

Mandatory Requirements | *Petition to Graduate* School of Graphic Design

To obtain approval of your *petition to graduate* you will need to submit the following to the School of Graphic Design:

- _ Your interim portfolio
- _ Résumé (see below)
- _ Academic Advising report (obtained from your advisor)

Note: *Portfolios MUST be submitted to the department one week prior to the end of the Petition to Graduate period. Failure to do so may result in a delay in your graduation date.*

Bring your portfolio, résumé and Academic Advising report to the Graphic Design office, 5th floor 79 New Montgomery. *You do not need to make an appointment to drop off your portfolio.*
*Online students -see details below.

Portfolio Requirements:

_ All 'print' should be scaled to fit. It should be in "bookform" (i.e. spiral bound) and must include posters, brochures, mastheads, magazine spreads, logotypes, three dimensional projects, and packaging (shoot your own photos). No work from Fundamentals or MTCT should be included. All course titles and instructors must be identified on each project. Each project must indicate the name of the class, the instructor's name correctly spelled and the name of the project.

_ All packaging must be photographed by you, get in as "close" as possible when shooting. These will not be professional photographs, but merely "record" shots of your packaging or other three-dimensional projects. You will have it re-photographed later on during the portfolio class. Corporate stationery systems should also be scaled to fit. Include letterhead, business card and envelope.

_ The spiral bound portfolio should be 8.5 x 11 inches. It should be portrait format clearly labeled with your name, id #, telephone and email address and must be in an envelope that is clearly labeled with your name, id #, telephone and email address. Please include your Academic Advising report and a résumé with your contact information, educational background and your experience listed in chronological order.

***Online Students**

Send your spiral bound portfolio to:

Petition to Graduate | School of Graphic Design
79 New Montgomery
San Francisco, CA 94105

Online students **MUST** also submit a digital portfolio, résumé and Academic Advising Report through this link:

<https://www.pipelinexi.com/hcs/web/psx.jsp?url=externalFileTransfer>

The subject **MUST** include: Petition to Graduate, your full name and ID number.

The Recipient's e-mail address is: graphicdesign@academyart.edu

Sample Résumé

SALLY SMITH | *graphic designer* |

2204 Windom Court
San Francisco, CA 94106
cell: 415.889.0765
email: ssmith@sbcglobal.net

OBJECTIVE

To obtain a position within a creative firm that values good design and to become a strong and contributing member on a design team.

EDUCATION

Academy of Art University, San Francisco 2005 – 2008
School of Graphic Design : Bachelor of Fine Arts

Mt. Saint Mary's College, Los Angeles 2000 – 2004
Bachelor of Arts : Fine Arts, Dean's list

EXPERIENCE

Michael Osborne Design 2003 – 2005
Graphic Design intern.

Pop's Restaurant 2004 freelance design
Identity system and stationery

SKILLS

Adobe Creative Suite 3, Flash and Dreamweaver
Languages : French, Italian and French

AWARDS

Academy of Art University, Spring and Winter Shows 2005 – 2007

AFFILIATIONS AND ACTIVITIES

AIGA San Francisco Chapter, student member
Academy of Art University, student representative

INTERESTS

Skating, printmaking and cooking

REFERENCES

Available on request