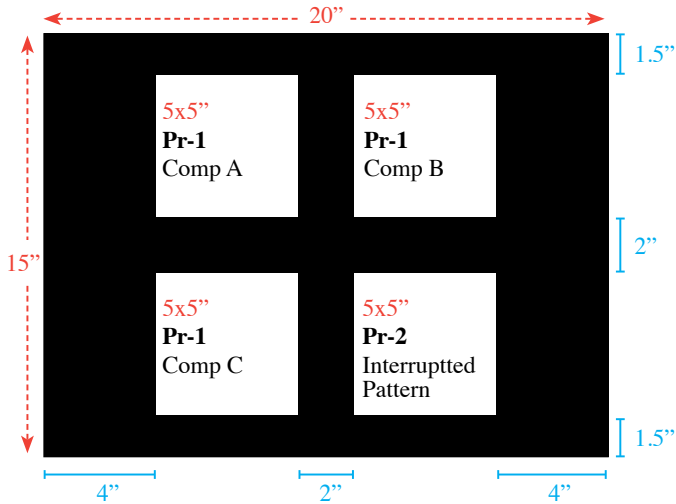
All portfolios must be claimed on May TBA, 2016 or they will be discarded. Portfolios can be claimed at the Department of Design office during posted business hours. Portfolios not claimed by 5:00 P.M. on May TBA, 2016 will be discarded.

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, 2016.

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.

Pr-1 & 2 board



1. board

- width 20" x height 15" landscape
- mat, black all around (front, sides, back)

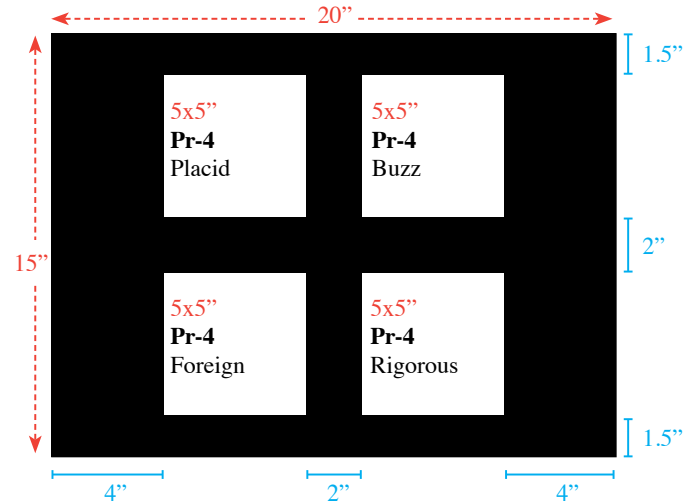
2. composition box

- 5" x 5"

3. margin

- top and bottom: 1.5" side: 4" gutter: 2"

Pr-4 board



1. board

- width 20" x height 15" landscape
- mat, black all around (front, sides, back)

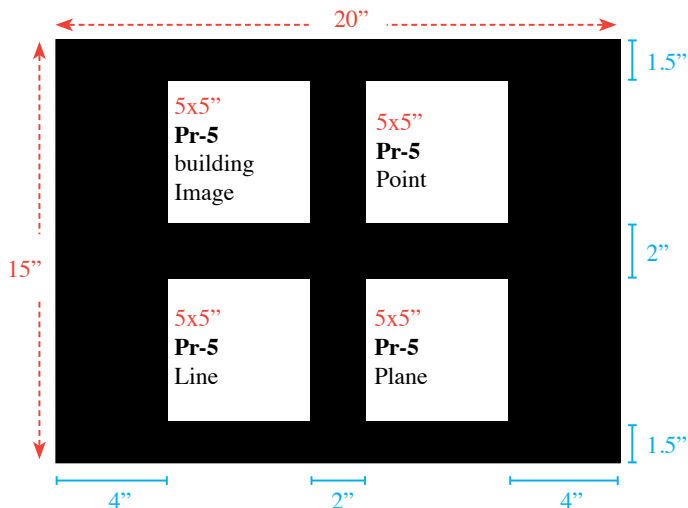
2. composition box

- 5" x 5"

3. margin

- top and bottom: 1.5" side: 4" gutter: 2"

Pr-5 board-1



1. board

- width 20" x height 15" landscape
- mat, black all around (front, sides, back)

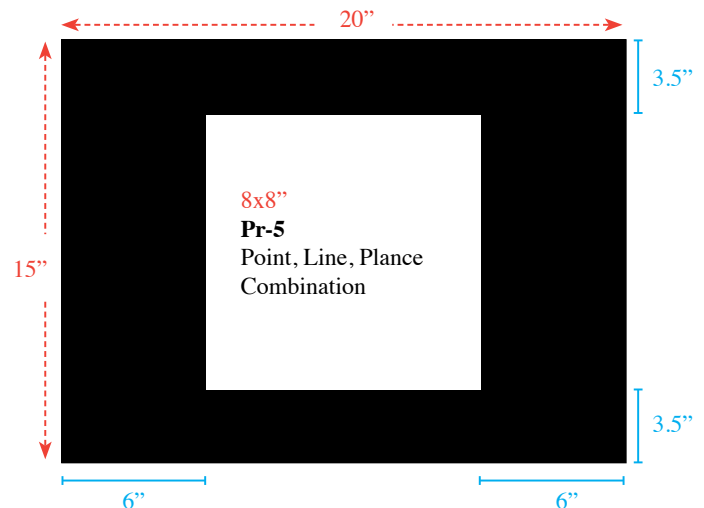
2. composition box

- 5" x 5"

3. margin

- top and bottom: 1.5" side: 4" gutter: 2"

Pr-5 board-2



1. board

- width 20" x height 15" landscape
- mat, black all around (front, sides, back)

