

Senior Portfolio for Film & Media Arts 2025

Due Dates for Senior Portfolio:

- D Feb 6: Proposals due explaining what will be in the portfolio
- D Feb 25: Design rough draft due
- D March 13: Rough draft of print & web portfolio due (ungraded)
- D March 18: Final draft of print & web portfolio due

"Portfolio" = both a production website and a .pdf on the website that includes your best written pieces. It is designed to:

- sell your skills and unique personality to potential employers
- show the breadth of production experiences you've had
- demonstrate the depth of your knowledge of production
- highlight your best skills, whatever those might be (producing, directing, cinematography, editing, etc.)
- demonstrate artistry and an aesthetically pleasing design sensibility

Overall notes about portfolio CONTENT:

- Portfolios should contain only project samples that would represent you well in a job interview and whose samples would earn at least a B+ if graded individually by the current professor.
- If you received less than a B+ on any of the submissions in previous classes, you should plan to revise and submit for evaluation
- Items that have never been evaluated by an FMA professor should be submitted in the first two weeks of the semester for review.
- Your portfolio website cannot be the same as the website for a personal company you run.
- Your portfolio should speak clearly to the person you have become and the topics/stories about which you are passionate.
- Creativity and originality are encouraged and expected. The portfolio may not include strong profanity, obscenity, violent, racist, sexist or intensely sexual material or any content that could cause an employer to question your character and suitability for hiring. Items in the binder should seek to impress rather than shock a prospective employer. The determination of what is outside the bounds is up to the professor. Feel free to add material outside those bounds after you graduate.
- Samples should not be out of line for a TU graduate. They should come from a perspective that is in synch with historic, Christian beliefs.
- Portfolios judged at less than B+ level will be required to revise until the portfolio meets B+ level. Students would be wise to work ahead and stay in communication with the professor regarding progress.

Website Portfolio – rough draft due Mar 13, final draft due Mar 18

- A website containing at least 5 examples of your best film/TV/video work.
- Your demo reel will be your 6th item.
- Website must include:
 - a home page/section with a header that defines you and what you do: Joe Smith, Producer/Editor. This must be visible when the page opens.
 - a contact section with permanent contact information and a way for someone to email you
 - a way to view or download your resume
 - Tip – if your portfolio website template allows it, save your resume with your name in the title so that when an employer downloads it, your named file is visible on their desktop.
 - pages/sections to highlight your best work (organized in whatever manner makes the most sense for your work)
 - if links are used, they should be one word each, stated in a parallel way and appearing on all pages
 - recommended link names are Home About Work Contact
 - some might subdivide Work into sub-categories (TV, Film, Video or Non- Fiction, Fiction, etc.)
 - An About page or section that describes you in professional terms
 - Describe your work personality, your skills, what you have to offer professionally.
 - Include software and hardware you know
 - Include a professional or BTS photo of yourself
 - 5 video/film pieces that each indicate the title of the project, what your role was and the nature/context of the project.
 - Title: Titans of Computing
 - Role: Producer/Writer
 - Description: Fundraising Video for Ace Computers
 - Awards: If the project has won awards, those must be listed on the page where the item plays. Laurels strongly encouraged.
- Do not use a flippant/silly/goofy tone in your text. Remain professional.
- If you include a photo of yourself, it should be a professional looking one with your eyes open and with you smiling.
- Do not refer to yourself in the 3rd person. It's OK to say "I."
- Don't refer to 'we' as if you are more than one person. Own this as a personal site.

.pdf of written materials, added to website – rough draft due March 13, final draft due March 18
NO leather or leather-like portfolio required anymore, but the .pdf will contain in this order:

- Cover page with your name & contact info. Personal logo is optional.
- Table of contents (page numbers are not required)
- Resume
- Accolades section with 2 or more of the following: letter of recommendation from college professor, employer or internship supervisor, internship supervisor evaluation, award certificate, or certification.
- At least 6 (and no more than 10) examples of your best written support materials for your video/film production work such as storyboards, program planners, proposals, budgets, scripts, lighting plots, film press kits, etc. These do not need to correspond exactly to the pieces on your website.
- Additional print materials such as production photos, photography, graphic design, etc. are welcome but do not count toward the 6 video/film items.
- Do not include full scripts – include 2-3 representative pages of each script.
- If you include script coverage, one example is sufficient.
- The .pdf should include section divider pages that echo the design on your website.
 - Section dividers will vary according to your content.
 - Common headings include: Fiction Film, Documentary Film, Live TV Production, Pre-production Paperwork.
 - Alternatively, you could organize by Project:
 - XYZ Documentary Film
 - Proposal
 - Treatment
 - Script
 - Budget
 - Shooting schedule
- All portfolio materials should be error-free and professionally presented, demonstrate good design principles, and should possess that difficult to define 'wow' factor that will impress both the professor and future employers. Each error will count as 1 point. You can have 13 errors and still have a B+.
- .pdf should avoid handwritten material. There are two exceptions to the no handwritten material rule:
 - Storyboards must be neatly drawn with artwork that is better than stick figures.
 - Live TV scripts may have boxed handwritten director's notes added to the left column as long as they are neat. Multicam director's commands are insufficient on their own. They must be part of a split-page script.
- Scripts should use either split page script (audio on left, video on right) for multicam, corporate and doc or WGA teleplay for fiction. Do not create nonstandard script formats.
- If any required item is missing, the maximum the portfolio can achieve is an 86%. It will not be B+ level until all required items are included.

To make a digital version of your print portfolio:

Open Acrobat Pro

File/Create/Combine Files into a Single PDF (recommended method)

or alternative method - File/Create/PDF Portfolio (this option saves with a menu at left

so file naming matters)
Add Files (add all the documents you want)
arrange the files (drag and drop them) in the order you want them to appear
Create File/Save as Compressed PDF (this is recommended to get the file size down)
Or Save as/Portfolio and then File/Save as Compressed PDF
Rename the file as YourName_Portfolio
Upload file to your website portfolio

Notes about naming/language:

We use the short forms Multi-cam, Doc, Narrative, etc. at Taylor. These should be explained more fully in your portfolios for a general audience:

Multi-cam = Multi-camera Live Production or Live TV Production

Doc = Documentary Film or Non-fiction Film

Narrative = Narrative Filmmaking or Fiction Film

FVP = Film & Video Production

Steadicam® has a registered symbol after it

RED is always capitalized.