Candidacy Review Guidelines & General Information

Department of Architecture - The University of Memphis

Each student pursuing the BFA degree with a major in Architecture or Interior Design at the University of Memphis must successfully complete the Department of Architecture Candidacy Review. In addition to completing all required core courses with a grade of C or better, the Portfolio serves as the primary means by which work and ability is demonstrated and evaluated.

*Please note that passing required courses does not ensure being accepted into advanced standing in the degree programs. Admission is selective and therefore, the preparation of a Portfolio of the highest quality is essential.*

The following provides general information on the Candidacy Review Portfolio. Students may use this as a guide for preparation of the Portfolio. However, consultation with a faculty advisor prior to or during the preparation of the Portfolio is strongly recommended.

**WHO must submit a Portfolio at the close of the Spring semester?**

All Pre-Candidacy Review students who have successfully completed the required courses in the first three semesters and are currently enrolled in the required fourth semester courses are required to participate in the Candidacy Review Process during the Spring term. Students who have not completed these courses or are not currently enrolled in them may not participate in Candidacy Review until the course requirements are satisfied.

**WHEN must the Portfolio be submitted?**

The Portfolio must be submitted to the Chair of the Department of Architecture or designee by noon on or before the last day of final exams in the Spring semester. *No Portfolios will be accepted after this date!*

Persons failing to submit a Portfolio in accordance with these guidelines will be removed from consideration and not permitted to move forward in the Department of Architecture. To continue, the Portfolio must be resubmitted in accordance with guidelines for the following year.

**Will my Portfolio be RETURNED?**

No. The Department of Architecture will retain all Portfolios submitted for review. Therefore, you should make a copy for yourself in addition to that which is submitted.

**What are the CONSEQUENCES of a negative review?**

If the review of the Portfolio results in a negative finding, several options are available. The Department of Architecture faculty may decide to recommend remedial work, to recommend the candidate re-take a course or courses, or to recommend the candidate not be permitted to continue in the BFA in Architecture degree and/or the BFA in Interior Design degree program.

Additional information on these options may be obtained from the Department of Architecture faculty advisor.
Will there be any WORKSHOPS to help with the preparation of the Portfolio?

Information on the preparation of the Candidacy Review Portfolio is included in the ARCH 2712 Architecture Design Studio 2 offered in the semester in which the Portfolio is due.

Other workshops may be conducted.

What are the FORMAT requirements?

The Portfolio must comply with the following standards. The document must be 8.5”x11” in size and bound on the long side in a professional manner. No unusual design and construction elements that inhibit review of the materials contained in the Portfolio may be used. Pages must be of a quality as to not permit “bleed-through” of text or images. Vinyl “slip sheets” are not acceptable.

What sort of CONTENT is required?

At a minimum, the following must be included in the Portfolio: a statement of purpose and goals, evidence of design ability, evidence of an understanding of basic principles, a summary statement, and vitae. Each of these is described in the following section. In addition, a current transcript must be provided under separate cover. An unofficial copy is permitted.

Statement of Purpose & Goals

This may not exceed one page in length and must clearly represent your intentions and goals towards the study and practice of architecture or interior design. Describe why you should be accepted into the BFA in Architecture and/or BFA in Interior Design degree program and what you intend to do upon graduation (graduate school, professional practice, and so forth).

Evidence of Design Ability and Evidence of Understanding of Principles

These go together and may be presented through several means. At a minimum, representative work from each of the courses listed under Formal and Required Items for Inclusion in the Candidacy Review Portfolio must be submitted.

Examples of other creative work must be included. This includes design competition entries, evidence of architectural and design-oriented travel, furniture design, and so forth.

In these categories, the sketches and presentation drawings should clearly demonstrate the project ideas and the manifestation of the ideas. Models must be represented through photographs. Slides are not permitted.

Summary Statement & Vitae

This statement may include other relevant information not contained elsewhere but must not exceed one page in length.

A standard Vitae (resume) must follow the Summary Statement.
Format and Required Items for Inclusion in the Candidacy Review Portfolio

The following format must be used and the items in parentheses must be included in the Candidacy Review Portfolio. For each course, list the course name and number, term taken, and professor. For each project, list the name, program, and solution.

Front Cover

Statement of Purpose & Goals

Table of Contents

Foundations Courses
ARCH 1120 - Introduction to Architecture (building analysis project, other representative work)
  + Design
ARCH 1111 - Fundamentals of Design (two representative works)
ARCH 1112 - Architecture Graphics Studio (two representative works)
ARCH 1113 - Design Visualization Studio (two representative works)

Studio and Professional/Technical Courses
ARCH 1211 - History of Architecture 1 (final project)
ARCH 1212 - History of Architecture 2 (final project)
ARCH 2411 - Building Technology 1 (representative project)
ARCH 2412 - Building Technology 2 (representative project)
ARCH 2611 - Computer Applications 1 (representative project)
ARCH 2612 - Computer Applications 2 (representative project)
ARCH 2711 - Architecture Design Studio 1 (mid-term and final projects, other representative work)
ARCH 2712 - Architecture Design Studio 2 (mid-term and final projects, other representative work)

Special Courses ¹
Honors Courses (representative work)
Other Courses (representative work)

Architectural and Design Travel ²
(include sketches and photographs in this section)

Design Competitions ²
(include sketches, photographs, and awards in this section)

Other Items ²
(include furniture design, other creative work, and intern experience in this section)

Summary Statement

Vitae (including photograph of self)

Back Cover

¹ NOTE: Include Independent Study, Internship, and Special Topics courses in this section. Include ARCH Honors elective courses here, denote Honors courses and contracts under the appropriate studio, foundations, or Professional/Technical course.

² NOTE: If you do not have any work to show in these categories, insert a page with the words “No Representative Work” under the title.