

# SPRING 2021 BFA REVIEW

## Online Submission

### CALENDAR

- **February 8 - March 12**  
Students sign up for BFA Review
- **February 8 - March 25**  
Students meet with faculty for advice on BFA Review submissions
- **April 1**  
BFA Review Blackboard Group available for students to submit artwork
- **Thursday, April 8 by 10:00pm**  
Deadline for uploaded submission to Blackboard Group (see instructions)
- **Friday, April 16**  
Results emailed to students

Students have access to a photography studio in room 403 in the Art Building to document work.

To use the studio, students should make an appointment with a Photo Studio Lab Technician. The technician will provide access to the room and can assist students with lighting. To make an appointment, email [shsu-PhotoLabMonitor@gmail.com](mailto:shsu-PhotoLabMonitor@gmail.com) or go to room 418 to schedule an appointment or walk-in during lab tech hours.

### Photo Lab Hours

418E Lab Tech Office

Monday

8:00 – 1:00

4:00 – 9:00

Tuesday

10:00 – 9:00

Wednesday

10:00 – 2:00

4:00 – 9:00

Thursday

10:00 - 9:00

Friday

9:00 –5:00

Students are encouraged to meet with multiple faculty members for assistance in selecting work for the BFA review.

**Kate Borcharding**

art\_mkb@shsu.edu

*Teaching area:*

Drawing  
Printmaking

**Jon Bryson**

jrb132@shsu.edu

*Teaching area:*

Animation

**Meghan Cook**

mxc166@shsu.edu

*Teaching area:*

Animation

**Chuck Drumm**

chuckdrumm@shsu.edu

*Teaching area:*

Digital

**Emily Peacock**

emilyapeacock@gmail.com

*Teaching area:*

Photography  
Digital

**Becky Finley**

RLF001@shsu.edu

*Teaching area:*

Photography  
Digital

**Melissa Glasscock**

mxg102@shsu.edu

*Teaching area:*

Animation

**Shaun Griffiths**

stg008@shsu.edu

*Teaching area:*

WASH

**Pat Lawler**

art\_pkl@shsu.edu

*Teaching area:*

Drawing

**Edward Morin**

emm026@shsu.edu

*Teaching area:*

Animation

**Tony Shipp**

art\_trs@shsu.edu

*Teaching area:*

Sculpture

**Jess Simorte**

jxs117@shsu.edu

*Teaching area:*

WASH

**Eddie Wells**

ecw009@shsu.edu

*Teaching area:*

Studio  
Art Education

# BFA REVIEW Online Submission

## READ THESE INSTRUCTIONS CAREFULLY

These instructions, as well as a Q&A Discussion Group, can be found on the BFA Review Blackboard page. Find it under Blackboard > Home > scroll down to My Organizations

The BFA Portfolio review is required for students who have completed the Art Foundation Courses and who are applying to continue in a BFA program in Studio Art, Photography, Computer Animation or Graphic Design. **Students should sign up for the BFA review the semester after they have completed the following classes.**

- **ARTS 1313 & 1314 WASH**
- **ARTS 1316 Drawing**
- **ARTS 2313 Foundations in Digital Art**

Work from these classes may be included in the portfolio. Work from other classes in the Art Core (Ceramics, Life Drawing 1 & 2, Performance and Video Art, Painting, Photographic Concepts, Printmaking, Sculpture) or Animation or Graphic Design may be used if these classes have been taken. Work created outside of class may be included.

Students should choose their best works that meet the criteria on the Checklist. Do not submit extra work.

Students are encouraged to meet with a faculty member for assistance in selecting work the semester before they sign up for the BFA review.

### Eligibility

**All students who have successfully completed the foundation courses listed above, with a grade of C or above, must take the BFA review.**

Students who pass the review will sign a BFA declaration and may pursue a BFA Degree in Computer Animation, Studio Art, or Photography. Students who do not pass will sign a BA declaration.

The BFA Review may be repeated one time the following semester only. Students who do not pass the second time may pursue a BA in Art or a major in another department.

