

**SPRINGFIELD COLLEGE
VISUAL & PERFORMING ARTS DEPARTMENT
PORTFOLIO GUIDELINES**

Dear Prospective Student:

Please read the following guidelines for preparing your art portfolio for review by a member of the Visual & Performing Arts Department.

Submit your portfolio either with your application, separately via mail or electronically (see below).

To submit via mail, send to:

**Springfield College
Visual & Performing Arts Department
ATTN: Ron Maggio, Chairperson
263 Alden Street
Springfield, MA 01109**

1. PORTFOLIO REVIEW VIA MAIL OR WITH YOUR APPLICATION:

A minimum of 12 -15 pieces

Pieces should reflect your growth as an artist, ability to work with diverse media, skills and your creativity

A. Please indicate your **name, program desired** (undergrad/grad art therapy, studio arts, computer graphics/digital arts, art education etc.) **and address** on the top of the work holder.

B. Please include the following information for your work , indicating

~ number

~ the title of each piece

~ the date of completion

~ medium used

~ approximate size of piece

**2) PORTFOLIO REVIEW VIA E-Mail or Weblink to
RMaggio@spfldcol.edu**

3) PORTFOLIO REVIEW VIA ELECTRONIC MEDIA

.Utilize PC format in CD Rom or DVD

4) PORTFOLIO REVIEW VIA 35MM SLIDES

(see item B and also include name on each slide)

While choosing pieces to include in your portfolio, do not limit yourself to two-dimensional work (you may show multiple views of a single object for 3-D pieces). We understand that there will be significant differences in the number of art courses taken by each student. For this reason, your portfolio will be evaluated on the basis of your investment in the creative process versus the amount of instruction you have had. We will work to return your work to you as soon as possible. If you have any unanswered questions, please call (413) 748-3930.