

## 2007 - Selective Admissions Guidelines

The following procedures and criteria are to be used in the evaluation and selection of students who are applying for admission to the Upper Division in the Department of Interior Design.

### Who is Eligible?

Application to the upper division of University of Florida's Department of Interior Design is open to students who meet the following requirements:

- Students must have completed Architectural Design III (ARC 2303) at the University of Florida - or its equivalent
- Students must have completed prior to the close of Fall Semester 2006 all lower division Interior Design and University requirements listed on the curriculum outline located at the end Interior Design Advising packet.
- Students must have a minimum overall GPA of 2.8 by the end of Fall Semester 2006.
- Transfer students must make certain that transcripts for all of their transfer course work completed prior to January 1, 2007 has been recorded in the Registrar's Office.

### Key Dates

March 29 – Application materials due

**April 05 – 3-5PM pin-up exhibit**

April 11 – Take exhibit down

April 17 – Interviews

April 20 – Notification of admission status.

### Application Materials - **Due March 29, 2007 no later than 4:00 PM**

All Upper Division Application Materials to be submitted in the Department Office (336 ARCH)

Your application materials must contain:

- A current SASS audit (Ask Juanita Melchior our Program Assistant or Andy Wehle, Student Affairs Coordinator, to print one for you).
- A list of the instructors and institutions where you completed ARC 1301, ARC 1302, ARC 2303 and IND 2214 or their equivalent.
- Your current address, your summer address with phone numbers and email address.

Place all application materials in an 8 ½ x 11 file folder. Place a label on the flap of the folder with your Last name, First Name, Middle Initial and UFID number.

When you deliver the packet you will be assigned a numbered space for your exhibit of work.

### Selection Process

The Interior Design Department has a limited number of upper division vacancies. The number of applicants always outnumbers the spaces available. Therefore, the UF Department of Interior Design uses a selection process developed to determine which candidates show the most potential for success in this particular interior design program.

## Pin up Exhibit - April 10-12, 2007

All applicants must present an exhibition of their best work for evaluation by Interior Design faculty members. The exhibition will take place in the administrative wing of the Architecture Building.

Each student should prepare an organized display of their best work from ARC 1301, ARC 1302 and ARC 2303 as well as IND 2214. It should include both 2D and 3D work. One or two examples of work from IND 2313 and IND 2460 should be included. Non-UF design training may be included. Photos of large scale model projects are acceptable.

Your exhibit must conform to the following specifications:

- All exhibits are to be installed between 2:00 and 5:00 PM on Thursday (not to disturb classes in session).
- Exhibit space will be 7'-9" high and 4'-0" wide. All applicants must exhibit within the boundaries of your designated space.
- Exhibits may not project more than 12" into the corridor.
- All materials are to be hung using push pins or T-pins. **Absolutely no nails or adhesives.**
- Students must cover or conceal their names on all displayed work.
- Exhibits must include at least one model project and two rendered perspective drawings

During installation and removal of work, **noise in the corridors is to be kept to an absolute minimum.** The exhibit is to stay in place until 12:00 PM on Wednesday, April 11. Students must remove their work from the walls between 12:30 and 4:00 PM on Wednesday. All student work should be off walls and removed from the halls by 4:00 PM on Wednesday. Failure to remove work will result in its removal (and possible destruction) by departmental faculty, college faculty and/or staff.

### Transfer students

Transfer students must make reservations by advance appointments. Please call the department office (352/392-0252x333) to schedule and to verify your application materials have arrived.

### **Notification**

The department will notify all applicants of admission status on Wednesday, April 18<sup>th</sup>. Students may pick up their admission status letters in 336 ARCH after 2:00 PM. Students wishing to be notified by mail must provide the department with a stamped self-addressed envelope when they submit their application materials.

Please note that ALL ADMISSIONS are 'CONDITIONAL'.

Students' spring semester grades must reflect continuing academic progress. Receiving a D or lower grade in any spring semester course will result in a review of the student's admission status.

## **Interviews**

Occasionally we have applicants for whom the faculty members have questions regarding admission. They will ask that these students schedule an interview with the Department Chair. Interview schedules will be posted outside the office door by 1:30 PM on Friday, April 14<sup>th</sup>. All interviews will be held in the Department Office/336 ARCH. Interviews will be scheduled for Monday, April 17<sup>th</sup> from 9:00 AM until finished. Each interview will take approximately 20 minutes.

Interviewees should bring some of the following:

- A portfolio of work NOT used in your exhibit. Be prepared to talk about your design process, organization and presentation.
- Evidence or an overall indication of other educational accomplishments and skills.
- Any letters of reference from design/architectural firms for whom you have worked.
- Any other information and design work that you feel is pertinent to your application to the interior design professional program.

## **Questions**

Questions should be directed to the Chair of the Department Dr. Meg Portillo (mportill@ufl.edu).