After passing the BFA Portfolio Review, Graphic Design majors must pass an additional Graphic Design Portfolio Review after taking Typography (ARTS 3322).

Students will receive scores that indicate areas for improvement.

Students are encouraged to seek mentoring from faculty if they receive a negative result.

All work will be submitted digitally. You will need to photograph each of your submitted pieces.

Tips for photographing your work can be found at this link:

<https://youtu.be/SrsKycVp-bA> .

Tips for photographing 3D work can be found at these two links:

<https://www.youtube.com/watch?v=6G6FHgWLIkI>

<https://artprof.org/courses/photographing-3d-artwork/>

Students have access to a photography studio in room 403 in the Art Building to document work.

To use the studio, students should make an appointment with a Photo Studio Lab Technician. The technician will provide access to the room and can assist students with lighting. To make an appointment, email [shsuPhotoLabMonitor@gmail.com](mailto:shsuPhotoLabMonitor@gmail.com) or go to room 418 to schedule an appointment or walk-in during lab tech hours.

Correctly naming your files is *extremely important*. Follow this naming format. 3D works may include detail images.

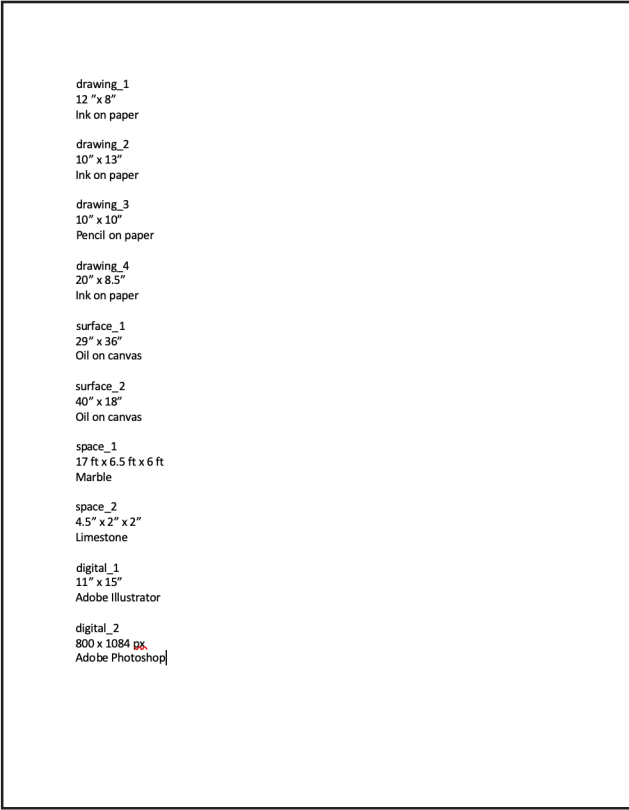
drawing\_1  
drawing\_2  
drawing\_3  
drawing\_4

surface\_1  
surface\_2

space\_1  
space\_2

*If including detailed images, name them in this format:  
space\_1\_detail01, space\_1\_detail02, etc.*

digital\_1  
digital\_2



drawing\_1  
12" x 8"  
Ink on paper

drawing\_2  
10" x 13"  
Ink on paper

drawing\_3  
10" x 10"  
Pencil on paper

drawing\_4  
20" x 8.5"  
Ink on paper

surface\_1  
29" x 36"  
Oil on canvas

surface\_2  
40" x 18"  
Oil on canvas

space\_1  
17 ft x 6.5 ft x 6 ft  
Marble

space\_2  
4.5" x 2" x 2"  
Limestone

digital\_1  
11" x 15"  
Adobe Illustrator

digital\_2  
800 x 1084 px  
Adobe Photoshop

Create an Image List. This can be done in any program, such as MS Word. This list will include the size and medium of each piece. Size indicates the dimensions of the artwork, NOT including any mats or frames.

Once you have all your images ready and correctly titled, you will create a PDF Portfolio in Adobe Acrobat Pro. If you do not have access to Adobe Acrobat Pro (it is part of the Adobe Creative Cloud), you may create a PDF from a Word document. Detailed instructions on creating a PDF Portfolio and a Word PDF are included below.

