



Art Department Portfolio Submission Guidelines

Congratulations! As a prospective art major entering the Art Department at Marywood University you have reached the next phase of your Admissions process:

The Portfolio Review: Portfolios may be submitted in any of the following formats:

1. Digital Portfolio (Website URL, Google slides, Dropbox, PowerPoint, PDF, etc.)
2. USB Flash Drive of your Digital Portfolio (PowerPoint, PDF, etc.)
3. Physical Portfolio (Original artwork allowed for all art tracks *except* art therapy)

Portfolio Submission Checklist: Include your name and contact information along with a typed document listing each piece and include the artwork's title, date, medium, size, and concept. Download a copy of our Portfolio Submission Checklist at <https://www.marywood.edu/programs/resources/Marywood-Portfolio-Submission-Checklist.pdf>

Content: Your portfolio should include the 12-15 *best examples* of art projects that you have created during high school, private lessons, or independently outside a classroom setting. We are expecting to see a range of works in a variety of mediums, not just your preferred medium. Note: Please do not include any AI generated artwork in your submission. All works should be original works created within approx. the last 12-18 months.

Medium: The finished full color or black and white images you share in your portfolio can be created using a variety of mediums, including, and not limited to; 2 dimensional drawings and paintings in pencil, pen, ink, charcoal, watercolor, oil paint, acrylic, and collage. You may also include examples of photography, printmaking, and computer graphics as well as 3-dimensional works in clay, wood, wire, metal, and mixed media. Please also feel free to include recent sketchbook and/or artwork that specifically pertains to your chosen major and program of study at Marywood.

Criteria: Your portfolio should reflect you and how you see the world. Our review committee is looking for strong observational drawing skills from life, a strong sense of composition, and examples in a variety of media. Consistent use of line, value, color, pattern, and design are essential as well as a clean, clear, cohesive presentation of work. We highly praise originality and a strong personal voice in your content and point of view. The portfolio should also highlight your personal work ethic, techniques, style, creativity, and craft.

Personal Art Essay: Please include a printed or digital copy of an original art essay, approximately 250 words, that paints a portrait of you and your artistic goals, including your strengths and interests, why you want to be an artist, and why you believe Marywood is right for you.

Art Talent Awards: To be considered for a Marywood Art Talent Award your portfolio and personal essay must be submitted and reviewed by a faculty member of the Art Department on or before November 15. Portfolios received after Nov 15 and before the cut-off date of March 1 are still eligible for consideration depending on remaining awards. Notifications of Art Talent Awards are sent by mail. Art Talent Awards are awarded to incoming freshmen only. You're not eligible for the award if you've already registered for classes. *We look forward to hearing from you. Schedule your portfolio review and on campus visit today!*

Art Department Portfolio Submission Guidelines

GOOGLE DRIVE SUBMISSIONS:

The files and folders in your Google Drive are private by default until you decide to share them. Therefore, you must manually adjust your settings before you send us your link to ensure that we can open your files when we receive them.

Create a folder

1. Log into your Google account.
2. On the left, click New > Folder.
3. Enter a name for the folder using your full name and the words Portfolio Application, as in *Jennifer Smith – Portfolio Application*.
4. Click Create.

Add your documents to that folder

1. Add your Portfolio. This can be a folder of images in .jpg, .png, or .pdf file format, a Google Slides link, a Google site link, a PDF, a link to an external website, or a PowerPoint file.
2. Add your completed Portfolio Submission Checklist.
3. Add your Art Department Essay.

Then, share the folder:

1. Select the name of the folder in Google Drive. At the top, click Share . Tip: You can also right-click the folder and choose Share.
2. Click the Get Sharable Link icon.
3. By default, the Access Level is set to “Can View”. You must change the access level to “Can Edit.”
4. Click the Copy Link button to copy the URL to your clipboard.
5. Send us that URL so we can access your folder.
6. If you’d prefer to share full access with us using an email, please use art@marywood.edu.



Art Department Portfolio Submission Guidelines

DROPBOX FOLDER SUBMISSIONS:

The files and folders in your Dropbox are private by default until you decide to share them. Therefore, you must manually adjust your settings before you send us your link to ensure that we can open your files when we receive them.

Create a folder

1. Log into your Dropbox account.
2. On the left, click New > Folder.
3. Enter a name for the folder using your full name and the words Portfolio Application, as in *Jennifer Smith – Portfolio Application*.
4. Click Create.

Add your documents to that folder

1. Add your Portfolio. This can be a subfolder or set of images in .jpg, .png, or .pdf file format, a PDF, a link to an external website, or a PowerPoint file.
2. Add your completed Portfolio Submission Checklist.
3. Add your Art Department Essay.

Then, share the folder:

1. Click Files in the left column.
2. Hover over the file or **folder** you'd like to **share**.
3. Click **Share**.
4. In the dialog box that opens, click Create Link along the bottom edge.
5. In the same location, click Copy Link to copy the sharable link to your device clipboard.
6. Send us that URL so we can view the contents of your folder.
7. If you'd prefer to share full access with us using an email, please use art@marywood.edu.