



2018 Entry Portfolio Review  
for the UNT Interior Design BFA Program

Each portfolio submitted for Review must include the following material:

1. A copy of your current Registrar-reviewed transcript (this can be unofficial).
  - A. Transcript shows that the student has successfully completed with a grade of C or better, or, is currently enrolled in the following courses:
    - Drawing for Interior Design (ADES 2630)
    - Art History Survey I (ART 2350).  
If the student has not started the Art History survey sequence, it must be completed prior to the start of the Spring 2019 semester in order to meet the requirements of admission to Interior Design major and prerequisite requirements for required ID art history courses. The student must include in folder an evidence of registration in case ART 2350 is being taken during winter session prior to Spring 2019.
  - B. The student **must highlight** these art courses with a highlighter marker.
  - C. **No** portfolio will be considered if the above requirements have not been met.

**Note:** For all students passing the review, you will be registered to ADES 2640 by the Design Department. Please make sure that you mark primary and secondary preferences of a section on the application form. We will make every effort to assign your preferred section, but be aware that this may not be possible. If you have any questions, you should contact the Design Department at: [design@unt.edu](mailto:design@unt.edu).

2. Creative work that exhibits competency in manual drawing/drafting and hand skills:
  - A. A schematic sequence including the following:
    - Physical model demonstrating an understanding of three-dimensional space.
    - Process Booklet illustrating concept development, quick sketch techniques, and design development for the three-dimensional model submission.
    - Concept statement for the included model. The statement should not exceed 50 words. Submit on a single sheet of white paper. Center your ID number and the project it relates to at the top of the page. Note the total word count in the upper right-hand corner of the page. This total does not include the ID number or project name. Place the concept statement in the folder with the transcripts and application form (see Item 6, 'submission guidelines' section).
  - B. 2-3 freehand sketches of interior spaces (may be included in Process Booklet).
  - C. A drawing sequence including the following (may be included in Process Booklet):
    - Floor Plan with furniture demonstrating an understanding of plan graphics, scale, drafting conventions (line quality, symbols, identification/labeling, accuracy), and lettering.
    - Interior Elevations demonstrating an understanding of plan graphics, scale, drafting conventions (line quality, symbols, dimensioning, identification/labeling, accuracy), and lettering.
    - A Perspective Drawing demonstrating an understanding of three-dimensional space.

All work should exhibit competency in craft, application of appropriate design principles and elements, critical thinking, organization and creativity.

3. A completed application form.
4. A postage-paid, self-addressed #10 envelope for the return of the results of the Entry Portfolio Review.

## SUBMISSION GUIDELINES:

1. All flat work must be presented in a portfolio with the eight-digit student ID number clearly printed on the outside. The student ID number should be placed on the bottom of the model. The student's name should not appear on any of the included work. It should only appear on the submission form and transcripts. **Any portfolio with a student name clearly readable on individual projects will not be reviewed. This includes names on all contents, support documentation, assignment sheets, etc.**
2. The program strongly recommends that students submit their work in a red art portfolio in the smallest size possible to accommodate their work. Use of more expensive portfolios will not improve the probability of acceptance. **No** cloth or other handmade portfolios may be used.
3. Drafted examples should be submitted in blackline/photocopy. Faculty may request submittal of original work after the review.
4. All work must be labeled on the back with a 2" x 3" (approximately) white label in the upper left-hand corner. Include your ID number and requirement it fulfilled: e.g., Floor Plan, Elevations, etc.
5. In the lower right-hand corner of each label, number every one of your entries as part of the drawing sequence, e.g., 1/4, 2/4, etc.
6. Application, transcripts, self-addressed envelope and concept statement should be placed in a folder within the portfolio. The folder should have the student ID number on the upper right-hand corner of the front cover.
7. Failure to present work according to these guidelines will result in the removal of the portfolio from consideration.
8. **No Interior Design faculty or staff member** at the University of North Texas will assist a student in pre-screening or selecting the pieces for this portfolio. The student's selection process will provide evidence of critical, analytical skills. This will be strictly adhered to in order to avoid giving any student an unfair advantage over others who might not have access to the faculty.

## REVIEW SCHEDULE:

**Turn in Entry Portfolio:** Turn work in to the Area Assistant on Wednesday, December 5, 1:30-5:00 p.m. and Thursday, December 6, 10:00-12:00 p.m. and 1:00-4:30 p.m. tentatively. No portfolio will be accepted after 4:30 p.m. on December 6, 2018. The student will be assigned a number for their portfolio by the area assistant at this time. Due to the renovation of ART building, we are still working on a space for reception and review. Location and hours when portfolios will be accepted will be finalized and posted the week prior to the review.

**Entry Portfolio Review:** Faculty will review portfolios beginning Friday, December 7, 2018.

**Entry Portfolio Review Results:** All students whose portfolios are reviewed will receive the results of the review by mail 2-3 weeks following the review.

**Portfolio Pickup:** Students may pick-up their portfolios Monday, December 10, 10:00-12:00 p.m. and 1:00-4:30 p.m. Portfolios not retrieved by Friday, January 18, 2019, 5:00 p.m., will be destroyed. Specific information about pick up will be distributed with the portfolio receipt at time of submittal.

## NOTE TO APPLICANTS:

**Any student not passing the Entry Review may resubmit one (1) additional time at the next year Entry Review. No sophomore portfolios will be reviewed at other times during the academic year.**

**All students must pass the Entry Review before being admitted to upper division classes.**



**2018 Entry Portfolio Review  
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Application Form (Include in Folder)**

**TYPE OR PRINT:** Please print carefully. Use a slash through any zero to indicate that it is a number and not the letter 'O'. Use serifs when writing an "I" to distinguish from an "L". Write a number "1" with serifs to distinguish it from the letter "l".

Name \_\_\_\_\_ ID # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City State Zip

Email Address (myUNT only): \_\_\_\_\_

Phone Number(s): Where you can be reached this semester AND during the winter break.

\_\_\_\_\_

Fall & Winter 2018 Phone

\_\_\_\_\_

Spring 2019 Phone

COURSE	TAKEN AT	YEAR/SEMESTER	GRADE
ADES 2630 Drawing for ID			
ART 2350 Art History Survey I			
ART 1200/1301 Art Appreciation			
ART 1440 Design I			
ART 1450 Design II			
ART 1500 Drawing I			
ART 1510 Drawing II			
ADES 1625 Intro to ID			

Check your preferred section of ADES 2640 for Spring 2019. Number 1 as primary choice and 2 as secondary choice. We will make every effort to meet your preference, but must also ensure that we have even numbers across both sections.

\_\_\_ ADES2640.501 MW 08:00am – 10:50am

\_\_\_ ADES2640.502 MW 01:00pm – 03:50pm

NOTE: The completion of this form does **NOT** eliminate the required transcripts. You **MUST** include both the transcripts as noted in items 1a – 1c **and** this form in a folder as outlined in item 6 in the notes section of the guidelines.