



**DEPARTMENT OF FINE ARTS  
COURSE OUTLINE – FALL 2020**

**AR3705 (A2): Portfolio Development – 3 (0-0-3) 45 Hours for 15 Weeks**

**INSTRUCTOR:** Esther (Ess) Hoflick      **PHONE:** (780) 539-2223  
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**OFFICE HOURS:** By appointment

**FALL 2020 DELIVERY:** Onsite Delivery. This course is delivered onsite at the GPRC Grande Prairie campus. Students must supply their own mask and follow GPRC Campus Access Guidelines and Expectations (<https://www.gprc.ab.ca/doc.php?d=ACCESSGUIDE>).

**CALENDAR DESCRIPTION:**

A senior course which involves the creation of a portfolio and projects with a fine arts interdisciplinary focus in preparation for transfer to another institution or entrance into the workplace.

**PREREQUISITE(S)/COREQUISITE:** AR1370 and AR2430

**REQUIRED TEXT/RESOURCE MATERIALS:** No text is required.

- Notebook and pen for note-taking (you may take notes on a computer if you prefer).
- USB Thumb Drive
- If you have a good digital camera (not a phone camera) and a laptop with Adobe Photoshop, you can utilize them. If you do not have access to a professional camera, you will be able to sign one out from the visual arts department. Computers with Photoshop will be accessible in the Mac Lab (L207B). You may need to work in pairs or teams. I will inform you in advance during which weeks we will be using these items.

**DELIVERY MODE(S):** Lecture and Lab

**COURSE OBJECTIVES:**

1. To guide students through the process of developing an artist portfolio and application package for transfer to educational institutions. Topics may include the crafting of an effective CV, Statement of Purpose, Artist Statement, Artist Biography, the photographing (and editing)

of artwork, and presenting one's creative work in a professional context.

2. To prepare students to successfully manage the administrative half of a professional art practice. Topics may include researching and applying to various deadlines, careers in the arts, galleries and presentation venues, and visibility as an artist through an online presence (social media, artist website, etc.),

3. To introduce students to opportunities and support systems available to artists, such as grants and artist residencies.

### **LEARNING OUTCOMES:**

By the end of this course, students will be able to:

1. Create a professional portfolio for their appropriate creative, educational and career goals.
2. Photograph and edit their portfolio of artworks. Be introduced to the basics of documenting artwork in digital formats.
3. Research and accumulate resources regarding different educational institutions, galleries and various opportunities for artists.
4. Write the professional documents necessary to apply to arts opportunities (including a resume or curriculum vitae, letter of intent/statement of purpose, artist statement, and artist biography).
5. Have a clearer idea of their career direction and goals.

### **TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for specific course transfer information. You may check to ensure the transferability of this course at Alberta Transfer Guide's main page <http://www.transferralberta.ca> or use the direct course search at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2>

**Students have the final responsibility for ensuring the transferability of courses taken at Alberta Colleges and Universities.**

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

## EVALUATIONS:

5% will be deducted per day for late assignments.

Once marked, grades for each assignment will be posted on myClass.

Assignments (In-Class and Homework): 60%

Final Digital Portfolio 30%

Attendance & Participation: 10%

## ATTENDANCE / PARTICIPATION:

- Attendance is mandatory. (Department Guidelines)
- Excessive lateness is equivalent to being absent from class. It is also disruptive to other students and decreases your own effective learning or work time. Lectures are at the beginning of class and will not be repeated for latecomers.
- More than 20% absenteeism may constitute a failure except for medical or extenuating circumstances, in which case a doctor's letter may be required.
- Participation includes contributing to in-class discussions and asking questions relevant to the topic being presented.

## GRADING CRITERIA:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0	0-49

## COURSE SCHEDULE:

September 2 – December 9, 2020

Classes are Tuesdays and Thursdays from 11:30 a.m – 12:50 p.m.

Studio based activities in addition to home assignments to be determined by the instructor.

Class time will be occupied by lectures, projects, field trips, guest speakers and student presentations.

## STUDENT RESPONSIBILITIES:

- Students are expected to arrive on time and to remain for the duration of the class.
- Students are expected to check their email and MyClass. These will be the primary forms of communication between instructor and student.
- Students are expected to invest a minimum of 3 hours of work per week outside of class.
- No IPOD or MP3 players allowed without permission. All cell phones must be turned off before class.
- Students are expected to use work periods wisely. Students being disruptive during in-class work time may be asked to leave the class.
- **Covid-19 safety:** Masks must be worn continuously throughout the class when 2m distancing cannot be maintained.
- Computer equipment is to be wiped down with the cleaner applied to a paper towel. DO NOT spray the cleaners directly onto the computer equipment.
- Hand sanitizer before using computer equipment.
- If sanitizing supplies are low or empty, please inform your instructor.
- **On-line Communication & Professionalism:** Students are expected to maintain a high-level of professionalism across all course-related communications. Please conduct your communications as you would any other professional experience. Treat your colleagues with respect.

## STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

\*\*Note: all Academic and Administrative policies are available on the same page.