

Department of Art and Visual Communication  
UVU AVC Department Student Portfolio Review  
(Student Outcomes Assessment)

As we prepare to conduct student portfolio reviews for the 2008–2009 school year, please note a few changes over how things have been done in the past.

**Instructions for academic advisors and faculty:**

- Posters will be distributed to announce the details of the Student Portfolio Review process. Refer to the poster for specific information or contact the Student Portfolio Review Coordinator with any questions

**FACULTY: Please display a poster in or near every classroom. Please announce the required portfolio review in all classes, and make periodic reminder announcements throughout the semester.**

- Students are instructed to pick up an “AVC Department Student Portfolio Review Submission General Requirements Checklist Form” from their academic advisor or from the Student Portfolio Review Coordinator
- Students will prepare portfolios of their work in CD-ROM format based on the instructions provided on the Checklist Form
- Students are to turn completed portfolios and checklists to their academic advisor or to the Student Portfolio Review Coordinator
- Academic advisors should give any portfolios they receive to the Student Portfolio Review Coordinator
- The Student Portfolio Review Coordinator will fill out the top portion of an UVU AVC Department Student Portfolio Review Scoring Sheet
- Student portfolios and Scoring Sheets will to be distributed to the appropriate program coordinator by the Student Portfolio review Coordinator for review based on the student’s emphasis listed on the Checklist Form
- Student Portfolio Review Coordinator will keep checklist forms on file as a record of submitted portfolios
- Student Portfolio Review Coordinator will follow up with program coordinators to ensure that reviews are completed and that assessments and appropriate documentation have been completed and returned.
- Student Portfolio Review Coordinator will tally assessment data and will report on results as required

FYI: A long-term plan is in the works to transition portfolio submission and review as an online process.

Let me know if you have any questions. Thanks!

Patrick Wilkey  
Assistant Professor of Graphic Design, GT-407, X6733  
(Student Outcomes Assessment/AVC Student Portfolio Review coordinator)

## UVU Art and Visual Communication Department Student Portfolio Review

Currently the Student Portfolio Review has been intended as a way for UVU AVC Department faculty to review student work for the purposes of evaluating our success as teachers, to note areas where we are doing a good job, and to note areas where improvements are necessary.

### CURRENT CHALLENGES:

- Too many students are not submitting portfolios
- Faculty is not participating in the review process
  - Submitted portfolios are not being reviewed by appropriate programs
- Non-standardized submission format makes it difficult to review portfolios consistently
- Non-standardized submission format makes it difficult to know who each student is, what their degree will be, and what program they are part of (and who should review a given portfolio).
- Non-standardized submission format makes it difficult to know within which category to evaluate each piece (i.e. texture, form, color, realism, etc.) or that all of the evaluation criteria is truly being addressed.
- Other?

### POSSIBLE SOLUTIONS/IMPROVEMENTS/BENEFITS:

**Short Term:** Required paper form and checklist, with printed instructions for portfolio submissions

- Have students fill out a form and follow a checklist with specifics for submission format and requirements (see UVU AVC Department Student Portfolio Review Form)
- Submitted portfolios will be standardized and will have necessary information for the distribution and evaluation of portfolios.

Department of Art and Visual Communication  
UVU AVC Department Student Portfolio Review Form  
(Student Outcomes Assessment)

**Information regarding BFA Portfolio Review**

Student Portfolio reviews (required for all graduating AVC students) are NOT the same as BFA Portfolio Reviews. If you wish to apply to a BFA program in the AVC department, please speak with the appropriate area coordinator for additional information and requirements.

.....  
Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Permanent Contact Address: \_\_\_\_\_

Permanent Contact Phone#: \_\_\_\_\_

Projected Graduation Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Degree sought:

2-Year:  AA     AS     AAS Emphasis: \_\_\_\_\_  
(If you have declared no emphasis, list the program which offered the majority of the AVC classes you took)

4-Year:  BA     BS     BFA Emphasis: \_\_\_\_\_  
.....

Use the checklists on the following pages to ensure you have completed all steps for the Student Portfolio Review.

**Portfolio Deadline:**

Portfolios must be submitted no later than 5:00 pm on the Thursday of Finals Week during the semester you are completing your graduation requirements.

