Graphical Communication & Spatial Analysis

Initial/Final Digital Portfolio Requirements

Rationales

The outcome of this requirement is a digital portfolio of your engineering/technical graphics work to use for internship, co-op, and permanent professional positions. The goal is to allow you to show possible employers actual engineering/technical graphics experience using both freehand sketching and CAD technologies.

Formatting Requirements

The following is required to receive full credit:

- **The portfolio notebook must be completed in a website (you are free to use any free online templates, e.g. WIX, Adobe Portfolio).** The sketch assignments need to be **scanned** and inserted in the direction the sketches have been created and the CAD assignments are to be full screen shots with the specification tree expanded to the feature level. Isometric sketches and orthographic sketches need to be inserted in landscape view (**Make sure you revise the sketches if you haven't sketched them in the proper orientation. The two scans of the sketches in pair should be the same size and both included even if one is blank**).
- The following sections are needed:
    - Cover page
        - Course number and name.
        - Your name (FIRST LAST) [must be computer typed and not freehand]
        - Freehand or CAD illustration of your choice that you created in this course.
    - General Information
        - Syllabus (All pages)
        - Digital Portfolio Information page (This page)
    - Assignments (in the order that they were assigned. If you missed any then you need to make up the CAD/sketching ones for this portfolio and/or get the missing notes from a classmate and recopy them)
        - Must all read from the same direction. In others, words all landscape orientation.
        - CAD assignments:
            - Large print to see the model and specification tree clearly
            - Isometric view; the view is set centered and "Fit-all-in"
            - Specification tree needs to be expanded to an appropriate level for each feature/part
                - Sketch level for features in part design
                - Feature level for parts in assembly
                - Tracks and sequences expanded in DMU Fitting
                - Capture as much of the expanded tree as fits in one screen.
            - **DO NOT DISTORT THE IMAGE TO FIT THE SLIDE. THE CAD PRODUCT NEEDS TO LOOK RIGHT!**
    - Quizzes (if applicable) All quizzes taken and returned from lab instructor.
- Footer section with date, title, name, and page #. Make sure the footer is shown on every slide except the cover page and it is not covered by the slide content. "General Information" section title page should have slide number 1.

Submission Requirements

- **EVERY ASSIGNMENT, CGT 163 LP notes (does not apply to CGT 110), THE SYLLABUS, THE DIGITAL PORTFOLIO REQUIREMENTS, AND THE FINAL PROJECT MUST BE INCLUDED. FOR THE INITIAL PORTFOLIO, EVERYTHING NEEDS TO BE UP TO WEEK 06. FOR THE FINAL PORTFOLIO, EVERYTHING NEEDS TO BE UP TO WEEK 08.**
- **IF YOU MISS OUT ON 1-5 OF EVERYTHING NEEDED, YOU WILL RECEIVE FIVE (5) POINTS OUT OF 10.**
- **IF YOU MISS MORE THAN 5 OF THE REQUIREMENTS, YOU WILL RECEIVE ONE (1) POINT OUT OF 10.**
- **THE ABOVE APPLIES TO BOTH INITIAL AND FINAL DIGITAL PORTFOLIO.**