

PORTFOLIO WORKSHOP RESOURCES LIST AND INSTRUCTIONS

You are welcome to use your laptop computer for the workshop. Ideally you should use either the Photoshop or InDesign software packages. Printing onsite may not be available therefore Professor Linton will provide individual critiques at the end of the workshop.

For those who will be working with cut and paste from photocopies of your design work on layout pages and those working on computers, the most important aspect is first on the priority list here – samples of design evidence of your work from the best 2 – 3 design projects (sketches and finished documents) that you plan to definitely include in your portfolio. Students doing cut and paste should make photocopies from all the important design evidence from your top 2-3 design projects including preliminary sketching/drawing.

1. Photocopies: Make numerous photocopies of preliminary, intermediate and final project boards of undergraduate and/or graduate projects be they fine art, design, and architecture coursework from all years of school. Organize these photocopies in folders per project. **Reminder:** Projects from work in professional offices, summer jobs, also may be included - photocopy (see Project Selection Guidelines Handout).

2. Proportional Scale: OPTIONAL! This is a round plastic scale with a grommet in the center used by graphic artists for calculating the increased or decreased size of images or areas in a graphic design. Some people call them 'proportional wheels'. They have inch measurements on the outside and inside wheel that create 'ratios' for planning size changes in a layout design. The instructor will have one in class.

3. 2-3 Glue sticks

4. T-square, triangles (45, 30/60) metal rule, pencils (2H), erasers, x-acto knife or utility knife with new blades, cutting surface (i.e., chip board or cutting mat), fine point black marker pen, calculator, drafting or scotch tape, PUSH PINS.

5. A roll of tracing paper or pad of vellum paper - any size.

The Workshop will provide the following:

1. The workshop will provide standard size ruled layout sheets for the creation of our page layout designs at the following sizes: 8.5" x 11"; 8.5" x 14"; 11" x 17". If you have any other size format thoughts, you may wish to 'customize' some blank paper and rule typical margins of 3/4" on all sides and make 20 copies to bring with you to the workshop.

2. Lecture to discuss rehearsal portfolios in the workshop.

3. Examples of book design, portfolios, and professional brochure designs.

A large pin-up area. Example layout of book design and sample student portfolios.

PROJECT SELECTION GUIDELINES

GENERIC SHOPPING LIST OF PORTFOLIO CONTENTS TO BRING TO WORKSHOP.

Your Work:

The following list should be altered, if necessary, to fit *your* specific requirements and project contents. Create a list of all items to be included in your portfolio. List these items in the specific sequence that they should appear in your portfolio. Once ordered, note your three strongest projects with an asterisk.

Then using manila folders per project, organize photocopies of all your work—one project per folder—to be cut and glued in the workshop activities. ***Bring all photocopies to the workshop.***

Course work: (photocopies) Selection of what is most appropriate for the content of your portfolio:

1. A selection of only the best projects from major courses.
2. A selection of projects from related course work.
3. Research & studies to support major projects.
4. A selection of electives.
5. A selection of projects taken from summer employment experiences.
6. A selection of work taken from previous employment.
7. A selection of work from professional employment experiences.
8. Technical Documents - Stills (Computer)
9. Technical documents created in support of existing projects and/or organized in sequence with those projects.
10. Stills from Computer-Aided Design, Drawing, Animation/Video

Notes:

1. The following pages will be created at the portfolio workshop (in addition to those above) and include a *Title Page, Design Statement, Contents Page, and Index.*
2. The storyboard and organization of your portfolio for application to a print portfolio or CD-ROM, Floppy Disks and/or animation and video formats all begin with a layout sequence and requires rehearsal and a clear storyboard layout design for the successful production/presentation of one's work.
3. Very Early Course Work: Unless the work was award winning, highly specialized in its artistry, design and/or accomplishment do not include it. Do not use high school work.

Try to do one storyboard sketch of a possible sequence of projects for your portfolio before the workshop – use the storyboard sheet included, choose which orientation suits your work best - either a vertical or horizontal orientation. Bring this storyboard study to the workshop.