

## SPRING 2018

### JANICE HATHAWAY – INSTRUCTOR

**Class Meets:** Monday & Wednesday: 2:30 – 4:50  
Templin 838

**Office:** Templin 846

**Phone:** 825-3448 office

**Office Hours:** please refer to my online home page for updates  
Monday & Wednesday: 9:00 – 9:30 & 12:00 – 2:30  
Tuesday & Thursday: 2:00 – 3:00  
& by appointment

**Email:** hathawayj@tncc.edu

**Class url:**  
[http://www.computerartstncc.com/janicehathaway/pages/portfolio\\_schedule.html](http://www.computerartstncc.com/janicehathaway/pages/portfolio_schedule.html)

**Student email:** Students must use their Thomas Nelson/VCCS email account when communicating with the instructor or for other class activities. Students are responsible for checking their Thomas Nelson/VCCS email account regularly, at a minimum before each class meeting.

**Instructor email response policy:** The instructor will respond to student email within one business day.

## ART 287 Portfolio & Resume Production

*(3 credits) Prerequisite(s): Vary by program of study. See program advisor. Permission of instructor required.*

Focuses on portfolio preparation, resume writing, and job interviewing for students. Recommended for students in the final semester of their programs.

Lecture 1 hour per week plus studio 4 hours per week = total 5 hours per week.

### Course Purpose

ART 287 Resume and Portfolio Preparation is a required course for the Graphic and Media Design program at Thomas Nelson and may be used to fulfill a studio elective requirement in other art programs. ART 287 cannot be used to fulfill a general education or transfer requirement at

Thomas Nelson. Students intending to transfer should meet with advisors at Thomas Nelson and the transfer school and should check the transfer school's transfer guide to see how this course will fit into their curricula.

## **COURSE OBJECTIVES:**

*Upon successful completion of Art 287, the student should be able:*

- Demonstrate the techniques of effective communication and portfolio preparation in the graphic design industry
- Demonstrate the skills necessary for job application and interview processes
- Determine the skills required to build an effective resume
- Demonstrate the fundamental principles of layout and design to create portfolios and marketing materials
- Reproduce skills necessary to self-edit artwork
- Generate verbal and written concepts for design and portfolio marketing materials

*Students will learn:*

- Effective resume writing
- Establishing a brand and self-identity package
- Effective interview techniques
- How to write an effective resume
- The logo as a brand
- Self marketing for artists
- Creation of identity package to include business cards, stationary, resume booklet
- Portfolio presentation

## **REQUIRED COURSE ASSIGNMENTS AND PROJECTS**

There are nine projects for this course.

Project	Percentage
1. Intro: Self-Assessment	5%
2. Personal Identity System <ul style="list-style-type: none"><li>• Signature updates (color, font families)</li></ul>	15%
3. Stationary <ul style="list-style-type: none"><li>• Business package including a business card, letterhead, and envelope.</li></ul>	10%
4. Art Work Preparation <ul style="list-style-type: none"><li>• Image archive collection</li></ul>	15%

<ul style="list-style-type: none"> <li>• Image selection</li> <li>• Image preparation in Photoshop</li> <li>• List of selections</li> </ul>	
<p>5. Artist Statement and Biography</p> <ul style="list-style-type: none"> <li>• Artist statement</li> <li>• Artist biography</li> </ul>	10%
<p>6. Print Portfolio</p>	30%
<p>7. Resume</p>	5%
<p>8. Portfolio Presentation</p> <ul style="list-style-type: none"> <li>• Note: The final portfolio presentation is a public event. Attendance is required.</li> <li>• Overall participation and class attendance.</li> <li>• Behance (social media presence) <i>worth 5 extra points on the Portfolio presentation grading sheet.</i></li> </ul>	10%
<p>TOTAL</p>	100%

### Required Text:

Purchase of Apple Book or an equivalent quality book for a portfolio is required in lieu of a text for this course.

The approximate cost is \$30 to \$50 per book. You are required to submit a printed book that will not be returned as part of your final grade evaluation.

### REQUIRED MATERIALS

You will need a digital storage transfer device such as a 1TB or larger external drive at an approximate cost of \$60.

In addition you will use black mat board, tracing/tissue paper, white artist tape, metal ruler, X-acto knife, drawing pencils, glue/glue stick or mounting adhesive, paper, drawing pencils and erasers and other optional art supplies. Prints will need to be made of the parts of the identity system – business cards, letterhead and envelope.

You must use “bud” type earphones to listen to video tutorials in class.

Course materials will change to accommodate the availability of new course references on the field of multimedia. Required readings will include online Help for each software package. Books and online resources will be discussed in class.

