



## Associate of Fine Arts in Art Preparation of a Portfolio



**Portfolio Requirement:** Submit a portfolio of artwork (4 pieces) to the Art Faculty AFA in Art Coordinator with your application. Work may be submitted as digital images (CD, Jump Drive, or Email). Work will be reviewed by Art Department Faculty.

### Recommended Types of Artwork

- The portfolio must consist of 4 examples of your best and most recent work. One work must be a drawing from direct observation, with the remaining three works in any media.
- Artwork may be from college, high school, or on your own.
- Submitted work must be original rather than copying photographs or reproductions.
- Submitted work should avoid a style that is not your own such as Anime or Manga.

### Preparation of a Portfolio

Photographing your work for the portfolio: it should be placed against a neutral background, cropped as close to the image as possible, and be free of distortion or glare. Detail images may be included. Exposures should be bracketed allowing you to select the best exposure to include in the portfolio. Remember to take images as high resolution TIFF files (200 ppi or higher) and keep these images as a master and submit edited files as JPEG.

#### Formatting Images to burn onto a CD, save to a jump drive, or send as email.

Images should be saved in JPEG format (the filename will end with .jpg) at 72 pixels per inch (ppi) with neither the width nor height exceeding 800 pixels. Image files should be labeled with your name and the number 01 through 04, indicating your preferred viewing order (example: AnnOlson01.jpg). Do not include a caption, title of work or any other information in the filename, as it may disrupt the viewing order.

#### Create a typed and printed image list to submit with the CD, jump drive, or email.

Provide the following information for each artwork sample submitted: the title of the work; medium or media; dimensions of the actual image or object; and its date of creation. If necessary, a brief annotation describing the context or installation of a particular work may be included. The image list should be in the same numerical order as the artwork on the CD, jump drive, or email, or you are submitting. Also include your name, address, email, and phone number at the top of the image list.

No.	Title	Date (year completed)	Size (HxLxD) or duration (in minutes)	Medium
01				
02				
03				
04				

**Contact the AFA in Art Coordinator if you have questions about how to document your work.**