

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

**PORTFOLIO
CGT 1911**

Class Hours: 1.0

Credit Hours: 1.0

**Laboratory
Hours: 0.0**

**Date Revised: Summer
01**

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Organization, and correct presentation of first-year art and design studio work for critical evaluation. A successful performance review by designated faculty and industry professionals is essential for recommendation for continuance to second-year CGT course work.

Entry Level Standards:

The student is expected to be able to read on a college level, write using correct spelling and grammar, and be computer literate.

Prerequisite:

Completion of or enrollment in first-year CGT course work and consent of instructor.
(Course may be repeated one time.)

Textbook(s) and Other Reference Materials Basic to the Course:

Reference materials will be provided by the instructor.
No text is used for this course.

I. Week/Unit/Topic Basis:

This course is designed to meet over a five-week period at the end of the semester, although students will register for course during regular registration.

Week	Topic
1	Introduction to course: Orientation to process activities, policies, expectations, evaluation. Overview of Portfolio Evaluation forms. Handout and review of how to build a professional design portfolio; pertinent design nomenclature: demonstration critique.
2	Review of individual portfolios: Self-Evaluation forms, critique, formulation of timeline for individual portfolio development. Individual and group instruction.
3	Portfolio formats: Guest lecturers; review of various professional portfolio formats. Portfolio development; review of individual timeline status. Individual and group instruction.
4	Presentation techniques: Peer evaluations; presentation rehearsals; portfolio development. Individual and group instruction.
5	Presentation of individual portfolios: Interviews; critiques; jury evaluations.

(Summary results will be provided each student through critique feedback and a follow-up written performance evaluation by the jury.)

This syllabus is subject to modification by instructor to best meet the educational progression of the students in this course.

II. Course Objectives*:

- A. Assist the student in the development of a professionally formatted portfolio that demonstrates his / her individual conceptual, technical, and craft aptitudes. I, II, III
- B. Assist the student in self-evaluation of completed works, clarification of career goals and commitment to excellence. III, IV
- C. Participate in group critiques of personal works completed during the first year of study, reworking projects as required. III, IV
- D. Prepare the student for design evaluation and presentation of the design portfolio using appropriate visual/verbal criteria. I, II, III, IV

*Roman numerals after course objectives reference goals of the CGT program.

III. Instructional Processes*:

Students will:

- 1. Complete a written self-evaluation Portfolio Review form. *Communication Outcome, Personal Development Outcome, Problem Solving/ Decision Making Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Transitional Strategies, Active Learning Strategies*
- 2. Participate in group peer critiques, applying objective design evaluation criteria as a basis for identifying portfolio strengths and weaknesses. *Communication Outcome, Personal Development Outcome, Problem Solving / Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome, Technological Literacy Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Transitional Strategies, Active Learning Strategies*
- 3. Review optional portfolio formats as a prelude to the development of their individual design portfolio. *Communication Outcome, Personal Development Outcome, Problem Solving/ Decision Making Outcome, Technological Literacy Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Active Learning Strategies*
- 4. Present their design portfolios to and complete an interview with a professional jury using standard visual / verbal formats. *Communication Outcome, Personal Development Outcome, Problem Solving/ Decision Making Outcome, Cultural Diversity and Social Adaptation Outcome, Technological Literacy Outcome, Numerical Literacy Outcome, Information Literacy Outcome, Transitional Strategies, Active Learning Strategies*

*Strategies and outcomes listed after instructional processes reference Pellissippi State' s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

- 1. Organize and format a professional portfolio of personal design work. A, B, C

2. Understand the performance expectations for a successful portfolio review. A, B, C, D
3. Precisely, accurately articulate design evaluation in both oral and written formats. B, C, D
4. Demonstrate through portfolio:
 - basic drawing skills, hand / eye coordination sufficient for advancement to second-year CGT course work. A, C, D
 - an understanding of the fundamentals of color theory and the elements and principles of foundation design. A, C, D
 - a level of craftsmanship sufficient for advancement to CGT course work. A, C, D
 - a level of computer skills sufficient for advancement to CGT course work. A, C, D
 - design skills; i.e., layout, integration of typography, photography, illustration, applied color, visual hierarchy, spatial organization sufficient for advancement to CGT course work. A, C, D
 - conceptual problem-solving skills sufficient for advancement to second-year CGT course work. A, C, D
5. Demonstrate through presentation and interview:
 - professionalism and commitment to excellence sufficient for success in the graphic design field. A, B, C, D

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

Testing Procedures:

1. Completion of professionally formatted portfolio: pass/fail
2. Presentation of portfolio and interview with professional jury:
 Recommendation for advancement or recommendation of prescribed developmental studies for reconsideration: pass/fail

VI. Policies:

Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course (Pellissippi State Catalog). Individual departments/programs/disciplines, with the approval of the vice president of Academic and Student Affairs, may have requirements that are more stringent.

Other Policies:

Absence: Due to the limited number of class meetings scheduled, more than one absence will result in a failing grade – No Pass

Roll: Roll will be taken at the beginning of the class period. Two tardies will count as one absence. Leaving class early without prior consent of the instructor is not acceptable and will count as an absence.

Make-up Work: In the event of an absence, students must use their own initiative to secure lecture notes, assignments, and other information that might have been covered during the class period.