

Graduation Requirements for Senior Architecture Majors and History & Theory of Architecture Majors

Students majoring in architecture or the history & theory of architecture are required to submit five documents to the department for graduation. The department will use these documents for confirming your completion of the major requirements and for awarding departmental honors and awards.

1. A Senior Design Portfolio (a Senior Thesis is instead required for History & Theory of Architecture Majors)
2. A Written Work Sample
3. The Major Requirements Worksheet
4. The Major GPA Calculation Worksheet
5. Your Resume

For February 2021 Graduates, the submission deadline will be **12 PM, Monday, December 13, 2021**.

For May 2022 Graduates, the submission deadline will be **12 PM, Friday, March 11, 2022**.

1. A Senior Design Portfolio or Senior Thesis

Senior Design Portfolio:

- Portfolios should include a cover with your name and graduating year, a table of contents, a title page with appropriate credits and project information, samples of design work from the 4 required architecture studios, supportive images to describe your design approach, and the final design for each project.
- Seniors that are enrolled in Advanced Architectural Design II at the time that portfolios are due are not required to include their final project from this course but are strongly encouraged to include the first project of the semester, if possible.
- Portfolios should be formatted as 8.5" x 11" or smaller. There is no minimum page count, but senior portfolios typically require 20+ pages in order to adequately illustrate the full body of work completed for the architecture major. There is no maximum page count, but please keep in mind that editing is a major part of the design process.
- We recommend that you optimize your file in Adobe Acrobat before submitting it.
- Please upload your Senior Portfolio as a PDF with the file name "Your Graduation Month and Year (e.g. May 2022 or December 2021)_Your College's Initials (CC or BC or GS)_Your First and Last Name_Portfolio."

Senior Thesis:

- Seniors who are completing the History & Theory of Architecture major should consult with their major advisor about the thesis requirements.
- Please upload your Senior Thesis as a PDF with the file name "Your Graduation Month and Year (e.g. May 2022 or December 2021)_Your College's Initials (CC or BC or GS)_Your First and Last Name_Senior Thesis"

2. A Written Work Sample

- Select a single research paper or a collection of essays to demonstrate your writing abilities.
- We would prefer to see a writing sample from a senior-year course in architecture (e.g. a Senior Seminar or an Elective Architecture Seminar). Acceptable alternatives include architecture research papers from your junior year, or research papers from a related department such as Art History or Urban Studies.
- Your writing sample should be at least 8 pages long (if you submit multiple papers, they must be at least 8 pages cumulatively).
- It isn't necessary to submit papers with original comments from your instructor, but papers with comments are acceptable.
- Please upload your Written Work Sample as a PDF with the file name "Your Graduation Month and Year (e.g. May 2022 or December 2021)_Your College's Initials (e.g. CC or BC or GS)_Your First and Last Name_Written Work Sample"

3. The B+C|A Major Requirements Worksheet

- Fill out the appropriate major requirements worksheet and list the courses you are planning to count towards the major. We will refer to this list when we review your transcripts for graduation.
- Please upload your completed copy of The B+C|A Major Requirements Worksheet as a PDF with the file name "Your Graduation Month and Year (e.g. May 2022 or December 2021)_Your College's Initials (e.g. CC or BC or GS)_Your First and Last Name_Major Requirements Worksheet"

4. The Major GPA Calculation Worksheet

- We will email you a form that you can use to calculate your architecture major GPA (this is the Grade Point Average for all courses you have selected to count towards the major).
- To calculate your major GPA: Download the Major GPA Calculation Worksheet, open it in Adobe Acrobat, then check your major requirements worksheet and total the credit hour points you have earned within each grade category (e.g. 12 points total for A, 4.5 points total for A-). Please note that after each entry, you must press the "return" key in order for the form to calculate your GPA properly. Full instructions are listed at the top of the GPA calculation form. Only courses taken at Columbia University can be used to calculate your GPA in the major.
- Please upload your completed copy of The Architecture Major GPA Worksheet as a PDF with the file name "Your Graduation Month and Year (e.g. May 2022 or December 2021)_Your College's Initials (e.g. CC or BC or GS)_Your First and Last Name_Major GPA Worksheet"

5. Your Resume

- On your resume, please include your **personal email address** so that we can stay in touch after you graduate (i.e., an email address other than your Barnard or Columbia email address).
- Please upload your Resume as a PDF with the file name "Your Graduation Month and Year (e.g. May 2022 or December 2021)_Your College's Initials (e.g. CC or BC or GS)_Your First and Last Name_Resume"

Submission Instructions:

Please submit all 5 documents using this form: <https://forms.gle/xMi4EkT3Z8BgQRNZ9>

Frequently Asked Questions

How do we plan to use these materials?

These materials will be reviewed by all architecture faculty not only to confirm that you have completed all of the major requirements but also to determine your eligibility for departmental honors, awards, and prizes.

How were the deadlines selected?

Our deadlines were selected in accordance with the university registrar's deadlines for confirming your eligibility to graduate. If you do not submit these materials to us by our deadline, we won't be able to confirm your eligibility to graduate by the university registrar's deadline. If you would like to discuss the possibility of an extension, please email your major advisor, the Architecture Department (architecture@barnard.edu), and the Architecture Department Chair (kbaxi@barnard.edu). Please note that extensions are rarely granted.

When should I start working on my portfolio?

The earlier the better! This semester, you should do the following:

- Start putting together a draft of your portfolio with images you already have on file.
- Watch our online tutorial: <https://architecture.barnard.edu/information-current-students> —> B+C|A Software Tutorials —> Intro to Designing A Portfolio.
- Meet regularly with your major advisor, the DAL Assistants, or our other advising faculty to review your ideas and early portfolio drafts.

General Tips: Applications for Job + Graduate School

Job Applications

To prepare for your job search after graduation:

- Draft a cover letter, resume, and work sample (a work sample could be 3-5 pages from your portfolio or a condensed version of your portfolio featuring a range of work). N.B. Typically, a full portfolio will be requested if you are invited to an interview, or you may be asked to share a link to an online portfolio.
- Let your current and former professors know that you are looking for work—they may not have suggestions to share right away, but when the right job comes along you want them to know you are looking.
- Research firms/organizations now so that you can write solid and specific cover letters. Be prepared to persuasively illustrate the specific reasons you are a good fit for a particular firm/organization.
- Larger firms and institutions often start reviewing applications for summer internships or jobs as early as December, so start your research now. Mid-size and small-size firms often wait until spring to hire.
- Some helpful places to read about firms and find job opportunities include:
 - The AIA's online journal Oculus
 - The Architect's Newspaper
 - Archinect
 - AIA Career Center
 - Architizer
 - NYFA Job Listings
 - The Beyond Barnard Office or The Columbia Center for Career Education Office
- We will support your employment search by inquiring about job openings at a wide variety of firms and will share any information we receive with you via our weekly Jobs + Internships + Opportunities Newsletter.

Graduate School in Architecture

If you are considering graduate school in the near future:

- Take the GRE test as soon as possible—it is best to take this while you are still in college. Your test score will remain valid for several years.
- Let faculty know before you graduate that you'd like to ask them for letters of recommendation—we will write these at the time you apply for school. Most graduate programs require online submission of letters at the time of your application.
- Document all of your work.
- Work for at least a year or two to get some exposure to architecture and related professions before applying to graduate programs.
- Keep in touch with the department! Even after you graduate, we will continue to be a resource to you as you move on to jobs and graduate school, and we will keep you connected to our alumni and our current students.
- Attend graduate school open houses.