

**SCI-ARC
GATEWAY PORTFOLIO
CHECKLIST
2021**

COURSE MATERIALS

Your unofficial transcript or list of courses from “My Courses” is your checklist of courses to include in the portfolio. Depending on your program (BArch, MA1, MA2) refer to instructor's syllabus and recommendations about specific courses to include (or not), number of papers, etc. Only work from SCI-Arc should be included in the Gateway Portfolio.

Step 1:

Log on to My SCI-Arc, and click on the “My Courses” tab for a list of your current courses. Then select “Past Courses” from the drop-down menu, and then click “Hide all schedules.” This two-step process generates a list with course names you can copy and paste into a Word document.

You may also download/print a copy of your unofficial transcript from My SCI-Arc. Log on to My SCI-Arc, click on the “Advising” tab, then click on “Unofficial transcript” in the upper right corner of the page. While this is a one-step process, and can be used as a reference, it does not generate a document you can copy or paste into a Word document.

Step 2: REQUIRED COURSES

Include all courses with the codes below in your portfolio:

DS: Design Studio

AS: Applied Studies (core courses)

VS: Visual Studies (core courses)

Step 3: REQUIRED PAPERS

Choose 3-5 best papers from courses with the codes:

GS: General Studies

LA: Liberal Arts

CS: Cultural Studies

HT: History/Theory

Step 4: OPTIONAL ELECTIVES

Optionally include AS and VS elective courses.

Step 5:

Identify all courses in your portfolio (Contents, Chapter Headings) using course titles/names as listed on your unofficial transcript/My Courses list.

CONTENTS PAGE

The CONTENTS page is typically on the right side and includes Course Title (see below) and Page Number. Contents should reflect the portfolio organization. Carefully consider the structure and sequence of materials. It is recommended to group DS, VS, AS, GS/LA, CS/HT, and then use reverse chronology most recent work first.

By year -or- By Type (DS, VS, AS, etc.) Chronological -or- Reverse Chronological

Example for CONTENTS - use the **SHORT** nomenclature + Page Number

2B Design Studio 10

2A Design Studio 20

2B Visual Studies III 30

2A Visual Studies II 40

1B Visual Studies I 50

etc.

CHAPTERS FOR DS, VS, AS — IMAGES

Chapter Titles are typically on the right side and includes:

Example for CHAPTER TITLES (DS, AS, VS) - use the **LONG** nomenclature

2B Design Studio

Title of Studio

Semester Year (e.g. Fall 2016)

Instructor(s): FirstName LastName

Team Names (if applicable)

Course Description (from Syllabus, or your own words)

CHAPTERS FOR GS/LA, CS/HT — PAPERS

Select best papers from General Studies, Liberal Arts, Cultural Studies, and/or History Theory courses. Papers should be (re)formatted into columns (not full across pages). Images may be included in the layout.

Example for CHAPTER TITLES (LA, GS, CS, or HT) - use the **LONG** nomenclature

PAPER NAME

2A History of Architecture 2

Semester Year (e.g. Fall 2015)

Instructor(s): FirstName LastName

Portfolio — Graphic Criteria

Cover design

Title page

Contents page

Statement (~250 words)

Chapters: Course Title, Year/Semester, Instructor Name(s), Partner Name(s)

Description — your own words, or citation from syllabus

Typeface & Font Styles

Headers & Footers (indicating the section of the book for navigation)

Page Numbers

Captions (for majority of images and drawings)

Organization (clear structure and sequence of course materials)

Look & Feel (consistent visual language)

Examples on Dropbox:

<https://bit.ly/2KLWjvC>

Portfolio — Project Criteria

Designing

Drawing (Adobe Illustrator, Autocad)

3D Modeling & Scripting (Rhino, Grasshopper, Processing)

Coding (C++, Python, Raspberry Pi, etc.)

Physical Models (Laser cutting, 3D Printing)

Imaging (Photography, Photogrammetry, AR, Stop Motion)

Animating (Rigging in 3D program Maya, etc.)

Rendering (Rhino Vray, Keyshot, Maya)

Software Tools — Adobe Creative Suite

<http://www.adobe.com/creativecloud.html>

InDesign — Desktop Publishing Software (layout)

Illustrator — Graphic Design (linework)

Photoshop — Image Editing (photographs)

Bridge — Digital Asset Management (files)

Acrobat Reader — PDF Viewer (pre-press)

Free Lynda.com Account

Complete the LA Public Library e-card application online at:

<http://www.lapl.org/about-lapl/contact-us/e-card/e-card-registration>

Once registration is complete access Lynda.com Portal

<https://www.lynda.com/portal/sip?org=lapl.org>

Portfolio — 10 Key Steps

- Step 1—Collecting Files
- Step 2—Book Specifications, Paper, Binding (or Digital)
- Step 3—Organization
- Step 4—Designing Master Pages
- Step 5—Setting up Guides and Grids for Images
- Step 6—Setting up Guides and Grids for Texts
- Step 7—Selecting Typeface & Font Styles
- Step 8—Color Space
- Step 9—Flow Material
- Step 10—Proof Portfolio

Portfolio — Proofing Steps

1. Print 'contact sheet' to check sequence of material.
2. Print 'booklet' 100% double-sided with crop marks to check headers/footers, image resolution, line weights, etc.
3. PDF click-through to check consistent position of headers/footers, video playback, etc.

SCI-Arc Gateway Format:

The file format for upload must be a single file PDF, maximum 100mb in SPREADS (not pages).

Files that are over the size limit will not be accepted. Use compression settings that retain line work and image quality, while meeting file size requirements.

<https://helpx.adobe.com/indesign/using/pdf-options.html>

<https://helpx.adobe.com/indesign/using/exporting-publishing-pdf.html>

<https://www.youtube.com/watch?v=WpabFHS4qhw>

GRID SYSTEMS

Brockmann, Josef. Grid systems in graphic design: a visual communication manual for graphic designers, typographers and three-dimensional designers. New York: Visual Communications Books, Hastings House, 1981.

Samara, Timothy. Making and breaking the grid: a graphic design layout workshop. Beverly, MA: Rockport Publishers, 2005.

Tondreau, Beth. Layout essentials: 100 design principles for building grids. Gloucester, Mass: Rockport, 2009.

BOOKSTORES

HENNESSEY + INGALLS BOOKSTORE <https://www.hennesseyingalls.com/>

ARTBOOK Hauser Wirth & Schimmel <http://www.artbook.com/artbook-hws-la.html>

Arcana: Books on the Arts <https://www.arcanabooks.com>