Limited Access Review Information Packet

10.07.16 Application Due
10.14.16 Written Component
10.21.16 Fall Portfolio Due
2.24.17 Application Due
3.03.17 Written Component
03.10.17 Spring Portfolio Due

Only valid for the Fall '16 and Spring '17 reviews. Available online at:
http://www.unf.edu/coas/art-design/Limited_Access.aspx
The Graphic Design + Digital Media program at the University of North Florida is a limited access program designed to offer the student an in depth study of the field of graphic design. Students will be exposed to unique learning opportunities and industry standard software packages that will provide them with a competitive edge when entering the workforce or further education pursuits.

Course work will focus on the students acquiring several portfolio building pieces through the development of fundamental skills and techniques and an understanding of the creative process. The work will consist of, but will not be limited to: page design, web design, posters, packaging, corporate identification systems and time-based motion graphics. The development of problem-solving skills and critical thinking will be stressed in all aspects of the program. Each course will emphasize the creative process as it relates to Graphic Design + Digital Media.

Limited Access reviews will be conducted in October (approximately week 9 of Fall term) for students who desire to enroll in Spring classes. And March (approximately week 9 of Spring term) for students who desire to enroll in Fall classes.

Candidates must have the following status:
To be considered for admission into the Limited Access program in Graphic Design + Digital Media, applicants must:

a. Be accepted to the University of North Florida.

b. Have passed all prerequisites leading up to and including ART2605C Basic Computer Images with a minimum of a C or approved state equivalent, AND be enrolled in, or have completed GRA2190C Introduction to Graphic Design. (It is recommended that students take PGY1800C Digital Photo for Designers with Introduction to Graphic Design.)

Review Information
Portfolios will be reviewed by the faculty on the designated review dates per term. Students’ design work and writing will be evaluated and used to determine acceptance into the GD+DM track. There are limited spaces available for entry into this track. Students not submitting required items on time, may not be reviewed.

If Approved
Students will be notified of their status by mail and email prior to registration for the following semester. Students should follow the recommended course of study made available through the department. Accepted students will be allowed to register for Limited Access classes for the following term. (Students reviewing and admitted in the Spring are eligible for Fall enrollment.) Admission into the Limited Access program does not guarantee enrollment in any given class during a specific term.

*In addition, an academic advisor will be advised of students accepted into the program and an official major change form will be completed.

If Denied
Students will have 1 additional chance to submit a revised portfolio in an upcoming semester. Faculty decisions are considered final, portfolios may not be re-evaluated after the completion of the review. Please review the department letter for suggestions of what needs to be improved before the next review. You may discuss your portfolio with a design professor for suggestions and improvements to your work.

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The Portfolio:
Submit 8 visual arts pieces for the committee to consider. At least 4 works must be graphic design based (typography and image). You may choose to show more than 4 design works, however, no more than 2 from each of the following categories: photography, digital illustration or hand rendered works (paintings/drawings).

Examples of design works (minimum of 4):
Works that include type and image, each of the works will have a process slide.

Examples of artistic works (4 or fewer):
Photographs, drawings, paintings, printmaking, etc. (Please no examples or photographs of 3-D work, such as sculpture, ceramics, 3-D computer rendering.)

A process slide is only for the design projects in the portfolio. This slide should be after each of the project slides and include steps that show progression to the final result. Be sure process shows concept development, sketches and digital exploration.

Work should be submitted on Blackboard as a multi-page PDF document. Final files should not exceed 50 MB maximum. [Landscape, saved as screen quality is the best format.] Files must be tested and working. Design your slides, but the work should be the main focus. Be sure image quality is clear (not pixelated) and the color is accurate. (UNF students should include projects prior to the review from GRA2190C and PGY1800C.)

A slide list for the 8 works needs to be included in the portfolio submission on the last page of the PDF. Include the following information: Project name, term and date, materials or programs used and class name.

After applications are submitted, students will be enrolled in the Blackboard group entitled GD+DM LA (and term you are applying). The Blackboard course will appear in "My Courses" after applications are submitted, this is where all answers and portfolios will be submitted. Follow the instructions for submitting your portfolio inside the group. A working and tested file needs be posted on the Blackboard group prior to 10:00 on the designated date.

Portfolio Review Questions:
Answer the questions below. Express your thoughts fully and clearly, using a formal writing style. You will be evaluated on; clear communication, use of design terminology and spelling/grammar.

- Save the file as a PDF with your full last name, first initial and answers, followed by term and year; smithb-answersF17.pdf
- Your answers will be submitted through the Blackboard course in the answers section.

