

## **Subject: Portfolio Review and Junior-Level Advancement Requirements**

Dear Interior Design Students,

As part of your progression in the Interior Design program at Stephen F. Austin State University, Sophomores will participate in a **Portfolio Review** during **Week 15 (Dead Week) of the Spring Semester**. This review is required for advancement to the junior level. This portfolio review will take the place of the Readiness Assessment.

### **Portfolio Requirements**

Your **digital portfolio** must include the **final project** from each of the following courses:

- Residential Design Studio
- Creative Design
- Residential Building Systems
- Sketch and Render
- Digital Presentation Methods
- Introduction to Revit
- Space Planning
- Technical Drawing
- AutoCAD

All final projects should be uploaded to your **D2L Portfolio**.

### **How to Upload to D2L Portfolio:**

1. From the D2L homepage, navigate to the **ePortfolio tool**.
2. Select **“My Items”** to view your existing content.
3. Use the **“Add” button** to upload files from your device (documents, images, or links).
4. Once uploaded, you may **organize artifacts** into your portfolio to prepare for review.

### **Evaluation Criteria**

Faculty will evaluate your progress based on the following areas:

1. **Portfolio Submission** – Quality, completeness, and presentation of required final projects.
2. **Timeliness** – Consistency in turning in assignments on time.
3. **Attendance** – Commitment to class participation and presence.
4. **Program/School Involvement** – Engagement in departmental or university-related activities.
5. **Professional Readiness** – Development of a plan to sit for either the **NCIDQ IDFX Examination** or **LEED GA Examination** by your senior year.
6. **Internship Preparation** – Understanding of the internship process (see below).

## Internship Process

The internship is a critical component of the Interior Design curriculum and takes place the summer before your senior year. Students are responsible for securing an internship with faculty approval. During the internship, you will gain practical, professional experience under the guidance of licensed designers and industry professionals. Faculty will provide internship orientation meetings in the spring to guide you through expectations, paperwork, and deadlines.

## Additional Notes

- Students who have not completed all required courses will need to wait until the following year for evaluation.
- Portfolio assessments will be returned **before the Fall semester begins**, providing you with feedback to support your continued growth.

We encourage you to begin preparing and uploading your final projects now so you are ready for this important milestone.

Best regards,  
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