



**DEPARTMENT OF FINE ARTS  
COURSE OUTLINE – FALL 2016**

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

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<b>OFFICE HOURS</b>	Monday & Wednesday 11:30 am to 1:00 pm Tuesday to Thursday 1:00 pm to 2:00 pm Please call ahead for an appointment.		

**CALENDAR DESCRIPTION:** A senior course which involves the creation of 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

**Do not purchase materials until asked to do so. Cost \$100.00 to \$150.00**

- Note Book / Binder / High Lighter (bring one to every class)
- CD Discs
- USB thumb drive
- Paper for traditional portfolio
- Professional portfolio case

If you have a good digital camera (not a phone camera) and a laptop with Photoshop, we will utilize them. If you do not have access to a professional camera, you will be able to sign one out from the visual arts. Computers with Photoshop will be accessible in Lab L207B. You may need to work in pairs or teams. I will inform you in advance on which week we will be using these items.

Please have your Note Book / Binder for the second class.

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

**COURSE OBJECTIVES:** By the end of this course students will:

1. Create the best portfolio for their appropriate creative, educational and career goals.
2. Be introduced to the basics of documenting work in digital formats.
3. Research and be exposed to different educational institutions and or potential employers and art

galleries.

4. Create a professional CV and letter of intent.
5. Write an articulate and concise artist statement.
6. Learn the basic principles of setting and implementation of personal goals.

### LEARNING OUTCOMES:

1. Guide students through the process of developing an artist's portfolio and application package.
2. Demonstrate self-discipline required to manage the administration of a professional art practice.

### TRANSFERABILITY: NONE

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2>

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

### EVALUATIONS:

LAB Activities	5%
Institution Research / Requirements	2.5%
Curriculum Vitae / Resume	12.5%
Artist Statement	12.5%
Letter of Intent / Cover letter	2.5%
Digital Images & Image Reference	20%
Traditional Portfolio Presentation	20%
Digital Portfolio Presentation	20%
Attendance / Participation	10%

- There are no examinations, assignment and lab work are graded on an ongoing bases, as per due dates. A finished professional portfolio will be required at the end of the term.
- The Mid–Term grade indicator is **based only on assignments** completed to date. The Mid–Term is an **indicator grade only for your reference.**
- In class, Lab work reflects the daily class activity for that day, they will be short. Hence, they will be due at the end of the class for marking. **There will be no extensions for Lab work for any reason.**
- Failure to finish assignments on time for class critiques and due dates will affect student's final evaluation. Late work will lose 10% per day. This includes weekends.
- Students will be expected to invest a minimum of four hours a week in the class

Attendance / Participation is a rather straight forward mathematical formula based on your attendance. If there are 27 classes in this course, attend all classes and arriving on time 27/27 = 100 = 100% of the course.

**Daily attendance/participation marks:**

Arrived between 1:00 - 1:05	Receive 1.0	On Time 5 minutes grace
Arrive after — 1:05 pm	Receive .80	LATE
Arrive after — 1:30 pm	Receive .60	LATE
Arrive after — 1:45 pm	Receive .50	LATE
Arrive before — 2:00 pm	Receive .20	LATE
Arrive before — 2:05 pm	Receive .10	<b>Very Very Late</b>
Arrive after — 2:06 pm	Receive -.50	<b>ABSENT</b>

- **No late time indicated (NLT) default to .50 for attendance that day.**
- **Attendance is mandatory**
- **More than 20% absenteeism may constitute a failure except for medical or extenuating circumstances in which case a doctor's letter may be required**

**GRADING CRITERIA:**

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

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	90-94	C	2.0	63-66
A-	3.7	85-89	C-	1.7	60-62
B+	3.3	80-84	D+	1.3	55-59
B	3.0	75-79	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

The instructor directs course projects and/or assignments. Students are expected to work outside of class time approximately 4 -6 hours per week. Overdue portfolios/ assignments are penalized 10% per day.

Classes are Monday and Wednesday, from 1:00-2:20 pm, August 31 to December 5. No Class on October 10th.

**STUDENT RESPONSIBILITIES:**

**Jail Cards** — You have **ONE** — Get **Out of Jail Card** for this course.

**Guide Lines:**

1. You have two jail cards per term for this course.
2. They cannot be traded, sold or used for another course.
3. They expire with the termination of this course.
4. You may only apply one of the two jail cards to any one assignment.
5. You must apply the *Get out of Jail Card* for late or missing assignment **within THREE days** after the due date. **Contact me in person or by email**
6. Late assignments for jail card due date will loss 10% per day

**The offer has been made.**

It is up to you to contact me, if you wish to apply it.

**I will not be seeking you out, if you have late or missing assignments.**

- **Bring the required supplies for every class.** If you have missed a previous class it is your responsibility to ask your fellow students or the instructor before the start of class to insure that you have the appropriate supplies and materials ready.
- **Be punctual!** If you arrive late you will have to ask your classmates for the information. You are fully responsible for the material covered in class, projects and due dates. I will not be delivering one to one classes or lectures.
- **Sign the Attendance Sheet immediately as you come into the classroom.**
- **If you are late for class or departing from class early you must also log in and out times.**
- **Be prepared to take notes** and save class handouts. Handouts will not be given out twice.
- **Take home assignments are due promptly at the start of due class.** If you cannot attend class have a classmate hand it to me personally in class and identify the situation.
- **Returned Lab and Assignments Works** will only be handed back once; if you are absent they will be placed in the return drawer for your class. After which I will no longer be responsible for their safekeeping.
- Work must be handed in the designated portfolio or as requested.
- As this is a shared studio space and due to **health and safety reasons** it is expected that you will put your supplies away at the end of class. **Any materials left outside of storage may not be there when you return.**
- **Respect and take pride and care of your work.** You will need examples for your **transfer portfolios** when applying to other institutions. **Expect to have a portfolio of works when applying for transfer. LEARN TO HAVE A BACK UP COPY!**

- **Late assignments will lose 10% grade for each day late. (Includes week ends) After 10 days, you will receive a zero grade. *It is your responsibility to get your work to me.***
- **I will not be asking you for late work!**
- **Late work must be handed to in person. Or placed on the table in the foyer of Studio A,**
- **Email me if you placed your work on the foyer table.**
- **DO NOT WAIT UNTILL NEXT CLASS TO HAND IN LATE WORK — IT IS ALREADY LATE!**
- If you are **absent for an extended period time** due to health reasons, a doctor's slip is required. **At which time alternative assignment due dates can be set up**

### **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.

### **Additional Information:**

#### **ELECTRONIC DEVICES IN THE CLASSROOM:**

All cell phones, Blackberries, and other communication devices should be turned off before class. Exceptions are made for parental responsibilities or emergency situations. Social media (facebook, skype, etc.) are not to be used during class time. All cell phones must be turned off and stored away from view. **Students found checking messages or texting in class will be asked to leave.**

**No IPOD or MP3 players allowed without permission!!!!**

With permission you must have your own headphones to listen to music during work periods.