

Portfolio Guidelines for the Minor in Art

In the semester of your graduation, you must turn in a completed portfolio for review by the Fine Arts faculty. This must be done no later than **November 24th** for fall graduation or **April 20th** for spring graduation. Your portfolio will be issued a Pass or Fail grade.

Your portfolio should be a well-thought out presentation of the skills you have accumulated during your college career. As such, it should be a selection of your very best work and reflect the diversity of this degree.

All portfolios should include:

- A cover page explaining how the work enclosed relates to your future career plans
- A table of contents
- A resume with references (if possible, include your internship supervisor as a reference)
- Samples of products from studio art classes
- Excellent examples of class work in your art classes
- Any outside endeavors related to your degree (Student Initiated Projects, work from your internship, exhibitions, etc.)
- An electronic version of your portfolio (CD, on-line)

Your portfolio will be assessed based on:

- Thoroughness; your portfolio should contain examples from your art courses and all of the points listed above
- Quality of work; the examples in your portfolio should be at or above entry-level work for positions in your field
- Neatness and clarity; quantity should not be substituted for quality

Benefits To You

Your portfolio is designed to be a presentation of all the skill sets you learned while earning your Minor in Art and as such it is an excellent tool when seeking employment or applying for admission to a graduate institution. For this reason, we encourage you to begin crafting your portfolio early and to invest enough effort in your portfolio to create an impressive documentation of your degree work. This means that you will need to save your class work and document any projects, extracurricular or otherwise.

For students whose concentration area is in either art history or art, all parts of the portfolio mentioned above must be submitted electronically except for your vita, which should be printed and placed within a pocket folder. The disk with the remaining required materials in electronic form should also be placed in this folder.

If your concentration area is art history, in addition to the general portfolio items you should also include in your portfolio at least three papers completed in upper-level art history courses (these may simultaneously serve as your W course samples). You may wish to explain the expectations of each of the written assignments. The papers should be submitted in electronic form using Microsoft Word.

If your concentration area is in studio art, in addition to the general portfolio items your portfolio should include high quality resolution digital images (at least one megabyte) of at least ten of your best works. You should submit an image list that provides information about each work, including title, medium, and size. Consult the College Art Association guidelines for formatting: <http://www.collegeart.org/guidelines/newmedia.html>. You may wish to describe the assignment that led to each work's production or the intention of each work.