ARCHITECTURAL STUDIES

Carleton UNIVERSITY
Canada's Capital University

Portfolio package

A portfolio is an essential component of your application to the Bachelor of Architectural Studies (BAS) program at Carleton University. Applicants who do not submit a portfolio cannot be considered for admission.

It is our intention that the application process to the Architectural Studies program be a creative challenge for you. This brochure provides explanations, answers questions and indicates where you can find additional information about applying to our program.

Preparing your portfolio

Your portfolio package must include, in the following order:

1. Applicant Description .... two pages, approx. 500 words
2. Exercise A ..... one page, approx. 300-500 words
3. Exercise B ..... five .jpeg or .tif images (300 dpi, max. 3Mb)
4. Additional Work ..... up to three .jpeg or .tif images (300 dpi, max. 3Mb)

The following is a more comprehensive description of these specific items.

1. Applicant Description

Tell us about yourself.
Similar to a résumé, your description should start with your full name and your current address (including telephone number and email address). It should provide specific information about your education, extracurricular activities, travel history, hobbies and special projects.

In concise point form please let us know who you are, what experiences you have had, what accolades you have received and where your interests lie. This is not an employment résumé. We are not looking for "job skills". We are looking for life experiences and interests.

Format: maximum of two pages (500 words); please refrain from using "prose style" writing.

2. Exercise A – Text Submission

Exercise A is a writing exercise. You are to compose a text specifically for this submission (not an essay written for other school work). The text should be 300–500 words in length. The subject should interest you and be a topic you know/understand well. We want your writing to be thoughtful, clear and grammatically correct.

Because you will learn about architecture, urbanism and conservation & sustainability in our program you are not required to write on these subjects for *Exercise A*. Whatever the topic, the essay should reflect your wider interests and experiences, should be creative and express a point of view. Subjects can be broad, from people and places to issues and events, and your ideas should be organized to form a narrative.

The written submission will help us understand how you see the world and to assess your ability to express ideas through writing.

3. Exercise B – Image Submission

Applicants must submit a minimum of five images to be considered. These images can be drawings (e.g., pencil, ink, charcoal, conte, etc.), paintings (e.g., oil, acrylic, watercolor), and/or mixed media (e.g., collage).

We will not accept photography,* digitally generated work (AutoCAD / SketchUp), Photoshop manipulations, or computer graphics in Exercise B. Images of this type, however, may be submitted as *Additional Work* (see below).

We have two expectations when assessing an applicant's portfolio:

1) **A high level of artistic skill.** Drawing is central to the creative pedagogy of the Azrieli School of Architecture & Urbanism.
2) **A high degree of creative thinking.** Images should not only convey technique but also creative thinking with respect to both composition and content.

It is recommended you show a range of media (pencil drawing, watercolor painting, etc.) in your submission on a range of subjects (still life, landscape, portrait etc.). Each image should represent your highest level of artistic achievement.

We prefer original compositions to copies of works of art (i.e., a drawing of your surroundings or a commentary on a current event as opposed to a copy of a famous painting).

* For the purposes of *Exercise B* we distinguish between a photograph or scan of a drawing, painting or collage and *photography* as a form of artistic expression (taking a photo of a person, place or object). Photography is not accepted in Exercise B but may be submitted as *Additional Work* (see below).

4. Additional Work (optional – three maximum)

Your *Applicant Description* and Exercises *A* and *B* should be adequate for us to assess your candidacy to our BAS program. However, you may wish to include additional work to enhance your chances of admission. You are welcome to include up to three examples of other artistic work. In addition to the range of media described in *Exercise A*, additional work can include digitally generated work, photography, computer graphics, additional drawings, reproductions (copies) of larger format works, photographs of 3-D or sculptural pieces, etc.

Formatting and submitting your portfolio

Your portfolio will be submitted digitally. While we recommend that you save your *Applicant Description* and *Exercise A* as PDF documents, images should be scanned at a resolution of 300 dpi and saved in either .tif or .jpg format.

Please submit your portfolio using the *Slideroom* application.

Please visit our *Slideroom* link below:
www.asoaau.slideroom.com

- To get started, sign up and make an account
- Fill out the required fields (Name, student number, curriculum preference [Design, Urbanism or Conservation & Sustainability])
- Upload submission requirements (*Applicant Description, Exercise A, B* and *Additional Work*)
- Because *Exercise B* and *Additional Work* are both image-based submissions, *Slideroom* combines these two submissions together. If you are including additional work in your submission, please upload the five *Exercise B* images **before** the *Additional Work* images.
- You are welcome to provide a brief description of each image, e.g., title, date of completion, media and a brief sentence on the theme or subject of the work.
- If you need assistance with *Slideroom*, select the help button at the top-right-hand-side of the screen
- You can make changes to your portfolio up until the time you hit the Submit button. After that, no changes are possible. It is not possible to make multiple submissions.

The due date for portfolio packages is April 1.

Should the due date fall on a weekend or holiday, portfolios will be accepted the following Monday or next working day. Applications and portfolio packages received after the deadlines will not be reviewed until later in the summer and only be considered as a possible addition to an already established waiting list.

If you are unable to submit your portfolio digitally through the means described above please contact the Azrieli School of Architecture and Urbanism to make alternate arrangements.

Please also note that if you are submitting an English Language Test in support of your application you must submit the results before April 1 in order to be considered for an offer of admission.

Portfolio Review Committee

Your acceptance in the Bachelors of Architectural Studies (BAS) program is based on both your portfolio and academic transcript.

The School's Portfolio Review Committee is comprised of faculty. After reviewing, discussing and marking each portfolio, candidates are ranked. The ranked list of candidates is sent to the University's Admissions Services, where portfolio scores are combined with academic scores to arrive at a final ranking. After a thorough review involving Admissions Services, the Director of the School, and the Chair of the Admissions Committee, offers of admission are made. We try very hard to achieve a match between the interests and aptitudes of the applicant and the learning environment of the School. The portfolio package is our way of anticipating the kind and quality of student you will make.

For more information

There are a number of sources of information available to you that can provide more detail about the Architectural Studies program at Carleton. The Architectural Studies brochure, the school's website (**carleton.ca/architecture**), the **Carleton University Undergraduate Calendar** (available online at **carleton.ca/cuuc**), *Building 22*, an annual publication of student work (available for purchase), and high school visits by Carleton recruitment officers provide valuable information about the School and the program. We also hold open houses (Design Days) in both the fall and spring to give you a chance to see the School in operation, to talk to our students, and to ask for advice on how to prepare your portfolio package. Members of the School's Admissions Committee are also available to meet you. Appointments can be arranged by calling or emailing:

Azrieli School of Architecture and Urbanism
Carleton University
Tel: 613-520-2855
Email: architecture@carleton.ca

Frequently Asked Questions

May I send a physical portfolio?
Up until 2015 the portfolios were physical submissions sent through the mail. This was an enormous effort on the part of our staff and faculty during a very busy exam period. We have changed to an online submission format (using *Slideroom*) to give more students the opportunity to apply. However, if you are unable to submit your portfolio digitally through the means described above, please contact the Azrieli School of Architecture and Urbanism to make alternate arrangements.

Exercise A

Should I write about "why I want to become an architect"?
It is not a requirement that you focus your *Exercise A* topic on your reasons for wanting to study architecture. You can choose any topic that you consider will help us gauge your critical skills, your literary imagination and your manner of communication. While the subject of your creative writing may be architecture or urban conditions, other topics may also describe your interests and your creativity.

What about quotations and footnotes?
Please keep quotations to a minimum. If you use any quotes, you must cite the source as a footnote.

Exercise B

Do all images have to be the same medium?
No. You have complete freedom to change the medium from one image to another. For example, one image could be a pencil drawing, another a water color, another an acrylic painting, etc.

What about the subject matter of the images?
What is it that you want to see?
This is the most frequently asked question. Please refer to the in the text above—especially the description of Exercise B.

Conventional "portfolios of creative work" that Carleton has received over the past 35 years have been mostly an assorted collection of "art work," from either secondary school art programs or from other privately pursued art courses or personal hobbies. Often this work is driven by technique and style-based exercises. We have also received technical drafting exercises that, in many cases, are thought by applicants to be the concrete evidence of their aptitude and interest in architecture. Our experience has taught us that such portfolios do not tell us much about you beyond your "artistic and drawing" skills in a rather literal sense. We prefer to look beyond such skills. We are interested in your potential to be creative, to see beyond the appearance of things, to imagine in a refreshing and critical manner, to treat art and design as a way of commenting on life and taking positions. We consider *Exercise B* to be a way of getting to know you and your creative potential.

You may consider *Exercises A* and *B* as our way of having an interview with you without you having to appear in person.

Why do you ask us to submit original compositions in Exercise B?
Original compositions allow us to assess both skill and creativity. While copying existing art requires good technique, it lacks creativity. We prefer to see both the talent of craft and the rigors of thinking when assessing an applicant's submission.

What if I cannot draw that well? Do I stand a chance of being admitted?
We appreciate graphic and technical skills in the execution of work but priority will be given to ideas and intentions that come across as we see your images. If you feel that at this stage you cannot paint or draw like a "master," please don't be discouraged. Make your best effort. Those admitted will have intensive courses in drawing and multimedia in the first year of the program.

Additional Work

What kind of things can I include in the *Additional Work?*
You may include photography, digitally generated images, reductions of your larger artwork, photographs of built craft projects or buildings, photographs of special events or installations you might have participated in, stage designs, fashion designs, graphic work, book illustrations, furniture, cartoons, comic strips, etc. We allow you this option to include any work that you consider will enhance your chance of admission, but could not have been included in *Exercise B*.

Do you want more information?
We think that preparing the portfolio should be an interesting and creative experience. We are here to help make that possible. If you have any further questions, please do not hesitate to contact the school:

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Tel: 613-520-2855
Fax: 613-520-2849
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Website: carleton.ca/architecture

This document is available in a variety of accessible formats upon request. A request can be made on the Carleton University website at: carleton.ca/accessibility/request.

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).

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