

SPRINGFIELD COLLEGE
VISUAL & PERFORMING ARTS DEPARTMENT
PORTFOLIO GUIDELINES

Dear Potential Student:

Please read the following guidelines for preparing your art portfolio for review by a member of the Visual & Performing Arts Department. After you have been notified by the Admissions Department that your application is complete, please call to schedule an appointment to review your portfolio in person. Should you be unable to visit our campus, please arrange for your portfolio to be sent to the address listed below.

PORTFOLIO REVIEW GUIDELINES

- 1) Portfolio review in person:
 - A. Be prepared to present at least 15 pieces of original work, slides or photographs in a professional presentation
 - B. Be prepared to briefly discuss all aspects of your works; dates of completion, creative process and artistic training
 - C. Be prepared to discuss your areas of interest

- 2) Portfolio review via mail:
 - A. A minimum of 15 slides
~ slides should reflect your growth as an artist, ability to work with diverse media, skills and your creativity
 - B. Please indicate your name and program desired (undergrad/grad) on the top of the slide holder.
 - C. Each slide should be labeled with a number (1-15). In addition, each slide should include your name.
 - D. On separate piece of paper include the following information for each slide indicated with its corresponding slide number (1-15):
~ the title of each piece
~ the date of completion
~ medium used
~ approximate size of piece
 - E. Include an envelope with the address where you would like your slides returned.

- 3) Portfolio review via electronic media
 - A. Utilize PC format in CR Rom, Weblinks or Zip Disks

******Only if students are unable to meet in person should they submit their portfolio by mail.******

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**Send to:
Springfield College
Visual & Performing Arts Department
ATTN: Ron Maggio, Chairperson
263 Alden Street
Springfield, MA 01109**

While choosing pieces to include in your portfolio, do not limit yourself to two-dimensional work (you may use multiple slides for 3-D pieces). Objects that are difficult to transport to your personal portfolio review can be presented by way of slides or photographs. We understand that there will be significant differences in the number of art courses taken by each student. For this reason, your portfolio will be evaluated on the basis of your investment in the creative process versus the amount of instruction you have had. We will work to return your slides to you as soon as possible. If you have any unanswered questions, please call (413) 748-3930.