#### New ImageCourse Syllabus

**Course Number:** RS091

**Course Title:** Portfolio Foundations

**Class Meetings:** Thursdays from 10:00 am to 12:00 pm

**Session/Year:** Summer 2012

**Instructor Name:** Janelle Wheelock

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

**Phone:** 916-830-6330

**Instructor Availability Outside of Class:** By appointment

## **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:** Current AiCASAC Student Handbook
by Ai, Ai, © 2012, ISBN: none

**Method of Instruction:** Lecture and
discussion

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

**Estimated Homework Hours:** 1

**Technology Required:** Access to MyAiCampus,
Microsoft Word

**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 | 70% |
| Assignments | 30% |
| **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), as based
  on attendance, participation and engagement in the course and its
  weekly tasks and activities.

**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.

**Additional Course Requirements:**  
Not having a computer at home is not an excuse for not completing
assignments ? computer labs on campus are readily available.

ABSOLUTELY NO WORK WILL BE ACCEPTED AFTER ATTENDANCE HAS BEEN
TAKEN

Late work receives a grade of zero.

**It is your own responsibility to know what material is
covered in class and what all the assignments are. 
Being absent is
*not* an excuse for not knowing information covered in class
or for missing an assignment. Use your group members as your
first resource!**

**Professional behavior is expected from all students
while in class.** Rude, inappropriate, sexually explicit or
harassing language or actions will not be tolerated in this class.
**If you behave in an unprofessional manner you will be asked
to leave the classroom immediately.** You will then lose
participation points for the day, as well as points for any
projects that were due that day.

##### Course Outline

|  |  |
| --- | --- |
| **Meeting #**1  Jul 12th, 2012 | * **Welcome and Introduction** * **Course outline and discussion of Syllabus** * **Discussion about transition and expectations in   college** * **Differences between High School expectations and   College expectations** * **Roadmap to success** |
| **Meeting #**2  Jul 19th, 2012 | * **Career Service and Professional   Development/NETWORKING** * **Expectations in your Career industry** * **Ethics in the business world** * **Working with superiors and co-workers** * **Attitude in the workplace** * **Resumes/cover letter/interview questions/portfolios/   internships** * **myaicampus** |
| **Meeting #**3  Jul 26th, 2012 | * **What kind of learner are you?** * **Personality Test** * **Time management?** * **Stress Management**      * **Watching the credits** * **What's my major really?** * **Industry examples** * **How my Industry Works** * **Jobs and roles - Who does what/production   process** * **Research companies you'd want to work for ? what do   they do?** |
| **Meeting #**4  Aug 2nd, 2012 | * **Registration** * **Program matrix and degree audit** * **Goal setting** * **myaicampus** * **How to register** * **Online classes** * **Campus library** * **Plagiarism** |
| **Meeting #**5  Aug 9th, 2012 | * **Student Handbook** * **Resources on campus** |
| **Meeting #**6  Aug 16th, 2012 | * **Academic/Study Skills** * **Communication skills** * **Note Taking skills, reading skills study skills   organization skills research skills, and writing   skills** * **Instructors as resources** |
| **Meeting #**7  Aug 23rd, 2012 | * **STUDENT WORK!** * **Critiquing** |
| **Meeting #**8  Aug 30th, 2012 | * **Reviews** * **Navigating the Matrix ? value of   classes** * **Being physically healthy and minimizing   stress in college** * **Organizational Skills** |
| **Meeting #**9  Sep 6th, 2012 | * **Understanding Financial Health** * **Building credit** * **Managing daily, monthly, yearly expenses** * **Understanding student loan finances & repayment   plans** * **How to make wise financial decisions** |
| **Meeting #**10  Sep 13th, 2012 | * **MAA GAD Panel Discussion** |
| **Meeting #**11  Sep 20th, 2012 | * **Meet at portfolio show to visit the work of the   graduating students  - 6pm in the Warehouse** |