

MAR 06 2001

**GRANDE PRARIE REGIONAL COLLEGE
DEPARTMENT OF FINE ARTS**

DD3705 A3 WINTER 3 (0-0-3)
PORTFOLIO DEVELOPMENT

Instructor: Edward Bader

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Class Location: L123

Email: Bader@gprc.ab.ca

Class time: Tuesday and Thursday 11:30 a.m. – 12:50 p.m.

COURSE DESCRIPTION:

This course will help the student to develop a comprehensive portfolio in preparation for Field Placement, transfer to another institution, or entrance into the workplace.

OBJECTIVES:

Students will:

1. Learn to recognize personal skill sets.
2. Learn the basic principles of setting and implementation of goals.
3. Develop a well-designed resume to achieve desired goals.
4. Learn interview skills.
5. Learn the principles of grant writing.
6. Introduced to the basics of documenting work in slide form
7. Create a portfolio for the appropriate creative, educational and career goals

READING, HOME ASSIGNMENTS:

Students can expect to put in a minimum of 10 to 20 hours per week on out-of-class work to create a good, aesthetically pleasing portfolio.

CRITERIA FOR EVALUATION:

1. The level of creativity and craftsmanship demonstrated.
2. The degree of knowledge and understanding of the elements and principles of this particular studio discipline.
3. Completion of portfolio requirements according to personal timeline.
4. Professional orientation as indicated by enthusiasm, commitment, involvement and flexibility in collective and individual critiques.

ASSESSMENT AND GRADING:

Portfolio: 70% Grade based on professional appearance, attention to detail and presentation.
Resume: 20% Grade based on professional appearance and content.
Involvement: 10% Grade based on participation, critique contributions, class attendance.

PORTFOLIOS DUE TUESDAY APRIL 10TH, 2000. No late portfolios will be accepted unless accompanied by a doctor's note. **LATE PORTFOLIOS WILL RECEIVE A ZERO GRADE.**

NOTE:

More than 20% absenteeism from class will result in the student being asked to leave the class. Further, if students fail to complete and submit 85% of the grade requirements of the term mark they will not be allowed to complete the course. In such a case, the student will automatically receive a failing grade of DB (debarred). See p.23 of the 1999/2000 Calendar for more details.

MATERIALS/SUPPLY LIST: Estimated costs vary as to type of portfolio being prepared.

IMPORTANT NOTICES:

1. Unless otherwise directed by the instructor, all work produced for the course **must be retained until after the final assessment at the end of the term.**

2. **ALL WORK IN PROGRESS MUST BE REMOVED FROM THE HARD DRIVE AFTER YOUR WORK SESSION AND STORED ON A ZIP CARTRIDGE. THE HARD DRIVE IS FOR WORK ASSIGNMENTS AND LEAVING FINAL ASSIGNMENTS.**

COMPUTER HARD DRIVES WILL BE CLEANED ON A REGULAR BASIS AND YOUR WORK WILL BE TRASHED.

3. **ACCESS TO THE LAB IS AVAILABLE 24 HRS. WITH A CARD LOCK. EXCEPT WHEN IN USE BY ANOTHER CLASS.**

NOTE: YOUR CARD MUST BE DEACTIVATED THE LAST DAY OF CLASSES. IF NOT DEACTIVATED YOUR GRADES WILL BE WITH HELD AND YOU WILL NOT BE ISSUED A TRANSCRIPT.