

# Portfolio Schedule

---

Mar 20 / 22

## **DUE Thesis Project fully developed**

**IN CLASS** View and analyze portfolio examples  
Make preliminary list of projects to include  
Begin to design a portfolio system; create 3 samples pages, using InDesign (for print pf) or Photoshop (for web pf)  
Class review of 3 samples pages (put in my DropBox by 3:30pm)

---

Mar 27 / 29

## **DUE Portfolio Format + Raw Archive PDF in my Drop Box**

Portfolio Format: 3 sets of 3 sample pages. Use either InDesign (for print pf) or Photoshop (for web pf)

Raw Archive PDF: Include all work under consideration for portfolio.  
Place projects in an InDesign document. Use File > Export > Adobe PDF > Smallest File Size to create a PDF. Do not design this; the purpose is to see all your work to choose what to revise and include in the portfolio. Include all parts of projects and include anything that has any chance at all of being included. If you're not sure about something, include it.

**IN CLASS** We will project the portfolio formats for class feedback.  
Work in class on portfolio format while I conduct individual meetings to help you select work to revise and to include in portfolio.

---

Apr 3 / 5

## **DUE Portfolio Format Refined + Project Revisions 30% Complete**

**IN CLASS** We will project the portfolio formats for class feedback.  
Work in class on project revisions, implementing format.  
Look at examples of cover letters; draft cover letters to specific design studios.

---

Apr 10 / 12

## **DUE Project Revisions and Portfolio 75% Complete + 3 Cover Letters**

**IN CLASS** We will project the nearly-complete portfolios for class feedback.  
Consider sequence of projects in the portfolio. Include some process work.

---

Apr 17 / 19

## **DUE Project Revisions and Portfolio 100% Complete**

**IN CLASS** We will project each portfolio for a final round of feedback.  
Revise resumé to coordinate with portfolio.

---

Apr 24 / 26

## **DUE Portfolio, Resumé, 3 Cover Letters**

**IN CLASS** Mock interviews.

---

May 1

## **Portfolio Review with Visiting Critics**