

Portfolio Guidelines for the Bachelor of Arts in Fine Arts

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 and considered for the annual Best Fine Arts Portfolio Award given in the spring.

As this is an interdisciplinary degree your portfolio should reflect aspects of all three fine arts areas but each discipline has slightly different formats for portfolios. For example, if your concentration is in art please refer to the Art Portfolio guidelines and see that area head for specific advice.

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, drama and music classes
- Writing samples from your W-courses
- Graphic design samples
- Excellent examples of class work you have completed in your concentration area—the majority of your portfolio should reflect the skills you learned in your concentration area
- Any outside endeavors related to your degree (Student Initiated Projects, work from your internship, exhibitions, productions, etc.)
- An electronic version of your portfolio (CD, on-line)

Your portfolio will be assessed based on:

- Thoroughness; your portfolio should contain examples from all areas of the fine arts, several excellent samples from your concentration area 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 degree 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.

The Bachelor of Arts in Fine Arts is an interdisciplinary degree and each discipline has specific expectations and formats for their portfolios. Please adhere to the portfolio guidelines for each area, with your concentration area taking precedence.

Art Portfolio

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.

Drama Portfolio

If your concentration area is drama then it is likely that you have a variety of skills to showcase in your portfolio, from acting and directing to design and stagecraft. Your portfolio should include visual documentation (photos and/or video), as well as written descriptions and coursework. Your portfolio should be neatly grouped into the following areas (in no particular order):

When presenting your acting coursework you may wish to include a short demo-CD of monologues, scenes, stage combat, etc. Still photos from productions, properly labeled with the title of show/character/venue/year performed, are also desirable.

When presenting your directing coursework, begin with a statement of purpose describing your directorial style. You should include a statement of your directorial concept for each production as well as still photos illustrating blocking, proximics, visual metaphor, special challenges, etc. Include copies of rehearsal schedules, scene devisions, cast handouts and favorable reviews, if any.

When presenting your design coursework, you should include class assignments as well as any realized coursework. If you are documenting an entire project, include a brief statement of the concept for that production, any preparatory work (research sources, rough sketches, costume charts, drafting, etc.), final renderings or models and photos of the completed design, if any.

When presenting your technical theatre coursework you should include a short description of your construction process (including materials and tools used), process photos and a final photo of the project. If the project is used in a production, please include a photo of the project in use under show lighting conditions.

We expect to see a neatly bound portfolio with no loose pages, no larger than 14" x 17". Your portfolio can be bound in a presentation case, portfolio or binder; color and style is at your discretion. Your work should be clearly and neatly labeled and include an up-to-date resume with sections detailing your areas of experience, productions, training and special skills. Enclose an electronic version of your portfolio or, if on-line, please direct us to the website in your cover page.

Music Portfolio

For students whose concentration area is music, all parts of the portfolio mentioned above must be submitted electronically with items in clearly designated folders.

The general portfolio items you should also include in your portfolio at least three research papers (which must include bibliography) completed in upper-level music courses (these may simultaneously serve as your W course samples). If a proposal was required as part of the assignment, it should be included. If not, a brief explanation of the purpose and goals of the assignment should be included. The papers should be submitted in electronic form using Microsoft Word and should include graphics and audio and/or video clips. One PowerPoint presentation created for course work or other purposes may be substituted for a proposal.

The portfolio must also include representative samples of music theory work. Among possible choices are major assignments from courses, composed and notated songs, and independent projects. MIDI and FINALE files may be part of this section.

Students who have performance studies as part of their education may include audio and/or video examples of their work. Among the possible choices are audio/video clips of your performances, either public or in class; MIDI clips of compositions; audio/video clips of your works being performed by others.