



**Department of Fine Arts Course Outline
AR3705 A2 L207B | Portfolio Development
Fall 2015**

Instructor: Twyla Exner
Office: L118
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Phone: TBA

Office hours: By appointment. Please email to make appointment.

Day / Time: Monday & Wednesday | 1:00pm-2:20pm

No Classes: September 7 | October 12 | November 11

Important Dates: September 10: Last day to add or drop | September 18: Last day to opt out | October 28: Last day to withdraw | December 19: Last day of classes / exams

Location: Studio A & L207B

Prerequisite(s): AR1370 & AR 2430

Required Text / Resource Material:

No text required. Reading materials will be assigned and may need to be photocopied. Materials list attached.

Course Description:

AR3705, Portfolio Development is 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.

Class time will be occupied by exercises, presentations, guest lecturers and field trips. Students will be expected to invest a **minimum of FOUR** hours a week outside class.

Credit/Contact Hours: 45 hours: 3 (0-0-3)

Delivery Mode: Lecture & Lab

Learning Outcomes of AR3705:

- Introduce students to opportunities and support systems available to artists.
- Guide students through the process of developing an artist's portfolio and application package.
- Demonstrate self-discipline required to manage the administration of a professional art practice.

Course Objectives of AR3705:

By the end of this course students will:

- Create the best portfolio for their appropriate creative, educational and career goals.
- Be introduced to the basics of documenting work in digital formats.
- Research and be exposed to different educational institutions, potential employers and galleries.
- Create a professional CV and letter of intent.
- Write an articulate and concise artist statement.
- Learn the basic principles of setting and implementation of personal goals.

Overview:

- **Sketchbook / Journal:** contains class notes, exercises, assignments and research.
- **Visiting Artists Presentations:** make sure you sign in, take notes / sketches in sketchbook / journal. Attend at GPRC and at Art Gallery of Grande Prairie.
- **Curriculum Vitae (CV):** based on professional appearance and content.
- **Artist Statement / Letter of Intent:** based on how articulate and concisely it is written (EDIT – no spelling or grammatical errors please).
- **Slide and Slide sheet checklist / Digital Images:** professional documentation of work including labels, layout and checklist presentation.
- **Portfolio Presentation:** professional appearance and attention to detail and presentation.
- **Involvement:** class participation.

Please note: students are welcome to take notes on a computer, if

desired, but notes will need to be printed and pasted into Sketchbook / Journal for marking.

Transferability:

This is not a transferable course.

Students Responsibilities:

Students will be expected to:

- Sign the Attendance Sheet immediately as you come into the classroom. If you are late for class, returning from a break, or departing from class early, you must also log in the time.
- Set up workspace and materials prior to class commencing so that lectures and demonstrations can proceed uninterrupted. These will not be repeated for latecomers.
- 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 on one classes or lectures.
- Be prepared to take notes and save class handouts. Handouts will not be given out twice.
- You are to maintain a sketch/research book. Each student must maintain evidence of their research through the year in a notebook of their choice for references (images, doodles, summary of exhibitions content, critiques, research on specific related topics, etc.).
- As this is a shared studio space and due to health and safety reasons it is expected that you will put your materials, artworks, etc away at the end of class. Any materials left outside of storage may not be there when your return.
- Take notes on content in class and visiting artist's lectures and ensure those notes are put into your sketchbook / journal.
- Make a serious and thoughtful effort in applying various ideas and approaches introduced in class demonstrated through projects, assignments and personal investigations.
- Students will be expected to think critically and respond to the issues and content presented in class.
- Students will be expected to consistently and professionally invest, engage and contribute to the overall studio environment/community.

Due to the studio focus of this course, perfect attendance is expected. Missed classes and lack of participation will be reflected in your evaluation and missed demonstrations cannot be repeated. Every class will include valuable information requiring you to keep notes on demonstrations and lectures.

Active and invested participation are required in this class. It is your energy that will provide a dynamic and productive work environment.

Electronic Devices

All cell phones must be turned to silent and be put away during class time, no texting. No use of ipods or mp3 players is permitted during class time unless specified by me. Failure to do so will result in you being asked to leave the class.

If you are absent for an extended time period due to health reasons, a doctor's note may be required.

Materials

Material list is subject to changes. Do not purchase materials until asked!

Projected costs: Estimated costs vary as to type of portfolio being developed.

- Dedicated Sketchbook / Journal
- USB Drive
- Blank CD(s)

If you have a good digital camera (not a phone camera) and a laptop / ipad with Photoshop, we will utilize them. If you do not have access to a camera, you will be able to sign one out from the visual arts office from Tanya Kinderwater in L212. Computers with Photoshop will be accessible in 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 Sketchbook / Journal on hand for the second class.

