



#### 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:** PH4621  
**Course Title:** Portfolio Preparation  
**Class Meetings:** Thursday: 6PM - 10PM  
**Session / Year:** Winter Quarter 2012  
**Instructor Name:** Krishna M. Sadasivam, MFA  
**Email Address:** [ksadasivam@aii.edu](mailto:ksadasivam@aii.edu) or [krishna.at.ait@gmail.com](mailto:krishna.at.ait@gmail.com)  
**Telephone:** 813-393-5224 (Justin Padilla)  
**Office Hours:** By Appointment

**Course Description:** Students begin the portfolio process by exploring creative and professional possibilities to determine a direction for their work that forms the foundation for their graduate portfolio. Students investigate industry standards and current trends in portfolio presentation.

**Course Length:** 11 weeks

**Contact Hours:** 44 hours

**Credit Values:** 3 credits

**Estimated Homework:** 8 hours per week

**Quarter Credit Hour  
Definition:**

A quarter credit hour is an amount of work presented 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 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, studio work, and other academic work leading to the award of credit hours.

**Learning Objectives:**

Upon successful completion of the course, the student will:

***Produce visually compelling photographs***



- Foster personal innovation through exploration of ideas and media

***Exhibit professional passion***

- Explore a variety of disciplines
- Experiment with creative styles and techniques

***Describe the characteristics of a successful industry professional***

- Evaluate career options
- Access a variety of resources to develop industry perspective
- Recognize the impact of career choice on lifestyle

***Define and enrich a concept using the results of a problem solving process***

- Produce ideas that show a variety of possibilities or realms of thought
- Produce solutions that are unique and original to solve the creative problem

***Integrate business into every major project as a component***

- Evaluate marketplace to determine viability, price structure, and budget for project

**Course Prerequisite(s):** PH4210 Marketing & Promotion

**Recommended Text(s):** Best Business Practices for Photographers, 2<sup>nd</sup> Edition (Paperback) by John Harrington.

**Materials and Supplies:** A DSLR with a good range of lenses, external flash and accessories, memory cards, portable hard drive and a DVD for Final Class Portfolio (Due Week 11).

**Technology Needed:** Adobe Photoshop, Flash/Dreamweaver and Microsoft Word.

**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:

- **Portfolio Assessment:** This is a 3<sup>rd</sup> Assessment Course. All students will be evaluated on Week 10 by their instructors and Department Chair. They will be evaluated on their artist's statement, final DVD, website and final layout for their portfolio flat book.  
**60% of Mid-term/Final Grade**
- **Overall Class Participation:** Class attendance, preparedness, and participation (includes in class discussions, note taking, having required supplies, Q&A during lectures, readings and presentations). Positively contributing to class. This will be evaluated by attendance and weekly progress on student portfolios and flat books.  
**40% of Mid-term/Final Grade**

## **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 students 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 Department 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 of 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 the necessary documentation. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs. Complaints will be handled in

accordance with the University's Student Grievance Procedure for Internal 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. Attending less 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 9 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 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 into 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.
- New Work Policy** Students are required to make new work for each creative project/assignment. Substituting photographs made prior to the assignment is unacceptable. It is required that all students have the proper date programmed into their cameras – work with dates outside of the project assignment window will not be accepted. Failure to meet this requirement may lead to the failure of a particular assignment and in a worse case scenario the failure of the class.
- Late Work** Late work will not be accepted. If you know you will be absent on the day an assignment is due it is your responsibility to make arrangements to turn in your work early or via email. Emailed assignments must be emailed before the end of the scheduled class for credit.



### Revised Portfolio Review Schedule

#### **When is the First Portfolio Review?**

The First Portfolio Review takes place during your third or fourth quarter. The first review will take place week 10 of the PH2801 Digital Lab Techniques course. Your Portfolio will be reviewed by your PH2801 Instructor, Academic Chair, and/or additional Instructors from your program. An email will be sent to you with your results within a week of your review.

#### **When is the Second Portfolio Review?**

The Second Portfolio Review takes place during your sixth or seventh quarter. The second review will take place week 10 of the PH2410 Art Direction course. Your Portfolio will be reviewed by your PH2410 Instructor, Academic Chair, and/or additional Instructors from your program. An email will be sent to you with your results within a week of your review.

#### **When is the Third Portfolio Review?**

**The Third Portfolio Review takes place during your tenth or eleventh quarter. The third review will take place week 10 of the PH4621 Portfolio Preparation course. Your Portfolio will be reviewed by your PH4621 Instructor, Academic Chair, and/or additional Instructors from your program. An email will be sent to you with your results within a week of your review.**

#### **When is the Final Portfolio Review?**

The Final Portfolio Review takes place during your final quarter. The final review will take place week 10 of the PH4622 Portfolio/Thesis Exhibition course. Your Portfolio will be reviewed by your PH4622 Instructor, Academic Chair, and/or additional Instructors from your program. An email will be sent to you with your results within a week of your review.