**Submit the following:**

- Include your portfolio files on CD-ROM disc clearly labeled with your name and student ID #
- Attach a completed copy of the UVU AVC Department Student Portfolio Review Form.  
All portfolios must contain works pertaining to Section One of this form  
Four-year degree candidates must also include works pertaining to Section Two of this form

**Submit portfolios to:**

Last names A–G:	Tara Skinner	Phone: 801 863-6867	Office: GT-619A	Email: tara.skinner@uvu.edu
Last names H–Z:	Rae Ann Ellis	Phone: 801 863-6412	Office: GT-619C	Email: ellisra@uvu.edu
Or to:	Patrick Wilkey	Phone: 801 863-6733	Office: GT-407	Email: wilkeypa@uvu.edu

**For more information:**

Rae Ann Ellis	Phone: 801 863-6412	Office: GT-619C	Email: ellisra@uvu.edu
Tara Skinner	Phone: 801 863-6867	Office: GT-619A	Email: tara.skinner@uvu.edu
Patrick Wilkey	Phone: 801 863-6733	Office: GT-407	Email: wilkeypa@uvu.edu

**AVC DEPARTMENT STUDENT PORTFOLIO REVIEW SUBMISSION  
GENERAL REQUIREMENTS CHECKLIST:**

Students must submit a grand total of 15 different pieces minimum, up to 25 different pieces maximum.

- Two-year degrees include works pertaining only to Section One (see below)
- Four-year degrees include works pertaining to Section One, plus pieces for Section Two (see below)

All portfolio submissions will be submitted as jpeg (.jpg) files on CD-ROM. (More information follows.)

- High-quality digital photos, digital scans, digital images produced from original digital files (if applicable). For the purposes of self promotion students will likely need (and will likely have already completed) the production of such files as part of their personal portfolio.

Contact the lab manager if you require technical assistance preparing your CD-ROM

**File format requirements:**

All portfolio pieces must be submitted as individual jpeg (.jpg) images (one piece/creative work per file).

- Do NOT include pdf files or any other file formats (with the exception of web/interactive files, see below).
- Interactive designs or animations should be provided as still images or screen captures representative of the creative work. Include up to six images as a series (or storyboard) in a single jpeg file for each creative work.
- Providing that appropriate jpeg files have been submitted, you may include additional web/interactive or animation files in standard file formats if desired.

(Check off this section when you have confirmed all file format requirements)

**File dimensions requirements:**

- Minimum pixel dimension for each image is 500 pixels (vertical and/or horizontal)
- Maximum pixel dimension for each image is 1200 pixels (vertical and/or horizontal)
- Files should have a resolution of 72 dpi/ppi

(Check off this section when you have confirmed all file dimensions requirements)

**Filename requirements:**

Use the following guidelines to name each portfolio submission file:

- Include the prefix letter for each portfolio submission criteria at the beginning of each filename. (See sections One and Two below)
- Include up to six letters of your last name followed by two letters of your first name
- Limit the filename length to 32 characters

Example: "D-AndersJi TextureStillLife.jpg"

(Check off this section when you have confirmed all filename requirements)

**CD-ROM requirements:**

Use the following guidelines to name to properly prepare a CD-ROM for submission:

- Put all files for portfolio submissions on a CD-ROM formatted for both Mac and PC (ISO 9660 or "Mac and PC Disc" if using Toast).
- Your CD-ROM does not need to be fancy or particularly presentable. The disc is only the medium used to deliver your portfolio files. The files are what will be reviewed, not the presentation of the disc itself.
- Title the disc volume including up to six letters of your last name followed by two letters of your first name, your student ID Number, and semester and year of projected graduation.

Example: "AndersJi\_12345678\_Spring\_2009"

- Write your full name, degree, area of emphasis (if applicable), semester and year graduating on the disc.
- Place the disc in a protective envelope of jewel case and attach it to a completed UVU AVC Department Student Portfolio Review Form

(Check off this section when you have confirmed CD-ROM requirements)

**Portfolio form requirements:**

- Fill out all information on the UVU AVC Department Student Portfolio Review Form
- Include the completed form with your portfolio CD-ROM submission, attaching the disc and form together in some manner.

(Check off this section when you have confirmed all Portfolio Form requirements)

**UVU AVC DEPARTMENT STUDENT PORTFOLIO REVIEW SUBMISSION**

**SECTION ONE:**

**Drawing/Painting Skills Portfolio Submissions (Required for all majors/two- and four-year degrees):**

**Two-year students:**

- Include only works that you have completed specifically for the purposes of a course you took within UVU's AVC Department.
- Submit at least one (or more) pieces specifically representative of each and every category below.
- Submit 15–25 pieces total
- Two-year degrees submit pieces for Section One only.