Projects / Assignments:

Each assigned project will include a project description that will outline the educational objectives, considerations, expectations and deadlines. Project descriptions will be given out in class throughout the semester.

Assessment Criteria:

There will not be any exams for this course.

Sketchbook / Journal:	10%
Curriculum Vitae:	10%
Artist Statement / Letter of Intent:	10%
Images & Image Identification:	25%
Portfolio Presentation:	30%
Visiting Artists:	5%
Involvement/ Attendance:	10%

Assignments and in-class projects / activities grading is ongoing and as per assignment due dates. Portfolios and Sketchbooks / Journals will be required at mid and end term.

Mid-term grades are based upon assignments completed to date. Mid-term is an indicator grade only for the student's reference on his/her performance in the course.

In Class Projects / Activities reflects work / discussions / critiques that happen during class time. In class projects may be due at the end of a class. Failure to finish projects on time for class critiques will affect student's final evaluation.

Critiques: When a critique is scheduled, your work must be installed or ready to present by the start of class. It is very disrespectful to set up work during the critique of a fellow classmate. Please return the space to its original state and clean up after yourselves. Presentation of the work is considered in the evaluation of the work as it contributes to the context and meaning of the work.

Studio critiques are equivalent to Final Exams- they are mandatory and require everyone's undivided attention and participation.

Please feel free to talk to me concerning your work. I am available to discuss works in progress. Please email to set up a meeting.

Successful completion of this course is dependant upon prompt and regular attendance as well as assignments being executed thoroughly and on time. All such requirements are the student's responsibility. A suggested minimum of 4 hours should be applied to your art practice outside of class time. Late attendance, assignments and absences will result in grade reductions.

Attendance is mandatory | Department Guidelines:

More than 20% absenteeism may constitute a failure except for medical or extenuating circumstances in which case a doctor's letter may be required.

Students will receive a warning “Notice of Absenteeism” at 15% absenteeism. After 20% absenteeism, you may be required to withdraw from the course.

Refer to Student Conduct, Attendance, page 42 of the college calendar.

Late Assignments:

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.

Grading Grid / Criteria:

<i>Criteria</i>	<i>Excellent</i> 90-100 A+ GPA: 4.0	<i>First Class Standing</i> 80-89 A- to A GPA: 3.7 to 4.0	<i>Good</i> 70-79 B- to B+ GPA: 2.7 to 3.3	<i>Satisfactory</i> 60-69 C- to C+ GPA: 1.7 to 2.3	<i>Minimal Pass</i> 50-59 D-D+ GPA: 1.0 to 1.3	<i>Fail</i> 0-49 F GPA: 0.0
Technical Skill handling of media & materials	Sophisticated and high degree of skill	Well executed, techniques are well understood	Competent	Requires improvement	Minimal skill or control	Undeveloped
Problem Solving	Exceptionally clear, creative and appropriate solution	Clear, creative and appropriate solution	Evidence of risk taking	Partially understood	Little understanding	Lack of understanding
Content and / or Concept	Sophisticated	Engaging	Good development	Inconsistent development	Undeveloped	No discernible development of content
Ambition / Breadth	Exceptionally Ambitious	Ambitious	Moderately challenging	Minimal Commitment	Very little challenge	Unchallenging
Meets Requirements of assignment	Surpasses requirements	Adheres completely	Follows requirements well	Follows most of the requirements adequately	Very few requirements followed	Ignores requirements of assignment
Finished Work (intellectual and/or aesthetic and/or emotional strength)	Exceptional finished work	Strong finished work, engaging on a number of levels	Shows potential	Needs improvement and/or completion	Needs further clarity and resolution	Work not finished
Work Process, Evidence of reworking, work ethic, research, processing of official feedback, self-critique, understanding content of work/assignment	Highly dedicated	Strong effort	Good effort	Satisfactory effort	Minimal effort	No effort
Participation in crits and discussion, attendance at Visiting Artist lectures	Excellent	Very good	Good	Satisfactory	Minimal	No participation

Statement on Plagiarism & Cheating:

Refer to the Student Conduct section of the College Admission Guide at www.gprc.ab.ca/programs/calendar

or the College Policy on Student Misconduct: Plagiarism and Cheating: www.gprc.ab.ca/about/administration/policies

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

Facilities

After hour passes:

Students will have access to studios from 8:30am-11:30pm, 7 days a week once

Security access on their student's cards has been activated.