## **METHOD OF INSTRUCTION**

The method of instruction will include lectures, studio demonstrations, project development and research, individual instruction, group discussions, and critiques. Examples are presented when important to describe course content. Class projects, software demonstrations and procedures are the focus of many course discussions.

## **IMPORTANT DATE 16-Week Session (January 8 – May 7) [Includes Exams]**

Classes Begin: January 8

Last Day to Add/Change Classes: January 12

Martin Luther King Day: January 15

Last Day to Drop for a Refund: January 25

Spring Break March 5 - 11

Last Day to Drop with a Grade of “W”: March 23

Classes End: April 30

Exams: May 1-7

Grades Due: May 9

Commencement: May 10

*Note: It is up to you, the student to withdraw from the course by this date: March 23 in order to receive a “W” grade. Forms may be picked up and filled out at the Admissions office. After this date the instructor may drop the student with an “F” grade.*

## **SAILS EARLY ALERT SYSTEM**

As evidence of our commitment to student success, Thomas Nelson has adopted an early alert referral system (SAILS) to support students in their educational pursuits. Faculty and staff use the system to alert and refer students to appropriate campus services for assistance. Students may receive a follow-up call from various campus services as a result of being referred through SAILS. Participation is optional, but students are strongly encouraged to take advantage of the services offered. Additional SAILS information can be located at: <http://tncc.edu/services/sails>

## **USE OF COMPUTERS AND PRINTER**

The printer is only available for printing class projects when required.

Do not print the syllabus, assignments or other printed materials. You may use the printer in the library for this purpose if you wish. Only paper that is supplied by Computer Arts may be used in the printer.

Please do not touch your computer screens. Do not change the default desktop picture. All documents left on the desktop at the end of class will be thrown away. Use a folder in the Student folder for your work.

## **STUDENT SUPPORT SERVICES**

Students are encouraged to take advantage of the many support services available to them at the College, including, but not limited to, free tutoring, computer lab access, library and other learning resources, counseling, academic advising, career advising, and scholarships. Please contact the instructor or the above named services for more information.

## **DISABILITY ACCOMMODATIONS**

Thomas Nelson Community College complies with the requirements of the Americans with Disabilities Act (ADA) and provides reasonable accommodations to students who are entitled to such accommodations by law. Students receiving services from the College who have disabilities that require accommodations are responsible for informing the Office of Disabled Student Services (Hastings 323D; phone: 757-825-2833 or 757-825-2867 and TDD 757-825-2853; and [www.tncc.edu/oss/index.htm](http://www.tncc.edu/oss/index.htm).) Students must present instructors with their letters of accommodation as soon as possible. The accommodations become effective on the date when the student presents the letter to the instructor; accommodations shall not be applied retroactively.

## **REPEATING THE COURSE**

Students may attempt to complete a course with a passing grade twice (withdrawing from the course with a grade of 'W' counts as an attempt). In order to receive permission for a subsequent attempt, the student must make an appointment to meet with the Dean of Student Services. Call 825 2827.

## **INSTRUCTOR LATENESS/ABSENCE POLICY**

The instructor will notify students by email if a class must be cancelled. The division office will post a sign outside the classroom door. If students have not been notified of a class cancellation and the instructor is not present at the start time for the class, students should wait 15 additional minutes in case the instructor was slightly delayed. If after that time the instructor has not arrived, a sign-in sheet should be passed among the students, listing the class name, meeting day and time, room number, and instructor name. One student shall be responsible for delivering the

sign-in sheet to Campus Police. Campus Police will forward that sheet to the appropriate division office. Students should check their Thomas Nelson/VCCS email within 24 hours for instructions on how to prepare for the next class meeting.

## **INCLEMENT WEATHER**

In the event of inclement weather, the College provides delay and cancellation information to local radio and television stations and the e2Campus notification system. Inclement weather, particularly ice storms and hurricanes, can affect power, cable, and phone lines making it difficult to submit assignments in Blackboard. If the College is closed due to inclement weather, any assignments due during the closing will be expected on the first day the College reopens. Check Blackboard for details. If students are still experiencing difficulties in transmission of Blackboard assignments due to power or other outages, they should utilize another source of internet service to contact the instructor via email to resolve questions and concerns in a timely manner.

## **NEVER ATTENDED/COURSE WITHDRAWAL POLICY**

A student who does not attend one of the first two class meetings (or the equivalent in online courses) may be reported as “Never Attended” and may be dropped from the course.

A student who violates the course attendance policy or who is not making satisfactory progress before the completion of 60% of the session, also referred to as the “Last Day to Drop with a Grade of W,” may be dropped from the course and may receive a grade of “W.”

However, while the College or instructor may withdraw students, as noted in the Student Handbook, “students have the obligation to initiate their own withdrawals from classes” using the Student Information System (SIS).

