CoAD College of Architecture and Design
Department of Architecture Portfolio Guidelines for Undergraduate Transfer Students

*These guidelines are for undergraduate transfer students applying for admission to the Bachelor of Science / BS Arch and the Master of Architecture Direct Entry / M.Arch Track I Programs. **Submittal of a portfolio is required** for admission to these programs.*

Portfolio A portfolio is a document created and maintained by all architects and artists that includes a representative sample of their professional and student work. It is a record of interests, qualifications, and accomplishments. Within an academic setting, the portfolio enables faculty to understand the design progress of each student and to measure these achievements against the institution's objectives for its curriculum. It further encourages students to establish a habit of saving and documenting work in an organized fashion. For transfer students, the portfolio enables the faculty to determine if the applicant is ready to enter the design sequence at the expected course level.

Procedure Students requesting transfer credit for design course work are required to submit a design portfolio to demonstrate that their work meets the learning objectives for those courses as noted under **Evaluation of the Portfolio**, below. The portfolio is expected to be well organized, complete, and to have pertinent information about the student, the college at which the work originated, and the names and code numbers of courses taken. The portfolio must include projects from all courses that are used as substitutes for Lawrence Tech's Design Principles / Methodologies, Visual Communications, and Integrated Design courses. Additional work may be included to provide a more complete understanding of a student's accomplishments.

Credit Students will be granted transfer credit for those LTU courses in which the learning objectives of the subject courses are met as demonstrated by the portfolio and a minimum grade of C in the course. The learning objectives correspond to NAAB Student Performance Criteria and are listed on page 2 of this document.

Portfolio Guidelines	Please read these instructions carefully.
Format	Format the portfolio as a single .pdf file (one integrated file) Maximum size: 15 MB Resolution: 150 dpi resolution
Length	12 to 16 pages plus a single cover page
Orientation	Landscape format (long dimension oriented horizontally), 8 ½ inches high x 11 inches wide
Cover Page	The cover page should include your name, current college or institution, current academic discipline or occupation, desired LTU academic program, and if applicable, a list of courses for which transfer credit is sought (Design Principles, Design Methodologies, Introduction to Visual Communication, Visual Communication, Integrated Design 1 or 2).
Presentation	Projects are to be labeled clearly and correctly, and described appropriately. Be concise. "White space" on portfolio pages and simply organized pages with aligned images and text are recommended for legibility. Make all images and text large enough to read clearly. Avoid the use of unnecessary personal logos, special page borders, and other graphic "themes." Use a simple typeface such as Helvetica or Arial in a 9- or 10-point size. Avoid abbreviations; check spelling and grammar in all text.
Submittal Dates	We consider applications for admission and portfolios throughout the year and work to enroll students expeditiously. However, as it is necessary to resolve students' eligibility for transfer credit and to determine course placement prior to beginning coursework, please submit portfolios by the following dates. We can only promise to review applications that are submitted, complete, by these dates.

For fall semester admission	May 15
For spring semester admission	November 15
For summer semester admission	March 15

Email Submittal	Label your portfolio pdf file as follows: your last name, first name_portfolio
	Example filename: Smith_Jane_portfolio
	Write "LTU TRANSFER PORTFOLIO" in the email subject line.
	Email the document to "archportfolio@ltu.edu"

Evaluation of the Portfolio   Catalog descriptions for the following courses are provided here so that students and facultycan be fully informed as to our expectations. Faculty coordinators determine learning objectives for the courses below that correspond to the 2020 Conditions for Accreditation established by the National Architectural Accrediting Board (NAAB) and are the same criteria by which student work completed at LTU is assessed.

Design Principles Catalog Description
An introduction to formal and process principles that underlie all design disciplines. The course explores both fundamentals of visual interpretation as well as conceptual processes and tactics that are involved in building more complex methodologies. The focus of the course is on visual literacy, formal principles and the identification of relevancies as building blocks in design project significance and meaning.

Design Methodologies Catalog Description
Advanced application of basic principles in dynamic situations that include multiple disciplinary interests and priorities. Students are introduced to working methodologies that are used in design contexts practice to ideate, generate, explore, propose, and finalize works of design. Disciplinary-specific contexts are introduced within larger project-based delivery. (Studio)

Introduction to Visual Communication Catalog Description
Introduction to representational theory and practice within an architectural context. This coursework will introduce contemporary tools, application strategies, representational formats, and presentation methods with increasing complexity and consequence regarding design, technology, and practice. Students will utilize a precursory hybrid of digital and physical tools in the analytical representation of existing works of architecture. Course work visualizes architecture comprehensively as three-dimensional constructs and environments which become organized into two-dimensional visual information.

Visual Communications Catalog Description
Advanced representational theory and practice within an architectural context. This coursework will deeply examine contemporary tools, application strategies, representational formats, and presentation methods with increasing complexity and consequence regarding design, technology, and practice. Students will utilize an advanced hybrid of digital and physical tools in the analytical representation of existing works of architecture. Coursework visualizes architecture comprehensively as three-dimensional constructs and environments which become organized into two-dimensional visual information.

ID 1 Catalog Description
This course provides lecture, lab, and studio components focused on the integrated relationship between architecture and the landscape. The course views the landscape as a primary source of information for the making of architectural decisions about space, access, natural and built forms, and environmental soundness. The course teaches fundamental design principles, ordering systems, site analysis, graphic research methods, architectural and landscape precedents, and graphic documentation skills. The course builds on the skills addressed in the freshman studio courses, and prepares students to understand concepts of interior space and materials to be considered in ID2 and ID3. The studio component emphasizes integrated architectural composition; the lab emphasizes exploration and experimentation with design media and other specific design inquiries in support of the studio.

ID 2 Catalog Description
This course provides lecture, lab and studio components focused on the integrated relationship between architecture and interior space. The course conceives interior space as the study of light, color, texture and volume as it relates to human scale. The course objectives and outcomes are organized into four phases; gathering, finding, transforming and synthesis - and includes studies on building program, daylight and the haptic study of material. The course builds on the concepts of landscape and site from the ID1 course and prepares students to embrace concepts of tectonics to be considered in ID3. The studio component emphasizes integrated architectural composition; the lab emphasizes exploration and experimentation with design media and other specific design inquiries in support of the studio.