#### New ImageCourse Syllabus

**Course Number:** RS091

**Course Title:** Portfolio Foundations

**Class Meetings:** Wednesdays from 1:00 pm to 3:00 pm

**Session/Year:** Summer 2012

**Instructor Name:** Adriana Perez

**Email Address:** aperez@aii.edu

**Phone:** 530-574-3187

**Instructor Availability Outside of Class:** Wednesday 3-4 pm (room 160) or by appointment or email. Email: aperez@aii.edu Note, when emailing me, PLEASE put the following in the subject line “RS091” to ensure you receive a reply within 24 hrs. If contacting instructor by email, please note th

## **Portfolio Foundations**

**Course Description:**  
This course provides students with an extended orientation to
college life in general and to the school in particular. It also
coaches students in study strategies, time management skills,
interpersonal skill, self-awareness, and career strategies for
success. Students become acquainted with college and community and
work on establishing a visionary path for developing their
professional portfolio. The course culminates with students
attending the graduate portfolio show.

**Course Length:** 11 Weeks

**Contact Hours:** 22 Hours

**Lecture:** 22 Hours

**Lab:** 0 Hours

**Credit Values:** 0 Credits

**Quarter Credit Hour Definition:**

A quarter credit hour is an amount of work represented in
intended learning outcomes and verified by evidence of student
achievement that is an institutionally established equivalency that
reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a
minimum of two hours of out-of-class student work each week for
10-12 weeks, or the equivalent amount of work over a different
amount of time; or

(2) At least an equivalent amount of work as required in
paragraph (1) of this definition for other academic activities as
established by the institution including laboratory work,
internships, practica, studio work, and other academic work leading
to the award of credit hours.

**Course Competencies:**

* Read printed material and summarize, analyze and evaluate
  information.
* Have an awareness of professional expectations with regards to
  planning, behavior, communication, and product presentation.
* Know academic and Sacramento culture and apply knowledge to
  create successful interactions.
* Locate school and community resources.
* Examine our own motivations and learning styles and take
  appropriate action based on them.
* Articulate the issues that result from living in a diverse
  world and take action that reflects a respect of differences among
  human beings.

**Course Prerequisite:** None

**Required Text:** AiCASAC Student Handbook by Art
Institutes, n.a., ï¿½n.a., ISBN: n.a.

**Method of Instruction:** Lecture/Lab with a
variety of learner-centered approaches used such as case study
analyses, collaborative learning through discussion and
application; discovery learning; use of graphic organizers; role
play; scaffolding; problem based learning; etc.

* Materials and Supplies: >
* A folder or binder to collect class materials;
* Note-taking materials, including paper, pens, pencils;
* Class notes and handouts

**Estimated Homework Hours:** 0 hrs

**Technology Required:** Internet to access
myaicampus.com

**Class Website:** All handouts, resources, and
grading for this class will be available 24/7 on the
*myaicampus* website.

1. To access myaicampus and other online resources for this class
   go to the Art Institute Student Portal at: [***http://myaicampus.com***](http://myaicampus.com/).
2. Login. If first-time user, you must set up your portal account.
   Follow the steps under the link "***Quick Guide: Setting
   up your account***" on the myaicampus.com page.
3. Once in the portal, locate your current classes, click the link
   "**My Classes**". This button will take you to your
   eCourses home page where you will see all courses your are enrolled
   in. To access a specific course, click on the course title.

**Grading Scale:**

All assignments must have clear criteria and objectives to meet. All students shall be treated equitably. It will be that student’s right to know his/her grade at any reasonable point that information is requested by that student. The criteria for determining a student’s grade shall be as follows (on a percentage of total points basis):

A 100-93

A- 92-90

B+ 89-87

B 86-83

B- 82-80

C+ 79-77

C 76-73

C- 72-70

D+ 69-67

D 66-65

F 64 or below

**Process for Evaluation:**

|  |  |
| --- | --- |
| Participation; In-Class Assignments & Activities | 70% |
| Portfolio Show Attendance | 15% |
| Team Project | 15% |
| **Total** | **100%** |

**\*PLEASE NOTE: SHOWING UP TO CLASS AND DOING ALL ASSIGNMENTS, WITHOUT PROGRESS, DOES NOT CONSTITUTE A PASSING GRADE.**

**School Wide Grading Policies**

* Class time will be spent in a productive manner.
* Grading will be done on a point system.
* Points for individual activities will be announced.
* All work must be received by the set deadlines.
* Late work receives a grade of zero.
* On-time projects may be redone with instructor approval.
* ABSOLUTELY NO WORK WILL BE ACCEPTED AFTER THE FINAL CLASS MEETS
  WEEK 11.

