

THE ART INSTITUTE OF TAMPA
A BRANCH OF MIAMI INTERNATIONAL UNIVERSITY OF ART & DESIGN

MISSION STATEMENT

Miami International University of Art & Design is a multi-campus, career-oriented institution that provides students with academic preparation and practical skills through programs in the applied arts and design industries. The institution prepares its undergraduate students for entry-level positions and its graduate students for advancement in their chosen fields. The University is dedicated to fostering a culture that encourages creativity, research, and learning-centered endeavors.

COURSE SYLLABUS

Course Number: PHOA409
Course Title: E-PORTFOLIO
Class Meetings: **Tuesdays 1PM – 5PM**
Session / Year: **Spring 2017**
Instructor Name: Krishna Sadasivam
Email Address: krishna.at.ait@gmail.com
Telephone:
Office Hours: **posted on sivamstudios.com/ait**

Course Title: **E-Portfolio**
Course Description: Students will learn the basic tools for placing their photographs on the Internet and for archiving their portfolio on CD. Students will acquire the skills needed to develop, design and produce basic web pages

Course Length: 11 weeks

Contact Hours: 44 hours

Credit Values: 3 credits

Estimated Homework: 4 - 6 hours per week

Quarter Credit Hour Definition: A quarter hour of work is the equivalent of fifty (50) minutes of class time (often referred to as a “contact hour”) of instruction per week over the entire term. The credit hour is the unit by which the university measures its course work. The number of credit hours assigned to a course quantitatively reflects the outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of outside preparatory work expected for class. The working understanding is that for every hour a student spends in class, the student will be assigned two hours of work outside the class.

Prerequisite(s): **Portfolio I**

Learning Objectives:

Upon successful completion of the course, the student should be able to:

Create effective portfolio presentation

- Integrate current work to showcases portfolio
- Articulate the underlying themes in their portfolio
- Integrate personal style vision and innovative concepts into the portfolio

Design and Develop a web presence

- Utilize appropriate file formats
- design and develop a web presence with appropriate text and graphics
- Utilize social media to create a marketing presence

Instructional Materials and Reference(s):

Text(s):

CSS: The Missing Manual (3rd edition)

Materials: backup drive, domain name / web hosting, an award winning smile and a “can do” attitude

Technology Needed: Dreamweaver, back-up drive, a computer, your brain

Instructional Methods: (Instructional methods include, but are not limited to simulations, case studies, discussion, group work, questioning, presentations, journals, individual projects, etc.)

Projects:

Midterm Checkpoint: 100 pts (30% of grade)

Weekly Checkpoints: 80 pts (10 pts / week for meeting milestones) (10% of grade)

Final Website: 100 pts (60% of grade)

Grading Scale:

All assignments must have clear criteria and objectives. All students shall be treated equitably. It will be every student's right to know his or her grade at any reasonable time he or she requests it. The criteria for determining a student's grade shall be based on a percentage of total points, as follows:

93 – 100%	= A
90 – 92%	= A-
87 – 89%	= B+
83 – 86%	= B
80 – 82%	= B-
77 – 79%	= C+
73 – 76%	= C
70 – 72%	= C-
65 – 69%	= D+
60 – 64%	= D
0 – 59%	= F

**Student Evaluation /
Grading Policies:**

The following assignments, projects, and exams fulfill the learning objectives for this course:

Must list all graded course requirements (exams, quizzes, essays, projects, presentations) and the percentage of a student's grade that each requirement is worth.

**Electronic Submission of
Assignments:**

Any assignments submitted to the instructor as electronic attachments to an email are the responsibility of the student. Instructor will acknowledge the receipt of the email to the student within 24 hours of receiving it. If the student does not receive an acknowledgement within 24 hours it is the student's responsibility to contact the instructor, otherwise it is assumed that the assignment has not been sent.

Students with Disabilities:

The University provides accommodations to qualified students with disabilities. The Student Affairs office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at the University.

Students who seek reasonable accommodations should notify the Dean of Student Affairs of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Dean of Student Services to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs in Room. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Course Attendance:

The University expects students to attend all scheduled meetings of each course. Students should be prepared to start the quarter on the first day

of classes and to add/drop courses early in the first week of the quarter to minimize absences. Absences accrue against the student even if the student was not originally registered for the class but adds it after the start of classes.

Students who do not attend any of their classes during the Add/Drop will be withdrawn from the University. They must contact the Assistant Director of Readmissions to return.

Students must attend a minimum of nine classes per course in order to receive a passing grade in the course. The only exceptions to this policy are graduating seniors and university imposed closings for holidays. Attending fewer than nine classes or 36 hours of course instruction will result in course failure unless the Dean of Academic Affairs determines that there are acceptable extenuating circumstances. Students should be prepared with written documentation of circumstances beyond their control that contributed to the absences for consideration by the Dean. If the student is allowed to remain in the class and receive a grade, there will need to be a description of appropriate make-up work from the respective Instructor. Please note that a student can withdraw from any class through the ninth week without receiving an "F." Course withdrawal forms must be submitted to the Registrar's Office by the close of business on Friday of week nine in order to receive a "W" grade. Holidays and official class cancellations do not count as absences.

