

Randy Hall
CARR EFA #235
(325) - 486 – 6018
rhall@angelo.edu

Portfolio Preparation ART4372

Spring 2021 MW– 1: 00 pm – 3:45 pm CARR EFA 202

Office Hours:
Posted or by Appointment

Covid - 19 Virus Pandemic Class Guidelines Spring 2021*

- Students are required to complete the ASU Wellness Screening tool each day before coming to campus. The tool is located on Rampart.
- Face coverings are required of everyone on campus in all common spaces and classrooms.
- Social distancing of at least six feet will be required in common spaces and the classroom.
- Students are required to sit in their assigned seats according to the mandatory seating chart.
- Students are required to clean -up their work space at the end of class and help keep the studio clean, organized, and sanitized.
- Students are asked to follow these guidelines for the health and wellness of the ASU community.
- If necessary according to ASU Policy related to isolation or quarantine, course content may be moved on-line and the course schedule may be changed.

Course Description

Designed for Art Majors in their final semester prior to graduation, this course focuses on professional development in the Visual Arts with specific emphasis upon creating a personal portfolio and developing presentation and marketing skills.

Recommended Reading

- *The Practical Handbook for the Emerging Artist* – Margaret Lazzari

Course Objectives

Students will:

- Develop and demonstrate skills in the documentation and organization of the Visual Arts/Graphic Design Portfolio.
- Develop and demonstrate writing skills in the production of a professional Resume and Cover letter
- Develop and demonstrate writing skills in the production of a professional Artist Statement
- Develop and demonstrate skills in the physical installation and professional display of artwork
- Develop and demonstrate oral presentation skills in the creation and delivery of a professional PowerPoint Presentation.
- Develop and demonstrate skills in self- promotion and marketing
- Develop and demonstrate growth in visual problem solving
- Develop and demonstrate high standards of craftsmanship, composition, and aesthetic sensibility
- Successfully fulfill graduation requirements in the Department of Visual and Performing Arts.

Course Structure

This course is designed to provide the student with opportunities to develop professionally through the creation of an individual Visual Arts/Graphic Design portfolio, and the exploration of established methods of presentation and marketing in the visual and graphic arts. The course will include lectures, presentations by guest professionals, field experience, course assignments, and reviews and evaluations conducted by ASU art faculty. Class projects will begin with idea generation and proceed in phases to project completion. Completed in- class projects will constitute the components of three major summative projects: (1) **Public PowerPoint Lecture**, (2) **Public Gallery Exhibition of Artwork**, (3) - **CD Portfolio Documentation**

Evaluation: Students will be evaluated on their performance on the assigned projects, attendance, and effort and participation. Final Grades will be determined by averaging earned class grades with the grade submitted by the Art Faculty for the summative Public Presentation and Gallery Exhibition. Instructor Class Grade = 50%. ASU Art Faculty Grade = 50%.

NOTE: Regardless of the final grade earned in Art 4372, students must receive a combined passing score of 2.5 or higher on the Summative Public Presentation and Gallery Exhibition to fulfill requirements for graduation. This grade is the average score supplied by the ASU Art Faculty.

Grading:

Your class grade will be based upon a 1000 point scale:

- 900 – 1000 = A
- 800 – 899 = B
- 700 – 799 = C
- 600 – 699 = D
- Below 600 = Fail

Class Projects:

100 Points	Resume
100 Points	Cover Letter
100 Points	Artist Statement
50 Points	Exhibition Labels
50 Points	Exhibition Invitation/Poster
250 Points	Exhibition Installation
250 Points	PowerPoint Presentation
100 Points	Effort and Participation

Criteria for Grading Assignments:

1. Proficiency in completion of the assignment in terms of concept
2. Proficiency in completion of the assignment according to specifications
3. Proficiency in completion of the assignment according schedule (Time Management)
4. Proficiency in completion of the assignment in terms of skill and craftsmanship
5. Proficiency in completion of the assignment in terms presentation

Attendance Policy:

Attendance is required!!! Students are required to attend all scheduled class meetings, arrive on time, stay for the entire class period, and participate in all activities **IMPORTANT: Attendance will be taken by *sign-in sheet*. It is the responsibility of the student to sign the attendance sheet if they want to be counted present. Attendance will also be taken by the instructor according to the class seating chart.**

- Failure to sign the attendance sheet will result in an unexcused absence.
- Signing- in for another student is unacceptable.

Absences:

- Students who leave class early without prior consent will be marked absent
- 3 Tardies = 1 absence
- 4 unexcused absences will reduce you course grade by one letter grade
- 5 unexcused absences will reduce you course grade by one letter grade
- 6 unexcused absences will result in Failure from Class

An *excused absence* will be granted only for documented health and family purposes. (This means you must provide “official documentation” such as an official doctor’s/ clinic note, a newspaper clipping, or official university letter etc. to be excused.)

Note: Successful completion of Art 4372 – Portfolio Preparation is a requirement for graduation!!!

Incomplete and Prolonged Absence:

A grade of incomplete can only be granted for documented health and family purposes. In the event of prolonged illness, please contact me personally or have a family member contact me as soon as possible. **Furthermore, it is the student’s responsibility to contact the Office of Student Services at 942-2047 and document your circumstance.**

Note: An incomplete will not be granted for students missing more than six (6) classes and/or for students who do not contact the Office of Student Services.