## **WEEKLY CLASS TOPICS AND ASSIGNMENTS**

### **WEEK 1**

**JAN 12, 2012.**

<b>Overview:</b>	Introduction of the course.
<b>Weekly Objective:</b>	Portfolio Development.
<b>Lecture:</b>	Options for flat book output. Professionally Printed & Bound vs. Screw & Post.
<b>Homework for Next Week:</b>	Students should research output options for their flat book. They should decide what format they want to use for their flat book before next week. Be prepared to share findings and decision with the class next week.  Students should begin working on artist statement.

**WEEK 2** **JAN 19, 2012.**

<b>Overview:</b>	Continued portfolio research.
<b>Weekly Objective:</b>	Portfolio Development.
<b>Lecture:</b>	Share portfolio research findings. Lecture on consistency. Begin layout construction.
<b>Homework for Next Week:</b>	Students should begin layout production. Make new work where necessary. Students should work on their artist's statement.

**WEEK 3** **JAN 26, 2012.**

<b>Overview:</b>	Continued portfolio research.
<b>Weekly Objective:</b>	Portfolio Development. Artist Statement lecture.
<b>Lecture:</b>	Artist's Statement discussion. Work on layout construction.
<b>Homework for Next Week:</b>	Students should continue layout production. Make new work where necessary. Students should work on their artist's statement.– bring a rough draft to next class.

**WEEK 4** **FEB 2, 2012.**

<b>Overview:</b>	Continued portfolio research.
<b>Weekly Objective:</b>	Artist Statement Peer Review.
<b>Lecture:</b>	Continue layout construction.
<b>Homework for Next Week:</b>	Students should continue layout production. Make new work where necessary. Students refine their artist's statement.

**WEEK 5** **FEB 9, 2012.**

<b>Overview:</b>	Continued portfolio research.
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**Weekly Objective:** Preparing a mock up.

**Lecture:** Continue layout construction.

**Homework for Next Week:** Students should continue layout production. Make new work where necessary.  
Student should make 4"x6" prints off all work they wish to show in their portfolios. Bring them to next class.  
Students refine their artist's statement.

**WEEK 6** **FEB 16, 2012.**

**Overview:** Continued portfolio research.

**Weekly Objective:** Portfolio order.

**Lecture:** Group ordering session.

**Homework for Next Week:** Students should continue layout production. Make new work where necessary.  
Take the feedback from the Ordering Session and begin work on your Mock-up.  
Students refine their artist's statement.

**WEEK 7** **FEB 23, 2012.**

**Overview:** Continued portfolio research.

**Weekly Objective:** Continued portfolio research.

**Lecture:** Final DVD and Website Expectations

**Homework for Next Week:** Students should continue layout production. Make new work where necessary.  
Students refine their artist's statement.

**WEEK 8** **MAR 1, 2011.**

**Overview:** Continued portfolio research.

**Weekly Objective:** Continued portfolio research.

**Lecture:** Review of Portfolios, DVDs and Websites.

**Homework for Next Week:** Students should continue layout production. Make new work where necessary.  
Students refine their artist's statement.

**WEEK 9** **MAR 8, 2012**

**Overview:** Continued portfolio research.

**Weekly Objective:** Continued portfolio research.

**Lecture:** Preparation for Assessments.

**Homework for Next Week:** Students should finalize layout production. Create Mock ups for next week's assessment. Bring all portfolio layout materials to your assessment.  
Students finalize their artist's statement. Bring 6 copies to be given to assessment faculty next week.

**WEEK 10** **MAR 15, 2012**

**Overview:** 3<sup>rd</sup> Assessment – Be on time and fully prepared.

**Homework for Next Week:** Bring Assessment materials to next class for group discussion.  
Create a DVD with all portfolio layouts and DVD materials.

**WEEK 11** **MAR 22, 2012**

**Weekly Objective:** Wrap up class with a discussion of the Assessment. Turn in your DVD.

### Syllabus Agreement

I, \_\_\_\_\_, affirm that I have received the syllabus for PH4621 for Fall Quarter 2011. 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 the weight of this course is divided into two main sections (Artist Statement and Portfolio Review). **I understand that failing the portfolio review will require retaking the course.** I also acknowledge that if I pass with a grade of C or below that I am in danger of failing my final portfolio review.

I confirm that I have received the following documents:

- PH4621 syllabus
- Class attendance policy
- Grading criteria
- Statement of Project dues dates and/or deadlines.
- Purchase requirements
- Overview of assignments and class schedule

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date