

Candidacy Review Guidelines & General Information

Department of Architecture - The University of Memphis

Each student pursuing the BFA degree in Architecture and/or Interior Architecture 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, a 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 in the Department who have successfully completed the required courses in the first three semesters and are currently enrolled in the required fourth semester courses must participate in the Candidacy Review Process during the Spring term of Second Year. 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 his/her 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 of 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 and/or the BFA in Interior Architecture degree programs.

Additional information on these options may be obtained from your 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 generally included in the ARCH 2612 Computer Applications in Design 2 offered in the spring semester in which the Portfolio is due.

Please consult a Department of Architecture faculty member or academic advisor for details.

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 Architecture 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 representative work from each course 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

- Introduction to Architecture + Design
- Design Visualization
- Fundamentals of Design Studio
- Architecture Graphics Studio

Design Studio Courses

- Design Studio 1
- Design Studio 2

Professional/Technical Courses

- Computer Applications in Design 1
- Computer Applications in Design 2
- Building Technology 1
- Building Technology 2
- History of Architecture 1
- History of Architecture 2

Special Courses¹

- Honors Courses
- Other Courses

Architectural Travel²

(include sketches and photographs in this section)

Design Competitions²

(include sketches, photographs, and awards in this section)

Other Items²

(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.