



Photographic Imaging Department

AA Portfolio Requirements, Procedures and Criteria

Overview

The Photographic Imaging curriculum at the Art Institute of Washington includes two key assessments to gauge academic progress and professional preparedness at critical junctures as a student progresses through the program of study. The outcomes of these reviews are used to develop advisement strategies for building upon strengths and addressing weaknesses in the student's body of work.

Portfolio Assessment Schedule

- AA Assessment 1 – after completion of P203 Studio and P207 Digital Darkroom*
- AA Final Assessment – to gain entrance to P205 Portfolio

*All students should have Assessment 1 in or after their 4th quarter

Students may complete the course in week 10 and do the assessment in week 11 of the same quarter.

Pre-Assessments

To participate in the Assessment, all students must attend a Portfolio Meeting and pass the Pre-Assessment portfolio review held during Week 5. Times and locations will be posted.

Assessments

The Assessments are held every quarter on the Thursday of Week 11. Time and location will be posted.

Students will give a 5 minute introductory presentation. The student will leave the room and the review panel will review the work for 10-15 minutes. The student will return and will receive 5-10 minutes of feedback which will be recorded in the written evaluation.

Panel Review and Assessment

The review panel for all Assessments will be composed of Photographic Imaging faculty and at least one representative of the professional photographic community. This representative will be drawn from AiW Professional Advisory Committee (PAC) members and PAC member referrals.

The initial portfolio critiques prior to Assessments 1 and the Final are reviewed by a Pre-Assessment panel comprised of AiW Faculty.

The review panels will assess every student individually using established criteria. The review panel members will assess the strengths and weaknesses of the previewed work and advise each student accordingly. The student will be provided with a written evaluation of their work indicating the Assessment and/or Pre-Assessment outcomes with comments from the panel.

The Photographic Imaging Department Director will maintain an ongoing record of the student's progress, which will include all Assessments. The department chair will advise individual students as to the result of the Assessments.

Portfolio Structure

Required Materials

- The Portfolio itself should be a covered album with individual removable archival sleeves.
- Typed Image Title List
- Printed portfolio of the images listed on the Review Form
 - **AA Assessment 1** – 2 Student Choice, Lighting, Studio, Technical, Portrait, Pictorial, Landscape, and Still-Life
 - **AA Final Assessment** – 2 of each Student Choice, Lighting, Studio, Technical, Pictorial, On Location, Manipulation, and Editorial
- Supplemental materials listed on the Review Form
 - **AA Assessment 1** – Contact Sheet, Lighting Diagram, Critical Analysis or Artist Statement, Technical Description and Model Release
 - **AA Final Assessment**– Contact Sheet, Lighting Diagram, Critical Analysis or Artist Statement, Technical Description, Caption or Write-up, Model/Property Release, and Before Image (for Manipulation 1 & 2)
- Materials Folder
 - Resume
 - Photographer Biography
 - Custom Business card
 - One CD with Custom Case that includes 2 folders (**Portfolio** and **Documents**) The **Portfolio** folder includes all portfolio images as jpgs. The **Documents** folder includes Resume, Biography, Critical Analysis, Technical Descriptions and any Captions or Written Descriptions

*Acceptable file formats for documents: PDF, Microsoft Word .doc, Rich Text Documents .rtf or Simple Text .txt

Size

The size is up to the student, but should be no smaller than 11"x14." Prints should be either borderless or have a minimum of ¼" border evenly all around the image area. If you have uneven borders, i.e. full frame, use a ¾" boarder minimum for a 11" x 14" print; the minimum border is 1" on a 13"x19"



Borderless 11" x 14"
Cropped



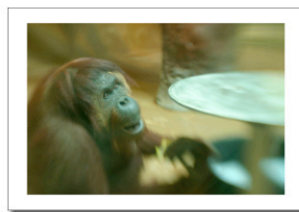
¼" Even Boarder 11" x 14"
Cropped



¾" Minimum Boarder 11" x 14"
Full Frame



Borderless 12" x 18"
Full Frame



1" Minimum Boarder 13" x 19"
Full Frame

Organization

The first page of the portfolio should include a typed image list. Each image should have a completed review form accompanying it on the facing page (any supplemental documents should be placed in the portfolio sleeve behind the corresponding review form.) Images should be organized as listed on the review sheet.

Portfolio Assessment Rules and Regulations

1. An average of 3.0 or above is a passing score.
2. An average of 2.9 qualifies the student for a provisional pass. Provisional passes are given once a student fulfills specific improvements as directed by the Photographic Imaging Department Director.
3. Students must pass each Assessment, and do so in order.
4. If a student does not pass an Assessment they must repeat the failed Assessment the following quarter.
5. Students may have no more than one Assessment per quarter.
6. Students must pass AA Assessment 1 to be considered for entry into P216 Portfolio Preparation.
7. Students must pass the AA Final Assessment to be considered for entry into P205 Portfolio.
8. Assessments are held during Week 11 after the student has completed the required courses.
9. To participate in the Assessment, all students must attend a Portfolio Meeting and pass the Pre-Assessment portfolio review held during Week 5.
10. A consensus of the review panel for Final Assessment will be required for a student to register for the final portfolio class (P205).
11. Final approval of the portfolio for presentation in the Portfolio Show will be made by the P205 portfolio instructor in conjunction with the Photographic Imaging Department Director.
12. There are no make-up Assessments or Pre-Assessments.
13. Substitutions for required piece(s) are determined by the Photographic Imaging Department Director.
14. Students should arrive at least 15 minutes before their scheduled review time. Students arriving after their scheduled review time will fail the Assessment.
15. Failure to dress professionally will adversely impact the Assessment score.
16. Students must bring ALL required components as listed in the information sheet for each Assessment and Pre-Assessment
17. Work that is not properly presented or is incomplete will be disqualified.
18. Disputes to your review outcomes must be submitted in writing within three days of receiving a score on the review to the Photographic Imaging Department Chair or they will not be considered.

More Information and Specific Dates Can be Found at-

www.sarahwichlacz.com/courses/portfolio