

## Undergraduate Digital Portfolio Guidelines (PC)

The work submitted for a digital portfolio will/should parallel the requirements of a film slide portfolio for RIT's College of Imaging Arts and Sciences School of Art, School for American Crafts and School of Design.

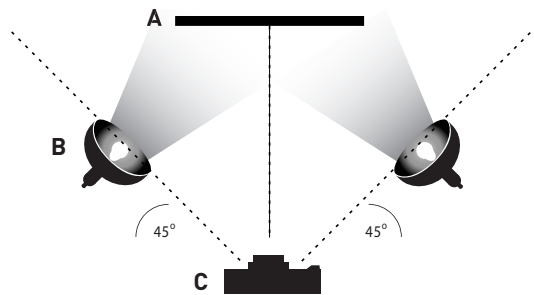
Acceptance into RIT's College of Imaging Arts and Sciences RIT's School of Art, School for American Crafts and School of Design requires a combination of academic and creative visual skills that is evaluated by the submission of a portfolio. Faculty will review the work to evaluate creative visual skills as well as potential for likely success in the major of choice. The following guidelines should be used in submitting digital portfolios.

Portfolios will be evaluated on the basis of drawing and design

ability, original ideas and craftsmanship. Submit 10 to 20 digital files of your best artwork. There should be a minimum of (5) five samples of drawings made from direct observation. These would include figure, perspective, still life and object drawing (not copied from photographs, comics, or "fantasy"). Other work may include painting, photography, page layout designs, two-dimensional design, and sculpture, models, mechanical drawings and marker renderings.

The RIT faculty would like to stress the clarity of the digital image is of utmost importance. This is the representation of your artwork that we use to evaluate prospective students in our programs. The following comments are directed toward the use of a digital camera.

### PHOTOGRAPHING



**POSITIONING:** When taking images make certain camera is at 90 degrees (perpendicular) to the art work.

**A)** Art Work on wall. **B)** Spot Lamps. **C)** Digital Camera.

#### LIGHTING:

Please photograph artwork with adequate lighting (daylight or well lighted room recommended). Use camera flash with caution. It may washout your images or create glare.

#### CAMERA POSITIONING:

Make certain your camera is parallel with the artwork you are photographing. This eliminates distortion of the artwork.

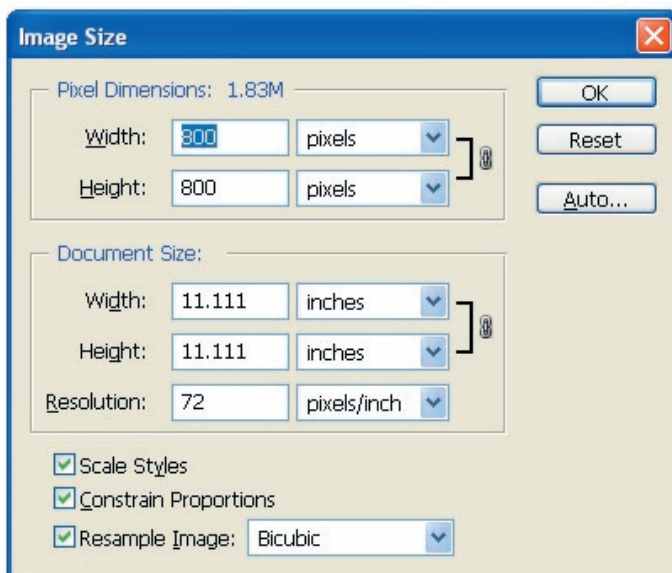
#### CAMERA SETTING:

A medium to high quality image setting on the digital camera would be sufficient.

Only include an image showing proper lighting and camera angle.

After all work is photographed, download the images to your computer using the manuals provided with your equipment.

### FILE PREPARATION



#### FILE SIZE:

None of the image files submitted should exceed the physical size of 11.1 inches (800 pixels) for the height or width at the resolution of 72 pixels per inch. The example is showing the maximum, your images do not need to be submitted square.

