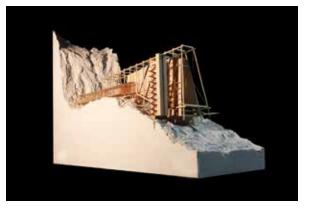# Process + Product

Documentation and Backup

METHOD

All work is to be scanned / photographed / output and submitted to the course website (www.sodium-design.com) as both a PDF + JPG with a maximum individual file size of 10 Mb.

DUE DATE(S)

All work shall be submitted to the course website no more than two days after the due date of the project. For example, if a project is due for studio on Wednesday the final documentation will be due on Friday

FILE NAMING

prior to 2:00 PM. Any work submitted after, or attempted to be submitted, after this time period will not be accepted as outlined by the syllabus.

Individual submissions are to be named as follows:
LastName.Project#-Phase.Description.pdf

for example: *Ault.Project1-Process.FloorPlan1.pdf*

GRADING CRITERIA

Group Submissions are to be named as follows:
LastName1.LastName2.Project#-Phase.Description.pdf

for example: *Ault.Kanable-Final.FloorPlan1.pdf*

Grades will be evaluated for comprehensiveness and quality of documentation - i.e. color correction, orientation / alignment, spot removal, quality of photography etc. It is intended that should these images need to be utilized by me or the SoA for future publication or accreditation that no additional work is necessary in order to do so. High quality documentation benefits both the school and you in future pursuits.