**Additional Grading Policies:**
Pass // No Pass (S=Satisfactory, NS=Not Satisfactory).This class
does not assign a grade however, you must complete at least 70% of
the total work to satisfactorily pass the class. Students who earn
69% or less will not pass the class and must repeat it. Seventy
percent of the final possible points are based on participation,
completion of weekly assignments and activities, which can only be
earned if you attend class.

**Classroom Policy:**

* No food allowed in class or lab at any time. Drinks in
  recloseable bottles allowed in classroom.
* Edible items brought to class or lab must be thrown out.
* If student elects to eat/drink outside class or lab door,
  missed time is recorded as absent.
* Attendance is taken hourly. Tardiness or absence is recorded in
  15-minute increments.
* Break times are scheduled by the instructor at appropriate
  intervals.
* No private software is to be brought to lab or loaded onto
  school computers.
* No software games are allowed in lab (unless in course
  curriculum).
* Headphones are required if listening to music during lab. No
  headphones are allowed in lecture.
* Any student who has special needs that may affect his or her
  performance in this class is asked to identify his/her needs to the
  instructor in private by the end of the first day of class. Any
  resulting class performance problems that may arise for those who
  do not identify their needs will not receive any special grading
  considerations.
* It is AI-Sacramento policy that cell phones may NOT be used in
  the classroom. If you have an emergency that requires you to take a
  call during class, you MUST inform the instructor before class
  begins, and step outside the room to take the call or text
  message.

**School-wide Attendance Policy:**

Students who do not attend any classes for fourteen (14)
consecutive calendar days and fail to notify the Academic Affairs
Department will be withdrawn from school.  In addition, the
student may be involuntarily withdrawn at the discretion of the
Academic Director, and with the approval of the Dean of Academic
Affairs, at any time.

**Withdraw from a Course:**

In order to withdraw from a course (that is, receive a grade of
"W"), a student must meet with his or her Academic Director before
noon on the Friday of week 9.

**Academic Dishonesty:**

Students are expected to maintain the highest standards of
academic honesty while pursuing their studies at The Art
Institutes. Academic dishonesty includes but is not limited to:
plagiarism and cheating; misuse of academic resources or
facilities; and misuse of computer software, data, equipment or
networks.

Plagiarism is the use (copying) of another person's ideas,
words, visual images or audio samples, presented in a manner that
makes the work appear to be the student's original creation. All
work that is not the student's original creation, or any idea or
fact that is not "common knowledge," must be documented to avoid
even accidental infractions of the conduct code.

Cheating is to gain unfair advantage on a grade by deception,
fraud, or breaking the rules set forth by the instructor of the
class. Cheating may include but is not limited to: copying the work
of others; using notes or other materials when unauthorized;
communicating to others during an exam; and any other unfair
advantage as determined by the instructor.

Students accused of academic dishonesty will be brought before a
Student Conduct Committee. If the committee determines that there
has been a violation of the Academic Dishonesty policy, the student
will automatically fail the class and, depending on the severity of
the infraction, may face further disciplinary action up to and
including suspension from classes or expulsion from school.

**Disability Policy Statement:**

It is our policy not to discriminate against qualified students
with documented disabilities in our educational programs,
activities, or services. If you have a disability-related need for
adjustments or other accommodations in this class see Steven
Franklin, Director of Student Affairs located on the 2nd
 floor or e-mail him at sfranklin@aii.edu. You must inform
your instructors and the Academic Affairs Office before the end of
week one of classes and preferably before the class start.