## BFA Review Checklist

### 4 DRAWINGS that demonstrate

- expressive use of line and mark making
  - use of value to describe form and light (**drawn from observation**)
  - ability to make compositions that incorporate the use of negative space and the entire page
  - ability to use perspective to depict 3-dimensional space (**drawn from observation**)
  - craftsmanship and proficiency with materials
- 

### 2 SURFACE Works that demonstrate (Two-dimensional)

- ability to create expressive color relationships
  - ability to use value, line, shape, volume and the visual attributes of form to create an image
  - ability to visually communicate a concept or theme
  - craftsmanship and proficiency with materials
- 

### 2 SPACE Works that demonstrate (Three Dimensional Works and/or Video)

- intentional and successful use of elements and principles of design
  - expressive use of space and/or time
  - ability to communicate a concept and/or theme
  - craftsmanship and proficiency with physical and/or digital materials and processes
- 

### 2 DIGITAL Works that demonstrate

- ability to create expressive color relationships using digital media
  - ability to expressively use formal design elements to compose a digital image or time-based media work
  - ability to visually communicate a concept or theme
  - craftsmanship and proficiency with digital media
- 

### Presentation:

- portfolio must be formatted following the guidelines in the instructions.

## READ THESE INSTRUCTIONS CAREFULLY

All works in the portfolio must be non-collaborative and the student should be the sole author. All works should be original in nature, no copies of existing works or works produced from tutorials.

### Plagiarism:

If it is discovered that a BFA Review Portfolio contains work that has been created by anyone other than the student submitting the portfolio, the student will fail the BFA Review and not be allowed to repeat it. The student submitting the Portfolio and any student who provided the plagiarized work will be referred the Dean of Students for further disciplinary action.

### DO NOT SUBMIT EXTRA WORK.

Submit only the number of works listed in the checklist. Your work for each section will be evaluated as a whole. For example, in the drawing section, all of your drawings do not have to fulfill every one of the criteria, but you must demonstrate each criteria in at least one drawing. You may have one work that demonstrates your ability to use perspective, and another that shows your ability to use value and another that shows your ability to communicate a concept.

Craftsmanship will be considered in each work.

You will be evaluated on your presentation. For digital submission, this will include, but is not limited to, correct naming of files, correct image size, and following provided instructions.

It is important to submit your best work in each category. If you are unsure what to submit, make an appointment to meet with a faculty member and show them your work and seek their advice.

### IMAGES

Images should be JPG formatted. See page titled **Image Size** for detailed instructions on file size and formats.

### ANIMATED GIFs

Animated GIF files are acceptable to include in your BFA Review materials. If you have an animated GIF file, you will need to submit this separately. They will not work inside of a PDF file. If you will be submitting an animated GIF, please make note of this in your image list.

### VIDEO FILES

*Students submitting video are strongly encouraged to seek assistance from faculty regarding which category is appropriate for the video.*

MOV or MP4 files should be compressed using the H.264 codec. Movies should be no longer than 2 minutes. Longer movies should be edited down to clips of 2 minutes or less.

If you are intending on submitting a video, please consider using a video streaming service or cloud storage to submit. For video streaming, only use YouTube or Vimeo. Cloud storage options include Google Drive, One Drive, and Dropbox. We will not be able to provide instructions on using these methods for submitting videos, so if you are not already familiar with the process, then you should submit your files directly to Blackboard.

**If you will be submitting a video with a web link, you must include the link in your image list.**

If using a video streaming service (YouTube or Vimeo), make sure that it can be viewed by the general public. Do not password protect the video. It is recommended that you have a family member or friend test the web link you have provided in your image list to make sure that it works.

