nscc

Screen Arts: Portfolio Requirements

Application Review Process:

Applications are reviewed in the order they are received. Applications meeting the criteria of program prerequisites and portfolio review will be offered a seat in a program section, if available. Accordingly, early preparation and submission is recommended. If your portfolio is not successful, deficiencies will be noted and you will be given the opportunity to address them and re-submit your application, as time permits.

Portfolio Requirements:

You will see what you are required to submit starting on page 2.

Portfolio Assessment:

Each submission requires evidence that demonstrates your potential to build on your skills in the program and place you at a level where you can be successful.

Portfolio Submission:

Once completed, you may send your portfolio through one of the following methods:

- If sharing through a **link/URL**, send an email to: **Admissions@nscc.ca**
  - Please include your name, your W-number, the program you are applying to, and the link in the body of the email.
  - Verify that the link is active and accessible from any computer.
  - Ensure files are well-organized; reflect the names of the portfolio components; and can be easily located, opened, and read by computers other than the one you used to create your portfolio.
- If submitting **digitally**:
  - Acceptable file formats:
    - .pdf
    - Microsoft Word document
    - .rtf
    - .txt
    - .jpg
  - If submitting as **attachments to an email**, send to: **Admissions@nscc.ca**
    - The maximum size of the email cannot exceed 25Mb
    - Please include your name, your W-number and the program you are applying to in the body of the email.

- Ensure files are attached to the email; well-organized; reflect the names of the portfolio components; and can be easily located, opened, and read by computers other than the one you used to create your portfolio.
  - If submitting on a **memory stick**:
    - Please include your name, your W-number and the program you are applying to with your submission.
    - Ensure files are well-organized; reflect the names of the portfolio components; and can be easily located, opened, and read by computers other than the one you used to create your portfolio.
    - Send to:
    NSCC Admissions
    PO Box 220
    Halifax, NS B3J 2M4
    - Alternatively, you can bring your memory stick to any NSCC campus and it will be forwarded to the Admissions Department
- If submitting **printed copies**
  - Please do not submit original copies of your portfolio documents
  - Do not staple or bind your work, although you may want to consider using protective plastic sleeves
  - All submitted components should be easily identifiable, so ensure all pieces have your name on them, are clearly labelled, and organized in the required format
  - Prints must be numbered in sequence from 1 to 24 and have your name on each photograph
  - Submit your paper portfolio to:
  NSCC Admissions
  PO Box 220
  Halifax, NS B3J 2M4
  - Alternatively, you can bring your portfolio to any NSCC campus and it will be forwarded to the Admissions Department

Portfolio Requirements:

- **Resume**
  - This should outline previous work experience and education. Emphasize skills and experiences that relate to the film industry (this can be quite diverse).
- **Letters of Reference (3)**
  - You must submit three letters of reference. They should be from individuals who have first-hand experience of your past achievements and commitment to learning. All letters should include a contact number.
- **Photographic Story (24 photos)**
  - You are required to submit a story told through 24 photographs.
  - You are behind the camera to demonstrate your skills in photographing and composing images to tell a story. This is an original work created for the application that emphasizes narrative visual storytelling.
  - Carefully consider everything that appears in the photographs you will be shooting to tell your story. Consider the physical setting (location), how the action is staged (blocking of actors), how it is framed (composition), the order for the images (the beginning, middle and end of the story), and how it is photographed (technical).

◆ The images can be created with a disposable camera, a 35mm SLR camera, a digital still camera or other quality camera. The images should not be digitally manipulated and should not contain written descriptions.

Portfolio Checklist:

Please complete this checklist prior to submitting your portfolio, which will help you organize your submission and ensure that it has all of the required components.

Completed	Portfolio Components
	Resume
	Three (3) Letters of Reference
	Twenty-four (24) Photographs, numbered sequentially

Screen Arts Portfolio Assessment

Your total score must add up to a minimum of 12 points.

Scoring	3	2	1	0
Resume	**8 points**			
Skills and Training	Includes relevant skills and training related to the film and video industry.	Some skills and background related to the film and video industry.	Basic list of skills and education.	No related skills or information included.
Work Experience	Experience on sets, productions, and activities included.	Some relevant experience with productions and activities.	Limited experience included.	No experience listed in resume.
Presentation		Clear and well-presented.	Resume is acceptable.	Resume not in correct format.
Reference Letters	**3 points**			
	Letters refer to applicant's personal commitment to the program, learning, and experience.	Some detail about applicant, their experience, and their commitment to studying filmmaking.	Letters lack detail about applicant.	No reference letters
Photo Story	**9 points**			
Presentation and Organization	Photos are clean, organized, labelled and follow guidelines.	Photos are mostly organized and presented well.	Photos are not organized or labeled well.	Missing or mislabeled photos.
Creativity and Initiative	Photos illustrate original ideas and approaches, strong storytelling skills, and a personal aesthetic and vision.	Some original ideas demonstrating some storytelling skills, and vision.	Derivative ideas or lacking a story or personal vision.	Photos do not tell a story.
Technical Ability	Technical competence in composition, framing, camera work, and lighting.	Not all photos are well-composed, framed, properly exposed, or framed.	Many photos out of focus, not exposed properly, or with inconsistent aspect ratios.	Most photos are out of focus, over or under-exposed, or in a non-standard format.
Total	**20 points**			