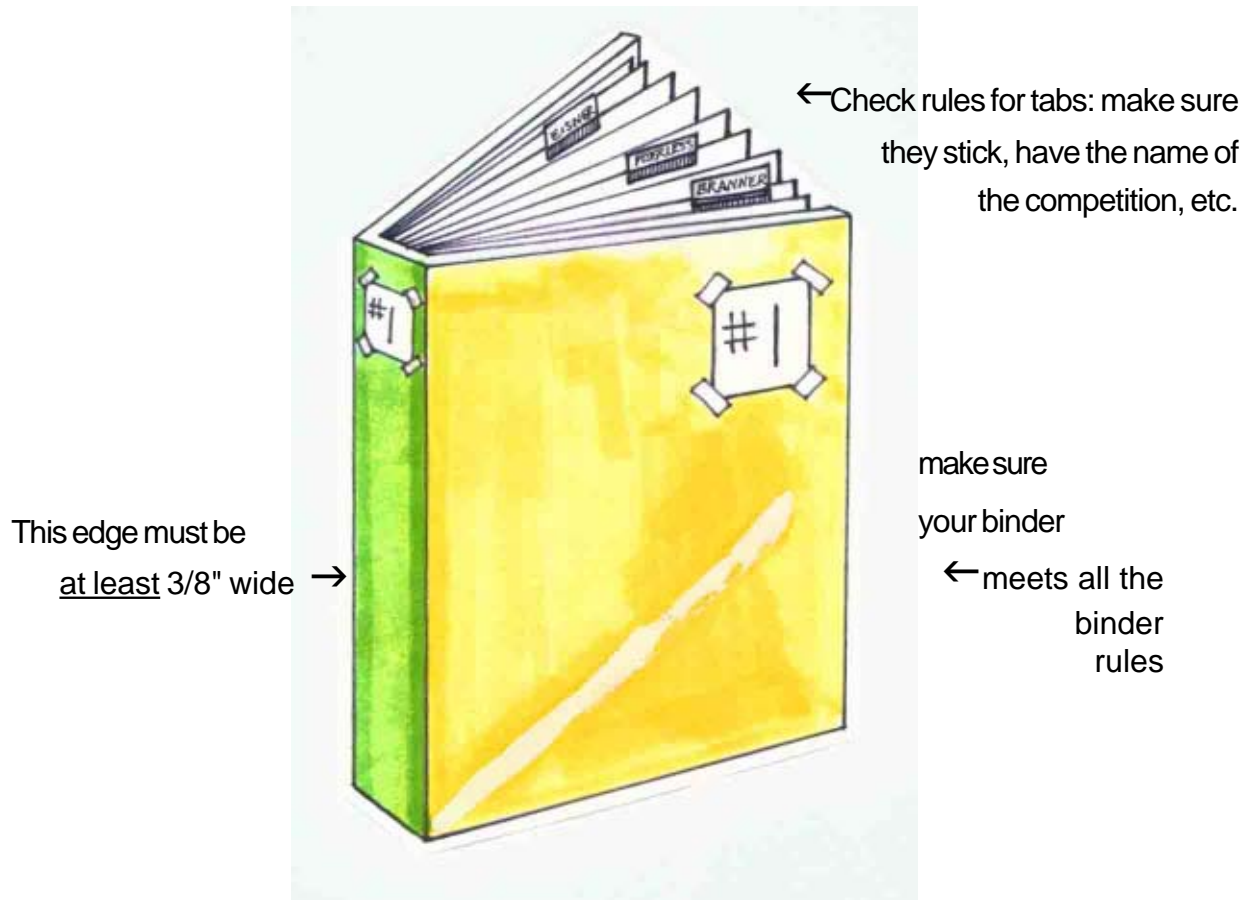


ARCHITECTURE DEPARTMENT **PORTFOLIO RULES** ARCHITECTURE DEPARTMENT

Please read over carefully.

In an attempt to limit the time, effort and money spent by students on submitting portfolios to Architecture Department competitions, the following rules have been established by the Prizes and Awards Committee. These rules apply to all competitions requiring portfolios, with the exception of one outside competition administered by our department, the SOM Traveling Fellowship, which has its own portfolio requirements:



1. AWARDS WON'T BE MADE ON THE BASIS OF THE CONTAINER OR EXPENSIVE PRODUCTION TECHNIQUES, BUT ON THE QUALITY OF THE ARCHITECTURAL WORK.