If using cloud storage (Google Drive, One Drive, Dropbox, etc), make sure that file has public sharing permissions. Private files can not be viewed by the faculty reviewing your work. It is recommended that you have a family member or friend test the web link you have provided in your image list to make sure that it works

# Image Size



Before creating your PDF file, be sure your images are the correct size.  
They should be **no larger than 1500 pixels on their longest side.**  
They should be **no smaller than 800 pixels on their longest side.**

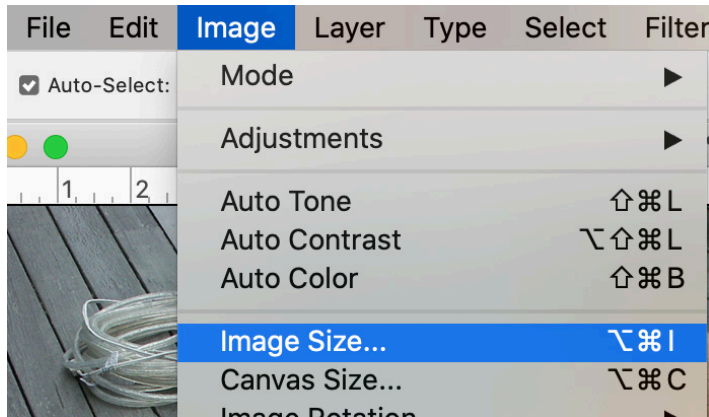
Below are instructions on how to resize images in either Photoshop or Preview.



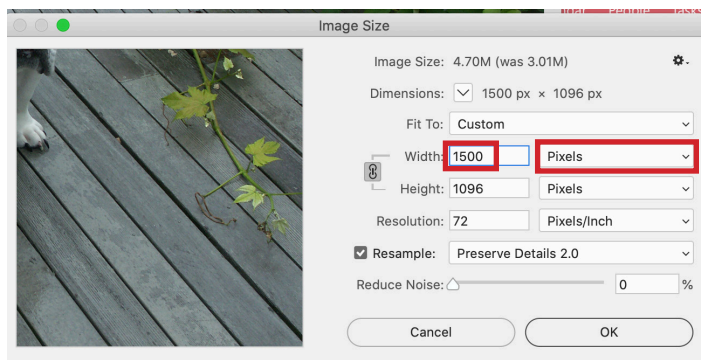
## In Photoshop

Open image

In the Menu at top, choose Image > Image Size



In Dialog box, change from inches to Pixels.  
Set the longest side, either Width or Height, to no larger than 1500 pixels, and no smaller than 800 pixels.



Click OK.

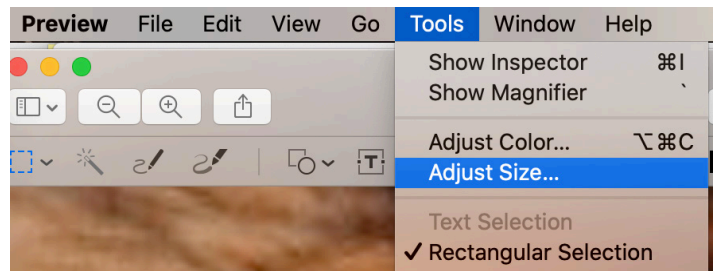
File > Save As to save file.



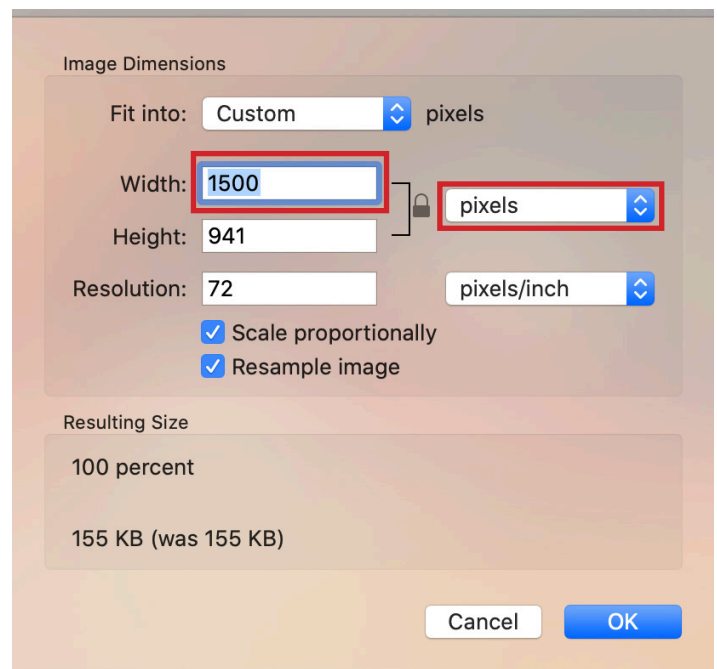
## In Preview

Open image.

