

TXMI 5902
PORTFOLIO DEVELOPMENT SEMINAR
Course Syllabus – FALL 2007
The University of Georgia
Department of Textiles, Merchandising and Interiors

Instructor:	Mrs. Dawn Schueneman
Office Location:	361 Dawson Hall
Office Hours:	8:30 – 9:00 MWF, 1:30-2:30 MF, 2:00-3:00 TR, open door policy
E-Mail:	dawn@fcs.uga.edu
Class Time:	1:25 – 2:15 (W)

Course Description:

Development of physical and digital design portfolio that reflects the type of job interior design graduates will be applying for.

Course Objectives:

- Competence in the use of graphic page layout software and photo editing software.
- Development of identity.
- Awareness of target market and ability to market to that audience.
- Ability to visually present portfolio in a creative and professional manner.

Text and Materials:

- 1) Interior Design Visual Presentation by Mitton (from 3380)
- 2) Portfolio Design by Harold Linton
- 3) Flash Drive and CDs (with CD covers)
- 4) Projects from previous TXMI classes or art classes
- 5) Project materials as needed (paper, scissors, CDs, etc.)

Resources:

Combination of lecture, group discussions, media, handouts, and open lab activities provide learning resources in class. Library, Internet, and personal sources are to provide resources outside of class.

Projects and Requirements:

1. Student attendance and participation is expected and will be evaluated at instructor's discretion.
2. Lab assignments will be presented in class on a separate sheet of instructions.
3. Notebook of design ideas and inspiration should be kept throughout the semester.
4. Mini project deadlines and Final project (portfolio and portfolio exhibit) will be given, utilizing all the skills acquired during the course.

Class Policies:

- **Academic Honesty:** Any student turning in work that is not their own work or is discovered cheating on any assignment, project, or exam will receive an "F" for the course, their actions will become a permanent part of their academic record, and they will be recommended for disciplinary action according to the University handbook and policies. Students are expected to familiarize themselves with the University's "A Culture of Honesty."

- **Attendance:** Attendance will be taken at the beginning of each class. Students are expected to attend every class, but may miss one class without penalty. Students who miss more than one class will receive a 10 point deduction (full letter grade) from their final average for each absence. Students are responsible for making up missed work and acquiring materials given out in class.
- **Professional Behavior and Class Participation:** I strongly feel that class time should be an enjoyable and affirming experience. Therefore, I expect that all students will behave in a professional and positive manner both during class and outside of class when dealing with matters that pertain to this class. A percentage of your grade for this class will be based on your behavior in class, including how you treat the instructor and how you treat your fellow students. Some examples of unprofessional behavior include: disrespectful speech or facial expressions directed at the instructor, sleeping or appearing bored in class, working on tasks that do not pertain to this class during class time (assignments from other classes, e-mail, facebook, etc.), inappropriate conversations in class (coarse language or jesting, gossip, unkind or unprofessional comments about a classmate or another teacher/class), failure to prepare for class by completing and being familiar with assigned reading or homework, arriving after class has begun and leaving before class is dismissed, eating or drinking in the computer lab. The instructor reserves the right to ask any student to leave class for unprofessional behavior and to assign an absence for that day. Students are expected to complete all reading assignments prior to class. If it becomes evident to the instructor that a student has not completed a reading assignment, the instructor may ask the student to leave the class.
- **Tardiness:** Students are expected to be in their seat at the start of class. It is the student's responsibility to inform the instructor of their presence at the end of class. Once the class is dismissed, if the student has not notified the instructor of his/her presence she/he will be counted absent and this absence will not be negotiable.
- **Cell Phones:** Cell phones are to be turned off during class.
- **Due Dates:** All work will be due at the beginning of class given unless otherwise specified.
- **Late Work:** Any work not received by the specified time on the date it is due will be penalized in the following manner:
 - Submitted on the due date but after the time it is due (prior to 4:00 pm on the due date): ½ letter grade deduction from project grade.
 - A full letter grade will be deducted from the project grade for each additional day it is late (includes weekends).
 - After one week from the due date the project/assignment will not be accepted.
- **Documented Excuses:** Unpenalized late work will only be *considered* in cases of unavoidable situations and personal/family emergencies. A written request and explanation is to be given to the instructor personally prior to the due date, and **MUST** be accompanied with valid documentation supporting delay. Late work will not be considered if the student waits until after the due date/time to contact the instructor.
- **Web-CT:** Each student enrolled in the course is responsible for regularly checking the Web-CT site for the purpose of instructor's announcements and updates related to course.
- **Course Modifications:** The instructor may find it necessary at times to modify course syllabus, course schedule, project requirements, evaluation methods, and so forth. Students will be notified in advance.
- **Retention of student work:** The instructor reserves the right to retain student work for display and documentation purposes.

- No food or drink is allowed in the lab at any time! You will be dismissed from the lab if you bring food or drink into the lab.
- **Late Add:** Late adds for this course will not be approved except on exceptional circumstances.

Grading Summary

- Professionalism and class participation– 5 %
- Meeting mini-deadlines for each of the following comprises a % of the grade (% indicated on handout for each assignment)
 - Prototype of full paper version of portfolio – 20 %
 - Paper version of short brochure (professional quality) – 20 %
 - Digital version of short/clip in final packaging – 20 %
 - Digital version of entire portfolio with interactive elements in final packaging – 30 %
 - Final presentation of portfolios – 5 %

Grading Scale

93% - 96%	= A	77% - 79%	= C+
90% - 92%	= A-	73% - 76%	= C
87% - 89%	= B+	70% - 72%	= C-
83% - 86%	= B	60% - 69%	= D
80% - 82%	= B-	00% - 59%	= F

TENTATIVE COURSE SCHEDULE – Subject to Change

<u>DATE</u>	<u>TOPIC or LAB WORK</u>	<u>READING</u>	<u>ASSIGNMENT – this is not a complete list – other assignments will be provided in class.</u>
Week #1			
Aug 22	Intro to course and portfolios	Linton chap. 1, Linton chap. 6	Textbook evaluation of portfolios, company research on websites to determine target audience, collection of work.
Week #2			
Aug 29	Audience and Format – types of portfolios	Linton chap. 2, Linton chap. 6	Audit of work – thumbnail sketches of portfolios
Week #3			
Sept 5	Selecting and preparing work, PhotoShop	Linton chap 3, Handouts	Documentation and editing of work
Week #4			Sketches of layout ideas due
Sept 12	PhotoShop cont...	Linton chap 4-5	Editing of work cont...
Week #5			

Sept 19	Design and layout of portfolio, InDesign	Handouts	Work on short digital
Week #6			
Sept 26	InDesign		Work on short digital
Week #7			
Oct 3	InDesign		Work on short digital
Week #8			Draft of short digital due
Oct 10	InDesign		Work on full portfolio
Week #9			
Oct 17	Short brochure-type portfolios		
Week #10			Sketches of layout ideas for short portfolio
Oct 24	Work on short portfolio		
Week #11			Draft of short due
Oct 31	Hard copies of full portfolios, paper and packaging		
Week #12			Layout ideas for full hard copy due
Nov 7	Work on hard copy of short portfolio		
Week #13			
Nov 14	Work on hard copy prototype of full portfolio		
Week #14	Thanksgiving Holiday		
Nov 21	No Class		
Week #15			Draft of full hard due
Nov 28	Revisions of portfolios		
Week # 16			
Dec 5	Revisions and finishing touches of portfolios		
Friday, Dec. 14, 12:00	Presentation of Portfolios		Final copies of all portfolios due