

## Transfer Student Portfolio Guide

*Dear transfer student applicant,*

*Thank you for your interest in the Interior Design program at Washington State University. As a part of your application, you will prepare and submit a portfolio documenting your creative works. A committee of Interior Design faculty will review your portfolio to determine admittance as well as placement level in the program and any courses that may be substituted or waived in your program of study. As you prepare your portfolio please consider the information included below. The intention of this guide is to assist you in organizing and prioritizing content within your portfolio. We do not expect all student portfolios to contain every item listed above. Each student is unique and comes to WSU with a different set of preparatory experiences. Feel free to contact Program Coordinator Matt Melcher with any questions you have regarding your personal portfolio.*

**Make your portfolio comprehensive:** 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. Do not narrow your portfolio to a few “favorite projects” representing your best work. If your portfolio presents limited work, you may be placed at an earlier level in the program as a result.

**Include process work:** The Interior Design program at WSU places heavy emphasis on the design process. Design process work takes many forms including sketches, bubble diagrams, matrices, design notes, sketch models and others. Many students are unsure of whether to include process work in their portfolios. In transfer student portfolios, include ample process work from as many projects as possible. Limiting your portfolio to include only the finished design product gives us little insight into *how* you solve design problems. We are interested in *how you think* as well as *what you produce*. Including your design process work in the portfolio provides a way for us to evaluate this important quality.

**Describe design concepts when used:** Design concepts encourage abstract thought and foster creativity and innovation. Describe your use of design concepts when solving the design problems included in your portfolio when applicable. Include and describe any diagrams, models, text, drawings, collages (or other items) as necessary to clearly articulate the conceptual framework.

**Include project descriptions:** Provide background information for all projects and assignments. For example: What were the project goals and requirements? 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. In the case of design projects include all pre-existing project information (for example, the floor plans and elevations your instructor provided you with as a starting point).

**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. Additional software instruction is available through elective course offerings. 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 building codes, regulations, conventions and standards. Examples include projects or assignments addressing universal design, the human dimension, proxemics, specific building codes and regulations (IBC, IRC, ADA), design detailing conventions and construction standards. Provide a written description of how the specific code, regulation or standard is addressed in the project or assignment. Include and describe any experience you have in specifying materials and/or generating material (or other) schedules. Any construction documents you have completed should be included as well.

**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 generated by others (and/or design 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. Have you developed a design program? Have you been asked to establish project goals independently? Have you engaged in research activities to better understand, define, or constrain a given problem? Include this information in your portfolio with text explaining the process.

**Provide a printed portfolio:** For transfer applicants we ask that you provide your portfolio in print form. Digital copies of your portfolio (saved to DVD, thumb drive, or web-based) can be included with your print portfolio and this is encouraged. In extenuating circumstances, the faculty will review a portfolio submitted only in digital form. Contact the Interior Design Program Coordinator in advance if you are unable to provide a printed portfolio.

*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 Matt Melcher, Interior Design Program Coordinator.*

Best,



Matt

Matt Melcher

**Program Coordinator**, Interior Design

[melcher@wsu.edu](mailto:melcher@wsu.edu) 509.335.1737 Carpenter Hall 531