

Pellissippi State Community College
Master Syllabus

**PORTFOLIO
CGT 1911**

Class Hours: 1.0
Laboratory Hrs: 0.0

Credit Hours: 1.0
Revised: Spring 2017

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.

Prerequisites: None

Corequisites

CGT 1105- Digital Graphic Design I

Textbook and Other Reference Materials

The instructor will provide reference materials. No text is used for this course.

Week/Unit/Topic Basis

Week Topic

- 1 Introduction to course: Orientation to process activities, policies, expectations, and evaluation. Overview of Portfolio Evaluation forms. Handout and review of how to build a professional design portfolio; pertinent design nomenclature; demonstration critique; Peer evaluations;
- 2 Review of individual portfolios: Self-Evaluation forms, critique, formulation of timeline for individual portfolio development. Individual and group instruction. Review of various professional portfolio formats.
- 3 Portfolio development; review of individual timeline status. Individual and group instruction during office and campus hours.
- 4 Presentation techniques: presentation rehearsals; portfolio development. Individual and group instruction. Interviews; critiques
- 5 Presentation of individual portfolios: **Portfolios MUST BE TURNED IN no later than 8:35am, the last Friday of classes excluding Finals Week.—Students are not permitted to participate or to be present during the evaluation.** Faculty/jury evaluations. (Summary results will be provided each student through critique feedback and a follow-up written performance evaluation by the jury.) Portfolios may be picked up as per times posted during finals week.

Course Goals

NOTE: Roman numerals after course objectives reference goals of the Media Technologies — Communication Graphics program.

The course will

- 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. Encourage the student to 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

Expected Student Learning Outcomes

NOTE: Letters after performance expectations reference the course objectives listed above.

The student will

1. Complete a written self-evaluation Portfolio Review form. B,D
2. Participate in group peer critiques, applying objective design evaluation criteria as a basis for identifying portfolio strengths and weaknesses. C,D
3. Review optional portfolio formats as a prelude to the development of their individual design portfolio. B,D
4. Present their design portfolios to a professional jury using standard visual / verbal formats. A,B,C,D
5. Organize and format a professional portfolio of personal design work. A,B,C
6. Understand the performance expectations for a successful portfolio review. A,B,C,D
7. Precisely, accurately articulate design evaluation in both oral and written formats. B,C,D
8. 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
9. Demonstrate through presentation a commitment to excellence sufficient for success in the graphic design field. A,B,C,D

Evaluation

Testing Procedure: Pass/No-pass

- Completion of professionally formatted portfolio:
- Presentation of portfolio to professional jury:

- Recommendation for advancement or recommendation of prescribed developmental studies for reconsideration:

Students not passing Portfolio on the first attempt must re-enroll during their next semester at Pellissippi. Students may repeat Portfolio only once. Failure to successfully pass on the second attempt will result in a probationary period of one year whereby students may be required to repeat CGT coursework. After a year, students may petition for a third attempt. No student will be allowed to enroll in CGT 2105 Digital Design III until they pass CGT 1911.

Laboratory Expectations:

Students will find it necessary to spend additional time in the Macintosh lab in order to successfully complete assignments.

Field Work: None

Policies

Attendance Policy

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

Academic Dishonesty

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

Accommodations for Disabilities

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS) in order to receive accommodations in this course. [Disability Services](http://www.pstcc.edu/sswd/) (<http://www.pstcc.edu/sswd/>) may be contacted via [Disability Services email](#) or by visiting Alexander 130.

Other Policies

CGT Program

- 1. Absence:** Due to the limited number of class meetings scheduled, more than one absence will result in a failing grade – No Pass
- 2. 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.
- 3. Cell Phones -** Please make sure all cell phone ringers are turned off during class periods. Taking or making calls during scheduled class time is not appropriate unless the instructor has prior knowledge of a critical or sensitive situation that may warrant an immediate response.
- 4. Internet -** Checking e-mail or surfing the web during class is not an appropriate use of scheduled instructional time unless it relates to a specific assignment for this class.
- 5. Music/MP3 players -** Listening to music or any recorded material not specifically related to subject matter being taught in this class is not appropriate during scheduled class time.
- 6. Lab Usage -** Please remember that the Pellissippi State's policy states NO FOOD OR DRINK in classrooms. That policy is especially important in computer labs. Our Mac labs are the best in the region—keep them clean!