In Menu at top, choose Tools > Adjust Size.



In Dialog Box, change from inches to pixels.  
Set the longest side, either Width or Height, to no larger than 1500 pixels, and no smaller than 800 pixels.



Click OK

File > Save.

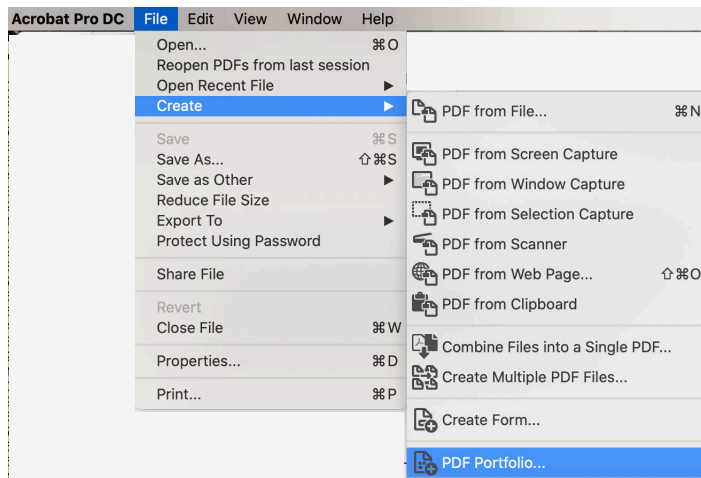
# How to Create a PDF Portfolio in Acrobat



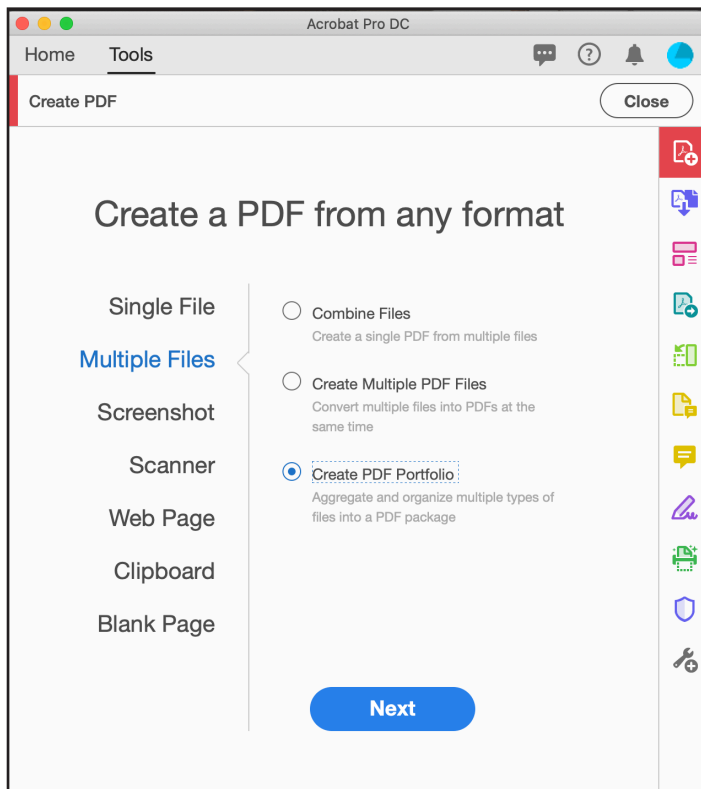
In Adobe Acrobat Pro

Choose one of these two ways to start your document.

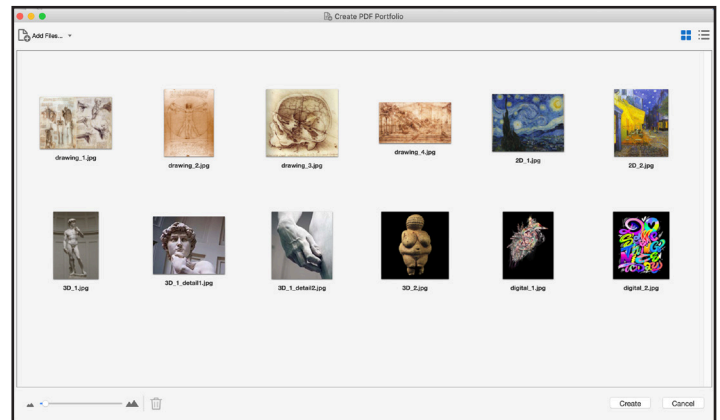
File > Create > PDF Portfolio



or  
From the Start Screen, choose Multiple Files and Create PDF Portfolio.



Drag your correctly named files into this window.

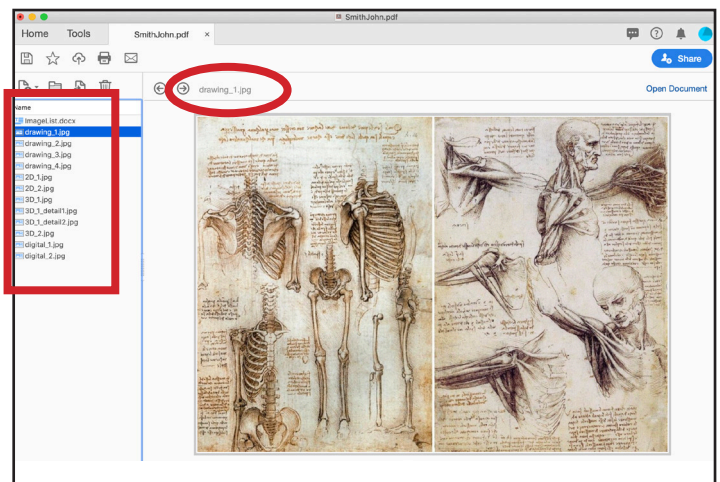


You can reorder files by dragging them around in this window.

Make your first page your Image List.

When you have all your files in this window, click Create.

Check that the file looks correct. You should see the file names along the side, and see the correct file name at the top of each image.

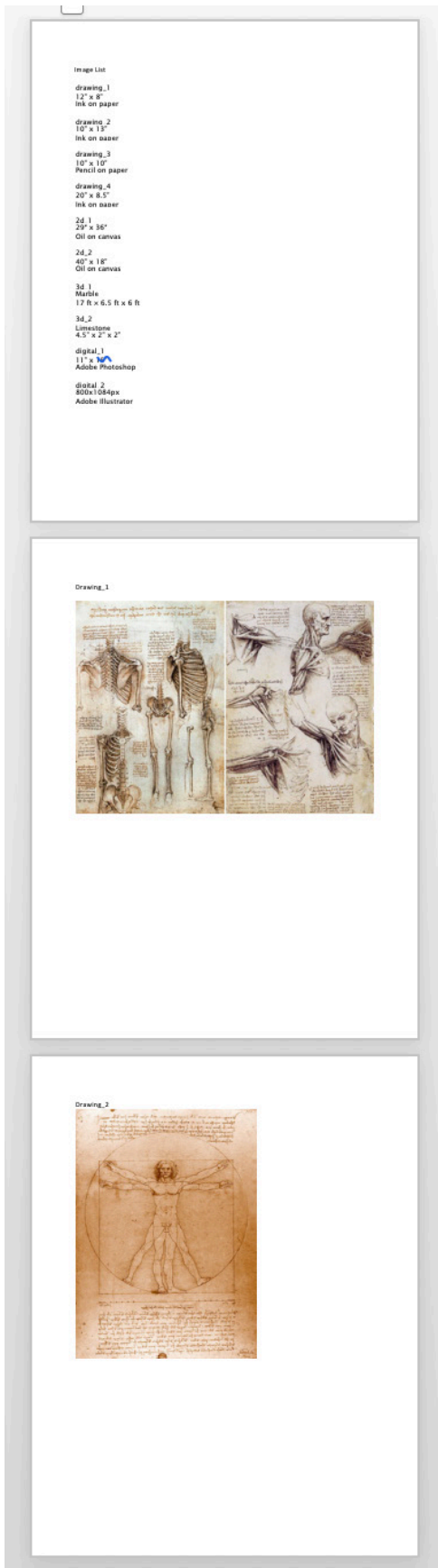


To save, choose File > PDF Portfolio.  
Name the PDF with your name LastFirst  
For Example SmithJohn.pdf

## GIFs or VIDEO files

See instruction above regarding submission of GIF or VIDEO files.

# How to Create a PDF in MSWord



In MS Word

Create a new document.

On the first page, type your Image List. Do not include your name on this page.

On the next page, type “drawing\_1” and place your first drawing.

Choose Insert > Break > Page Break.

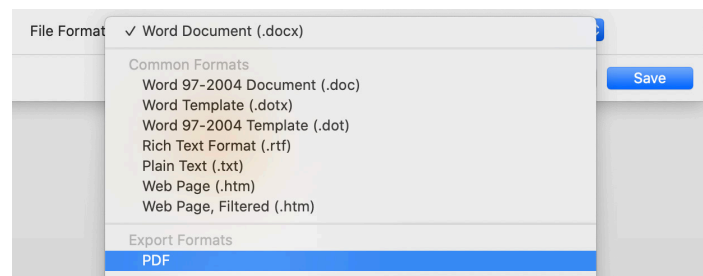
On this next page, type “drawing\_2” and place your next drawing.

Continue until you have all of your images placed.

You MUST have each image labeled with the correct file name.

To save as a PDF, go to File > Save As.

In the Save dialog box, at the bottom change the Format to PDF.



Name the PDF with your name ‘LastFirst’  
For Example SmithJohn.pdf

Save.

Open PDF and be sure it looks correct.

## GIFs or VIDEO files

See instruction above regarding submission of GIF or VIDEO files.



# Submitting Artwork on Blackboard for BFA Review

## STEP 1:

Create your PDF using the instructions above. Pay close attention to naming your files correctly. Don't forget to include the Image List.

## STEP 2:

When ready to submit artwork for the BFA Review, log into SHSU Blackboard.

Scroll to bottom of Home page.

Under **My Organizations**, click on **BFA Review**.

Click on the words **SUBMIT ARTWORK HERE** in the column on the left.

Click on the words **CLICK HERE**.

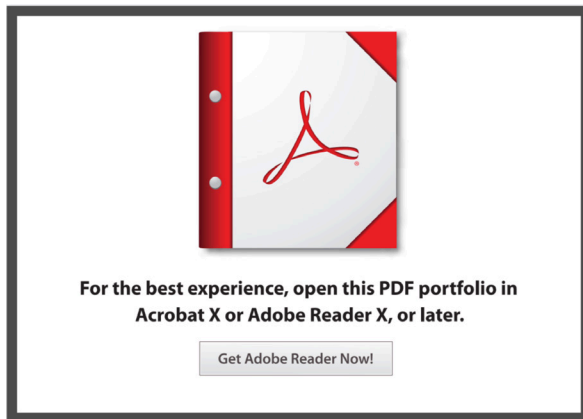
Under **ASSIGNMENT FILES**, click on **Attach Files > Browse My Computer**.

Attach your PDF file.

If submitting separate MOV or MP4 files, attach those also. You will probably have to attach files one at a time.

Hit **Submit** when finished.

After submitting your PDF, you may see a preview that looks like this. Don't panic. That's ok. Once download, work will be able to be viewed as intended.



## TIPS FOR SUCCESS:

- Have all files uploaded correctly **by the deadline**.
- DO NOT wait until the last minute to start uploading your files. You will not be able to load files after the deadline.
- BE SURE your files are created and label correctly. Follow instructions CAREFULLY.