

# Department of Media Study

## Portfolio Requirements

A portfolio is required for the Production concentration. Each year, portfolios are due around October 1 (for spring registration) and around March 1 (for fall registration). Specific dates will be posted to the listserv, on the DMS website, and in the department.

### *A) Requirements:*

1. Submit the following in a 10x13 envelope to CFA 231:

- a) 1 to 3 Work Samples,
- b) typed Description Sheet,
- c) Personal Statement, and
- d) copy of your DARS Report.

Write your name on the envelope and attach a completed “DMS Portfolio Submission” form to the front of the envelope. Submission forms will be handed out at the Portfolio Statement Workshop. Include your name on every item submitted in this envelope.

2. A personal statement is not a biography or resume. Attendance at the Portfolio Statement Workshop is mandatory. If you do not attend a workshop, your work will not be reviewed. Announcements with the workshop date(s) will be posted to the listserv, on the DMS website, and in the department.

3. The Description Sheet: Specify the materials submitted -- title, original medium, length, date of creation, credits (see #4 below), and what class it was made for (if from a class).

4. Work samples must include complete credits, either on the work itself or on the Description Sheet. If it is a group project, identify everyone involved and their exact role in the production. If we do not know what you did on a particular project, we cannot evaluate it.

5. Work submitted may be of any length, but it is better to select the highlights of projects that are longer than 10 minutes as the committee is unlikely to view more than 10 minutes of work. There is no minimum length requirement.

***B) Technical requirements:*****Film, Video, and Documentary:**

Work will be accepted on DV CAM / Mini DV (NTSC or PAL), DVD (region code 0 or 1, NTSC), VHS (SP speed, NTSC), or 16mm film. Do not submit videos as Quicktime or AVI files on DVD-ROM; submit on any of the accepted formats. If DVD, all works can be submitted on one disc; otherwise, submit each on a separate tape or film reel. Every tape, disc, film, and container must be labeled with your full name, and the title, length, and date of the work.

CUE tapes to the section which you wish the committee to see. Films may be cued by inserting a small slip of paper in the reel, with a note of instruction to pre-cue the film to that point. Any special instructions for projection, such as when or how to run a separate, cued audiocassette, must be included.

**Digital:**

Work will be accepted on CD-ROM or DVD, or as URLs. We normally use Macs (OSX) to review materials; Windows or Linux PCs are also available; if a work is platform-specific, specify which platform. When a work involves multiple files (e.g. a Flash animation), clearly specify which file is the starting point. Every disc must be labeled with your full name, and the title, length, and date of the work. Multiple works may be submitted on a single disc.

Available media players are Quicktime, WMV, Realplayer, and Flash. Browsers used are Firefox and Safari. Programmed works may be Python scripts or compiled executables (identify any important system requirements).

**Other Media:**

Any work which does not conform to the above may be accepted for review, but consult with the Department Advisor or Director of Undergraduate Studies first. Video or other visual documentation (photos, diagrams, etc) is recommended.

***C) Recommendations:***

- Please show your portfolio to one or two instructors before submitting, and give yourself enough time to incorporate their suggestions.
- Submit more than one work sample. If you hand in a group project, make sure your second piece of work is an individual project. Two to three works usually suffice, but you will be contacted by the committee if they need more in order to make a decision.
- Do not submit your only copy of a work.