**Four-year students:**

- Include only works that you have completed specifically for the purposes of a course you took within UVU's AVC Department.
- Submit one piece specifically representative of each and every category below (9 pieces total from Section One).
- Submit additional pieces for Section Two (6–16 pieces from Section Two, 15–25 submissions total).
- Four-year degrees should include pieces from each criteria for both Sections One and Two

If your submission could fall within more than one criteria, choose the one you think it fits within the best.

Check Done	Criteria Prefix	Criteria Description
<input type="checkbox"/>	A-	Contour, line, gesture
<input type="checkbox"/>	B-	Tone, value, rendering of three-dimensional form
<input type="checkbox"/>	C-	Depth and spacial illusion
<input type="checkbox"/>	D-	Texture, mark making, handling of medium
<input type="checkbox"/>	E-	Composition: Focal point, direction of viewer's eye
<input type="checkbox"/>	F-	Composition: Usage of positive and negative space
<input type="checkbox"/>	G-	Composition: Balance (symmetrical or asymmetrical)
<input type="checkbox"/>	H-	Accurate (realistic) representation/recreation of subject matter
<input type="checkbox"/>	I-	Creative or personalized stylization (non-realistic/abstracted) representation of subject matter

**UVU AVC DEPARTMENT STUDENT PORTFOLIO REVIEW SUBMISSION**

**SECTION TWO:**

**Area of Emphasis Portfolio Submissions (Required ONLY for four-year degrees):**

- For this section, submit only pieces that are part of your area of emphasis (see below).
- Submit one or more pieces specifically representative of each and every category within your area of emphasis.
- DO NOT submit pieces for Section Two that are outside of your area of emphasis
- Submit 6–16 pieces for Section Two, for a grand total of 15–25 pieces in Section One plus Section Two.
- If a submission piece could fall within more than one criteria, choose the one you think it fits within the best.

**Check Criteria**

**Done Prefix Criteria Description**

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**Drawing and Painting**

- D1- Demonstrates proficiency using the elements and principles of design (line, color, value, shape, unity, variety, dominance, balance, etc.)
- D2- Demonstrates perceptual drawing/painting skills
- D3- Demonstrates conceptual drawing/painting skills
- D4- Demonstrates proficiency in the use of the chosen media
- D5- Optional: Submit additional emphasis pieces demonstrating significant skills.

**Graphic Design**

- G1- Demonstrates proficiency using the elements and principles of design (line, color, value, shape, unity, variety, dominance, balance, etc.)
- G2- Demonstrates proficiency in effective visual communication, conceptually and typographically
- G3- Demonstrates proficiency use of software applications and in mechanical reproduction processes
- G4- Optional: Submit additional emphasis pieces demonstrating significant skills.

**Illustration**

- I1- Demonstrates proficiency using the elements and principles of design (line, color, value, shape, unity, variety, dominance, balance, etc.)
- I2- Demonstrates proficiency using concrete concepts
- I3- Demonstrates proficiency using abstract concepts
- I4- Demonstrates proficiency in the chosen media
- I5- Optional: Submit additional emphasis pieces demonstrating significant skills.

**Photography**

- P1- Demonstrates proficiency using the elements and principles of design (line, color, value, shape, unity, variety, dominance, balance, etc.)
- P2- Demonstrates proficiency in photographing concrete concepts
- P3- Demonstrates proficiency in photographing abstract concepts
- P4- Demonstrates proficiency in darkroom techniques (black and white)
- P5- Demonstrates proficiency in darkroom techniques (color)
- P6- Demonstrates proficiency in the use of photographic lighting
- P7- Optional: Submit additional emphasis pieces demonstrating significant skills.

**Three-Dimensional Art**

- T1- Demonstrates proficiency using the elements and principles of design (line, color, value, shape, unity, variety, dominance, balance, etc.)
- T2- Demonstrates proficiency with the proper use of scale and proportion
- T3- Optional: Submit additional emphasis pieces demonstrating significant skills.

Department of Art and Visual Communication  
**UVU AVC Department Student Portfolio Review Scoring Sheet**  
 (Student Outcomes Assessment)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Projected Graduation Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Degree sought:

**2-Year:**  AA     AS     AAS Emphasis: \_\_\_\_\_  
 (Emphasis or the program which offering the majority of the AVC classes taken)

**4-Year:**  BA     BS     BFA Emphasis: \_\_\_\_\_

**Instructions for the review of student portfolios by instructors:**

- Use this form to evaluate the portfolios submitted by graduation candidates. Use one form per student.
- Fill out Section One for both 2- and 4-year degrees, fill out the appropriate area of emphasis portion of Section Two for 4-year degrees only.
- Assess each piece submitted based on the criteria prefix.  
 (Criteria prefix should be included in the filename of each piece being reviewed.)
- Return completed forms to the Student Portfolio review Coordinator within two weeks of the date above.