**Student Assistance Program:**

The college provides confidential short-term counseling, crisis
intervention, and community referral services through the AllOne
Health Student Assistance Program (SAP) for a wide range of
concerns, including relationship issues, family problems,
loneliness, depression, and alcohol or drug abuse. Services are
available 24 hours a day, 7 days a week, at 1.888-617-3362. The
Student Affairs office also offers programs on mental
health-related topics each quarter. If you have any questions
regarding counseling services, please contact the Student Affairs
office.

**Library Operation Hours:**

The library is open from 8 AM to 8 PM Monday ? Thursday, 8 AM to
5 PM on Friday and 9 AM to 2 PM on Saturday. The library is closed
on Sunday.  Computers are available during these hours for
students to work on classroom projects.

##### Course Outline

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| --- | --- |
| **Meeting #**1  Jul 11th, 2012 | Introduction: Course Expectations | What Is Your Learning Style? | Information Literacy: Learning How to Learn Expectations of Students in the Graphic Design Program (i.e., Using myaicampus ? Courses and skills learned ? Portfolio requirements and job outcomes) **Homework:** None |
| **Meeting #**2  Jul 18th, 2012 | Weekly Learning Reflection | Peer Mentoring | Communicating Effectively & Interpersonal Communication | P1: Graphic Design Team-Based Project Introduced **Homework**: None |
| **Meeting #**3  Jul 25th, 2012 | Weekly Learning Reflection | Time Management | Identifying Your School Community | Student Services Guest Speaker (i.e., Points of contact on campus ? Organization and time management skills ? Survival guide ? Student Handbook and Course Catalog) **Homework:** None |
| **Meeting #**4  Aug 1st, 2012 | Weekly Learning Reflection | Registration & Program Advising: Making the Most of It. | Advising Services Guest Speaker (Program matrix and degree audit ? How to register ? Online classes) **Homework**: None |
| **Meeting #**5  Aug 8th, 2012 | Weekly Learning Reflection | Reflection | The Library and how it can make you a successful student (Print/video/digital resources) | Librarian Guest Speaker  **Homework**: None |
| **Meeting #**6  Aug 15th, 2012 | Weekly Learning Reflection | Reflection | Team Project Continued (Graphic Design Standards & Critiques) | Graphic Design Studio Tour (tentative) **Homework**: None |
| **Meeting #**7  Aug 22nd, 2012 | Weekly Learning Reflection | Career Services and Your Professional Development | Career Services Guest Speaker (i.e., Expectations in the graphic design industry ? Ethics in the business world ? Internships, jobs and résumé basics) **Homework**: None |
| **Meeting #**8  Aug 29th, 2012 | Weekly Learning Reflection | How to Present Graphic Design Projects | Observe GD Portfolio Review | P1: Graphic Design Team Project Mock Presentations  **Homework**: None |
| **Meeting #**9  Sep 5th, 2012 | Weekly Learning Reflection | Career Critique of Portfolio Review | Understanding Financial Health | Financial Services Guest Speaker | Financial Services Guest Speaker (Building credit ? Budgeting: Managing daily, monthly, yearly expenses ? Understanding student loan finances and repayment plans ? How to make wise financial decisions) **Homework**: None |
| **Meeting #**10  Sep 12th, 2012 | P1: Graphic Design Group Project Final Presentations | Portfolio Requirements Review | **Homework**: None |
| **Meeting #**11  Sep 19th, 2012 | NO CLASS but students must attend Portfolio Show on Thursday, Sept. 20 from 6 to 7 pm and post Journal Entry by Friday.  Portfolio Show Schedule (Please confirm schedule with Career Services)  ? 3:30 PM - 5:00 PM Employers & Industry Leaders  ? 5:00 PM - 7:00 PM Family & Friends **? 6:00 PM - 7:00 PM Current Students ?**  ***NOTE:*** *The course outline is subject to change at the discretion of the instructor to accommodate instructional flow and/or student needs. It is the responsibility of the student to keep abreast of these changes. For exact details of homework assignments see assignments specified on the myaicampus site for this class.* Major assignments requiring homework time are included in this schedule to assist you in planning your overall workload. In-class activities and assignments may or may not be specified in this schedule, but will be part of the course activities and the assessments towards your final grade. |