## **ATTENDANCE POLICY**

Per the TNCC Student Handbook, “Regular attendance is required in all classes. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all course work missed during an absence. Any instructional material missed and not subsequently obtained will affect the grade of the student, regardless of the reason for the absence.”

- If a student misses 6 classes, the student will be dropped from the course.

- If a student misses 2 consecutive weeks of classes, the student will be dropped from the course.
- A minimum of one full letter grade will be removed from the semester average if a student misses more than 6 classes and chooses to remain in the class after the withdrawal date.
- Three tardies to class will count as one absence.
- Students missing the lecture/demonstration will be counted as absent.
- All absences including an excused absence count toward the total.
- Students leaving class early without permission will be counted absent.

### **EXCUSED ABSENCE POLICY**

- A **written excuse** must be submitted for an absence to be counted as an excused absence.
- The written excuse must be submitted upon return to class.
- Work due during the excused absence will be accepted.
- Work must be submitted **no more than two class periods** after returning to class.
- Course materials missed during the excused absence will be reviewed.

### **TECHNOLOGY ISSUES POLICY**

Computer or internet connection problems are not an acceptable excuse for not completing work. The Graphic and Media Design program provides an open lab in Templin 907 and college libraries as well as public libraries provide free computer and internet access. Assignments are due by published deadlines regardless of any technology issues experienced by the student.

### **CLASSROOM CONTAGIOUS DISEASE PROCEDURE**

Students should remain at home if they have symptoms of a contagious disease that may endanger the health of others at Thomas Nelson Community College. Please contact your instructor by phone or email if you suspect you have contracted a contagious disease that causes you to miss more than a day of class. When you are ready to return to class, submit a doctor's statement or medical clearance that authorizes your return. While away from class, you will be expected to maintain progress in all course requirements.

## **ACADEMIC HONESTY, PLAGIARISM AND CLASSROOM CONDUCT**

All students are bound by the conditions in the Student Code of Conduct. Disruptive or argumentative behavior will result in dismissal from class.

See the Thomas Nelson Community College Student Handbook for the complete college statement on Scholastic Dishonesty. The following excerpt is taken from the 2005-2006 Student Handbook, page 57:

‘Generally, scholastic dishonesty is interpreted as cheating on an examination or quiz, which includes giving or receiving information; copying, using unauthorized materials in tests; collaboration during examinations; substituting for another person or allowing substitutions during examination; plagiarism, submission of work other than one’s own; and collusion with another person or persons in submitting work for credit unless such collaboration is approved in advance by the instructor. Webster’s Third International Dictionary defines plagiarism as follows:

*Plagiarism-to steal and pass off, as one’s own the ideas or words of another; to use without crediting the source; to present as new and official an idea or product derived from an existing source; to commit literary theft.’*

## **CELL CALLS, TEXT MESSAGING, FOOD & MUSIC POLICY**

Failure to adhere to this policy will result in the reduction of your grade for the semester or expulsion from class.

- Students may not answer their cell phone or text message during class. All portable devices must be turned off and put away during class. Calls and text messages may be made during class breaks.
- Students may not leave the class during a presentation unless it is a personal emergency.
- Students are not allowed to listen to music with over the ear headphones during the class.
- Students may only listen to music at a very low volume during open lab time. If your music can be hear by someone sitting next to you it is too loud.
- Students will receive two warnings about cell calls, text messages or music that is audible to others. At the second warning the device will be taken from the student and held at the teacher workstation until the end of the class period. After this the device will not be allowed in the classroom.

- You may not eat or chew gum in the classroom. You may eat during a break outside the classroom.
- You may have an enclosed bottle or cup that does not sweat.
- All conversations must be at a minimum. Only two warnings will be given over disruptive conversations. After the second warning the student will be asked to leave the class and counted absent.

## **CHILDREN ON-CAMPUS POLICY**

Children are not permitted to attend any class meeting. Children may not be left unsupervised in the hallway outside of the classroom. Children under 15 are only permitted to visit other areas of the campus when supervised by an adult at all times.

## **INSTRUCTORS'S EXPECTATION**

Lectures, demonstrations and general class participation is an important aspect of this course. Lectures and related information will be given once. For unexcused absences, students need to make arrangements with other class members regarding information. Note taking during lectures and demonstrations is necessary. Since this is a college course, time outside of class will need to be consistently spent on projects to meet the requirements of the class.

## **REQUIRED TIME-ON-TASK**

To succeed in this course students will have to put time both into class meetings and also into out-of-class study. Class meets for two hours and twenty minutes twice a week for a total of four hours and forty minutes. Students are expected to work an equivalent amount of time outside of class for a total time of 8 to 9 hours a week.

## **GRADING POLICY**

Grading is based on assignments and projects. It is the responsibility of the student to review handouts, take notes, complete and turn in assignments on due dates.

- **Projects are due at the deadline. All students must submit all work on time. If a project is not submitted on time it must be submitted the following class period and will considered late. This will result in a full letter grade reduction for that project unless there is a valid written medical reason or a family emergency.**
- **The printed book assignment may be revised after the critique and must be submitted one week after the deadline. No other assignments will have this one-week extension.** For example if a critique is on a Tuesday the final day to submit work is the end of the class on the following Tuesday. No work will be accepted after

the one-week revision period unless there is a valid written medical reason or a family emergency. Please review the excused absence policy.

- **Some projects for this class will not receive a group critique.** Projects must be submitted at the deadline.
- **Projects will only be graded once.** Grading sheets are used for each assignment so that you can easily determine how your work will be assessed. Please review posted grading sheets carefully.
- **Class participation for 10% of your grade will be considered in the evaluation of the final grade.** This includes being in class on time and throughout the class period, participation in class activities, completed tutorials, working consistently during class and regular verbal participation in critiques.
- **To receive full points** for class participation all students need to complete the online class evaluation and submit the confirmation email as proof.
- **Disruptive, disrespectful or argumentative behavior** will result in a lower grade during final grade evaluation or dismissal from class.
- **A full letter grade (10%) taken off the final semester grade for any student missing the final semester public portfolio presentation without prior permission or not turning in a final portfolio book.**

### **Class Participation Evaluation Criteria**

At the end of the semester the instructor will make a judgment regarding each student's overall class participation, attendance, and commitment to the course. The instructor will award a percentage of the total possible points for final class participation score based on the evaluation criteria listed below.

- Students with exceptional participation in class may be awarded full points or extra points, while students who are disinterested, unprepared, uncooperative, or disruptive will receive point deductions.
- Students are expected to participate fully in class activities, display overall enthusiasm and a positive attitude, ask good questions, make insightful comments, be cooperative, pay attention to detail, and be respectful of fellow students and the instructor.
- Attendance and attention to the presentations are mandatory at all lectures, demonstrations, and workshops.
- Studio art and design classes require in-class project work during studio work time. Students must come to class prepared with the materials necessary for current projects and assignments. These projects must be worked on diligently in class after daily lectures and demonstrations have been completed.

- Studio time provides the main opportunity for one-to-one, student-to-instructor interaction. Each student must be prepared to show and discuss his or her in-progress projects with the instructor during class work periods. This ongoing, one-to-one instruction process is essential to the student's artistic production and project development. Critical suggestions for improvement will be made and production assistance given. Students that act on the critical suggestions and implement the production techniques they learn one-on-one with the instructor often produce better projects and receive higher grades.
- Students must participate positively during formally scheduled class critique sessions and should respond to them by following up and reworking their art projects in response to class feedback.
- Students may also exhibit commitment to the course by challenging themselves in the level of work attempted.

### **Content Preparation Assignments**

Content Preparation assignments include the Self-Assessment, Image Archive Folder, Portfolio List and Portfolio Statements, and the Artist Statement and Bio.

These are not design projects and therefore will not have typical in class critiques that are standard in most studio art and design courses for design based projects. There is no redo/revision period for these assignments.

These assignments will be graded once after submission on the original due date listed. Therefore make sure these are completed to the best of your ability before submitting.

For writing assignments there is a built in feedback component which allows for revision before the assignments are submitted. Students are required to go to the **College Writing Center** and revise their work based on feedback and comments.

Students will be able to revise this work again based on grading feedback before putting the images and written materials in their portfolios because the best work possible is desired in the final portfolios. But it will only be graded once after the initial due date.

### **Grading System: All projects are worth 100 points each.**

The earned total for the semester will be averaged by the stated percentage. In addition lack of class participation and poor attendance can impact the final grade up to 10%.

Letter grades for this class are award according to the following point distribution:

A: 90-100	Excellent - outstanding work.
B: 80-89	Good - above average work.
C: 70-79	Average - satisfactory work
D: 60-69	Poor - passing work.
F: 0-59	Failure.

In general, excellent design/artwork (approaching professional, portfolio quality) is an "A". Projects that display above average, better design/artwork receive a "B". Projects that meet the minimum requirements for a project assignment get a "C". Missing, incomplete, or sloppy work that is lacking in basic artistic merit, shows inadequate effort, or does not meet minimum project requirements receives a D or F.

### **DISCLAIMER**

The instructor has attempted to provide a syllabus that is complete and that provides an accurate overview of the course; however, the instructor will modify course policies and the calendar of activities as may be necessary during the semester. All such changes will be announced on Blackboard. It is the student's responsibility to note and attend to all announced changes.