1. Discuss a design piece, campaign or other project that you consider effective visual communication based on: message, concept, format and design principles. Include a visual example and examine the designer, client and audience to help expand your reasoning.

2. Discuss areas in the design field that you find motivating and how this impacted your decision to apply to the program.

Criteria for evaluating design work.
(Sample evaluation form attached)

Creativity: originality, unique or interesting concept, sense of imaginative thought in the final design.

Exploration/Process: experimentation with design solutions and exploration of various mediums and materials with projects.

Overall Design and Composition: arrangement of visual elements on the page, which shows consideration for space, form, color, line and typography.

Technical Proficiency: ability to use the computer, digital camera, scanners and other relevant technology as effective tools in the execution of design work.

In addition, we evaluate communication in written form: the ability to express ideas clearly, use design terminology and use of proper grammar and spelling.

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The Quick Checklist.

1. Successfully passed ART2605C Basic Computer Images [or approved state equivalent for transfer students] and all prerequisites.

2. Currently enrolled or passed GRA2190C Introduction to Graphic Design (recommended that transfer students take GRA2190C and PGY1800C at UNF).

3. Complete the online application on or before the posted deadline, and look for the blackboard course. http://www.unf-gddm.com/limited-access/

4. Answer the questions for the review.

5. Submit completed questions to the GD+DM LA Blackboard group on or before the posted deadline.

6. Work on design portfolio, process slides and slide list.

7. Submit files to the GD+DM LA Blackboard group on or before 10:00 AM on the Friday of the review.

Any questions or concerns can be addressed to gddmla@unf.edu or please discuss any issues with your GD+DM professors.

Additional Information

Students in the Limited Access program in Graphic Design + Digital Media will need to go through the Limited Access Review process again if:

1. A student leaves the program for more than 3 consecutive terms.

2. A student receives a failing grade in Introduction to Graphic Design the term he or she reviews.

If breaking continuous enrollment students will be under the catalog for the term that they re-enter the track, unless they have 5 or fewer classes remaining.

Please read all of the content carefully and meet all of the posted deadlines.
### Creativity:
Approach to design problems/assignments, concepts and ideas.

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<thead>
<tr>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
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<tbody>
<tr>
<td>Original or imaginative approach to design problems, assignments and concepts. Clear and smart ideas present in final design.</td>
<td>Expected or average approach to design problems, assignments and concepts. Clear but expected ideas present in final design.</td>
<td>Cliche or uninspired approach to design problems, assignments and concepts. Unclear ideas present in final design.</td>
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### Exploration/Process:
Level of experimentation with solutions at all stages of the design process. Visual proof of testing is evident.

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<th>Average</th>
<th>Below Average</th>
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<tbody>
<tr>
<td>Unprompted or full experimentation with design solutions. Possible outcomes have been thoroughly tested in all stages of design.</td>
<td>General or partial experimentation with design solutions. Possible outcomes have been partially tested in all stages of design.</td>
<td>Little or no experimentation with design solutions. Possible outcomes have been scarcely tested in all stages of design.</td>
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### Overall Design and Composition:
Arrangement of visual elements on the page, which shows consideration of form, composition, principles, details & typography.

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<th>Below Average</th>
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<tr>
<td>Design work is compelling and interesting based on consideration of form, composition, principles &amp; typography. Attention to details in final design is at a high level.</td>
<td>Design work is reasonable or expected based on consideration of form, composition, principles &amp; typography. Details are not all worked completely through.</td>
<td>Design work is ordinary and bland based on consideration of form, composition, principles &amp; typography. Attention to details in final design is at a low level.</td>
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### Technical Proficiency:
Ability to use the computer and an understanding of software, digital camera, scanners and other relevant technology as effective tools in the execution of design work.

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<td>Projects show a convincing level of understanding the software based on a display of form, imagery, artwork, control of elements and typography.</td>
<td>Projects show a competent level of understanding the software based on a display of form, imagery, artwork, control of elements and typography.</td>
<td>Projects show a low level of understanding the software based on a display of form, imagery, artwork, control of elements and typography.</td>
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### Communication in Written Form:
Ability to organize and express ideas clearly, use design terminology, correct use of spelling & grammar and fully answer the questions by supporting the main ideas. Meets minimum length on writing requirements.

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<td>Writing is clear and organized. Few or no spelling/grammar errors found. The questions are answered effectively using design terminology.</td>
<td>Writing is well organized. A few spelling/grammar errors found. The questions are answered reasonably using design terminology.</td>
<td>Writing is unclear and thoughts are disorganized. Some obvious spelling/grammar errors found. The questions are answered without the use of design terminology.</td>
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