Each jury will be made aware of this and all portfolio rules at the start of each jury.

2. First of all, read over all the competitions in the prizes booklet to see for which of the awards you qualify and to which you'd be interested in applying. Then, from that list, make a list of the awards which require a portfolio.

3. Make a note of the additional requirements of each award, for example, how many projects are required, whether those projects require description or explanation, whether transcripts or letters are required. (For department competitions, you may use a photocopy of your transcripts) If the award asks for one letter, that means no more than one. The same applies to projects. An award asking for one project means one and only one.

SEE OVER →

4. As of Fall 1995, video entries are considered acceptable as a supplement to other work presented in your portfolio. To be considered, the video entry must also be represented in your portfolio in the form of still photographs. The jury (and/or jury members) for each prize will have the option of whether or not to view the video entry in Joe Gouig's office, Rm. 103. Allow a space, slot, pocket, etc. within your portfolio to hold the video part of your entry. Do not submit video entries separately.
5. The Committee asks that you submit your work in **a SIMPLE BINDER, no bigger than 11" X 17"**. For your own convenience, you may want to use a binder that has removable sleeves, so that you can use the same portfolio to accommodate various awards throughout the year. The portfolio must also meet the following requirements:
- **IT SHOULD NOT BE TOO PRECIOUS.** The cover must be able to withstand frequent handling and having tape applied (we attach entry numbers to the cover and side with tape.)
 - We must be able to tape a number on the cover and on the **side** (see illustration: the side of the cover must be at least 3/8" wide) for easy numerical reference for jurors. Therefore **SPIRAL BINDERS ARE NOT ACCEPTABLE** and the **side width of your binder should be at least 3/8" wide**. If you have any questions about whether your binder is acceptable, please see Tracy.
 - **NO FANCY CONTAINERS** (see Rule 1) In other words, the work is to be contained only in the simple binder mentioned above. No wood or metal boxes, binders, etc. If you want to display talent in this area, please do so with pictures of your work in the portfolio. Juries strongly dislike having to deal with containers when they are judging work. Work that is submitted in a fancy container will have the container removed so that it will not be seen during preview or judging.
 - All the projects must be **ANONYMOUS**. It's the responsibility of the student to assure anonymity. Please check carefully. If your name is found on one of the projects during a jury, your entry will be disqualified.
 - **NO LOOSE SHEETS**. If the competition requires a letter of recommendation or transcripts, provide empty sleeves in the portfolio to include these.
 - If you are entering one portfolio in several competitions, please **PROVIDE TABS** to enable each jury to immediately turn to the projects entered for that particular award. The same project may be entered for more than one award; you do not need to duplicate the project. The tabs used must:
 - stick well to the pages of your portfolio (post-its can be used if they stick well)
 - be located at the top edge of the portfolio in a staggered fashion
 - stick out no more than 3/4" from the portfolio
 - have the name of the competition on the tab
- SEE ILLUSTRATION**
6. You may enter originals, but photocopies are preferred. The department assumes no responsibility for any lost work.
7. All work submitted for any department competition must have been done while registered as a UCB student, and graduates should not include work done as an undergraduate. If work submitted is found (either before or after the jury) to be outside work, not done while registered as a UCB student, you will be disqualified.
8. You may retrieve your portfolio if it's needed for a job interview, etc., but applicants will be responsible for their portfolios being on hand when they're needed for a jury. Because juries aren't always predictable, it's best to check with Tracy if you have need of your portfolio once it's been submitted.
9. To lessen the possibility of any work being lost or misplaced, students are encouraged to pick up their work as soon as possible after they are notified of the results of a jury (except Branner and Eisner recipients...).
10. All winners of prize competitions will be required to submit one or two 11" X 17" color lasercopies from pages of their portfolio or submitted work, to be displayed during the week of graduation. One or more computer images in jpg format are also required, to be placed on the Architecture department website for 2 years and used in the Summary of Awards booklet housed in the Architecture Library as reference for future applicants. Receiving your award will be contingent on the Committee receiving the lasercopies and jpgs. (The Slide Library will also make slides of Branner and Eisner winners' work.)