



South Portland, Maine 04106

Communications & New Media Studies

Title: Senior Portfolio

Catalog Number: CNMS 296-01 / D1

Credit Hours: 3

Total Contact Hours: 45

Lecture (or Lab): Lecture

Instructor: Kate Sibole, MFA

Office Hours: <https://ksibole.youcanbook.me/>

Contact Information: ksibole@smccme.edu

Course Syllabus

Course Description

This course covers the theory and production of an effective portfolio showcasing the specific skills of each student. A portfolio is a critical asset in the pursuit of a career or transfer to another college or university. The course will focus on the professional and aesthetics practices in the Communications and New Media Design field. It will address the art of self promotion, relevant employment and life skills necessary in finding employment in this competitive industry. Course materials will be presented through student presentations, lectures, peer and professionally reviewed critiques. Pre-requisites: Course to be taken during the final semester of student's graduation year. All freshman level requirements must be met prior to enrolling in this course.

Course Objectives

- Upon successful completion of this course, the student will:
- Organize and present a body of work that is aesthetically consistent and finely crafted for critical evaluation by peers and industry professionals
- Develop skills in visualizing design solutions and be able to translate those concepts into a variety of media.
- Engage in active conversation about one's own work as well as others.
- Identify effective strategies needed to solve "design problems"
- Demonstrate advanced set of technical skills appropriate to the student's designated CNM focus.
- Acquire appropriate self promotion and self presentation etiquette through professional resume development and mock interview practice

CONTACT

Professor : Kate Q. Sibole, MFA

Email : ksibole@smccme.edu (*best way to reach me*)

Office Location : Hildreth Media Center #228

Office Hours : Book an appointment with me here: <https://ksibole.youcanbook.me>

Phone / Text : 207-619-2339

I do my absolute best to respond to emails within 24 hours Monday-Friday; 6am-3pm. If you contact me on the weekend or during a holiday, please understand that I am not able to respond to you right away. The course content is available 24/7, so please plan to look over your assignments sooner rather than later and let me know if you have any questions prior to the weekend.

Email is the absolute best way to reach me. You can also start a Google Video Chat or IM me if you see that I am available thru our school gmail accounts. If you need to book time with me for a face to face meeting, phone meeting or other scheduled access then please use the You Can Book Me link above.

Course Requirements

- Portfolio 15%
- Senior Project 25%
- Portfolio Presentation 20%
- Assigned Projects 20%
- Attendance 10%
- Participation / Peer Collaboration 10%

Portfolio 15%

This is the cumulative and organized collection of the most significant/best work to date. Work presented in the portfolio can be from other classes. Students will use a combination of Adobe Behance and Wordpress, Wix or other social media options to organize and curate work.

Senior Project 25%

This is the self driven/managed project that is created specifically for this class. This project will be the featured project using Adobe Behance. Your Behance page will include links to your website and social media feeds.

Portfolio Presentation 20%

This is the end of the semester presentation of your overall senior experience. You will present your portfolio and senior project to a panel of faculty, alumni, college executives, and professional advisory board members. You will be assessed on your professionalism-the way you engage with your presentation panel, the craft of your senior project materials (prints, video, etc.), and the quality of your self promotion materials.

Assigned Projects 20%

These are the assignments that have assigned deadlines: writing prompts, resume, cover letter, artist statement, studio practice, budget, project management outline. Most of these projects will NOT be posted on your portfolio sites (Behance, web site, social media).

Attendance 10%

Attendance is mandatory. If you have registered for the class that meets on Monday 9-Noon, then you are expected to come to that class. You are also expected to arrive to class on time. Excessive late arrival will equate to an absence.

If you have registered for the online section, then you are expected to be logging in to the class regularly-spending at least 3+ hours per week reviewing the online course notes, discussions, critiques. Online course engagement can be tracked. **This time estimate does not include the time you'll be putting into your projects. See time management notes.

Participation & Peer Collaboration 10%

Your input and critique is an incredibly important component to everyone's experience and success in this class. Participation is connected to attendance. You can't participate if you don't show up. And, attendance does not necessarily equate to quality peer interaction.

Online participation will happen a few different ways-discussion boards, email, video hangouts, and the trial use of VoiceThread this semester.

How to Get an A in this class

- Show up
- Show up on time
- Show up for each other
- Bring/post work to show every single class. Every. Single. Week.
- Meet the deadlines
- Be confident
- Take Risks
- Play
- Make stuff

Student Evaluation and Grading

Student's work will be evaluated on their knowledge and practice of class room work, reading, and task work; contribution to class discussion and the quality of production skills (this includes technical and aesthetic concerns.) In addition, grading and evaluation will include attention to deadlines and requirements specific to the assignments. Work will be formally graded twice the semester-at midterm and then at finals. Weekly progress and feedback will be given during class critiques and independent meetings.