REQUIREMENTS

1. Attend all class meetings, arrive on time, and stay for the duration of the class.
2. Faculty policies regarding attendance, tardiness arriving to class and returning from breaks, or leaving class early can be found in the course syllabus.
3. Students who violate the attendance policy will fail the course.

Consecutive Days Absence Policy

A student who is withdrawn for failure to attend any classes within a consecutive ten calendar day period may be permitted to apply for readmission into the subsequent quarter.

Students who miss ten consecutive calendar days may be withdrawn from the University and will receive W's for all courses, if the withdrawal occurs before the end of the ninth week of the quarter, or WF's for all courses, if the withdrawal occurs after the end of the ninth week of the quarter. Students who have been withdrawn due to violation of the consecutive absence policy but are still in good academic standing will be able to return the following quarter through the readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing academic termination. See the Satisfactory Academic Progress section.

Academic Honesty:

The University does not tolerate plagiarism, cheating, copying or academic dishonesty in any form. Academic integrity policies apply to both the giver and receiver of information. Students who witness any act of academic dishonesty should report the incident to a faculty member, their Chair, or to another member of the University staff or administration immediately.

Saving Work:

It is the student's responsibility to save his or her work. The student should save and verify multiple copies prior to leaving the classroom. The teacher is in no way responsible for work saved on the hard drives, nor is he or she required to give an extension on work improperly saved. Local and network drives at the University, including all computers in the labs, will be purged regularly and should never be used by students for long-term storage. These drives are available for student use during class and lab sessions, but all data will be deleted on a daily basis. Students are expected to backup all work. Loss, theft, and computer failure are not acceptable excuses for not saving work.

Reminders:

Students wishing to withdraw from a course must do so before week nine. Students wishing to drop a course without penalty must do so the first week of class.

Library:

The Libraries on each campus are one of the most important resources available to students while attending the University. The Library supports learning and encourages intellectual curiosity among students and faculty. The Library staff works in cooperation with faculty to help students develop the ability to find, evaluate, and use information in order to become lifelong learners. To fulfill this mission, the Library develops and maintains a quality collection of books, periodicals, audiovisual materials, and online databases. The Library provides access to remote resources through Internet access and cooperative agreements with other libraries.

PLEASE NOTE: If an assignment is turned in 10 minutes or later AFTER class has started, the assignment is considered LATE and will receive a ZERO.

WEEKLY CLASS TOPICS AND ASSIGNMENTS

CLASS SCHEDULE:

The goal for this class is to create a stunning portfolio site using Wordpress. It is important that you stay on task for each phase of the project to insure successful completion. This class will be run as an independent study for students to insure timely one-on-one help. **This course will be administered as a directed study** with the instructor (me) working directly with the students to help them achieve their goals.

Week 1: Course objectives. Grading opportunities. Intro to Content Management Systems.

Week 2: Domain name and hosting must be purchased. Syllabus contract must be signed and returned to the instructor.

Week 3: Wordpress CMS must be installed and operational. Basic template functionality must be present.

Week 4: At this point, students should have between 4 to 6 Wordpress themes to select from based on their research. In class, we will discuss the pros and cons and finalize the selection.

Week 5: Your Wordpress theme must be installed and live on your Wordpress site. GRADING OPPORTUNITY.

Week 6: At this point, you should have your edited About page and Contact page complete.

Week 7: The resume should be available as a separate page with a PDF and Word document download.

Week 8: All your photo galleries should be up and running at this point.

Week 9: Social media links and access should be working by this week. All branding should be finalized and consistent across the site.

Week 10: The website should be complete for the most part. There may be some very minor tweaks required. Check to ensure that your site displays fine across tablet, mobile and desktop devices.

Week 11: Portfolio Review.

There are two grading opportunities: midterm (Week 5) and final (Week 11). There are weekly checkpoints worth 10 points each week to make sure you are on track. This breakdown and the rubrics can be found at:

http://www.sivamstudios.com/ait/phoa409_new.html

Familiarize yourself with how your work will be evaluated.

PLEASE NOTE: contents of syllabus are subject to change at the instructor's discretion.

STUDENT / INSTRUCTOR CONTRACT (DUE AT THE BEGINNING OF CLASS ON WEEK 2)

I, _____, affirm that I have received the syllabus for PH0A409 for Spring Quarter 2017. Furthermore, I have read the content of this document and understand that I will be held accountable for the assignments and other required work for this class.

I understand that my instructor is available for help and will reach out for feedback, questions, and extra help. It is my responsibility to start the projects early and complete them in a timely manner.

I confirm that I have received the following documents:

- PH0A409 syllabus
- Class attendance policy
- Grading criteria
- Statement of Project dues dates and/or deadlines.
- Purchase requirements
- Overview of assignments and class schedule
- The website for the course assignments (<http://www.sivamstudios.com/ait>) and the instructor's contact information (krishna.at.ait@gmail.com)
- I understand that in the event of an absence it is the student's responsibility to obtain the information on what was missed.
- I understand that late work will not be graded and will be recorded as a ZERO. I also acknowledge that work is considered late if it is turned in 10 minutes or more AFTER class has scheduled to start.

Signature

Date