

CoAD College of Architecture and Design

Department of Architecture Portfolio Guidelines for Students Applying for Admission to the Master of Architecture / M.Arch Program

*These guidelines are for students applying for admission to the Master of Architecture program. **Submittal of a portfolio is required for admission to Track II, and is optional for admission to Track III and Track IV.***

Portfolio At this point in your careers, you understand that a portfolio is a document created and maintained by all architects that includes a substantial sample of professional and academic work. The objective of a portfolio within an academic setting is to reflect upon and communicate interests, aptitude, and accomplishment. The portfolio enables students and faculty to survey and understand the design progress of a student and to measure these achievements against the institution's stated objectives for its courses and curriculum. For upper division students, a portfolio is essential for admission to graduate studies and for finding employment in the profession. Based on this understanding, the Department of Architecture has adopted the following portfolio procedure.

Procedure Applicants for admission to the M.Arch program are required to submit a design portfolio to demonstrate that their work meets the learning objectives of undergraduate architectural design courses and that they are prepared to do graduate level work. The portfolio is to be well organized, comprehensive, and to have pertinent information about the student, the work, and the names of courses for which the work was prepared; for work prepared in professional offices, the projects should indicate the office in which the work was prepared and the specific role of the applicant in the development of that project. Applicants are welcome to include personal projects that will enable the admissions committee to develop a more complete understanding of the applicant's accomplishments. Please also include a student and professional resume in the portfolio.

Assessment and Admissions The graduate admissions review is intended to help the admissions committee understand the qualifications of our applicants, the appropriate placement of students in courses, and a student's potential for success in graduate studies.

- Students whose design work meets the level of competence established by the faculty of the Department of Architecture and who meet all other requirements for admission delineated in the application materials will be admitted to the M.Arch program.
- Students whose design work does not meet the level of competence expected of entering graduate students but who meet all other requirements for admission delineated in the M.Arch application materials may be admitted provisionally with further requirements for achieving acceptable grades and taking additional coursework, if necessary.
- Students whose design work does not meet the level of competence expected of entering graduate students or the

other requirements for admission delineated in the M.Arch application materials will be denied admission to the program.

Portfolio Guidelines

Please read these instructions carefully.

Format

Format the portfolio as a **single** .pdf file (one integrated file)

Length Orientation Cover Page

Maximum size: 15 MB

Presentation

Maximum 20 pages

Landscape format (long dimension oriented horizontally)

The cover page should include your name and banner identification number (if applicable), your email address, and the title: Portfolio.

Submittal Dates

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.

We admit students throughout the year but can only promise to review applications that are submitted, complete, by these dates.

For fall semester admission	July 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 initial_portfolio Example filename: Smith_Jane_portfolio
Write "LTU M.ARCH PORTFOLIO" in the email subject line. Email the document to admissions@ltu.edu

Evaluation of the Portfolio Part 4.3 of the 2020 NAAB Conditions for Accreditation states that "(A) program must demonstrate that it utilizes a thorough and equitable process to evaluate incoming students and that it documents the accreditation criteria it expects students to have met in their education experiences in non-accredited programs". The evaluation criteria for transfer credit and admission are provided here so that students and faculty can be fully informed as to how prior coursework and accomplishment will be assessed in their transcript and portfolio. The learning objectives below (items 2 through 8) correspond to the 2020 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. *Please note that in order to comprehensively assess these criteria, it may be necessary for LTU to request a copy of the undergraduate institutions NAAB SPC matrix, or specific course syllabi. This may result in a longer review period.*

Accomplishment and Learning Objectives

1. Overall design, clarity, organization, and completeness of the portfolio
2. Design (NAAB: PC2) Portfolio must demonstrate work responding to design at the building, site, and urban scales.
3. History and Theory (NAAB: PC4)
4. Health Safety and Welfare in the Built Environment (NAAB: SC1)
5. Regulatory Context (NAAB: SC3)
6. Technical Knowledge (NAAB: SC4) Portfolio must include an example of the applicant's understanding of construction systems and building enclosure.
7. Design Synthesis (NAAB: SC5)
8. Integrative Design (NAAB: SC6)

Please refer to the NAAB Student Performance Criteria (SPC) Program Criteria (PC) and Student Criteria (SC) excerpted from the *2020 Conditions for Accreditation*; NAAB

/ National Architectural Accrediting Board, Inc., approved February 10, 2020, and available online at the NAAB website.

NAAB periodically updates its standards; these revisions will be reflected in the criteria for admission to the M.Arch program at Lawrence Technological University as they become available and are approved by NAAB.