#### ORIENTATION:

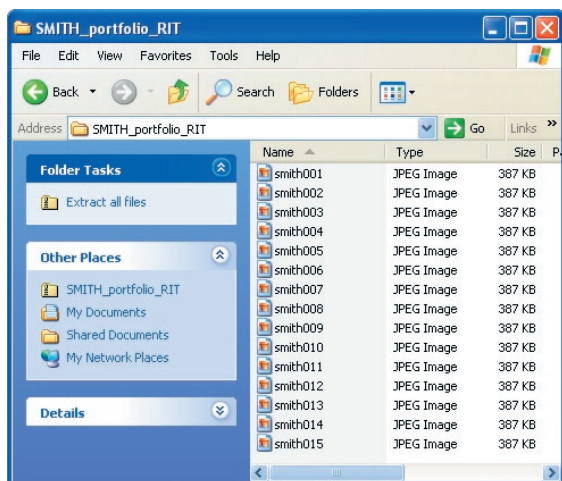
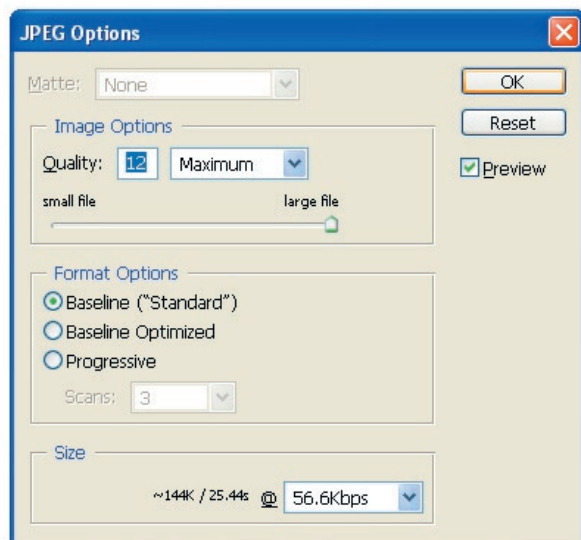
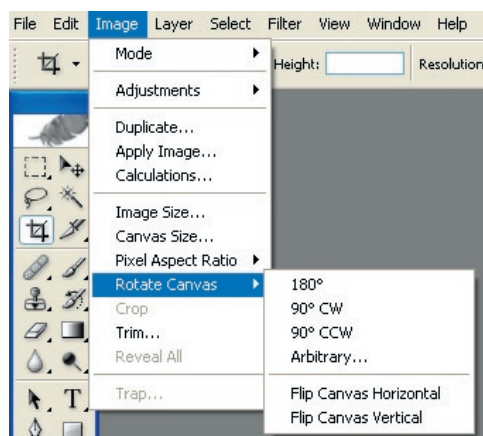
If the image is sideways or upside down when the file is opened, rotate the image so it matches the original. It is important to rotate the images to their proper orientation.

#### CROPPING:

Crop out unnecessary objects from the image. The cropping of images submitted allows faculty reviewers to focus on the work you are submitting.

#### IMAGE ENHANCEMENT:

If the image files of your artwork are not accurate after photographing, image editing software is allowed to correct the appearance of the files you intend on submitting. Please use caution. It is important to maintain the integrity of the original artwork.



### FILE TYPE:

The file type of the images must be in JPEG format (.jpg) in RGB color mode..

### FILE NAME:

Please name each file you will be submitting with your last name and a number beginning with two zeros (smith001.jpg, smith002.jpg) with no spaces in-between them.

### FILE QUALITY:

When saving your file as JPEG (.jpg), you will be prompted with an option to save the "Quality" of your file. Always save at the highest setting.

### BURNING COMPACT DISK (CD):

When finished with all photographing and preparation, create a compact disk. Please refer to your own manuals to create a Compact Disk using your computer. Test when finished to be certain the disk works before sending.

The compact disk with all your files for portfolio review must be labeled with your full name, address, phone number and E-mail (if available). Please write legibly directly on the face of the compact disk with a black or blue permanent marker.

Package finished compact disk in a plastic case for protection.

### PRINTED LIST:

A typed, clear description of the image files on a separate sheet of paper should correspond to each numbered file. Information such as title, size, media, assignment or theme, if any, and any exhibition/award notations may be included. Make certain your full name, address, phone number and E-mail (if available) is included on this list.

### CHECKLIST

After you have read all the requirements below proceed to the checklist before sending your work to RIT.

**Please, be certain that you have met the criteria listed below.**

- ☐ 10 - 20 Images of creative work
- ☐ At least 5 Images drawn from observation
- ☐ File Names include Last Name and Numbers
- ☐ RGB Color Mode
- ☐ File Type is in .JPG format
- ☐ File Quality is Maximum
- ☐ Compact Disk is created
- ☐ Compact Disk is tested and works
- ☐ Labeled: Compact Disk is labeled with Full Name, Address Phone Number and E-mail.
- ☐ Printed List with necessary information

## NOTE

### \*NO WORK RETURNED

Digital portfolios submitted to RIT's School of design **WILL NOT** be returned. It is recommended that you make additional copies of the compact disk for your own records at the time of production of your materials.

### \*CANNOT OPEN COMPACT DISK/FILES

If we cannot open your compact disk or files, we cannot evaluate your portfolio.

### QUESTIONS/MORE INFORMATION

If you have questions about the requirements or you are interested in more information about RIT's College of Imaging Arts and Sciences, please visit our web site at: <http://www.rit.edu> or call our admissions counselor at: 585-475-2968.