

FOUNDATION PORTFOLIO REVIEW CHECKLIST

Mississippi University for Women

Student _____

Seeking Retention in: _____ Graphic Design
(select one) _____ Art Education
_____ Studio (Emphasis in Painting & Drawing)
_____ Studio (Emphasis in Photography)
_____ Studio (Emphasis in Crafts – includes ceramics, fiber, and/or metals)
_____ Studio (Emphasis in Printmaking)

Portfolio Checklist: _____ 4 Works from Drawing
_____ 4 Works from Design
_____ 2 Works from Computers in Art
_____ Sketchbook
_____ 1 Independent Work
_____ 2 Works from Any Post-Foundation Class
_____ Written Statement
_____ Substitution Form (if necessary)

I certify that I have reviewed this checklist and everything on it is included in my application.

I understand that anything missing from the checklist above will hinder an adequate review of my portfolio and could jeopardize the outcome of the review.

Signed Name _____

Printed Name _____ Date _____

Students should bring the portfolio and this form to the designated drop-off location in the Art and Design Building on the designated days. Once the Review is completed, pick up your portfolio promptly by the schedule provided. Portfolios will not be stored after that period. The

Department of Art and Design has no responsibility for this work after this time and unclaimed portfolios will be discarded.

What kind of work should the student include in their portfolio? The faculty panel wants to evaluate artwork produced in the foundation classes (Drawing I, II, Design I, II, and Computers in Art). Students should include a minimum of 10 works: 4 from drawing, 4 from design, and 2 from computers in art. Additionally, students are required to submit a sketchbook of drawings, an independent work, and 2 works from post-foundation courses. **Any substitutions must be approved by the department chair prior to the Review.**

All art work should be presented appropriately. For example, all drawings should be matted. Neatness counts; carelessness suggests poor working habits and can affect the impression the student makes on the panel. Three-dimensional work may be photographed, but the faculty strongly encourages students to bring in actual work. A photograph may not show your work to its best advantage.

What is the writing assignment? Students are required to submit a paper as part of the review. The topic of this paper is a formal analysis of one of the student's works submitted in the portfolio. The paper should be typed, double-spaced, and at least 300 words.

FAQ – Frequently Asked Questions (about the Portfolio Review)

What do I do if I don't have all of the required artwork? Consult with the department chair and complete the required substitution form (available in the main office). Insert the signed substitution form in your portfolio.

How do I select my works for the Review? Students are encouraged to consult with their advisors on the selection of appropriate works of art.

Why do I need to submit my sketchbook? The sketchbook will provide the faculty with another means of evaluating work done outside of class. It is a good indicator of self-discipline and student's work habits.

What about work from my community or junior college classes? Your foundation courses transfer in to become part of your MUW foundation. Because of this, the work from these foundation courses needs to be reviewed along with new work completed at MUW. If you are missing anything, complete a substitution form (available in the main office).

What are some tips about matting works? Keep it simple. Use at least 2 inches of mat width for small works and 3 inches for works over 18 inches. Use neutral colors, especially black or white. Usually the best color mat is an off white that matches the color of paper you were using. Hinge your mats; do not tape them shut. Always use foam core backing.

For the written statement, what is meant by “formal analysis of a work of art?” This is an analysis of the formal elements (line, color, light, shape, etc.) in a composition. Additionally, the principles of design (what pulls the composition together and makes it work) are discussed in a formal analysis.

Where can I find out more information about formal analysis? A good overview may be seen in the textbook *Living with Art* by Mark Getlein in the library (chapters 4 and 5). The book should be on reserve.

What do the professors not want in my written statement? Faculty members frown on statements that only explain the process in creating the work of art. The professors want to know that the student understands what makes the artwork successful and what could be done to improve the composition. Never end the paper with the statement “I am satisfied with the work of art.”

What happens if I get deferred? The faculty reviewing your portfolio will make recommendations for your improvement. Go over these recommendations with your advisor and follow the advice. You will get the opportunity to show your improvement at the next Review the following semester.

What happens if I don’t pass the Review? You are now a BA student, which means that you will receive an excellent liberal arts education with fewer studio courses required.

Mississippi University for Women
Foundation Portfolio Review
Substitution Form for Missing Artwork

This form must be completed by the student, signed by the Chair of the Art and Design Department, and included in the student's portfolio.

Student Name: _____

Student ID #: _____

Briefly explain what will be missing from the student's portfolio and why it is missing.

What will substitute for the missing work of art?

Dept. Chair, Art and Design

Student Name: _____ Semester / Year: _____

Completion of Portfolio:

| Portfolio assessment | Excellent | Good | Average | Marginal | Unacceptable |
|----------------------|-----------|------|---------|----------|--------------|
|----------------------|-----------|------|---------|----------|--------------|

| | | | | | |
|---------------------|-----------------|-----------------|-----------------|-----------------|----------------|
| 20 point assessment | A (17 – 20 pts) | B (15 – 16 pts) | C (13 – 14 pts) | D (11 – 12 pts) | F (10 – 0 pts) |
| 10 point assessment | A (9 – 10 pts) | B (8 pts) | C (7 pts) | D (6 pts) | F (5 – 0 pts) |

Review committee assessment (enter overall score):

| Passed (100 – 70) | Deferred (69 – 50) | Declined (49 – below) |
|-------------------|--------------------|-----------------------|
| 100 | 69 | 49 |
| 90 | 60 | 40 |
| 80 | 50 | 30 |
| 70 | 40 | 20 |
| 60 | 30 | 10 |
| 50 | 20 | 10 |
| 40 | 10 | 10 |
| 30 | 10 | 10 |
| 20 | 10 | 10 |
| 10 | 10 | 10 |
| 0 | 10 | 10 |

If deferred, semester/year of next Review:

Recommendations:

Faculty Evaluation Committee:

Signature

Date _____

| | |
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| | |

I have read and understand the recommendations given to me.

Signature

Date _____