The following explains the purpose, content requirements, evaluation criteria, and evaluation process for the Design Studies Segment I Portfolio. If you have any questions about this, please contact Don Hunsicker at 617-585-0289 or at don.hunsicker@the-bac.edu.

**Purpose:** It is important to prepare and submit your portfolio for two reasons:

A. Assembling your work into a portfolio requires you to reflect upon and to demonstrate what you have learned as a BAC student.
B. Evaluating your portfolio gives the BAC the opportunity to assess the understanding and skills you have achieved as a student.

**Content:** The portfolio should reflect and demonstrate your development in all areas of the BAC curriculum. The portfolio should contain examples of work that demonstrate:

1. your ability to communicate and to think critically about ideas and issues
2. your design skills and ability to analyze problems
3. your practice and workplace skills
4. your ability in your Design Studies concentration.

You should also include a current resume in the portfolio.

**Organization:** You must organize your portfolio and provide sufficient captions, explanations, or other directions so that the reader can readily understand what each section or example of work is intended to demonstrate.

**Required Content:** Examples of what is to be included in the Portfolio for each area of the curriculum are described below:

1. Communication and Critical Thinking:
   A. **Writing Skill:**
      1. A brief essay or writing sample: This should be an example of your best writing and of your ability to think critically about an idea, issue or problem. This writing sample should demonstrate your ability to explore and to analyze critically an idea, concept or problem.

An appropriate writing sample may include:
   - an assignment completed for a BAC writing or other academic course;
   - an independent study or research paper;
   - a report done in the workplace; or
   - a narrative which explains a design project and/or the design process.
II. Portfolio text and captions: The text and captions used to explain the portfolio content also serve to demonstrate your writing ability. These should be clear and concise and make it easy for the reviewer to understand the content of your portfolio.

B. Graphic Skill:
   I. Representative work including freehand, orthogonal, perspective, and 2- and 3-D CAD drawings (paintings, art work, photography and other graphic media may augment your work): These should be the best examples of your ability to communicate in graphic form.
   II. Portfolio presentation and foundation design course work: How you organize and layout your portfolio, as well as your foundation design course work, also serves to demonstrate your graphic communication skills.

C. Speaking Skill: See “Interview” below.

2. Design and Analysis: Representative work from each of the foundation design courses (A-1, A-2 and B-1) or equivalent work, if credit was transferred from another college (practice work and/or independent study work may augment your foundation design course work): This design work should demonstrate
   • your understanding of the issues and elements that influence design;
   • your ability to research and analyze these issues and to develop a concept that forms the basis of your design; and
   • your ability to translate that concept into a design solution.
The text and captions used to describe your work should demonstrate how the elements of the project relate to the main concept or idea that formed the basis of the design.

3. Practice: This portion of your portfolio should show examples of work done in the workplace along with a written description of that work which demonstrates
   • what experience you have gained;
   • what responsibilities you carry out;
   • what skills you have developed; and
   • how your work fits into the larger context of the project or office.

4. Design Studies Concentration: Examples of work done in your concentration courses completed to date, in your workplace, and/or independent work: This work should demonstrate your competency in your concentration.

Recommended Content: Independent Study, interests, and extracurricular activities: You are encouraged to include evidence and examples of your activities and pursuits outside the classroom and the workplace to illustrate the breadth and depth of your interests and how those interests broaden and complement your academic and practice learning.
Interview: You will be required to demonstrate your ability to speak clearly and concisely by describing the portfolio content and the learning it demonstrates in an interview with a portfolio reviewer or review panel.

**Evaluation Criteria:** Your portfolio will be evaluated generally as follows:

**Content:** Does the portfolio contain, at a minimum, the contents described above?

**Competency:** Does the portfolio demonstrate basic competency in each of the areas listed above? [See also the evaluation criteria worksheet (copy attached) for the specific questions which the portfolio reviewers will address in assessing the portfolio contents.]

**Evaluation Procedure:**

**Registration and Clearance:** You must register and be cleared for the Portfolio Review in accordance with the BAC’s requirements (copy attached).

**Submission:** You, of course, must submit your portfolio on-time at the designated location.

**Review:**
At least two faculty or professionals will review your portfolio. These reviewers will assess and rank the portfolio according to the evaluation criteria worksheet (copy attached).

After this review, the Director of Design Studies and/or another designated faculty member will review these evaluations and conduct an in-person interview with you to discuss the portfolio contents, the reviewers’ evaluations, your progress and standing in Segment I, and recommendations and follow up procedures for your continuation in Segment II. You will be given a written summary of this interview.