Grading Scale (as stated in college handbook)

93-100 Points: A

90-92 Points: A-

87-89 Points: B+

83-86 Points: B
80-82 Points: B-
77-79 Points: C+
73-76 Points: C
70-72 Points: C-
67-69 Points: D+
60-66 Points: D 0-59 Points: F

Text, Tools, and/or Supplies

Required

- Access to color printer (Output service or your personal ink jet/laser printer)
- Ink jet/laser paper
- Sketchbook/journal
- USB storage drive
- Related media in designated CNM focus
- Scheduled access to school equipment and software

HABITS OF WORK

This is a 200 level college course and will require a significant amount of time, work, and effort outside of the classroom each week. Classes are designed around 180 hours of committed time. Broken down, that is 45 hours of classroom/online classroom contact-including but not limited to: lectures, demonstrations, tutorials, critiques, screenings and an additional 2-3 hours per credit each week on work and study that happens outside of class time. For this 3 credit class, that equates to 6-9 hours of additional work outside of class.

Example:

3 credit class

3 hrs per week / 16 weeks = 45 hours of class time (A credit hour is 50 minutes)

6-9 hours homework / 16 weeks = 96-144 hours

140-189 total hours.

Consider this as you are developing your class schedule alongside your other obligations. Being a full time college student IS a full time job. The quality of your work will reflect the amount of time you put into it.

Here is a great resource that can help you with your time management: <http://www.studygs.net/timman.htm>

ATTENDANCE & MISSED/LATE WORK POLICY

You are required, as stated in the college handbook, to attend all classes. In the case of online classes you are required to log in to the course prior to the end of the drop/add week.

***Online Attendance:** If you do not log in for at least 3 consecutive weeks, an AF grade will be assigned. If you do not submit work for 3 consecutive weeks and do not otherwise communicate with or respond to communication with your professor an AF grade will be assigned. Your "Last Date of Attendance" will be recorded as your last successful submission date. It is important that you actively attend the course by logging in to SMCC BlackBoard site at least once a week. (Although to complete this course successfully you will need to access the site more often.)

A portion of your grade is determined by your online attendance and active participation. Work submitted late will be graded on a reduced point value scale; after 2 weeks work will not be accepted. Merely logging into the course on a weekly basis but not completing or submitting required work does not count as having successfully attended an

online class. All reasonable efforts to communicate with the student will be made by the professor to insure all students are aware of deadlines.

***Classroom attendance:** If you do not attend class for 3 consecutive weeks and/or are repetitively and significantly late to class and/or not submitting work as required and/or repetitively and significantly late with your work submission, an AF grade will be assigned. Your "Last Date of Attendance" will be recorded as your last successful submission date (project, discussion, quiz) or attendance date.

A portion of your grade is determined by your attendance and active participation. Work submitted late will be graded on a reduced point value scale; after 2 weeks work will not be accepted. Merely showing up to course on a weekly basis but not completing or submitting required work or participating in the course discussion and critiques does not count as having successfully attended class. All reasonable efforts to communicate with the student will be made by the professor to insure all students are aware of deadlines in addition to the twice weekly reminders posted as a BB announcement.

MIDTERM GRADE REPORT

At weeks 10, student progress will be assessed on the basis of attendance, submitted work and participation. If you are assessed at an "unsatisfactory" level, you and your department chair will receive a letter regarding your progress. You will be required to meet with your professor and also, possibly, your department chair.

NO SHOW/AF/LDA

Online "attendance" will be monitored. This course requires weekly deadlines. If you miss submission dates 3 weeks in a row, an AF (automatic failure) will be reported and/or your LDA (Last Date of Attendance) will be marked as the last time you successfully submitted work (projects, quizzes, discussion topics etc...) to the Blackboard course site. Merely logging into the course on a weekly basis but not completing or submitting required work does not count as having successfully attended an online class. All reasonable efforts to communicate with the student will be made by the professor to insure all students are aware of deadlines in addition to the twice weekly reminders posted as a BB announcement.

END OF COURSE EVALUATION

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

ADA SYLLABUS STATEMENT

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

THE LEARNING COMMONS

The library, tutoring and writing centers, and open study space are located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center. Here you can find free academic support through individual and online tutoring, information literacy/research librarians, and professional academic strategy/planning mentoring. There are many desktop and laptop computers as well as printers, reserve textbooks, and other academic tools available for use within the Learning Commons. Services are offered by appointment or as drop-in assistance. To access services, visit My Learning in My Maine Guide. Students consistently report that the Learning Commons is an inviting and friendly place to seek academic support or study. Those who make use of the Learning Commons regularly have been shown to be more likely to succeed—take advantage of this exceptional resource for this, or any of your classes.

SMCC PAY FOR PRINT POLICY

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

ADD/DROP POLICY

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

WITHDRAWAL POLICY

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

PLAGIARISM STATEMENT

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct