TCU INTERIOR DESIGN FIRST YEAR QUALIFYING PORTFOLIO EXAMINATION INSTRUCTIONS & GUIDELINES

What is TCU's Interior Design Qualifying Portfolio Examination?

TCU conducts a qualifying Portfolio Examination at the end of the spring semester in the 1st year of the program. A series of select projects from the 1st year Interior Design courses constitute the portfolio. This procedure provides assessment of the body of work as a whole, outside of the grading processes in individual courses. Through the Portfolio Examination process, the Interior Design faculty assess skill sets outlined in the Portfolio Examination Rubric to determine aptitude for success in the Interior Design program.

What is the purpose of the Qualifying Portfolio Examination?

The first-year Portfolio Examination insures a competitive, high-quality program of serious, motivated individuals. High standards set and maintained for the program elevate the value of the TCU Interior Design degree. Participation in the Portfolio Examination assists in better understanding a student's level of aptitude for a highly competitive profession before committing an extraordinary amount of time and credit hours to the Interior Design major. Successful passage of the Portfolio Examination indicates students are prepared for advanced-level studio coursework. Only students who participate in and pass the Portfolio Examination may change from the Pre-Major in Interior Design to the Interior Design major and enroll in the 2nd year Interior Design courses.

Application for Portfolio Examination

In order to participate in the Spring 2019 Portfolio Examination, students must complete and turn in the Application for Interior Design Portfolio Examination to the Department Administrative Assistant, Ms. Daisy Olivas in the Department of Design Office by a date and time to be announced, at the end of the Spring Semester. Students may pick up the Application for Interior Design Portfolio Examination in the Department office.

Students may not participate in the Portfolio Examination if: 1) applications are incomplete, 2) applications are not received by the deadline.

Communication Regarding the Portfolio Examination Process and Requirements

Declared Interior Design pre-majors will receive Portfolio Examination documents via email at the beginning of the first week of the Fall Semester. Interior Design pre-majors are required to attend a Question & Answer session about the Portfolio Examination on a date to be announced, early in the Fall Semester. Students are required to sign a document acknowledging receipt of Portfolio Examination Instructions and Guidelines. We encourage students to share all Portfolio Examination documents with their parents so that parents are fully informed about the process for admittance into the Interior Design major. Direct all questions regarding the Portfolio Examination to the Interior Design Program Coordinator, Amy Roehl at a.dahm@tcu.edu.

Interior Design pre-majors declared after the start of the Fall Semester must attend an in-person meeting at the beginning of the following Spring Semester.

Preparation for Portfolio Examination

Students must assemble portfolio requirements independently. The students' responsibility is to work with their professors on their projects while enrolled in each course. Once projects are completed in class, faculty members may not assist, review, or comment on student work in preparation for the portfolio Examination. This policy insures that no student receives an unfair advantage over others.

Skills Assessment

A rubric assesses skills in spatial reasoning, craftsmanship, draftsmanship, design, exploration, and sketching. This is available upon request from the Coordinator of Interior Design.

Procedure for Submission

Portfolios are due by Noon on the announced date. No portfolios are accepted for Examination after the 12:00 deadline.

Location: To be Announced

Staff: Ms. Daisy Olivas, Department of Design Administrative Assistant

In order to sign in, students must meet all requirements. Once officially signed in, students are assigned a number. Students receive a space on the wall and space on a table with their assigned number where they are responsible for pinning up and organizing their work per specific instructions. Plan on a minimum of 1 hour for sign in and pin up. To insure a blind Examination, students are responsible for removing and/or covering up their name on all work. All students are required to leave the room by 12:30 PM whether or not they have completed pin up and organization of their work. Students are required to remove portfolio cases from the room. Students are not present for the examination process and may not re-enter the room once they have pinned up their work.

The following portfolios will NOT be examined: 1) incomplete submissions, 2) portfolios left without going through the official sign-in and pin-up process, and 3) incomplete pin-up and organization of work.

Examination Process

The Examination panel consists of the Interior Design faculty. The Examination process has 2 steps.

