

Portfolio for Continuation in the B.F.A. Major Guidelines and Application; rev 7/30/2023

If you are a BFA Creative Writing Major and you've completed or are currently completing your final 2000-level class for the major, you will need to submit a BFA Portfolio and Application to continue in the BFA Degree Program. **These will be due no later than the fifth week of the relevant semester. (Friday September 22, 2023 by 5pm for fall semester; Friday, February 9, 2024 by 5pm for spring semester)**

Only BFA Majors that have completed or will complete the 2000-level classes listed by the end of the current semester (Spring 2023) will submit a portfolio at this time.

ENG 2050 – Craft of Poetry
ENG 2060 – Craft of Fiction
ENG 2040 – Imaginative Writing
ENG 2090 – Creative Writing Workshop

On the following pages, you will find the guidelines for submitting this application and portfolio. Please email with any questions.

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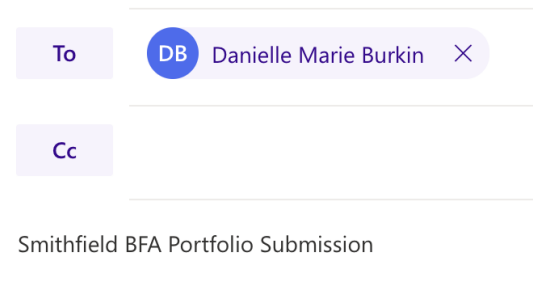
HOW TO SUBMIT THE PORTFOLIO

ALL DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY BY THE 5TH WEEK OF THE RELEVANT SEMESTER. YOU WILL SEND THEM TO:

Danielle Burkin dburkin@bgsu.edu English Department Secretary

In addition to the 2 attachments you will need to include in your email, please put your last name + “BFA Portfolio Submission” in the subject line of the email.

Example:



The image shows a screenshot of an email composition interface. The 'To' field contains a contact named 'Danielle Marie Burkin' with a blue circular profile picture containing the initials 'DB' and a close button 'X'. The 'Cc' field is empty. The subject line is 'Smithfield BFA Portfolio Submission'.

Attachments to this email will include the application form and the BFA Portfolio.

Submit each as either .doc, .docx, or PDFs.

Each is explained below.

Copy and Complete this form, including it as an attachment to your submitted email, with the document titled your last name + "Application Form" (.doc, .docx, or .PDF)

**APPLICATION FOR CONTINUATION IN THE BFA DEGREE PROGRAM
(FOR BFA MAJORS IN CREATIVE WRITING)**

NAME:

E-MAIL:

STUDENT ID#

PHONE #

COURSE:

SEMESTER COMPLETED OR ENROLLED:

ENG 2090 Creative Writing Workshop

ENG 2040 Imaginative Writing

ENG 2050 Craft of Poetry

ENG 2060 Craft of Fiction

Complete the Portfolio

The portfolio should consist of a **single document** (PDF or .doc or .docx) with the following:

- **A cover page** with your name, address, email address, and phone number
- **A three to five-page introductory essay.**
 - The essay should reflect on the work you've done so far in the program, putting it into some critical, historical, or personal context.
 - The essay should also discuss the challenges you foresee ahead for you in writing.
 - Finally, the essay should discuss what you hope to accomplish in your writing during the course of your undergraduate studies.
- Between **10 and 15 pages of creative work** in fiction and/or poetry and/or hybrid work. You can use work you have already submitted for BGSU creative writing classes.

Portfolio Formatting Guidelines

1. The portfolio should consist of a **single document** (PDF or .doc or .docx) with all of the above components

2. Fonts and Spacing

Cover Page and Introductory Essay: double-spaced pages, using 12-point type and a standard font such as Times Roman

Fiction and/or non-fiction: double-spaced pages, using 12-point type and a standard font such as Times Roman

Poetry: individual poems should be single-spaced, using 12-point type and a standard font such as Times Roman

3. Other Formatting Considerations

- Start a new piece on a new page.
- Bold Titles of individual pieces, using either 12-point type or 14-point type and a standard font such as Times Roman for these titles only.
- Left align all work on the page

The portfolio should be attached to the email as one PDF, .doc, or .docx file and it should be titled with your last name + "BFA Portfolio Submission" (.doc, .docx, or .PDF)

Portfolio Review Process

Your portfolios will be reviewed by a committee of Creative Writing instructors. We may request, in the last three weeks of the semester, a brief interview with your major advisor. Based on the results of these interviews and the assessment of the portfolios by the BFA faculty, you will be invited to continue on in the major, or encouraged to take general requirement courses (or minor courses) and resubmit the following semester. You will be notified by letter or email of the results of the recommendation. No student will be permitted to continue in the BFA degree program without being invited through this process.

Because the portfolios are also used in part to assess our programs (e.g., to determine what students' goals are and how the program can help to meet them), we need to retain them for our files. They will not be returned. Please keep a copy for yourself.

If you have additional questions, please contact Professor Larissa Szporluk, Director of Creative Writing. Slariss@bgsu.edu