

Portfolio II LOAD form for each GRD 4950 student:

Staple hard copies of their artist statements and resumes to the LOAD forms.
Request from each student a CD-R only formatted for MAC & PC with the following content:

- Folder #1: *Last Name_Text files*

- 1) resume: Thalken_Resume

- 2) artist statement properly labeled : Thalken_Statement

- 3) image file list properly labeled : Thalken_ImageList

- o numbers must coincide with jpeg numbers, starting with 01.

- o List format: italicized title of work, year,

- dimensions of work with height first, width second, then medium.

- Example: #01. *Nail Package*, 2011, 12" x 18" digital inkjet print.

- Folder #2: *Last Name_300ppi Image Files*

- o 10 jpegs at 300 ppi with 2000 maximum horizontal pixels

- o Label each jpeg with the number that coincides with the image file text list, last name, underline, first name, underline, title.

- Example 01Thalken _Nail_PackageLG.jpg

- Folder #3 : *Last Name_72ppi Image Files*

- o 10 jpegs at 72 ppi with 900 maximum horizontal pixels

- o Label each jpeg with the number that coincides with the image file text list, last name, underline, first name, underline, title.

- Example: 01Thalken _Nail_PackageSM.jpg

Instructor must submit LOAD forms with attached artist statements, resumes and labeled CDs in a large envelope labeled with your discipline, LOAD, semester and year to Associate Director mailbox by Friday, April 22.