



**DEPARTMENT OF FINE ARTS
COURSE OUTLINE – FALL 2018**

AR3705 (A2): Portfolio Development – 3 (0-0-3) 45 Hours for 15 Weeks

INSTRUCTOR: Marina Fridman **PHONE:** (780) 539-2813
OFFICE: L218 **E-MAIL:** mfridman@gprc.ab.ca
OFFICE HOURS: Tuesday & Thursday: 1:00 – 2:00 pm, or by appointment

CALENDAR DESCRIPTION:

A senior course which involves the creation of a portfolio and projects with a fine arts interdisciplinary focus in preparation for transfer to another institution or entrance into the workplace.

PREREQUISITE(S)/COREQUISITE: AR1370 and AR2430

REQUIRED TEXT/RESOURCE MATERIALS: No text is required.

- Notebook and pen for note-taking (you may take notes on a computer if you prefer).
- USB Thumb Drive
- If you have a good digital camera (not a phone camera) and a laptop with Photoshop, you can utilize them. If you do not have access to a professional camera, you will be able to sign one out from the visual arts department. Computers with Photoshop will be accessible in the Mac Lab (L207B). You may need to work in pairs or teams. I will inform you in advance on which week we will be using these items.

DELIVERY MODE(S): Lecture and Lab

COURSE OBJECTIVES:

1. To guide students through the process of developing an artist's portfolio and application package for transfer.
2. To demonstrate the self-discipline required to manage the administration of a professional art practice.
3. To introduce students to opportunities and support systems available to artists.

LEARNING OUTCOMES:

By the end of this course, students will:

1. Create a professional portfolio for their appropriate creative, educational and career goals.
2. Be introduced to the basics of documenting work in digital formats.
3. Research and be aware of different educational institutions, potential employers and galleries.
4. Create a professional Resume (Curriculum Vitae) and Letter of Intent/Cover Letter.
5. Write an articulate and concise Artist Statement.
6. Learn the basic principles of setting and implementing personal and professional goals.

TRANSFERABILITY: None.

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2>

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Lab Activities & Assignments: 15%
Institution Requirements Research: 5%
Curriculum Vitae/Resume: 10%
Artist Statement: 10%
Letter of Intent/Cover Letter: 10%
Digital Images & Image Reference Sheet: 20%
Digital Portfolio Presentation: 20%
Attendance & Participation: 10%

Attendance / Participation is a rather straight forward mathematical formula based on your attendance. If there are 26 classes in this course, attend all classes and arriving on time $26/26 = 100 = 100\%$ of the year. **Based on your time of arrival. It is your responsibility to sign in.**

Miss no classes, $26/26 = 100\%$, Receive A+

Miss 6 classes, $20/26 = 77\%$, Receive C

Miss 8 classes, $18/26 = 69\%$, Receive D

This is one full month of classes.

Excessive Lateness:

You have 5 minutes of late grace time for each class. Excess late times above the grace period will be accumulated and converted into equivalent classes. This will be proportionally deducted, so 170 minutes of excess late time, will equal one absent class, thus losing an additional - 0.50 (minus .5) from the Attendance / Participation mark. Excessive Lateness is equivalent to being absent from class.

Daily attendance/participation marks:

0.00 Participation Adjustment $\frac{26}{26}$	Participation Attendance = 100.00 %	Total Late Times = 0 5 mins./class, LATE GRACE BUFFER 130 Remainder converted to classes 0
Notes:		
Arrived before 1:05 pm Arrive after — 1:05 pm Arrive after — 1:30 pm Arrive after — 1:45 pm Arrive after — 2:00 pm Arrive after — 2:05 pm Arrive after — 2:06 pm	Receive 1.0 — On Time Receive .80 — Late Receive .60 — Late Receive .50 — Late Receive .20 — Late Receive .10 — Late Receive -.50 — Absent	Start Of Class 1:00 PM LE — Left Early If you leave early, sign out, the difference will be regarded & marked as if a late arrival time. NLT — No Late Time Indicated Default mark .25 As if you arrived after 2:30

- No late time indicated (NLT) default to .50 for attendance that day, as if you arrived after 1:45 pm.
- Attendance is mandatory. (Department Guidelines)
- More than 20% absenteeism (5 classes = 19.23) may constitute a failure except for medical or extenuating circumstances in which case a doctor's letter may be required.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF your grade is less than a C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

September 5 – December 7, 2018

Classes are Mondays and Wednesdays, from 1:00 – 2:20 p.m.

Studio based activities in addition to home assignments to be determined by the instructor. Class time will be occupied by exercises, presentations, guest lecturers and field trips.

STUDENT RESPONSIBILITIES:

- Students are expected to arrive on time, so that lectures and demonstrations can proceed uninterrupted. These will not be repeated for latecomers.
- Students are expected to invest a minimum of 3 hours of work per week outside of class.
- No IPOD or MP3 players allowed without permission. All cell phones must be turned off before class. Failure to do so may result in you being asked to leave the class.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**Note: all Academic and Administrative policies are available on the same page.