

# Kennesaw State University

## Department of Visual Arts

### Application Procedures

If you are interested in pursuing a degree in the Department of Visual Arts, you must make separate application directly to the College of the Arts at Kennesaw State University. This application is in addition to the standard application for admission to KSU. *Print these instructions and keep them for your records.*

Prior to admission to either the Bachelor of Fine Arts **or** the Bachelor of Science in Art Education you are **required to submit a portfolio of representative work** to be reviewed by the Portfolio Review Committee in the Department of Visual Arts. Deadlines for submitting your portfolio are listed below:

Submission Deadlines	
Term of Admission	Application/Portfolio Deadline
Spring 2009	October 13, 2008
Fall 2009	February 23, 2009
Summer 2009	February 23, 2009

### Portfolio Submission Guidelines

If you are applying to become an art or art education major in the Department of Visual Arts, you must be accepted by portfolio review. The Department of Visual Arts requires approximately three weeks from the time we receive your portfolio to complete the review. **NOTE:** *If you do not have a portfolio to submit you can take two introductory classes, 2-D Design (ART 1100) and Drawing I (ART 1150) at KSU. These foundation courses, which should be taken as early as possible and preferably during your first semester at KSU, give you the opportunity to develop a portfolio for submission.* All students enrolling in 2-D Design and Drawing I must request an override from the Department of Visual Arts. Overrides are approved based on portfolio approval and space availability within the courses.

Portfolios will be evaluated on the basis of drawing and design ability, original ideas, craftsmanship, and overall presentation. You will receive separate notification of the result of your review directly from the College of the Arts.

### Portfolio Requirements for Freshmen

- Submit 8-20 works in digital image form on CD or DVD. See the **Submission Instructions** below.
- The portfolio must include a minimum of four (4) samples of representational drawing made from direct observation (i.e., not copied from photographs, comics, or "fantasy"). Other work could include painting, photography, page layout designs, computer images, two-dimensional design, sculpture, ceramics, models, mechanical drawings, and marker renderings.

### Portfolio Requirements for Transfer Students and Changes of Major

Transfer students and current KSU students seeking to become art or art education majors follow the same requirements and deadlines as freshmen.

For transfer students, the portfolio is used to determine transferability of previous coursework. Therefore, your portfolio should clearly represent your basic foundation experience, as well as any advanced or "applied" work. Transfer students should submit, along with this application and your portfolio, an unofficial copy of all transcripts with catalog course descriptions of any art and art history courses taken, and the *Transfer Credit Equivalency Form* available from our website.

**NOTE:** While credit hours from courses with a C or better will transfer, it is possible that you will have to repeat some courses regardless of the grade you received at your previous institution. *Credits from non-accredited institutions will not transfer.*

- In addition to the minimum of four (4) representational drawings, **transfer students** must submit a *minimum* of four (4) samples of work dealing specifically with design concepts. At least two (2) of these works should be traditional 2-D class assignments done by hand. A brief, written description of assignment objectives, parameters, and personal goals should accompany your Image File Inventory for each work (see example below). If you are requesting transfer credit equivalency for previous coursework, you must submit at least four strong examples of artwork for each art course that you wish to have evaluated for transfer credit. For example, if you took 2-Dimensional Design at your previous institution, you should have at least four designs in your portfolio showing the breadth of your design skills.

- **Current KSU students** seeking a change of major should submit a minimum of two works from 2-D Design (ART 1100) and two of the four required representational drawings should come from Drawing I (ART 1150). Each work should be clearly labeled on your Image File Inventory page to designate the course category of your artwork.
  - e. g., 1. Drawing: "Portrait in Blue." 24 in. x 18 in. Pastel on blue paper from Drawing I class, fall 2006
  - e.g., 2. 2-D Design: "Opposites Attract." 11 in. x 14 in. Graphite pencil from 2-D Design class, fall 2006. This assignment focused on expressive line and shape for the communication of two concepts. I chose femininity and masculinity with a diagonal structure to emphasize tension between the elements. The curvilinear lines and shapes (femininity) flow toward the bold, vertical shapes that I used to represent male characteristics. The female qualities are extended into the male area, in part to unify the space, but also to represent the qualities of confidence and receptivity.
  - e.g., 3. Drawing: "Seated Figure." 24 in. x 18 in. Graphite pencil from Drawing I class, fall 2006

### **Submit your application and portfolio to:**

Samuel G. Robinson  
 Assistant Dean of Admissions and Enrollment Management  
 Kennesaw State University  
 College of the Arts  
 Room 201 Wilson Bldg., #31  
 1000 Chastain Rd.  
 Kennesaw GA 30144-5591

If you have any questions, please contact us at 770.423.6614 or by email at [COTA-Admissions@kennesaw.edu](mailto:COTA-Admissions@kennesaw.edu)

### **Application Checklist**

Submit your application for admission to Kennesaw State University

Complete and submit the Supplemental Application to the College of the Arts

Submit your admission portfolio to the College of the Arts

Submit the Image File Inventory List to the College of the Arts

**TRANSFER STUDENTS:** Submit an unofficial copy of all transcripts with relevant course descriptions from all previous institutions where you took visual art or art history courses for which you seek transfer credit to the College of the Arts

**TRANSFER STUDENTS:** Submit the Transfer Credit Equivalency Form to the College of the Arts

**NOTE:** As an accepted Visual Arts major you will be required to submit a second portfolio for acceptance into your area of concentration. This review will take place after you have completed the lower division credits (Area F) and 6 middle division credits (24 total credits).

