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Office Hours:  
Posted or by Appointment

## Portfolio Preparation ART4372

Spring 2022 MW– 1: 00 pm – 3:45 pm CARR EFA 202

### 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 Thursday **April 28, 2022.** 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 13, 2022.**

- **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**

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, supplies for Matting & Framing, and installation of artwork.

#### **Important Dates:**

March 14-18: No Class (Spring Holiday)

April 6: Oral Presentation Faculty Review

April 27: Senior Oral Presentations

April 25 - May 13: Senior Exhibits  
April 28: Last day to drop a class  
May 11: Final Critique: 1 :00 pm – 3 :00 pm  
May 14: !!!!!!!!!!!!!!!!!!!!!Commencement!!!!!!!!!!!!!!!!!!!!!!!!!!!!

### **Spring 2022 Covid Safety Standards**

- Students, faculty and staff are required to complete the **wellness screening** every day before coming to campus or leaving their residence hall. Visitors will also be required to complete the **visitor wellness screening**.
- All campus event attendees should be prepared to show your wellness screening badge, as well as have your temperature checked before entering the facility.
- Masks are strongly encouraged.
- Washing hands is highly encouraged to prevent the spread of all germs.
- Students who do not pass the wellness check should contact their instructors, just as they would for any illness.
- Students who do not feel comfortable coming back to in-person classes should look for online class opportunities or seek an **ADA accommodation**.

Questions can be directed  
to **[communications.marketing@angelo.edu](mailto:communications.marketing@angelo.edu)**.