

Mandatory Requirements | Petition to Graduate School of Interior Architecture & Design

The purpose of the portfolio review is to help you to select your final classes and discuss your plans for entering the profession. The work you present should showcase your skills and your creativity. To schedule an appointment for your review, call **415-618-3553** or email iad@academyart.edu **you must include your name, ID number and PTG in the subject line of your email.** Please schedule your appointment **early**; availability is limited, and schedules fill up quickly—especially just prior to the deadline. Missing your appointment or failing to complete your application for graduation prior to the deadline will delay your graduation.

Below is an idea of what you should include when selecting work for review:

- Graphic communication skills: hand drafting, CAD drafting, perspective drawing, process sketches and finished renderings (parts of completed projects)
- Completed projects, including materials (work from IAD 300, IAD 350 and Senior Studios)
- Model(s) or photos of model(s)
- One project you are genuinely interested in talking about
- Employer wish list—If you intend to discuss future employment opportunities during your review, **you must research design firms BEFORE meeting with the director.** You should be able to explain why you have selected the firms on your list and provide reasons you believe you would be an asset to the firm—what will you contribute, what do you want to learn? You might also prepare questions regarding your plans for achieving your career goals.
- Résumé and Academic Advising report (obtained from advisor)

You must also bring a CD containing the work you bring to present (your rough portfolio)

CD Format: TIF preferred, Jpeg also acceptable.

- Burn your files to a CD-R readable CD
- Use a sharpie to Label the CD with your full name, id number, and email address (Do not attach paper CD labels)

Online Students:

Send a **CD** with the items as described above to:

Petition to Graduate

School of Interior Architecture & Design (IAD)

601 Brannan Street

San Francisco, CA 94107

- Include your Name, Student ID number, résumé and Academic Advising Report (obtained from your Advisor).

You MUST include your name, ID number and PTG in the subject line of your email.

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

IAD Associate Director: Ken Frieders, Architect

IAD Associate Online Director: Sharon Robertson (online reviews only)