

**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 this program.*

**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.

<b>Portfolio Guidelines</b>	Please read these instructions carefully.
Format	Format the portfolio as a single .pdf file (one integrated file) Maximum size: 15 MB Resolution: 150 dpi resolution
Length	16 to 20 pages plus a cover page
Orientation	Landscape format (long dimension oriented horizontally), 8 ½ inches high x 11 inches wide
Cover Page	The cover page should include your name and banner identification number, your email address, and the title: Portfolio.
Presentation	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.

**Submittal Dates** 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 1
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

**Portfolio Examples** Please note that several sample student portfolios are available for viewing online.

**Evaluation of the Portfolio** 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. The learning objectives below (items 2 through 15) correspond to the 2009 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.

Definitions of all NAAB Student Performance Criteria (SPC) listed below are provided at the end of this document.

### **Accomplishment and Learning Objectives**

1. Overall design, clarity, organization, and completeness of the portfolio
2. Technical Documentation Skills (NAAB: A4)
3. Use of Precedents (NAAB: A7)
4. Ordering System Skills (NAAB: A8)
5. An Understanding of Historical Traditions and Global Cultures (NAAB: A9)
6. Pre-Design Skills (NAAB: B1)
7. An Understanding of Accessibility Principles (NAAB: B2)
8. Site Design Skills (NAAB: B4)
9. An Understanding of Life Safety Principles (NAAB: B5)
10. Comprehensive Design Skills (NAAB: B6)
11. Understanding Environmental Systems (NAAB: B8)
12. Understanding Structural Systems (NAAB: B9)
13. Understanding Building Envelope Systems (NAAB: B10)
14. Understanding Building Service Systems (NAAB: B11)
15. Understanding Building Materials and Assemblies (NAAB: B12)

Please refer to the NAAB Student Performance Criteria (SPC) excerpted from the *2009 Conditions for Accreditation*; NAAB / National Architectural Accrediting Board, Inc., approved July 10, 2009, effective April 1, 2010 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.