

## Transfer Student Portfolio Guide

*Dear transfer student applicant,*

*Thank you for your interest in the Landscape Architecture program at Washington State University. As a part of your application, you will prepare and submit a letter of application and portfolio documenting your creative works. Landscape Architecture faculty will review your portfolio to determine admittance as well as placement level in the program and courses that may be substituted or waived in your program of study. As you prepare your portfolio please consider the below information, which is intended to assist you in organizing and prioritizing portfolio content. Feel free to contact Program Coordinator Jolie Kaytes with any questions you have regarding your personal portfolio.*

### Letter of Application

The letter of application is a professional letter that presents a personal statement of the student's academic and career goals and objectives, as well as her/his reasons for pursuing landscape architecture. The letter can include descriptions of past academic and work experiences to aid the faculty in understanding a student's interest in the profession. The letter will be the first page of the portfolio (see below) and must also include a current email and postal mailing address. The letter must be clear, direct, and professionally composed, and be four hundred (400) typewritten words or less.

### Portfolio

As stated above, in addition to the letter of application, each student must submit a portfolio. The work displayed in the portfolio may be taken from past courses or individual efforts. Work examples may be drawings, photographs, prints, or any images that demonstrate design skills and an understanding of design principles. Your portfolio should include work representing as many prior projects and courses as possible. We search the portfolio for evidence of design skills and knowledge in many areas.

In general, the portfolio should be comprehensive and a thoughtfully composed, professionally crafted presentation of images and texts that supports the student's goals and reveals her or his potential in the landscape architecture professional program.

### Additional Portfolio Guidance

**Include process work:** Do be sure to include process work in your portfolio. Design process work takes many forms including sketches, diagrams, matrices, design notes, sketch models, and others. In transfer student portfolios, include ample process work from as many projects as possible. Showing only the finished design product gives us little insight into *how* you answer questions and solve design problems. We are interested in *how you think* as well as *what you produce*.

**Include project descriptions:** Provide background information for all projects and assignments. For example: What were the project goals and requirements? What design concepts informed your work? What was the timeframe for the project? How was the scope of work defined? Where is the project located? This information can be taken from the original assignment provided by the instructor or you can provide a summary. Also, please include all pre-existing project information.

**Represent your digital design and communication skills:** Include projects and assignments demonstrating proficiency in design software and provide text describing all software used in each project or assignment. Required courses in the WSU program include instruction in Adobe CC/CS products (with emphasis on InDesign, Illustrator and Photoshop) as well as Autodesk AutoCAD and Revit. Document any experience you have using the above (or other) software within your design portfolio.

**Represent your technical design skills and knowledge:** Document work demonstrating your understanding of site engineering, construction standards, construction details, planting plans, and planting schedules. Include and describe any experience you have in specifying materials and/or generating schedules.

**Represent your application of design research and theory:** Design research and theories are used to inform and justify design solutions. Have you sought out research or theory and used this in your design process? Discuss the research or theory, include the source and describe how your design solution reflects your understanding of the research or theory.

**Represent your understanding of pre-design and programming tasks:** Include any projects or assignments focused on problem definition or formulating design questions. Have you developed a design program? Have you been asked to independently establish project goals? Have you engaged in research activities to better understand, define, or constrain a given problem or question? Include this information in your portfolio with text explaining the process.

**Provide a digital portfolio:** For transfer applicants we ask that you provide a digital copy of your portfolio in PDF format and that is be less than 12 mb. Contact the Landscape Architecture Program Coordinator in advance if you are unable to provide a digital portfolio.

In summary, portfolios must:

- Be digital documents saved in a PDF format and be less than 12 mb. Documents over 12 mb will not be accepted.
- Demonstrate your design capabilities in terms of professionalism, craftsmanship, and creativity.
- Demonstrate a clear intention, that is, there should be a logic that guides the document's content, form, and layout.
- Provide a concise written description about the significance and objectives of each displayed work.
- Display a range of core competencies (e.g., digital media, construction, design) and skills (e.g., leadership, writing, drawing), and experiences (this may include work from jobs and courses).

## Landscape Architecture Transfer Portfolio Guide | School of Design and Construction

*We hope you find this guide to be helpful as you organize your portfolio. If you have any specific questions not addressed in this guide, please contact Jolie Kaytes, Landscape Architecture Program Coordinator.*

Best,

Jolie

Jolie Kaytes

**Program Coordinator**, Landscape Architecture  
[jolie@wsu.edu](mailto:jolie@wsu.edu) 509.335.7331 Carpenter Hall 539