

COURSE TITLE: Senior Portfolio
CREDIT HOURS: 3
TOTAL CONTACT HOURS: 45
INSTRUCTOR: Kate Sibole, MFA
CATALOG NUMBER: CNMS 296



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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

COURSE REQUIREMENTS

Portfolio 50%
Attendance 10%
Assigned Projects 25%
Participation / Peer Collaboration 15%
Student Evaluation and Grading

GRADING EVALUATION

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 : A
90-92 : A-
87-89 : B+
83-86 : B
80-82 : B-
77-79 : C+
73-76 : C
70-72 : C-
67-69 : D+
60-66 : D
0-59 : F

TEXT, TOOLS, AND/OR SUPPLIES

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

ATTENDANCE & MISSED/LATE WORK POLICY

You are required, as stated in the college handbook, to attend all classes. A portion of your grade is determined by your attendance and active participation. Points will be deducted for unexcused absences. Three unexcused consecutive absences will result in a reporting of your Last date of Attendance which will be posted as an AF (automatic failure). Missed in class work will be made up outside of the class. Work submitted late will be graded on a reduced point value scale (1 point reduction for every day); after 2 weeks work will not be accepted. Extra credit work will not be given. Do the work you were supposed to do in the first place. Everything else you do will spring from it anyway and that's not "extra", that's real evidence that you are a practicing artist.

MISCELLANEOUS

MP3 players, headphones and Instant Messaging are prohibited during class time. Please turn this equipment off upon entering the class room. Please do not disturb your fellow classmates during class or during open lab hours. Food and drink is strictly prohibited. We will break half way through our 3 hour session. You are free to chat, email, phone, and snack at this time.

CELL PHONE POLICY

For security purposes, please set your cell phone to vibrate at the start of class. If you anticipate the need for your phone during class time, please inform me prior to the start of class. (For example: your child is sick and you need to be able to keep in touch with them.) If your cell phone goes off during class time for a non emergent reason, please remove yourself from the class room and re-enter after our break. You will be responsible for missed work.

END-OF-COURSE EVALUATION

In order to gain access to final course grades, students must complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal site. Students can access the course evaluation report beginning two weeks before the end of classes. The deadline for submission of evaluations occurs 24 hours after the last day of classes each semester. Instructors will announce when the online course evaluation is 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.

SMCC PAY-FOR-PRINT POLICY

PER PAGE COSTS

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- The reverse sides of duplex (double-sided) documents are free.
- There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10.

Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

HOW DOES IT WORK?

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). 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 HelpDesk at 741-5696 to have a special account set up.

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.

WHY IS SMCC CHARGING FOR PRINTING?

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. 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 HelpDesk at 741-5696 or send an email to helpdesk@smccme.edu. Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your 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. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation “W” will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

PLAGIARISM STATEMENT

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College’s Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.