What?

You will be meeting with a Practice Examiner—a faculty member and design professional who has been trained to assess Skill Levels—for 30 minutes to have your entry-level Skill Level evaluated. The Examiner will set your Skill Level based on the materials you prepare and bring to the appointment (described on the back), and based on the conversation you have surrounding your previous skills and experience.

Skill Levels are used to monitor the level of a student’s professional skills. A student is expected to achieve certain Skill Levels by certain milestone moments in the curriculum (Segment I Portfolio Review; Segment II Portfolio Review; graduation). The Skill Level is set and tracked on the Student Learning Contract, a checklist of professional skills and competencies we’ve identified as critical to your professional development. Your Student Learning Contract will live in your file throughout your time as a BAC student, and will be updated at each Practice Assessment you attend.

The New Student Practice Assessment will introduce you to the Practice Assessment process. Additionally, having your entry-level Skill Level assessed will give you a clear sense of your current status in Practice and what skills you will need to acquire moving forward. All new students—regardless of experience or skill—are required to attend an Assessment during their first semester so that they have a clear sense of the professional skills they need to acquire to continue to develop professionally.

Within a week of your Assessment, you will receive notification of your Skill Level and receive copies of the evaluation forms that have been completed by the Practice Examiner; these will be sent to your BAC email address.

When?

Date: ____________________________

Time: ____________________________

All students will receive an email confirmation of their appointment by the start of the Fall semester. If you do not receive an email confirmation, please contact us after the start of the Fall semester.

Where?

Please go to Room #304 on the 3rd floor of the 320 Newbury Street building. Your Practice Examiner will be in one of the cubicles. They may be with another student at the time of your arrival so have a seat and they will be with you shortly.
What to Prepare & Bring

All students are required to prepare and bring two documents to their Practice Assessment.

Required Materials:
- Up-to-date resume (it's ok if this document is a work in progress!)
- Completed New Student Assessment Form, attached to this form

Depending on your background and experience, you may also prepare and bring additional materials that highlight any relevant skills you possess. The Examiner will set your Skill Level based on what you bring to the appointment and how knowledgeably you can talk about what you learned from the experience. If you have more extensive experience and/or skills, please come prepared with supportive documentation.

Optional materials (which may or may not be collected in a portfolio):
- Freehand drawing
- Orthogonal/perspective drawing
- Sketchbook
- Digital photography
- Other artistic pursuits/projects you are proud of
- Graphic Design
- Proficiency with AutoCAD 2D/3D, Revit, SketchUp, etc.
- Anything else that shows design-related technical skills or examples of academic or professional work completed prior to the BAC (note: we do not have access to the portfolios you may have submitted to the Admissions Department)

You do not have to present this work in an elaborate portfolio. It is better to bring copies of the optional materials (even if they are on loose paper or laid out roughly), than to not present work that shows skills you possess! If you do not have any of these additional materials to bring, that’s fine--just bring the required materials listed above.

Professionalism

The BAC is a professional school, and we expect you to conduct yourself professionally throughout your time here. Please remember that your Practice Assessment will be conducted by a design professional that has come to the school specifically to meet with you during your scheduled appointment time. Respect their time by arriving promptly for your appointment and by coming prepared with the materials listed above.

Please contact us as soon as soon as possible if you are not able to attend your scheduled appointment. We have a limited number of appointments available, and we would like to have as many students seen by the Examiners as possible. We reserve the right to limit the number of times you can reschedule an appointment per semester.

**!Check your BAC email!**

Or have your BAC emailed forwarded to your primary email address. This is our primary method for relaying important and time-sensitive information to you.
### STUDENT INFORMATION

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<tr>
<th>Name</th>
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<tr>
<td>Phone Number</td>
<td>Email address</td>
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Are you in the Academic Only Program (AOP)?  Circle one:  YES  NO

What are your learning objectives for Practice in Segment I? These could be technical skills; professional experience(s); etc.

What are specific steps you can take to acquire these skills and/or achieve these goals?

I have discussed my Practice-based learning goals with an Examiner and have developed a plan to achieve these skills and/or goals.

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<th>Examiner Signature</th>
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