

**TCU INTERIOR DESIGN FIRST YEAR EXAMINATION - AMENDMENT**  
**INSTRUCTIONS & GUIDELINES – SPRING 2020**

ISSUED: March 27, 2020

*This document contains 2 pages and serves as an amendment to the original portfolio examination document issued to students on August 13, 2019.*

**Interior Design Portfolio Examination Revisions to Procedure & Requirements for Spring 2020 due to COVID-19**

March 27, 2020

Dear Students,

This document serves as an amendment to the original portfolio review document released to the students on August 13, 2019. The following changes have been made to the Spring 2020 Interior Design Portfolio Examination to accommodate current conditions:

**Return of Student Work**

All student work remaining in the FAB building will be mailed back to students, going out Friday April 3rd. Amy Roehl has sent out multiple emails requesting the best mailing address to return your work, please respond by next Thursday April 2<sup>nd</sup>. On Friday Amy will FaceTime from the design studio with each student to ensure that we have collected all remaining work from their lockers and from the studio (119).

**Portfolio Requirements**

*Please note that to accommodate current conditions this is a reduced list of requirements from the original. Follow this list.*

**Space & Color Theory INDE 10403**

Spatial Study

Color collage + overlay

Colored Pencil drawing

Light Study

Larger than life

Figure ground

Screen

**Hand Sketching for Interiors INDE 10411**

Sketchbook

**Introduction to Space Planning INDE 10421**

Final Plan - select 1 final plan to submit

**Design Fundamentals INDE 10413**

Exercise: Object Analysis

Top view, section cut, side elevation

Exercise: Furnishing

Top view, 2 side views, axonometric drawing

*Note: Required 1<sup>st</sup> year course, INDE 10423 Introduction to Interior Design is not a part of the portfolio review process.*

**Application**

STEP 1: Fill out the *Application for Interior Design Portfolio Examination*

STEP 2: Email the application along with your "Alternate Major Plan" developed with your advisor during advising (March 23-April 9)

To Daisy Olivas at [Daisy.Olivas@tcu.edu](mailto:Daisy.Olivas@tcu.edu) by **Friday April 24<sup>th</sup> at 12:00 noon**. Daisy will reply with a confirmation of receipt.

Students may not participate in the Portfolio Examination if applications are incomplete and/or not received by the deadline.

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**Procedure for Preparing the Portfolio**

STEP 1: Students photograph their work. To maintain the integrity of the blind review process, cover up your name and any grades that were written directly on your work.

STEP 2: Create a PDF document with photographs of your work.

Specific instructions for photographing the work and creating the PDF document will be issued via email next week.

STEP 3: Name the file with **your first and last name** and email it to the Department of Design Administrative Assistant, [Daisy.Olivas@tcu.edu](mailto:Daisy.Olivas@tcu.edu). Daisy will download the files and rename each file with a randomly assigned number. The PDFs will be uploaded to a BOX folder where the review committee will access them and conduct their blind review using the rubric.

Note: The focus of the review is upon the work itself, not the quality of the photograph.

We are fully aware conditions for photographing will vary widely and that there will be a range in quality of camera, these conditions will not impact the review of the work.

**Due Date**

TCU Finals Week is Monday May 4- Friday May 8.

Portfolio PDFs are due to Daisy by **Monday May 11th at 12:00 noon Central Standard Time**. This is an extended timeframe to accommodate the current situation. Portfolios not received by this date and time will not be considered for the examination.

**Examination Procedure**

The Review Committee will assess the submissions per the procedure outlined in the August 13, 2019 document. The only change is that we will review virtually through the BOX folder vs. in person with a physical pin-up.

**Notification**

Pass/No Pass email letters will be sent to each individual student by **end of day Wednesday May 13th**. Examples of the Pass/No Pass form letters are included in the August 2019 document for your reference.

Please let us know if you have any questions. We look forward to reviewing your work.

Amy Roehl [a.dahm@tcu.edu](mailto:a.dahm@tcu.edu)

Interior Design Program Coordinator