

Art 2465 Art Portfolio • Fall 2005

2 Credits: Mondays 4:00-5:50, CB 7

Instructor: Renee Tafoya

Office CB202

Phone: 754-6041

Email: renee.Tafoya@northwestcollege.edu

Course Description

This course deals with the organization and presentation of portfolios: how to plan them, how to design them for different purposes, and how to display art work by reproducing it both digitally and photographically, making a CD of your work, how to organize and physically assemble portfolios, how to compose the necessary written material contained in or accompanying portfolio, and finally how to present them to obtain the assignment or position you are seeking.

Outcomes

Students finishing this course will demonstrate the following Northwest College Outcomes and Course Outcomes:

Analysis

1. Identify work which represents your strengths, experience, and competence
2. Evaluate your work and its direction
3. Make clear, coherent statements about your work and its direction, verbally and in writing

Multiple points of view

4. Evaluate input from a variety of sources in regard to your selections of work, effectiveness of written materials and your declared goals
5. Design a portfolio for specific purposes: job searches, transfer applications, and submission to galleries
6. Organize your portfolio materials in a professional, attractive and coherent manner.

Writing

7. Construct a coherent, well-written, grammatically correct resume
8. Write a succinct, informative, grammatically correct cover letter.
9. Write a clear, pertinent artist's statement, or a clear, informative position objective
10. Write thoughtful informative transfer essays that conform to the conventions of standard written English

Information and Technology Literacy

11. Take professional quality slides and photographs of your work
12. Create transportable digital files and submit electronic resumes
13. Use appropriate technology to present your work during an interview

Oral Communication

14. Present your portfolio and yourselves in an interview situation in an organized, relaxed, and confident manner

Required Materials

There is no required text. Handouts from a variety of sources will be provided on each topic. You are required to compile a binder of all handouts and research, which will be reviewed at the end of the semester during your individual review.

You will be responsible for purchasing or constructing the type of portfolio required for your purposes; paper for resumes, cover letters, and essays; labels for portfolio pages. You will also be responsible for the costs of film processing and other means of making reproductions of your work. Poverty is NOT a valid excuse for not finishing your portfolio materials. This course will require the expenditure of money – but it's an investment in your personal future!

Grades

A final letter grade will be given at the end of the semester.

90% of the grade will be based directly on the evaluating panel's assessment of your progress toward the stated course objectives. This includes: choice of appropriate work which represents your experience and competence; the appropriate design of the portfolio for your purpose; the coherent organization of the materials in the portfolio; the clarity and professional quality of your written information, the quality of the reproductions of your work; the physical appearance of the portfolio and the professional quality of your presentation. You will receive a transcription of all evaluator's comments.

10% of the grade will be based upon your attendance and meeting all due dates. You are considered absent if you are not present when attendance is taken at the beginning of each class.

Students with special needs

Students who qualify for specific accommodations under the Americans with Disabilities Act should notify the instructor in the first week of class. It is the student's responsibility to inform the instructor of his/her needs and to provide the necessary documentation before any classroom accommodation can be made.

Academic Policies

Please read the section on Academic Policies in the Student handbook, with special regard to the Academic Code of Conduct and its delineation of the responsibilities of faculty and students in creating and maintaining an environment of academic honesty.

Art Portfolio Course Outline • Fall 2005

August 29

- Introductions.
- Lecture: What's a portfolio? Compiling and selecting art. Written information. Selecting a physical format.
- Assignment: Collect all your work, make your selections, and bring all of it to class on Sept. 12

September 5 – holiday

September 12

- Lecture: Conveying your experience and abilities in written form: 1). Resumes and cover letters
- Class activity: Review selections of works. Review portfolio formats.
- Assignment: prepare a draft of your resume and cover letter – due October 3. Before turning in, make appointments with writing tutors, English faculty, and/or your advisor to proof your written materials. Tafoya will not accept written materials that you have not proofed.

September 19

- Lecture: Conveying your experience and abilities in written form: 2). Photo captions, artist statements/position objectives
- Class activity: writing / proofing / selecting work

September 26

- Lecture: the printer's portfolio
- Guest presentation: printing / prepress portfolio

October 3

- Guest presentation: the artist's portfolio.
- Class activity: review resume and cover letter drafts. Submit for instructors review.
- Assignment: final resume / letters / artists statements due October 24

October 10

- Guest presentation: the designer's portfolio
- Lecture: organizing thematically and graphically. Constructing your portfolio, evaluating the presentation process, designing and assembling the portfolio.

October 17

- Lecture: Slide portfolios, photographing artwork.
- Guest Presentation: basic photo equipment and getting ready
- Assignment: start photography and scanning now. Finish by Nov 14

October 24

- Lecture: the Power Point presentation
- Class Activity: scanning, Power Point exercises, and burning CDs

October 31

- Final resumes / letters / artists statements due
- Class activity: Scanning slides, creating JPEGs and Power Point

November 7

- Open Lab, scanning, Power Point, individual consultation

November 14

- **All portfolio materials due – no exceptions.**
- Final assembly of photo captions, slide labels, and fine-tuning.

November 21

- Lecture: presenting yourself
- Class activity: mock interviews

November 28

- Mock interviews
- Individual review. Submit binder of handouts and research material for grade.

December 5 & December 12

- Portfolio presentations to faculty and guest evaluators in your field