Portfolio Development for Graphic Design

ARTC 2335 9C1 202510

CREDIT
3 Semester Credit Hours (2 hours lecture,4 hours lab)

MODE OF INSTRUCTION
Face to Face

PREREQUISITE/COREQUISITE:
Graphic Design and Illustration I

COURSE DESCRIPTION

Preparation of a portfolio comprised of completed graphic design projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to:

- A. Perform paper selection, cutting operations, bindery operations, estimating, production operations, and equipment maintenance operations.
- B. Produce different printing jobs as assigned by the instructor and for clients.
- C. Demonstrate a basic knowledge of Graphic Design technology
- D. Properly and safely use and maintain tools and equipment.
- E. Practice shop safety.
- Produce a digital compilation of 6 designs, resume, bio for portfolio
- Arrange and refine projects for inclusion in a graphic design portfolio.
- Identify industry requirements for employment.
- Identify current events, skills, and attitudes and behaviors pertinent to the industry and relevant to the professional development of the student.
- Create a presentation portfolio.

INSTRUCTOR CONTACT INFORMATION

Instructor:	Andrea Ritter
Email:	aritter@bmtisd.com
Office Phone:	409-619-5740
Office Location:	Career and Technical Education Center – Room 104
Office Hours:	7am-3pm

Approved: Initials/date

REQUIRED TEXTBOOK AND MATERIALS
Adobe Design Collection Revealed -Cengage, Graphic Designer's Digital Toolkit-Cengage

LATE WORK:
It is the student's responsibility to keep up with assignments and turn in all work on time. If a student is absent, it is the student's responsibility to get work from the instructor or another student. You may speak with the instructor before or after class, or before school about the assignment. I cannot take up class time discussing late assignments with you. Each day that an assignment is late, ten percent shall be deducted from the final assignment grade.
If you are absent, you have the amount of days you were absent to make up the work and have it count for full credit.

ATTENDANCE POLICY
State law (TEC 25.092 and 11.158) contains a provision of law commonly referred to as the "90 percent rule," which applies to any student in grade level K through grade 12. Generally, to receive credit for the award of a final grade for a class, a student must be in attendance for at least 90 percent of the days the class is offered, even if some or all of the absences are deemed excused. A student who is in attendance for at least 75 percent, but less than 90 percent, of the days offered may be given credit or a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirements of the class. Students whose attendance falls below 75 percent are required Beaumont ISD Student Attendance Procedures Manual 9 | P a g e to petition for the award of credit or a final grade from the campus attendance review committee. There are some exceptions to the 90% Rule based on provisions of law and documented extenuating circumstances.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process.
If you stop coming to class and fail to drop the course, you will earn an "F" in the course
Last day for students to drop with refund: February 5
Last day for students to drop WITHOUT academic penalty: February 17
Last day for students to drop with academic penalty: April 9

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 1	Syllabus/Getting Started	Adobe Design Collection Revealed -Cengage	
Week 2	Getting to Know the Work Area	Adobe Design Collection Revealed -Cengage	
Week 3	Graphic Design Industry Equipment Training	Adobe Design Collection Revealed -Cengage	

Week 4	Graphic Design Industry Equipment Training	Adobe Design Collection Revealed -Cengage	
Week 5	Basic maintenance of equipment	Adobe Design Collection Revealed -Cengage	
Week 6	Client Jobs	Adobe Design Collection Revealed -Cengage	
Week 7	Client Jobs	Adobe Design Collection Revealed -Cengage	
Week 8	Adobe Illustrator Certification training	Adobe Design Collection Revealed -Cengage	
Week 9	Adobe Illustrator Certification training	Adobe Design Collection Revealed -Cengage	
Week 10	Adobe Illustrator Certification training	Graphic Designer's Digital Toolkit-Cengage	
Week 11	Adobe Illustrator Certification	Graphic Designer's Digital Toolkit-Cengage	
Week 12	Document preparation for Portfolio	Graphic Designer's Digital Toolkit-Cengage	
Week 13	Document preparation for Portfolio	Graphic Designer's Digital Toolkit-Cengage	
Week 14	Digital portfolio	Graphic Designer's Digital Toolkit-Cengage	
Week 15	Digital portfolio	Graphic Designer's Digital Toolkit-Cengage	
Week 16	Finals Week	Graphic Designer's Digital Toolkit-Cengage	

COURSE REQUIREMENTS

- To receive course credit for a General Education course you need a letter grade of "D" or better. To receive course credit for a Program Specific course you need a letter grade of "C" or better.
- To understand if a course is a General Education requirement or a Program requirement for your degree please check DegreeWorks on my.lit.edu

COURSE EVALUATION
Final grades will be calculated according to the following criteria:
    Major grade - 60%
    Minor grade - 40%

GRADE SCALE
- 90-100   A
- 80-89   B
- 70-79   C
- 60-69   D
- 0-59   F

INCOMPLETE GRADE

There is an application to request for an "Incomplete" for a grade. Be aware this is an application, whether you get an "Incomplete" is up to your Instructor's discretion and usually only awarded in dire and extenuating circumstances where the student is truly unable to finish the course.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance.

Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION