



DEPARTMENT OF FINE ARTS
COURSE OUTLINE – FALL 2017

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

INSTRUCTOR:	Ken HouseGo	PHONE:	(780) 539-2813
OFFICE:	L218	E-MAIL:	khousego@gprc.ab.ca
OFFICE HOURS	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 under \$100.00

- Note Book / Binder / High Lighter (bring one to every class)
- USB thumb drive
- Professional portfolio case (Optional, only if you need a traditional portfolio)

If you have a good digital camera (not a phone camera) and a laptop with 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. 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 on which week we will be using these items.

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

DELIVERY MODE(S): Lecture and Lab

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

1. Create a professional portfolio for their appropriate creative, educational and career goals.
2. Be introduced to the basics of documenting work in a digital format.
3. Research and be aware of different educational institutions.
4. Create a professional Resume (Curriculum Vitae) 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 for transfer.
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	3 %
Institution Research / Requirements	3 %
Curriculum Vitae / Resume	12 %
Artist Statement	12 %
Letter of Intent / Cover letter	3 %
Digital Images & Image Reference	25 %
Image Reference Sheet	12 %
Digital Portfolio Presentation / Package	20 %
Attendance / Participation	10 %

Attendance / Participation is a rather straight forward mathematical formula based on your attendance. If there are 26 classes in this course, attend all classes and arriving on time $26/26 = 100 = 10\%$ of the year. **Based on your time of arrival. It is your responsibility to sign in.**

As an example:

Miss no classes, 26/26 = 100 %, Receive A+

Miss 6 classes, 20/26 = 65 %, Receive C

Miss 8 classes, 18/26 = 54 %, Receive D

This is one full month of classes.

Excessive Lateness:

You have 5 minutes of late grace time for each class. Excess late times above the grace period will be accumulated and converted into equivalent classes. This will be proportionally deducted, so 170 minutes of excess late time, will equal one absent class, thus losing an additional - 0.50 (minus .5) from the Attendance / Participation mark. **Excessive Lateness** is equivalent to being absent from class.

Daily attendance/participation marks:

0.00 Late Deduction Adjustment <hr/> 26 <hr/> 26	Participation Attendance = 100.00 %	Total Late Times = 0 5 mins./class, LATE GRACE BUFFER 130 Remainder converted to classes 0
Notes:		
Arrived before 1:05 pm Arrive after — 1:05 pm Arrive after — 1:30 pm Arrive after — 1:45 pm Arrive after — 2:00 pm Arrive after — 2:05 pm Arrive after — 2:06 pm	Receive 1.0 — On Time Receive .80 — Late Receive .60 — Late Receive .50 — Late Receive .20 — Late Receive .10 — Late Receive -.50 — Absent	Start Of Class 1:00 PM LE — Left Early If you leave early, sign out, the difference will be regarded & marked as if a late arrival time. NLT — No Late Time Indicated Default mark .25 As if you arrived after 2:30

- **No late time indicated (NLT) default to .50 for attendance that day, as if you arrived after 1:45 pm.**
- **Attendance is mandatory. (Department Guidelines)**
- **More than 20% absenteeism (5 classes = 19.23) 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

- 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**. You will be informed, if you are in jeopardy.
- 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

COURSE SCHEDULE/TENTATIVE TIMELINE:

The instructor directs course projects and/or assignments. Students are expected to work outside of class time approximately 4 hours per week.

Classes are Monday and Wednesday, from 1:00-2:20 pm, August 30 to December 6.

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 (Optional):

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 after the 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 a jail card.

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 with your times.**
- **Be prepared to take notes** and save class handouts. Handouts will not be given out twice. They will be posted on Moodle along with assignments. **Note: Due dates and materials required for next class will not be posted on Moodle.**

- **Take home assignments are due promptly at the start of the due class.** If you cannot attend class have a classmate hand it to me personally in class and identify the situation.
- 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.**
- No food or beverages allowed in the Computer Lab.
- **Respect and take pride and care of your work.** You will need examples for your **transfer portfolio** 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 me in person. Or slid under my office door. Email me if you slid work under my office door.**
- **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**

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.