## SUBMISSION INSTRUCTIONS:

### Digital File Portfolios

Digital files must be formatted for readability on Macintosh® computers and prepared in strict adherence to the specifications outlined below:

### Disk Format and Mailing Information:

All submissions must be on a single CD or DVD that is Macintosh®-readable. Disks should be sent in paper sleeves in a 6" x 9" envelope, with your name legibly printed on the disks, the sleeves, and the envelope. Portfolios will be held for one academic year from the original submission date. If you would like your CDs or DVDs returned, you must include a postage-paid, self-addressed envelope with your name and address clearly printed on it. CDs and DVDs will be considered disposable if return envelope not included

**NOTE: Portfolios not claimed within 60 days of the one-year anniversary of the original submission deadline will be discarded.**

A total of 8-20 images and/or moving images may be submitted, and they should be numbered 1-20. Sort them in chronological order, ending with the most recent work. All twenty images must be placed in a folder labeled last name first, e.g., **Smith, John**.

### File Format

**Still images:** Submit files as 2700 x 1800 pixels (6" x 9" at 300 dpi). Do not format images in a presentation program (e.g., PowerPoint, Preview, Keynote, or PDF), or include composite images (more than one item or picture per file). Files should be sent in jpeg format and must be labeled by: Last name, first initial, file number, date in parentheses and file type:

e.g., **smithj12(2006).tif** or **smithj13(2006).jpg**

**Moving images:** All videos must be in the QuickTime format and should be no longer than two minutes each. If you break up a video into more than one two-minute segment, make sure that this is indicated. Do not include titles and credits in video files.

**Web sites:** Links to web sites should not be included in your submission list, but QuickTime movies of a web site are acceptable. Keep such movies under two minutes in length and label – last name, first name, website, number, date in parentheses and the file type:

e.g., **SmithJohnWebsite16(2006).mov**

### Image File Inventory List

You must include an inventory list on your disk with your digital submission. This must be headed with your name and the area of study to which your application is being made (e.g., art education, drawing/painting, graphic communication, photography/printmaking, or sculpture/ceramics). ***It must include a brief statement outlining your goals and objectives in pursuing a Visual Arts degree.*** Each image in the list must include a thumbnail picture, title, dimensions (height, width, and depth of 3-D works) and a materials description of each work, along with the year in which it was made. If it was created for a class assignment, indicate for which class it was created and the term the class was taken.

The list should be arranged and numbered in the same order as your images, and the descriptions should indicate whether a particular image is being submitted as a photographic work of art:

e.g., **1. Photography: "Butte, Montana." 8 in. x 10 in. Film negative, digital print. 2006**

or as a document recording an object, installation, or performance that you have created:

e.g., **2. Installation Sculpture: "Untitled." 10 in. x 8 in. Film negative, digital print. 2006**

**3. Graphic Design: "Working with Time" 24 in. x 36 in. Poster design project from graphic design class (digital screen capture), fall 2006**

**4. Painting: "Glass Bottle Study." 16 in. x 20 in. Oil on canvas, still-life project for Painting I class, fall 2006**

Please note that you must also enclose a printed, hard copy of this inventory page on 8-1/2" x 11" paper with your application and portfolio submission.

**NOTE: While every precaution is taken to ensure proper handling, KSU assumes no responsibility for loss or damage to submitted materials.**

# Kennesaw State University

## Department of Visual Arts

### Supplemental Application for Admission

*Please print legibly or type. Submit this and the next page with your portfolio Inventory Sheet*

#### PERSONAL INFORMATION

LAST NAME (as it appears on your KSU application)		FIRST NAME	MIDDLE NAME
ADDRESS			
CITY		STATE	ZIP
HOME PHONE		CELL PHONE	
DATE OF BIRTH	KSU ID (if known)	E-MAIL ADDRESS	

#### PROGRAM INFORMATION

Please indicate the term for which you are applying:	At what level do you expect to enter?
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If you are applying as a freshman, did you take the AP Studio Art Exam?	
	If yes, score (if known):

Have you already completed/expect to complete a college degree before enrolling at KSU?	
	Degree/Date/Institution:

For which degree program are you applying:	
	If BFA, Intended Area of Concentration:

How did you find out about the Department of Visual Arts at Kennesaw State University?	
If Other, please specify:	

#### ACADEMIC HISTORY

List below all high schools and institutions of higher education you have attended beginning with the most recent first (NOTE: Transfer students must complete the Transfer Credit Equivalency Form in order to receive credit for previous coursework):	
Institution	Dates of Attendance

Please list any teachers/mentors that have been instrumental in your development as an artist	
Name	Relationship

<b>FOR COTA ADMISSIONS OFFICE USE ONLY</b>			
Application Received	KSU Admit:	Portfolio Received	Portfolio Number
Date:	Date:	Date:	COTA ID:

List any special distinctions, honors, prizes, awards, or exhibitions you have received:

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I certify that all information provided on this application is complete, factually accurate and honestly presented.

Signature of Applicant	Date