



**Carleton**  
UNIVERSITY

Canada's Capital University

# BACHELOR OF INFORMATION TECHNOLOGY (BIT) INTERACTIVE MULTIMEDIA AND DESIGN

## Portfolio requirements

When you apply to the Interactive Multimedia and Design Program, you will be required to submit a portfolio of creative work in support of your application. This portfolio along with your academic records will be considered equally when evaluating your application for admission to the program.

Paper and CD/DVD portfolios (see below) must be sent directly to Carleton University and must be received at the following address by **March 1**; the online portfolio must be completed by the same date.

Admissions Committee  
School of Information Technology (IMD)  
Carleton University  
230 Azrieli Pavilion  
1125 Colonel By Drive  
Ottawa ON K1S 5B6  
Canada

### Portfolio contents

Your admission portfolio should include the following components:

1. A covering letter introducing yourself and the work you are presenting.

Use this letter to tell us about yourself, to help us get a feel for who you are, and to describe your interests. This letter should be no more than 1.5 pages.

2. A resumé highlighting your educational background and any opportunities/activities that you believe make you especially suited for the program. Your resumé should not be more than 2 pages.

3. An index of work that identifies and describes each of the examples of work submitted.

The purpose of the index is to make it easy to identify and understand each piece or project. Where projects were done in a team, please be explicit about your role and contribution. Where work was done for a course, provide a brief overview of the assignment. The index should be no more than 1.5 pages.

4. Four or five examples of creative work. These should demonstrate that you can think creatively and can express yourself visually. It is recommended that you submit a variety of pieces that show the breadth of your creativity.

Creative work can include (but is not limited to):

- 3D modelling
- animation
- architectural design
- collage, craft design
- digital artwork
- drawing
- game design
- graphic design
- multimedia design
- painting
- photography
- sculpture
- set design
- traditional artwork
- video and film production
- web design

### Portfolio Format

A portfolio can be submitted as a bound paper submission, on a CD/DVD, or on the portfolio website. There is no preferred submission format.

#### 1. Paper Submission

Original submissions are permitted and encouraged, but not required. Portfolios will only be returned if a self-addressed, stamped mailing envelope (ensure proper postage is affixed) is included in the submission.

We will take every precaution to ensure the portfolios are treated with respect while in our possession.

However, Carleton University is not liable and will not be held responsible if a portfolio is lost or damaged. All incoming students can personally reclaim their portfolio. Any portfolio not reclaimed by September 30 will be discarded.

The required format is 8.5" x 11". All work, including the covering letter, resumé and index, must be bound together and/or organized within a binder or portfolio designed to accommodate 8.5" x 11" sheets.

You may need to use more than one printed page to fully present multi-dimensional work such as sculpture, multimedia projects, models, etc.; in such cases, you must limit the presentation of the project to a maximum of three printed pages per work.

The design of the portfolio package is part of what will be evaluated. The design and layout of the portfolio should support (not compete with) the work presented.

## 2. CD/DVD

If the submitted work is presented on a CD or DVD, the portfolio submissions should conform to one of the following formats:

- Documents (Cover Letter, Resumé, Index): Portable Document Format (.pdf), Microsoft Word 2007 Document (.docx), Microsoft Word 97-2003 Document (.doc)
- Submission Pieces: Portable Document Format (.pdf), JPEG (.jpg), PNG (.png), BMP (.bmp), TIFF (.tif), TARGA (.tga) - a maximum resolution of 2000 x 2000 pixels is sufficient for any piece.

All submissions elements should be placed into the top folder (i.e. no directory hierarchy). All elements will be viewed on a Windows-based machine. Your full name, student ID, contact email and contact telephone should be clearly presented on the CD/DVD case (not the CD/DVD itself). Each element should be clearly labelled and the suggested format is as follows:

- 01\_CoverLetter.pdf
- 02\_Resume.pdf
- 03\_Index.pdf
- 04\_Submission\_1.jpg
- 05\_Submission\_2.jpg
- 06\_Submission\_3.jpg
- 07\_Submission\_4.jpg
- 08\_Submission\_5.jpg

By using a numerical prefix each element will be presented properly when the CD/DVD is loaded. Please note, you can also submit all work as a single PDF, which is the preferred method, but not expected.

## 3. Portfolio Website

An electronic submission system is available for you to submit your portfolios online at [portfolios.carleton.ca](http://portfolios.carleton.ca). You will require your student ID/application ID in order to submit a portfolio through the online system.

Submissions to the online system are format restricted as follows:

- Documents (Cover Letter, Resumé, Index): Portable Document Format (.pdf), Microsoft Word 2007 Document (.docx), Microsoft Word 97-2003 Document (.doc)
- Submission Pieces: JPEG (.jpg), PNG (.png), BMP (.bmp) - a maximum resolution of 2000 x 2000 pixels is sufficient for any piece.

### Notes on Submission:

- For any animation work, we suggest presenting your work as a set of screenshots so that we can see the time progress
- A CD/DVD can accompany paper-based submissions, but they form only a minor part of the review
- Please select only one submission method; if a portfolio is submitted more than once only one submission will be considered

## Co-operative (co-op) education opportunities

Carleton's Bachelor of Information Technology offers a co-op option.

Students electing to have the co-op option designation on their transcript must participate in a minimum of three work terms with each work term having a minimum duration of four months.

Students normally take a twelve-month work placement in the middle of their third year, with optional work periods beginning in the summer following second-year studies and the summer prior to the last year of study.

For admission to the co-op program, applicants must meet the required overall admission cut-off average and prerequisite course average, be registered as a full-time student in the IMD Program, and be eligible to work in Canada (for off-campus work placements).

To advance through the co-op component from year to year, students must maintain a CGPA of 8.0 and successfully complete all first-year courses while remaining enrolled as a full-time student.

## Do you want more information?

### Call, write or email us at:

The School of Information Technology  
Carleton University  
230 Azrieli Pavilion  
1125 Colonel By Drive  
Ottawa ON K1S 5B6  
Canada  
Tel: 613-520-5644  
Fax: 613-520-6623  
Email: [infoIMD@BITdegree.ca](mailto:infoIMD@BITdegree.ca)  
Website: [bitdegree.ca](http://bitdegree.ca)

### Protecting your privacy

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).