

## FINAL REVIEWS

### Digital Portfolio:

This is where you should start organizing your work for the end of the semester. Collect your 24 or 25 best photographs into a single folder. Then within that, divide them into four or five topics. Think of the semester as a **book** and each topic as a **chapter**. The goal is to create consistency with diversity, meaning you have consistent groups of photographs covering several different topics of investigation. This could be four groups of six photos each, or five groups of five photos each. You should represent work from each topic during the semester; regular prints, post-processed prints, pigment transfers, gel transfers (photo objects).

[If you wish, this collection can easily be turned into a printable book as well.]

A good tool for doing this kind of organization is Adobe Bridge. The main folder can be opened photos can be dragged into separate sub-folders. A single photo can be dragged into multiple chapter-folders by holding the option key when you drag (this makes a copy). Once separated out, the photos can be put into a desired order just by dragging them into position. Considering renaming in sequence once you have them where you want them. [use Tools> Batch Rename. More details in the [Digital Portfolio](#) handout.]

While organizing your photographs, it is possible that some topics have more than enough photographs, and then you can edit down to the very best of those. Other topics however, may not have enough shots to make a good grouping. These are the photographs you should go out and shoot more of so you can complete each of your topics. This is where active shooting takes precedence over passive shooting. This is where you shift from being a photo-gather to being a photo-hunter (if you have not already done so). [see the handout: [Passive vs. Active Shooting](#)]

Once the Portfolio is organized, all images must be converted into images at 1920 pixels square. This is done by adding a black matte behind the photos, as described in the [Digital Portfolio](#) handout. This format assures that vertical and horizontal photos are viewed at the same size. It also renders enough detail to be zoomed into.

### Digital Portfolio Requirements:

- 24~25 photographs in 1920 square format

The Digital Portfolio should also include two documents:

- A Slide Listing, detailing the name, the medium, the title (optional), and the date of each photograph in the portfolio.
- An Artist's Statement, detailing the motivation behind the photographs, using the Three Disciplines as a guide. This is basically an evaluation of what you have done this semester.

The Digital Portfolio must be uploaded into OWLbox by the day of your final review. Lateness is unacceptable (easy considering you should do this before anything else, not at the very end).

## FINAL REVIEWS

The Final Reviews are held in public with the entire class present. This gives us all the opportunity to share the discoveries of the semester and learn from each other's accomplishments.

Final Reviews are a **review** of what has been done during the semester. Final reviews are not critiques. Critiques are where people give critical feedback on work so that the artist being critiqued can make that work better in the future. Final reviews happen at the end of this semester, so there is no time left in the semester to make revise work.

Everyone must attend both Final Reviews. No exceptions. If you miss a Final Review you will fail this class. [If you take a History class and you do not take the final exam, you did not pass the class, right?] You owe it to your contemporaries to be there to celebrate their achievement this semester. And you cannot expect to receive feedback from your peers if you do not give them feedback yourself.

Review Requirements:

- 20 prints, minimum [13x19" prints on archival paper]  
Within that 20 include;
- 8 new prints, minimum (maybe filling out existing topics or completely new)
- 5 matted prints, minimum (any that work together)  
[typically, 13x19" prints in 16x20" mats]

Review Procedure:

One person takes a wall and hangs their best work, with their matted prints at the center. This should be no more than half of your presentation. The balance of the final portfolio can be presented on the table. We do not have enough time to hang everything and take everything down for every person in the class.

Plan in advance what will go on the wall and what will go on the table. Organize the hanging order in advance. Hang time is not the time to be figuring this out.

A second person will set up their work on the opposite wall and use the other half of the table.

When the first person has finished their review, the third person to show their work helps the first person take their work down, and then the first person helps the third person hang their work. There should never be any more than two people involved in this process. Everyone else must focus on the other person being reviewed on the opposite side of the room. No one should start looking at the third person until after the second person has finished their review. This process will continue in a flip-flop manner until everyone showing that day has been reviewed.

Final reviews begin promptly. It is expected that everybody arrives exactly at the beginning of class time. There is no 15 to 20 minute lag time when everyone is hanging their work. The first two people only take a few minutes to hang their work.

People arriving late is a source of consternation for the professor. You don't want to aggravate your professor during somebody else's final reviews!