FOUNDATION PORTFOLIO INSTRUCTIONS

Students in the BAC's Foundation program are required to complete the nine courses listed below:

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
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<tr>
<td>1. Transdisciplinary Studio 1</td>
<td>1. Transdisciplinary Studio 1</td>
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<td>2. City Lab</td>
<td>2. City Lab</td>
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<td>3. Critical Reading and Research 1</td>
<td>3. Design Theory and Inquiry</td>
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<td>4. Design Representation</td>
<td>4. Visual Thinking</td>
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<td>5. Transdisciplinary Studio 2</td>
<td>5. 1st Disciplinary Studio</td>
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<td>6. Community Practice</td>
<td>6. Community Practice</td>
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<td>7. Critical Reading and Research 2</td>
<td>7. Making and Modeling</td>
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<td>9. Sustainable Material Assemblies</td>
<td>9. (Disciplinary course specific to each program)</td>
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Introduction: Once you complete this course of study, you will be required to submit a portfolio that demonstrates what you have learned. Include in your portfolio evidence that satisfies each of the five criteria listed below. In addition, include a reflective essay as described below.

1. **Design Investigation and Research**: Describe the design investigation or research you undertook in developing your design and/or assignment, and how it influenced the outcome of your project/assignment.
2. **Written Communication**: Demonstrate effective writing skills by describing not only what you did, but why you made the decisions you made.
3. **Visual Communication**: show how your drawings and models communicate effectively and helped you think through your design.
4. **Social and Environmental Interaction**: Demonstrate how your design process addresses the interaction of people with their environments and with each other.
5. **Collaborative Design Process**: Identify instances of collaboration in your learning, describe what you learned from them, and suggest how this learning may be applied in professional settings.

Self-Reflection: Reflect upon your strengths and abilities as a designer at this moment and describe the kind of designer you want to be. Your essay is to be a self-assessment of your learning in foundation and the kind of designer you want to be.

Portfolio Evaluation:
Your portfolio will be evaluated using all five criteria listed above. To “pass” the portfolio review and advance to Segment II, your portfolio must receive a satisfactory grade for criteria 1 (Design Investigation and Research, 2 (Written Communication) and 3 (Visual Communication).

A thoughtful reflective essay and a strong demonstration of your understanding of how designers foster and enhance social and environmental interaction (criteria 4) and how you have collaborated in your courses and learning in foundation (criteria 5) will serve to support and reinforce how your design investigation and research and your written and visual communication is evaluated. Achieving a “high score” in these categories may well make the difference between “passing” and “not passing” the portfolio review if the evaluation of your work in criteria 1, 2 and 3 is considered “borderline.”
**Portfolio Content:**
- Your name
- Your program of study
- Date of submission
- Your résumé

The Foundation Portfolio is to include material from all Foundation courses except Critical Reading and Research (undergraduate) and Design Theory and Inquiry (graduate). These excepted courses will be represented in the portfolio by the effectiveness of your written communication and critical thinking.

A minimum of one work from each course is to be represented in the portfolio. Please incorporate the strongest work overall based upon input from the instructor.

The Foundation Portfolio may also include work from your practice experiences.

**Portfolio Format and Quality of Production:**

Your portfolio is to be submitted bound in 8½” x 11” in portrait or landscape format (Note: graduate landscape architecture students may submit their portfolio in 11” x 17” portrait or landscape format.)

Your portfolio is to be “well-crafted” with clear and appropriately-sized images and well written and grammatically correct text that represent your work succinctly and effectively. You should clearly identify your work and your projects indicating course names, the project titles, captions describing images, and text describing the work in the portfolio consistent with the evaluation criteria.

Your portfolio should incorporate page numbers to help reviewers provide feedback.

*The bound copy of your portfolio must be accompanied by a CD or USB Flash Drive which includes 1) a printable pdf of the portfolio and 2) original file format copies of text and images (jpg, png, InDesign, Illustrator, AutoCad, etc.)*

**Submission Deadline:** Your portfolio is to be submitted on the Monday following the last day of classes in the semester in which you complete your foundation courses.