Expectations and Etiquette

- Students are expected to arrive *on time and prepared* for class with the materials specified by the instructor. Students who arrive unprepared for will be asked to leave and you will be counted absent.
- Students are expected to *work on class projects* during class. You are not allowed to who work on other studio or academic work during class time. If you do so, you will be asked to leave and you will be counted absent.

- Students are expected to *focus on their assignments during class*. Students who engage in disruptive or excessive talking or socializing during class will be asked to leave and will be counted absent. Internet usage should be limited to class related research.
- Students are expected to *remain in class until class is dismissed and return promptly after a break*. Students, who do not remain in class, take excessive breaks, or who are who excessively tardy after a break will be counted absent.
- Students are expected to *use all electronics (personal and ASU)* in a responsible and courteous manner. Student's that disrupt class with these devices or fail to focus upon their course work because of inappropriate usage will be asked to leave and will receive an absence for that day.
- Students are expected to *complete ALL assignments ON- TIME*. **TIME MANAGEMENT AND TIMELY TASK COMPLETION** are essential to success in the course! Assignments are due at the beginning of class on the day they are scheduled.
- **Backing Up Files:** Losing work due to failed digital media or overwritten files is not an excuse for late work! Students are expected to **implement an effective backup strategy** for saving and documenting all their digital files. **NOTE: ASU Lab computers are normally erased at the end of each day.**
- **Work outside of class will at times be necessary** in order to complete the projects.
- Students are expected to *complete all assignments in an accomplished manner*. This means putting forth your best effort and producing work that addresses the parameters of the assignment, demonstrates the concept of the assignment, is well crafted and well presented - Work that you are proud of and is worthy to represent an honorable approach to project and demonstrates a strong and consistent work ethic.

Critiques:

There will be both one-on-one as well as group critiques. We will critique both work- in- progress and finished projects.

Be advised that members of the ASU Art Faculty will be involved in some critiques. During critique **The Full participation of each student will be expected**. Students will be expected to function responsibly and in a cooperative and consensual manner with fellow classmates and the instructor. Students will be expected to treat each other with utmost respect. Asking questions, challenging your classmates in a constructive, supportive and positive manner will be encouraged and expected.

Area Faculty Critique: All artwork selected for inclusion in the PowerPoint Presentation and the Gallery Exhibition must be **approved** with the faculty from the student's area of specialization. The list of approved works must be completed and on file at least 3 weeks before the final exhibition.

University Course Withdrawal Policy:

The last day to drop a course or to totally withdraw from the University will be Tuesday **April 30, 2021**. Withdrawal grades will be indicated by "W".

Clean Up and Security:

It is the responsibility of each student to clean their work area and secure their materials during and after each class. **If you use a locker all items have to be removed by Friday May 14, 2021.**

- **IMPORTANT:** Students are also required to secure their tools and materials used in the exhibition of their artwork. **They are also required to clean up the Gallery 193 exhibition space and storage space after their exhibition and leave the space in good condition for other students. ***Failure to do so will result in a failing grade for the Gallery Exhibition component of the course!*****

Art Majors/Minor Meetings - (**Cancelled Spring 2021**)

All art majors and minors are required to attend all general Art Department meetings. Failure to attend these meetings will result in a deduction of 3.3 points for each missed meeting from the final grade in each art course the student is enrolled during the semester.

Disability Accommodation

Students requesting assistance or accommodations due to a disability must identify themselves by providing documentation to the **Office of Student Affairs**, Room 112 – Houston Harte University Center. For more information

call: (325) 942-2047. To receive special accommodation status students must register with the **Office of Student Services**. It is the responsibility of the student to report special accommodation needs to his/her instructor in a timely manner.

Student Honor Code and Academic Integrity Policy

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is contained in both print and web version of the Student Handbook

Supplies: Basic art supplies, Notebook/journal for planning, research, and sketches, USB jump drive for file backup External hard drive, digital camera.

Important Dates:

April 2, 2021: No Class (Spring Holiday)
April 7: Oral Presentation Faculty Review
April 28: Senior Oral Presentations
April 26: May 14: Senior Exhibits
April 30: Last day to drop a class
May 12: Final Critique: 1 :00 pm – 3 :00 pm
May 15: **Commencement!!!!!!!!!!!!!!!!!!!!!!**

***COVID -19 Amendments**

Required Use of Masks/Facial Coverings by Students in Class At Angelo State University

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory [*Facial Covering Policy*](#) to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Statement on Student Absences for COVID-19 Related and Other Illness:

Required Use of Masks/Facial Coverings by Students on Campus

The Texas Tech University System has implemented a mandatory [Facial Covering Policy](#) to ensure a safe and healthy campus experience. Current research on the COVID-19 virus suggests that there is a significant reduction in the potential for transmission of the virus from person-to-person by wearing a mask/facial covering that covers the nose and mouth areas. Because of the potential for transmission of the virus, and to be consistent with the University's

requirement, students on campus are to wear a mask/facial covering. Observing safe distancing practices while on campus by spacing out and wearing a mask/facial covering will greatly improve our odds of having a safe and healthy campus experience.

Students requesting an exemption may need to wear a clear plastic face shield instead of a face mask. Students needing this accommodation should register with [Student Disability Services](#) and provide the appropriate documentation supporting this request. No accommodation exists that would exempt a student from wearing a mask/facial covering at any university-sponsored activity or event.

For religious or any other exemption-related questions, students should contact the [Office of Student Affairs](#).

Office of Student Affairs

Angelo State University

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