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 DE 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 Basic Design, 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 (Basic Design 1 or 2, Visual Communication 1, 2, or 3, 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”

Portfolio Examples  
Please note that several sample student portfolios are available for viewing online.

Evaluation of the Portfolio  
The evaluation criteria for transfer credit are provided here so that students and faculty can be fully informed as to our expectations. The course objectives below correspond to the 2009 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. Faculty evaluators will assign a number from 0 - 4 to record the level of accomplishment in each course for which transfer credit is requested. These numbers correspond to achievement levels as indicated:

0= not addressed
1= addressed but not satisfactorily
2= addressed satisfactorily
3= addressed well
4= addressed exceptionally well

Evaluation Scales  
*The overall portfolio assessment, item 1, is advisory only but should be considered by students as they update portfolios for future submittals at CoAD and the profession.*

1. Overall design, clarity, organization, and completeness of the portfolio
   0  1  2  3  4

Basic Design 1 Objectives  
A score of 8 out of 12 points possible is required for transfer credit.

2. Design Thinking Skills (NAAB: A2)
   0  1  2  3  4

3. Fundamental Design Skills (NAAB: A6)
   0  1  2  3  4

4. Ordering System Skills (NAAB: A8)
   0  1  2  3  4

Basic Design 2 Objectives  
A score of 11 out of 16 points possible is required for transfer credit.

5. Design Thinking Skills (NAAB: A2)
   0  1  2  3  4

6. Fundamental Design Skills (NAAB: A6)
   0  1  2  3  4

7. Ordering System Skills (NAAB: A8)
   0  1  2  3  4

Visual Communication 1 Objectives  
A score of 6 out of 8 points possible is required for transfer credit.

8. Introductory Design Thinking Skills (NAAB: A2)
   0  1  2  3  4

9. Introductory Visual Communication Skills (NAAB: A3)
   0  1  2  3  4

10. Introductory Ordering System Skills (NAAB: A8)
    0  1  2  3  4
### Visual Communication 2 Objectives

A score of 8 out of 12 points possible is required for transfer credit.

11. Introductory Visual Communication Skills (NAAB: A3)  
   0 1 2 3 4

13. Introductory Technical Documentation Abilities (NAAB: A4)  
   0 1 2 3 4

12. Introductory Level Use of Precedents Skills (NAAB: A7)  
   0 1 2 3 4

### ID 1 Objectives

A score of 8 out of 12 points possible is required for transfer credit.

14. Investigative Skills (NAAB: A5)  
   0 1 2 3 4

15. Fundamental Design Skills (NAAB: A6)  
   0 1 2 3 4

16. Introductory Use of Precedents Skills (NAAB: A7)  
   0 1 2 3 4

17. Ordering System Skills (NAAB: A8)  
   0 1 2 3 4

18. Accessibility Skills (NAAB: B2)  
   0 1 2 3 4

19. Site Design Skills (NAAB: B4)  
   0 1 2 3 4

20. Introductory Structural Systems Skills (NAAB: B9)  
   0 1 2 3 4

20. Introductory Human Behavior Skills (NAAB: C2)  
   0 1 2 3 4

### ID 2 Objectives

A score of 17 out of 24 points possible is required for transfer credit.

   0 1 2 3 4

22. Fundamental Design Skills (NAAB: A6)  
   0 1 2 3 4

23. Use of Precedents Skills (NAAB: A7)  
   0 1 2 3 4

24. Introductory Ordering Systems Skill (NAAB: A8)  
   0 1 2 3 4

25. Pre-Design Skills (NAAB: B1)  
   0 1 2 3 4

26. Introductory Accessibility Skills (NAAB: B2)  
   0 1 2 3 4

27. Life Safety Skills (NAAB: B5)  
   0 1 2 3 4

28. Introductory Building Materials and Assemblies Skills (NAAB: B12)  
   0 1 2 3 4
29. Collaboration Skills (NAAB: C1)
   0________1__________2____________3__________4

30. Introductory Human Behavior Skills (NAAB: C2)
   0________1__________2____________3__________4

31. Introductory Practice Management Skills (NAAB: C5)
   0________1__________2____________3__________4

32. Community and Social Responsibility Skills (NAAB: C9)
   0________1__________2____________3__________4