In Step 1 each member of the panel examines the project work independently using the skills assessment rubric, then submits their rubrics to the Department Administrative Assistant for tallying.

In Step 2 the Examination panel meets with the tallied score sheets to examine the outcome of Step 1 (the blind examination).

Portfolio Retrieval

Students pick up their portfolios on an announced date immediately following the examination, between 9:00 AM and Noon. Students are responsible for taking down their own work. Plan on one hour minimum for this process. The department will dispose of all work left by students after Noon.

Notification

Pass/No-Pass results are emailed to students by 4:30 PM the Monday after finals week. Examples of Pass/No-Pass form letters appear below.

Example of a "no pass" email:

Dear (student name):
The Interior Design Qualifying Portfolio Examination Committee met to conduct a blind examination of all student portfolios submitted. I regret to inform you that per the portfolio examination process, your portfolio did not meet the minimum requirements for continuation in the Interior Design Program.
    At this time, you need to change your major per the Alternate Major Plan you submitted with your Portfolio Examination Application to (major selected by student). You may change your major online at my.tcu.edu. If you need assistance with this process, your assigned academic advisor is available to help.
    Please let us know if we can assist you in your transition to another major as we care about your ultimate success. We wish you all the best.

Example of a "pass" email:

Dear (Student Name):

Congratulations! You have been accepted into the Interior Design Program at TCU. Based upon your portfolio, the Interior Design Qualifying Portfolio Examination Committee determined that you have the necessary skills for advancement into upper-level Interior Design courses at TCU. The Interior Design Faculty hopes that you are proud of this accomplishment.

> *Required Interior Design courses for Fall 2019:*

To continue in the Interior Design curriculum, you must earn a grade of 'C' or better in all major courses including the courses in which you are currently enrolled. You are required to enroll in the following courses for Next Fall:

> (Fall 2019 courses listed here)
> *Laptop Requirement*

Laptops based upon industry-grade specifications are required for purchase through the TCU Bookstore. Laptops and software must be purchased and ready to use for Fall courses.

> We wish you all the best as you pursue your studies in interior design.

If I do not pass the Portfolio Examination, what are my options?

Students with a "no-pass" result will switch to the new major they selected in their Alternate Major Plan (see description under Portfolio Requirements below). First-year advisors are available to assist no-pass students switch to their new major and sign up for Fall courses.

Students who do not pass the Examination have the option to re-submit for the following spring Portfolio Examination.

No pass students may choose to sign up for the Minor in Design of the Built Environment. All first year required Interior Design pre-major courses may be applied to the minor.

Portfolio Requirements
Space & Color Theory INDE 10403
> Sketchbook
> Spatial Study
> Color collage + overlay
> Colored Pencil drawing
> Light Study
> Larger than life
> Figure ground
> Screen
> Color Study
> Process bound

Hand Sketching for Interiors INDE 10411
> Sketchbook

Introduction to Space Planning INDE 10421
> Submit a binder with the following in this order:
> 1) Adjacency Diagramming Studies and Quiz
> 2) Prototypical Plan Studies (includes all process work)
> 3) Final Plans 1, 2, and 3 with blocking diagrams behind each plan
> Separate: Copy of Final Plans 1, 2, 3 loose (not in binder)

Design Fundamentals INDE 10413
> Exercise: Object Analysis
> Top view, section cut, side elevation
> Exercise: Furnishing
> Top view, 2 side views, axonometric drawing
> Exercise: Interiority
> Scale drawings at 3/16th: plan, sections, elevations
> Axonometric drawing at 3/8"
> Exercise: Interiors in Perspective
> 1 point and 2 point perspective drawings
> Exercise: 3-Dimensional Model

Composition: black shapes on white surface
Analytical drawing
Low relief
Full-scale final model

Note: Required 1st year course, INDE 10423 Introduction to Interior Design is not a part of the portfolio Examination process.

Alternate Major Plan

Students are required to submit a copy of their Alternate Major Plan with their Application for Portfolio Examination. This plan is developed with the first year advisor. If the new major requires an in-person application process, the student will be made aware of the in-person requirement as they develop their Alternate Major Plan.