

## **FOUNDATION PORTFOLIO REVIEW SUBMISSION REQUIREMENTS:**

The *2020/2021 ONLINE submission requirements* will be identical to previous years, except for the matting requirement, which is waived this year. All works should be photographed and submitted electronically according to the guidelines below. Attending one of the online workshops is strongly recommended!

## **FOUNDATION PORTFOLIO REVIEW REQUIREMENTS:**

The portfolio should consist of no more than twelve (12) documented works within specific categories.

- 3 - Two-dimensional design
- 2 - Three-dimensional design (photographs must have at least 2 views)
- 3 - Drawing
- 1 - Self-portrait (drawn from life)
- 3 - Open Submissions

### **Attend one of the TWO Online Art Presentation Workshops with Damir Porobic:**

Tuesday, February 16th 11:00 AM – 12:30 PM via ZOOM  
Wednesday, February 17th 11:00 AM – 12:30 PM via ZOOM

## **GENERAL GUIDELINES:**

The quality of your overall portfolio will largely depend on the care and time dedicated to photographing your artwork and curating your final selection.

You should always photograph the work in its entirety with all aspects of the artwork included, while still minimizing the amount of background space around it. Use white, black, and/or other solid color backgrounds, and always photograph under "optimal" lighting conditions, meaning either outside in a good daylight, or with a directed inside and white light, assuring images are not too dark, nor too light and washed out. Make sure the images are in focus and perpendicular to 2D work, and work with background and lighting until you have that optimal shot. Make post-edit adjustments to your work, but strive not to need to do that. Keep adjustments at a minimum; don't over-process the photographs.

## Photographing Guidelines - Recap:

- **Try shooting in variable settings with different lighting indoors and outdoors if possible:**

Natural sunlight is often overlooked as an excellent (white, intense, and evenly distributed) source of light. Household or interior lighting such as studio clamp-lights give you more control of how you directing the light, and having at least two even sources of light, and having them slightly overlap can create an even effect.

- **Use Background**

Consider making an improvised background (out of bed sheets, craft felt or felt blankets, cardboard and more). Darker to black materials work generally best for shooting 2D work (here the angle or being perpendicular in lens to piece center is a great goal, besides lighting and focus, and light gray to medium values for ceramics or other highly reflexive 3D works. If photographs of large 2-D works have warped edges, try standing further back from the work and use subtle zoom, and utilize a tripod - if available.

- **Experiment with your camera settings.**

There are also basic image enhancement and adjustment interfaces now on some cameras and on just about all of the phones, and one may be able to use smart focus (finger adjusting and directing camera's focal point/s), and also adjust afterwards the grayscale values or basic exposure qualities, color saturation, and even transform or reduce unwarranted angle distortions and flatten the overall 2D appearance. Keep the original next to you for reference if permissible while doing the adjustments.

- **When utilizing post-edit software, the result should be true to your actual work.**

Do it very subtly (easy on the slide bar) and with a focus on generating a visual facsimile to the original document copy. Make the adjustments only when necessary to counter correct the shortcomings in the physical space, lighting and/or technology within the file.

## ONLINE SUBMISSION – FILE UPLOADING GUIDELINES:

- **Prepare a final selection of your files in a .jpeg or .pdf file format with appropriate number of examples for each portfolio category (see above for guidelines).**

Make sure your files are large in size – lean on the largest you can achieve resolution size and check your equipment (camera, phone etc.) to make sure you

are utilizing highest digital size settings for photographing. Don't over crop your files in post-editing – maximize the image size in the original document, and check that each file opens and displays full-resolution, when viewed full-screen.

- **All your individual final files should be labeled with:**

Submission Number\_ Category\_Media\_ Size

*Example:* 1\_Drawing\_Graphite\_18x24

NOTE: Each 3D submission should have a minimum of 2 views; use 1a, 1b, 1c designations for multiple views of your 1<sup>st</sup> 3D submission, and 2a, 2b, 2c for the second etc.

- **In your maine.edu Google Drive Home Page, create a “main” folder titled:**

LAST(name)\_FIRST(name)\_2020\_Foundation\_Review

*Example:* POROBIC\_DAMIR\_2020\_Foundation\_Review

- **Within the main folder, create subfolders for each rubric:**

2D\_Design

3D\_Design

Drawing

Self\_Portrait

Open\_Submissions

- **Within each rubric's subfolder, include required number of work submissions.**
- **When you are happy with your overall folder and the way your final files are collated and organized, you will be ready to share the folder's full administrative permission (to view/ edit and share/download) with the USM Art Department's Administrative Specialist Amy Hagberg, and our Health and Safety Technician Stephen Walsh.**

To do so, click on the Drive Folder's Name in the top, and choose SHARE option. You will be given option of emailing the individuals you wish to share it with, and there add following two emails:

amy.hagberg@maine.edu and stephen.walsh@maine.edu

For more on Sharing your Drive Folder see:

<https://support.google.com/drive/answer/7166529?co=GENIE.Platform%3DDesktop&hl=en>

**Looking forward to seeing your submissions, and don't forget to login to one of the two upcoming workshops with any questions!**