Assign a score for each criteria based on the following scale:

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Novice</b>	<b>Improving</b>	<b>Intermediate</b>	<b>Advanced</b>	<b>Expert</b>

	<b>Criteria</b>	
<b>Score</b>	<b>Prefix</b>	<b>Criteria Description</b>

**SECTION ONE: Core Skills** (2-year degrees: Section One only, 4-year degrees: Section One and Section Two)

- \_\_\_\_\_ A- Contour, line, gesture
- \_\_\_\_\_ B- Tone, value, rendering of three-dimensional form
- \_\_\_\_\_ C- Depth and spacial illusion
- \_\_\_\_\_ D- Texture, mark making, handling of medium
- \_\_\_\_\_ E- Composition: Focal point, direction of viewer's eye
- \_\_\_\_\_ F- Composition: Usage of positive and negative space
- \_\_\_\_\_ G- Composition: Balance (symmetrical or asymmetrical)
- \_\_\_\_\_ H- Accurate (realistic) representation/recreation of subject matter
- \_\_\_\_\_ I- Creative or personalized stylization (non-realistic/abstracted) representation of subject matter

\_\_\_\_\_ **TOTAL**

**Criteria**

**Score Prefix Criteria Description**

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**SECTION TWO: Emphasis Area Skills (4-year degrees: Area of emphasis only)**

**Drawing and Painting**

- \_\_\_ D1- Demonstrates proficiency using the elements and principles of design  
(line, color, value, shape, unity, variety, dominance, balance, etc.)
- \_\_\_ D2- Demonstrates perceptual drawing/painting skills
- \_\_\_ D3- Demonstrates conceptual drawing/painting skills
- \_\_\_ D4- Demonstrates proficiency in the use of the chosen media
- \_\_\_ D5- \*Optional: Submit additional emphasis pieces demonstrating significant skills.
  
- \_\_\_ **TOTAL**

**Graphic Design**

- \_\_\_ G1- Demonstrates proficiency using the elements and principles of design  
(line, color, value, shape, unity, variety, dominance, balance, etc.)
- \_\_\_ G2- Demonstrates proficiency in effective visual communication, conceptually and typographically
- \_\_\_ G3- Demonstrates proficiency use of software applications and in mechanical reproduction processes
- \_\_\_ G4- \*Optional: Submit additional emphasis pieces demonstrating significant skills.
  
- \_\_\_ **TOTAL**

**Illustration**

- \_\_\_ I1- Demonstrates proficiency using the elements and principles of design  
(line, color, value, shape, unity, variety, dominance, balance, etc.)
- \_\_\_ I2- Demonstrates proficiency using concrete concepts
- \_\_\_ I3- Demonstrates proficiency using abstract concepts
- \_\_\_ I4- Demonstrates proficiency in the chosen media
- \_\_\_ I5- \*Optional: Submit additional emphasis pieces demonstrating significant skills.
  
- \_\_\_ **TOTAL**

**Photography**

- \_\_\_ P1- Demonstrates proficiency using the elements and principles of design  
(line, color, value, shape, unity, variety, dominance, balance, etc.)
- \_\_\_ P2- Demonstrates proficiency in photographing concrete concepts
- \_\_\_ P3- Demonstrates proficiency in photographing abstract concepts
- \_\_\_ P4- Demonstrates proficiency in darkroom techniques (black and white)
- \_\_\_ P5- Demonstrates proficiency in darkroom techniques (color)
- \_\_\_ P6- Demonstrates proficiency in the use of photographic lighting
- \_\_\_ P7- \*Optional: Submit additional emphasis pieces demonstrating significant skills.
  
- \_\_\_ **TOTAL**

**Three-Dimensional Art**

- \_\_\_ T1- Demonstrates proficiency using the elements and principles of design  
(line, color, value, shape, unity, variety, dominance, balance, etc.)
- \_\_\_ T2- Demonstrates proficiency with the proper use of scale and proportion
- \_\_\_ T3- \*Optional: Submit additional emphasis pieces demonstrating significant skills.
  
- \_\_\_ **TOTAL**

\* Average score of total number of pieces submitted (if any)