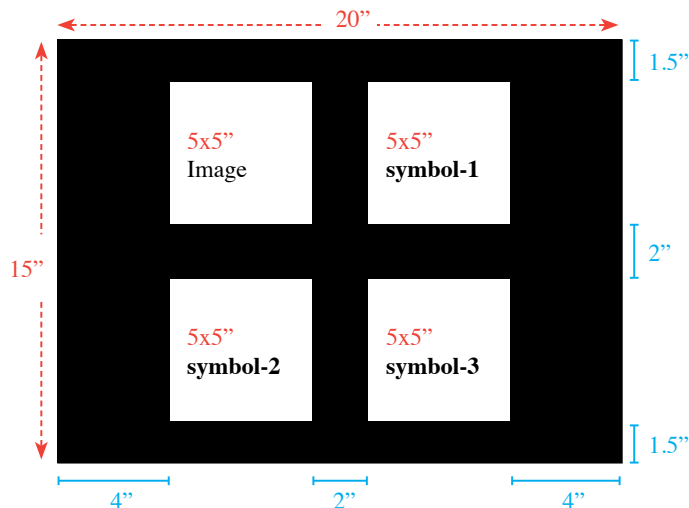
2. composition box

- 8" x 8"

3. margin

- top and bottom: 3.5" side: 6"

Symbol board



Symbol process binder



The binder will contain plastic sleeves and include up to 20 selected pages (10 leaves) of process with emphasis placed on the developmental conceiving and editing of one symbol. The drawings and notations should demonstrate the ability to analyze form and message.

1. board

- width 20" x height 15" landscape
- mat, black all around (front, sides, back)

2. composition box

- 5" x 5"

3. margin

- top and bottom: 1.5" side: 4" gutter: 2"

Color study boards

1. board

- width 15" x height 20" portrait

2. composition box

- 5" x 4"

3. background squares

- 2" x 2"

4. foreground chips

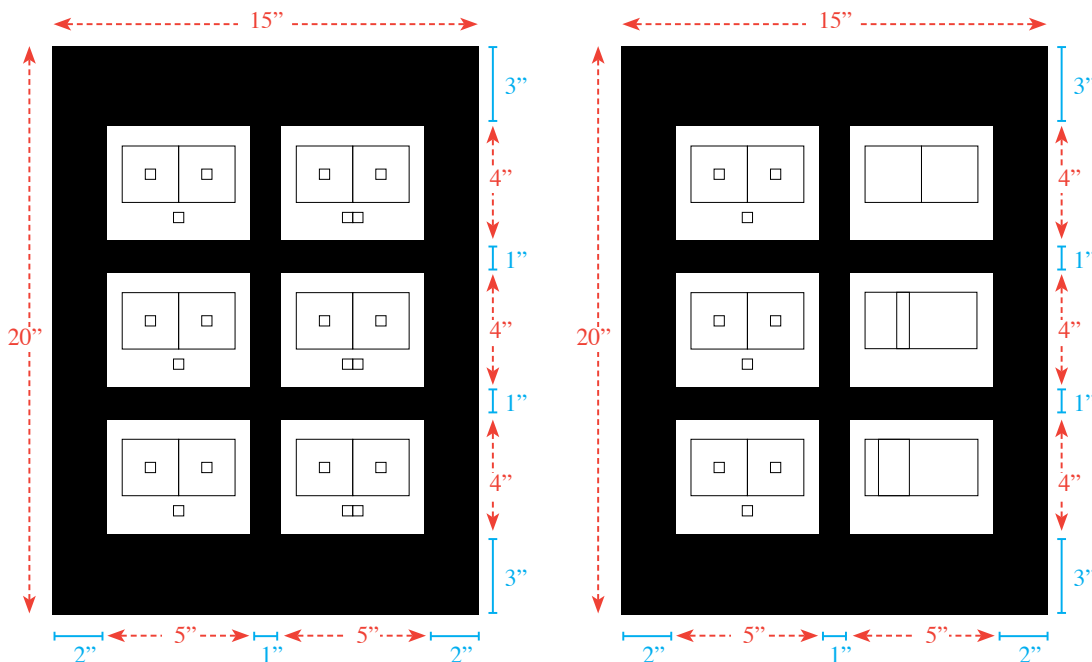
- 3/8"

5. color schemes

- 4" x 2"

6. margin

- top and bottom: 3"
- side: 2"
- gutter: 1"



Final crafted color studies reflecting three examples of each of the following: One as Three, Two as One, Reverse Ground and Color Schemes.

The Albers color studies should be visually centered in each 5x4 rectangle. The background squares will be 2x2 with the foreground chips at 3/8 inch square.

The color schemes should be 4x2. The width proportion of the scheme swatches within are up to the student. These swatches should be crafted to abutt each other but not overlap.

PORTFOLIO LABEL TEMPLATE

[2016]

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

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

spring 2016 portfolio review	spring 2016 portfolio review
name:	name:
student ID:	student ID:
title / project:	title / project:
class / semester:	class / semester:
spring 2016 portfolio review	spring 2016 portfolio review
name:	name:
student ID:	student ID:
title / project:	title / project:
class / semester:	class / semester:
spring 2016 portfolio review	spring 2016 portfolio review
name:	name:
student ID:	student ID:
title / project:	title / project:
class / semester:	class / semester:
spring 2016 portfolio review	spring 2016 portfolio review
name:	name:
student ID:	student ID:
title / project:	title / project:
class / semester:	class / semester:
spring 2016 portfolio review	spring 2016 portfolio review
name:	name:
student ID:	student ID:
title / project:	title / project:
class / semester:	class / semester:

PORTFOLIO IDENTIFICATION LIST

[2016]

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

your last name:

first name:

- 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: