



Carleton
UNIVERSITY

Canada's Capital University

BACHELOR OF ARCHITECTURAL STUDIES

Portfolio package

The Azrieli School of Architecture and Urbanism at Carleton University requires a portfolio package as part of your application to the Bachelor of Architectural Studies (BAS) program. The portfolio package is an essential part of the application—you cannot be considered for admission unless you submit one.

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 get additional information about applying to our program.

Preparing your portfolio

Your portfolio package must include, in the following order:

1. **Applicant Description**.....maximum two A4 (8.5" x 11") saved in PDF format
2. **Exercise A**.....350-500 words saved in PDF format
3. **Exercise B**.....eight images saved in JPG format

1. Applicant Description

Tell us about yourself.

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, and hobbies.

In point form using concise sentences, share with us who you are, what experiences you have had, what accolades you have received, and where your interests lie. We are not looking for "job skills". We are looking for life experiences and interests.

Format: typed, 12 pt. easily legible font, maximum two A4 (metric) or 8.5" X 11" (imperial) sheets.

2. Exercise A - Text Submission

Exercise A is a writing exercise. You are to write a 350-500 word text specially authored for this submission (not an essay written for other school work). Choose one of this year's topics:

1. **Outside:** Describe a memorable experience of a place. This can be a field, a neighbourhood, a city, the middle of an ocean.

Your writing may have to do with a quality of light after a rainstorm, a spontaneous event in a public space, the sense of getting lost in an unfamiliar city, etc.

2. **Inside:** Describe a visit to a space where one is alone in a crowd. This can be anywhere from a museum to a hardware store.

Your writing may focus on a specific object, or on observations of people within the space; you may pause at one particular artefact or item, or describe a journey through this place.

3. **The other side:** Write about a book, movie, or performance that has been important to you. Describe how your encounter with this work altered your understanding of events taking place in the world around you.

Don't be afraid to be creative with the topic and to relate it to your own life experiences. The text is to be written in the first person, thoughtful, rooted in ideas, and with examples. Word count between 350-500, typed, and saved in PDF format.

3. Exercise B - Digital Image Submission

Applicants must submit a maximum of eight images.

Produce five drawings, paintings, etchings, and/or collages specifically for this application using the themes listed below.

Image 1 "A fruit about to fall."

Image 2 "Landscape of memory."

Image 3 "A fragile city."

Image 4 "A moment of balance."

Image 5 "Connectedness."

You may work in a variety of media—i.e. a pencil drawing for Image 1, a watercolour for Image 2, and so on. Another approach is to work consistently in one medium, to produce images that function as a series. Please include the titles given above for each of these images. Images need not be the same size. Each topic is open to interpretation; if you are fascinated by and enjoy drawing a certain subject, you are welcome to use it for one of the images, making appropriate adjustments in response to the topic.

Images 6, 7 and 8 can show any other forms of visual work-- for example, ceramics, photography, graphic, stage or fashion design, cartoons or comic strips, images produced through digital programs, which you produced on your own or within the context of an art class. Please use judgment in topic choices, as topics, as much as the works themselves, tell us about your interests, your critical and creative thinking, and your sensibilities. Refrain from submitting drawn copies of famous artworks, or of internet images, or technical drafting exercises. Please provide a title for each of these images. (Example— Image 6: "Wrought Iron Sculpture.")

Our expectation:

We expect a high level of creative thinking and attention to craft in the medium in which you work. Use each image as an opportunity to reveal to us your sense of and approach to the world as well as your affinity for spatial thinking and design. This is your work— it may be abstract or representational, painterly or minimal, colorful or black and white.

You may ask: “What if I cannot draw that well? Do I stand a chance of being admitted?” We do appreciate graphic and technical skills in the execution of work, but the ideas and intentions that come across in your images are equally important. If you feel that at this stage you cannot paint or draw like a “master,” yet you are eager to study the discipline of design, please give us your best effort. Those who are admitted and join the School will have intensive courses in drawing and multimedia during the first year of our program.

We will not accept videos, PowerPoint/Keynote presentation or web links.

IMPORTANT INSTRUCTIONS ON HOW TO SUBMIT YOUR WORK

Portfolio package format and conditions:

For your written work (Applicant Description and Exercise A), you will upload as a PDF.

For visual work (Exercise B), you will scan or photograph it carefully so that you can upload files using our online submission site. When taking photos of your work, ensure that the work is well lit, using a good quality digital camera set at high-resolution.

For your submission, all images should be 300 dpi in either greyscale, RGB or CMYK, jpeg format.

Submitting your portfolio

You will submit your portfolio using a new online portfolio program named Slideroom. Our Slideroom link below:

www.asoaau.slideroom.com

(link will be active as of January 16, 2017)

To get started, sign up and make an account at Slideroom.

The cost is \$10.00 USD to be paid by PayPal or credit card

Fill out the required fields (Name**, student number***, curriculum preference (Design, Urbanism or Conservation and Sustainability).

** Please note, your name should be identical to the name used when you applied to Carleton University so we are able to match your portfolio to your application.

*** Please use your Carleton student number. This number is nine digits long and starts with either 100 or 101.

Upload submission requirements: Applicant Description (PDF), Exercise A (PDF), Exercise B (JPG).

You are welcome to give a brief description of each image: title, date of completion, media and one brief sentence on the theme or subject of the work.

If you need assistance with Slideroom, the help button is 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.

DEADLINE

The committee reviews portfolios as they come in, so we welcome submissions in advance of the April 1st deadline. Upload your portfolios before 4:00pm on April 1, 2017.

Should the due date fall on a weekend or holiday, portfolios will be accepted the Monday or next working day.

PLEASE NOTE THAT WE DO NOT ACCEPT PHYSICAL PORTFOLIOS.

In extenuating circumstances, an applicant may be given permission to submit a physical portfolio. The applicant must contact the Undergraduate Administrator in writing to outline the specific reasons prohibiting online submission.

You are responsible for meeting all admission requirements for the Bachelor of Architectural Studies. If you will only be completing Math or Physics requirements in the summer, you will not receive consideration during the first round of admission offers. Once you have completed all academic requirements and Admissions Services has received your final grade reports, you may be considered for a space on a waiting list.

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.

For more information

On-campus events like our Open House Days and Design Days give you a chance to see our School in operation, talk to our students, and ask questions pertaining to portfolio package preparation. For information about on-campus events go to: www.admissions.carleton.ca/events

You can also find more information on our website at carleton.ca/architecture

You may also call or email us:

Azrieli School of Architecture and Urbanism

Carleton University

Tel: 613-520-2855

Email: architecture@carleton.ca

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).