

Portfolio Review guidelines + criteria for evaluation

Contacts

Advising: for questions concerning your course completions or degree progression, please email your academic advisor at cacmadvising@kennesaw.edu

Portfolio Review: for questions concerning the portfolio requirements and review process, please email the portfolio Coordinators Prof. Pittman, wpittma2@kennesaw.edu, and Prof. Setiawan, asetiawa2@kennesaw.edu.

Evaluation

A portfolio review and curriculum review evaluation are mandatory for all students seeking to enter the upper division (3rd through 5th year) of the BArch – Professional Program Curriculum. Students must successfully pass the lower division spring semester Portfolio Review Evaluation Process (see *2022 Bachelor of Architecture Degree: Traditional and Accelerated Curriculum Flow Chart*)

The Portfolio is reviewed for format, content, quality, and craft. Members of the architecture faculty will examine your portfolio for evidence of design process, design development, technical understanding / integration, and portfolio design. Including, but not limited to, evidence of critical communication and technical skills, comprehension of the material taught at each studio level, and ability to understand the connection between them. The evaluation scores of the faculty members are averaged to determine your final portfolio rating. Always proofread your written text and double check your work to minimize and reduce misspellings, grammatical errors, and omissions before submitting your final document.

Passing the portfolio review requires a 2.5 average rating out of a 5.0-point rating rubric. Students should consult their course catalog for any specific requirements that might be listed.

Portfolio Format

.The portfolio document shall be of a standard size 8.5" x 11" format – either landscape or portrait. The portfolio should be submitted as a single PDF, not to exceed 20MB.

.Approximately 25—30 pages. You may use both sides of each page (60 sides maximum). Filter your content to show only the best examples of your ideas, development and skills. Consider this limitation as a communication design problem in itself.

. Contents:

studio work

design-related course: Design Communication, E-Tech, Structure.

. Anonymous: All students will be assigned a portfolio number.

Schedule

Monday **May 4th, 2026, 1:30PM** - Final digital portfolio due to your faculty member.

The faculty member must upload collated portfolios to the DoARCH OneDrive by Tuesday, May 5th, 2026 at Noon.

Acknowledgement of Acceptance

Notification will be sent to you via your KSU email for the following conditions:

- . Acceptance
- . Provisional Acceptance (pending course completion or other requirements)
- . Portfolio Unsatisfactory (requires taking a summer portfolio studio)
- . Non-acceptance (unsuccessful portfolio and missing requirements)

2026 | portfolio [document] Review evaluation Criteria Matrix

Admittance into the upper Division | [professional Program]

portfolio number

| ...00

check the appropriate box | numeric ranking

	01 minimally developed	02 needs improvement	03 average acceptable	04 skillfully developed	05 excellent well executed
<p>design process 25%</p> <ul style="list-style-type: none"> ▪ concept design intent ▪ conceptual interrogations ▪ site observations and analysis ▪ precedent study analysis ▪ diagramming ▪ parti development and exploration 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>design development 25%</p> <ul style="list-style-type: none"> ▪ programming ▪ orthographic drawing development plans, sections, and elevations ▪ physical and digital 3d modeling exploration 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>technical understanding integration 25%</p> <ul style="list-style-type: none"> ▪ building system articulation structure, space, and skin ▪ material and building skin investigation ▪ representation modeling [analog and digital] ▪ craftsmanship and making 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>portfolio design _ [25%]</p> <ul style="list-style-type: none"> ▪ demonstration of a comprehensive understanding of the design process ▪ demonstration of growth within the comprehensive body of work ▪ clarity of overall organization layout and communication 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

review | evaluation comments

team 00_ faculty 1 | faculty 2 | faculty 3 __ signature