

PROCESS (*noun*):

a series of actions or steps taken in order to achieve a particular end

Description	The process portfolio is a documentation of the term's activity: the steps which have brought your project to its particular end. It is a way for you to map this activity from Design, BSI, Representation, Theory, and Professional Practice. This mapping is self-reflective: describing connections across lines of inquiry to yourself and others. Work from all five courses will be included in a single document. Given basic formatting requirements you will develop your own style of graphic organization. Unlike B1-B3, the process portfolio is entirely digital.						
Use	<ul style="list-style-type: none"> • a tool for discussion with your tutors. It should be available at all times for discussion • Year 4 BEDS Review • M. Arch. application submission (for students who did not receive early MArch admission) 						
Content	<p>The contents will reflect the steps taken throughout your design. You will demonstrate the thinking and production - the "behind the scenes" information - which led to your final results. This includes process models; sketches; design, technology and humanities research; written reflections; collaged images; etc. in addition to final models and drawings.</p> <p>These should reflect the aim of the B5 term: to develop abilities in comprehensive design, as defined by the Canadian Architectural Certification Board. These guidelines outline the expectation that a project be guided by:</p> <p>a) an architectural idea and demonstrate integrated attention to:</p> <table border="0" style="width: 100%;"> <tr> <td>b) structural system</td> <td>d) building envelope</td> <td>f) life-safety provisions</td> </tr> <tr> <td>c) environmental systems</td> <td>e) building assembly</td> <td>g) environmental stewardship</td> </tr> </table>	b) structural system	d) building envelope	f) life-safety provisions	c) environmental systems	e) building assembly	g) environmental stewardship
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Content Areas	<p>The portfolio will begin with a Contents page followed by seven (7) chapters:</p> <ol style="list-style-type: none"> 1. Design statement: main architectural intentions, strategies, and contexts of your project (1 page) 2. Design Process: site and program analysis, building systems, design development, precedent analysis, mid-term process and project, and final assignment process 3. Professional Practice: code analysis, life safety diagrams, accessibility diagrams, presentation 4. BSI: Assignments 1.1, 1.2, 2.1, 2.2 5. Representation: three completed assignments 6. Theory: Book analysis, letter outline, open letter 7. Design Final: Final models and drawings for Design Studio 						
Organization	Organization of the portfolio will be in chapters according to the Content Areas. Each chapter should be subdivided by Assignment. Thus, the portfolio will grow with each submission. Each new submission will include the earlier submitted work, but under a separate heading. Assignments that are in-progress at the time of submission (for courses such as Rep or BSI) should be included. At the next portfolio submission, once the assignment is complete, all the work for that assignment can be included under the same heading.						
Table of Contents	Your portfolio will have a table of contents with chapters. These chapter headings will have live links to advance the document to the chapter selected. This can be done in InDesign by right-clicking selected text and selecting 'Hyperlink - New Hyperlink.' In the dialogue box select 'Page' in the 'Link To' spinner and enter the page number. When you export to PDF, under 'Include' in the dialogue box, check 'Hyperlinks.'						
Written Component	Written descriptions are to be succinct and critical. These are not summaries of design steps, but rather explanations of your intentions. Intentions should reference specific readings, research, and design, history, technology, or representation precedents. These references are to be cited.						

Format	<p>Page Size: 24”H x 36” W (Legible when printed at 11x17”). They will be viewed on a laptop screen (1080 x 1620 ppi), so size text and images accordingly. There is no set requirement for the number of pages. The quantity of work should demonstrate a well curated representation of the term’s work.</p> <p>Graphic design style should be consistent throughout. Experimentation is encouraged. You may try a highly rational formatting method or engage in speculative experimentation.</p>
Citations	<p>Reference images should cite the author, title, and publication source. Any items with no credit line are assumed to have been done by the portfolio’s author. Identify group members in group work assignments.</p>
Evaluation	<p>Your process portfolio will be evaluated for Design as a record of the term’s work as well as for clarity of content, criticality of written work , and originality of composition. The final B5 Process Portfolio will be reviewed for Year 4 BEDS Reviews and perhaps for M. Arch. admission.</p>
Digital Submission	<p>Upload your file to ARCH 4005 Brightspace Assignments - “Mid-Term Process Portfolio” and “Final Process Portfolio”</p> <p>Proper file naming is essential for efficient grading and evaluation. Properly named files will greatly enhance the reception of the work. Use the following convention for naming your files:</p> <p style="text-align: center;">B5-Portfolio_[Lastname-FirstInitial]_[Mid-Term or Final].pdf</p> <p style="text-align: center;">i.e. B5-Portfolio_Forren-J_Final.pdf</p> <p>Digital files that are not too large will also greatly enhance the reception of the work. To minimize file size in Acrobat, go to</p> <ul style="list-style-type: none"> • File > Save as > Optimized PDF <p>and use image settings:</p> <ul style="list-style-type: none"> • downsample colour and grayscale images to 150 ppi • downsample monochrome images to 300 ppi.
Submission Dates	<p>There will be two Process Portfolio submission dates, one after the Design Mid-Term review and one after the Design Final review. See B5 Design Course Outline for due dates. The second submission will contain work for the entire term, not just work completed after the mid-term.</p>
Resources	<p>Designers</p> <ul style="list-style-type: none"> • Edward Tufte • Bruce Mau • Tibor Kalman • Jan Tschichold <p>Pictograms, Icons, & Patterns</p> <ul style="list-style-type: none"> • AIGA Symbol Signs • National Park Service • The Noun Project <p>Color Resources</p> <ul style="list-style-type: none"> • Kuler (Adobe custom color libraries) • ColourLovers • Color Brewer • Color picker <p>Books</p> <ul style="list-style-type: none"> • Thinking With Type by Ellen Lupton • Graphic Design School by David Dabner • The Visual Display of Quantitative Information by Edward Tufte • Envisioning Information by Edward Tufte