BAC Portfolio Construction Guidelines

The presentation of design work to others is a requisite ability for architects, interior designers, landscape architects, and professionals in the emerging fields of design. Portfolio reviews at the Boston Architectural College are critical gateways where a student must demonstrate the ability to perform at the next level of curricular advancement. Accordingly, the design of the portfolio warrants careful consideration. Above all else, the portfolio must communicate the student's intentions and process with clarity. Students should keep in mind that this clarity is, in itself a far more important design goal than expensive or intricate methods of making a "slick" book.

Portfolio size: from 8.5" x 11" to 11" x 17"

The following must be included at the beginning of the portfolio:
- Cover
- First inside page
- Student name
- Degree program
- Segment 1 or 2
- Submittal date
- Résumé (see practice office for guidelines)
- Table of contents: Providing a system of page numbers in your portfolio greatly streamlines the grading process, and allows reviewers to cite specific examples.
- Design Connection Essay from a recent PC Report

From there, the portfolio must contain the following:
- Studio projects (arrange chronologically, earliest first)
  - Name of project (e.g., Library)
  - Name of studio (e.g., B-2 or ID2)
  - Semester (i.e., Spring 2004)
  - Name of instructor(s)
  - Duration of project (e.g., two weeks)
- Examples from courses that demonstrate visual thinking skills and have a graphic result. Work may be selected from courses such as: Freehand, Materials and Methods 1 and 2, Color Theory, Textiles, Site Design, and/or Design Principles. During the review, trained design professionals will spend about an hour reviewing your portfolio. A final history paper is not as useful as an analysis drawing of a historical precedent with a concise caption describing your intent.
- Design Connection Essay from a recent Practice report.
- Practice work. For each example of work provided, write a brief caption explaining your role in the project.
• Related creative or independent work especially as it might relate to your emerging vision as a designer. For instance, pictures of your family on a vacation to India might not be as useful to your portfolio as pictures of the buildings, spaces, cityscapes, and ways of life you encounter there.

**Studio projects**

Include on the first page of each project:
- Information listed in the table of contents
- Written summary that clarifies concepts, intentions, and methods of inquiry
- Project documentation must include:
  - Preparatory, conceptual, diagrammatic, and analytical sketches to document the entire design process
  - Full depiction of the design proposal in all necessary representations (plans, sections, elevations, perspectives and models). There is no limit to the number of pages a portfolio needs to be. One important rule of thumb is that all drawings must be large enough to read by a design professional with normal eyesight. If you can hide a major drawing (such as a floor plan) under a US quarter, it is too small. Learning to adequately document your work is one of the most important lessons of creating a portfolio. You might browse monographs of your favorite designer's work and think about how the drawings and models are presented.
  - The story of the development of all your projects should relate to arrangements of images, captions, diagrams, blurbs, and other explanatory material. The BAC's Learning Resource Center has valuable examples of how to write these and can provide assistance.
  - Statement of student's goal, in the context of the studio's agenda

Re-presenting studio work: Generally, it is not expected that a student will re-draw or continue to work on a studio project for portfolio submission; however, students may consider doing so in order to best demonstrate their design and graphic abilities. If you have a question related to this, please make an appointment with an Education Director.

**Practice work**
- Identify the nature of contribution to project and/or drawings and the learning that took place
- Include a recent Design Connection Essay

**Segment 2 portfolio only**
- Include examples of design work and writing, which demonstrate Thesis or Degree Project readiness.