

# PORTFOLIO GUIDELINES

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Name  
Social Security Number



ART HISTORY AND THEORY

FILM

GRAPHIC DESIGN

IMAGING & DIGITAL ARTS

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TO ENSURE THE STRENGTH OF THE PROGRAM, THE VISUAL ARTS DEPARTMENT REQUIRES ALL APPLICANTS TO SUBMIT AN APPLICATION PORTFOLIO. ACCEPTANCE INTO THE PROGRAM IS BASED ON AN EVALUATION OF THE PORTFOLIO ALONG WITH THE OTHER MATERIALS OUTLINED IN THE APPLICATION TO THE UNIVERSITY.

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NEW GENRE


PHOTOGRAPHY

VIDEO/FILM

This packet contains all the information you'll need to complete the UMBC Visual Arts Department portfolio application.

# CONTENT CHECKLIST

## 1



art history & theory  
film new genre  
photography  
graphic design  
video/film  
imaging & digital arts

### REQUIRED PORTFOLIO ASSIGNMENTS

Applicants are required to complete two assignments and submit them with their portfolios. Directions are given below.

### PORTFOLIO CONTENT LIST

Use the insert to list all the pieces in your portfolio, including the title or description of the piece, its dimensions, and the medium.

### TWO REFERENCE LETTERS

Reference letters should be written by individuals who are in a position to assess your ability and commitment as an artist. One reference must be from a high school teacher or college professor. References should mail these letters directly to the Department of Visual Arts at UMBC.

### ARTIST STATEMENT OF INTENT

Your application must include a brief, typed essay of 200-350 words describing your interests and ambitions as an artist.

### TRANSFER STUDENTS/CURRENT UMBC STUDENTS

Students with previous college credit must submit a transcript (for every college attended) with their visual arts portfolio. These transcripts need not be official.

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Once the Admissions Office receives your completed application, and the Visual Arts Department receives your completed portfolio application, we will review your work. Be sure to indicate your intended emphasis and list your portfolio review date on the Visual Arts application form.

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## PORTFOLIO PREPARATION



Pragya Patel Nandan

Your portfolio should contain the two required assignments as well as six to eight additional pieces, produced in the past two years, that best represent your abilities as an artist. Examples of acceptable media include drawing, painting, photography, video, audio, performance documentation, installation documentation, computer-generated images, written analysis of an artist and/or a work of art, and creative writing.

Although slides are encouraged, all applicants, except Artist Scholars, may submit original 2D work. All 3D work must be submitted in slide and/or video format. Time-based media must be cued to view the best three minutes of the work. A portfolio may contain a combination of slides and original work.

Although every effort is made to ensure the safety of your work, UMBC cannot guarantee its safe return. For this reason, we recommend the submission of a slide portfolio.

- All UMBC applicants must submit a completed Undergraduate Admission Application along with all supporting documents outlined in the application to the UMBC Admissions Office.
- University applications must be received at least two weeks prior to your selected portfolio review.
- Notification of University admission will usually be made prior to notification by the Visual Arts Department.
- Visual Arts applicants must also submit a Visual Arts Admissions Portfolio to the Department of Visual Arts at UMBC.

### ARTIST SCHOLAR CANDIDATES

Artist Scholar candidates must submit a portfolio on slide, disk and/or video format (unless it is written work). Artist Scholar portfolios must be mailed by the Artist Scholar deadline. Artist Scholar candidates do not need to submit a second portfolio or indicate a portfolio review date on the front of the Visual Arts Application folder.





## REQUIRED ASSIGNMENTS

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THESE TWO ASSIGNMENTS ARE  
REQUIRED AND MUST BE INCLUDED IN  
YOUR PORTFOLIO.



Illustration: Peter Velthuis

### ASSIGNMENT 1

Choose an animal, plant, or industrial object. Using only torn pieces of black and white construction paper, design a representation of your subject by simplifying its physical characteristics into flat negative and positive shapes. Next, use a photocopy machine to enlarge or reduce the collage to create two interesting, abstract compositions that allude to or communicate the qualities of the original subject matter.

- Parameters

For all three compositions, work in a 6" x 6" format centered within a white 8-1/2" x 11" sheet. Use a fine, black felt-tip pen to create your 6" x 6" square.

### ASSIGNMENT 2

Select a place that you find interesting. Take four photographs of this place as a tourist would see it. Take four photographs of this place as an artist would see it.

- Parameters

You may use a disposable camera if no other is available. You are not required to process the film yourself. You may use either color or black-and-white film. Print size is up to you.

Should I wait for the letter of acceptance into UMBC before applying to the Visual Arts Department or do I apply to the program before I am accepted into the University?

You must submit your University application at least two weeks prior to the portfolio review date you select on your Visual Arts Department Application. However, you do not need to wait for University notification before submitting your portfolio.

What happens if I am accepted into the University, but not the Visual Arts Department?

You may elect to pursue another major at the University. You are also free to re-apply to the Visual Arts Department.

May I contact the committee to inquire about the evaluation criteria?

The portfolio guidelines are very specific and should be read carefully before calling with questions. There are two assigned pieces you must submit along with six to eight pieces in

any medium which best represent your abilities as an artist. The committee is looking for originality, flexibility, motivation, good presentation skills, and overall creativity. These qualities can be demonstrated in any medium. Selecting the work for inclusion is part of your challenge. If you need help with this, consult your art teacher, professionals in the field, friends and family — and then make your own decisions.

Who is responsible for evaluating portfolios?

A committee of faculty members from the Visual Arts Department conducts the portfolio evaluations and admits students into the department.

The Visual Arts application form asks what my intended area of concentration is. What if I don't know?

You do not have to declare your concentration prior to your enrollment in the department. Once you have declared your concentration, you are free to change your mind at any time.

However, in some cases, a change may delay your expected graduation date.

Is it important to include a variety of media, or work in the medium I plan to pursue?

While it is good to demonstrate your ability in a variety of media, the guiding principle in selecting your work is that it best represent your abilities as an artist. In general, it is better to submit several strong pieces in the same medium than to submit weak work in a variety of media. The committee is looking for the specific qualities listed above, not for technical proficiency in the field you plan to pursue.

If, after reading the instructions carefully, I still have questions— who can I call?

You may call the Admissions Office at 410.455.2291 with questions. You may also email your questions to [mberry@umbc.edu](mailto:mberry@umbc.edu). To register for one of the regularly scheduled department tours led by a member of the Visual Arts Department, call 410.455.2150.

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light



air



water



light



air



water

**QUESTIONS?**

Illustration: P. L. Lee

Questions about Visual Arts? Find your answer at your convenience -the Visual Arts Department is on the Web! Our Web site, <http://mb.umbc.edu/> provides current information on curriculum, major requirements, and portfolio application.