

School of Art and Design
Annual Portfolio Submission Guidelines

- **Requirements**
 - 2 photographs of artwork from each studio class taken during the academic year
 - 1 example of a written document from each art history class taken during the academic year
 - 1 page reflection of accomplishments and future goals

- **Format**
 - Artwork should be presented in a power point presentation with plain black background
 - Power point should contain cover page with title, size, media and class information for each work included in presentation saved as a PDF
 - Written documents should be saved as a PDF
 - All submissions must be saved on a CD labeled with students name and current year

- **Submission**
 - CD must be submitted to the art office drop box during the last week of class in the spring semester.
 - *A hold will be put on your registration until the annual portfolio is turned in.*
 - *You will not receive grades from the School of Art and Design until you submit this portfolio.*

- **Goals**
 - Document progress through academic career
 - Prepare for exit portfolio
 - Prepare portfolio for graduate applications and gallery submissions