



ARTC 2335 – Portfolio Development for Graphic Design
Section 6A1 – FALL 2022
TTh 12:00PM– 2:30PM
Course Syllabus Class Addendum

Instructor Contact Information

Instructor	Michael B. Kicak, B.S.
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Office Phone	409-880-8321
Office Location	Technical Arts 4 Room 105
Office Time	MWF 2:00pm – 4:00pm, TTh 3:00pm – 4:00pm

Portfolio Development for Graphic Design (ARTC 2335)

Credit: 3 semester credit hours (2 hours lecture, 4 hours lab)

Course Description

A preparation of a portfolio comprised of complicated graphic design projects to include and evaluation and demonstration of portfolio presentation methods based on the student's specific area of study.

Course Objectives

1. Student will arrange and refine projects for inclusion in a graphic design portfolio.
2. Student will identify industry requirements for employment.
3. Student will identify current events, skills, attitudes and behaviors pertinent to the industry and relevant to the professional development to the student.
4. Student will create a presentation portfolio.

Required Textbook and Materials

Textbook:

None

Materials: External Drive with Minimal Storage Capacity of 1TB (Solid State Preferred), Sketchbook (Minimum 8.5"x11"), Writing and sketching materials, Camera (Modern Cellphone may be used), other materials may be added depending on project requirements.

Grade Criteria and Scale

A (90-100) Student participates in all classroom discussions and critiques. Student completes all assignments and projects within deadline. Their work exemplifies a very high level of dedication and understanding of their craft. No conflicts with instructor or peers.

B (80-89) Student participates in classroom discussions and critiques. Student completes all assignments and projects within deadline. Their work exemplifies a high level of dedication and understanding of their craft. No conflicts with instructor or peers.

C (70-79) Student participates in some classroom discussion and critiques. Student completes most assignments and projects within deadline. Their work exemplifies a low standard of dedication and understanding of their craft. Conflicts with instructor or peers arise.

D (60-69) Student participates very little in classroom discussion and critiques. Student does not complete all assignments and projects within deadline. Their work exemplifies a low level of dedication and understanding of their craft. Conflicts with instructor or peers constantly arise.

F (0-59) Student shows little effort to complete work or participate in classroom.

Course Evaluation

Personal growth and development in software usage and familiarity of computer related terminology as well as design will be used to gauge the student's effort into the subject materials. Their level of growth will be a significant variable to the evaluation of the student and their grade. It is expected that each student participates effectively and often during critiques and discussions. A well thought out idea shall be researched and understood by the student so that they will defend their choices in their works during critique while accepting constructive criticism from their peers.

Final grades will be calculated according to the following criteria:

Portfolio Presentation	30%
Portfolio Creation (Physical and Digital)	30%
Discussion/Critique Participation	20%
<u>Attendance</u>	<u>20%</u>
Total	100%

Computer Requirements

Computer lab hours will be allotted to the students for the completion of classroom assignments and projects so please use your time wisely while on campus. Please bring a personal set of headphones to use during tutorials. Adobe Creative Cloud can be accessed on your personal home computer as well, but you will need to meet minimum application specifications for the programs to run properly.

Computer Literacy

It is expected that you have a working knowledge of basic computer skills. These skills include but are not limited to powering up your computer, uploading and downloading files, opening and closing web browsers and programs, saving your work, knowing the difference between hardware and software. These simple concepts will not be taught in this course.

Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Computers, cellphones, headphones, and any other electronic devices must be turned off while in class or used only with permission of the instructor.
3. Do not bring children to class.
4. No late assignments will be accepted.
5. Tests. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of '0'.
6. Attendance Policy. Two absences are allowed. If a student is tardy to class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 5 point deduction from your final grade.
7. If you wish to drop a course, the student is 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.
8. Additional class policies as defined by the individual course instructor.
9. Instructor reserves the right to change or modify the syllabus for any reason.

Technical Requirements

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker

A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at

(409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at <https://www.lit.edu/student-success/special-populations>

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 or obtained in print upon request at the Student Services Office. 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.

Reference materials:

A) LIT Policy and Procedure Manual located online at:

<https://www.lit.edu/pdf/5443/lamar-institute-of-technology-policies-and-procedures-manual>

B) The Social Media Policy for Lamar Institute of Technology located online at:

<https://www.lit.edu/getattachment/Information/Faculty-and-Staff/Social-Media-Guidelines.pdf?lang=en-US>

C) Add/Drop Policy

Please review this policy found online at:

<https://www.lit.edu/student-success/online-orientation/taking-care-of-business/add-or-drop-courses>

D) Emergency Procedures

Please refer to the Lamar Institute of Technology Comprehensive Safety Plan and Manual found online at:

<https://www.lit.edu/pdf/5460/lamar-institute-of-technology-safety-manual>

E) Campus Map

Detailed map of the campus can be found online at:

https://www.lit.edu/getattachment/Information/Map/LIT-MAP-2019_large-web.jpg?lang=en-US

F) Academic Calendar

Fall 2022

<https://www.lit.edu/academic-calendar/202290/fall-2022>

Course Outline by Week

Week 1 (8-22/26) Syllabus Review, Getting Started.
Week 2 (8-29/9-2)
Week 3 (9-5/9-9)
Week 4 (9-12/9-16)
Week 5 (9-19/9-23)
Week 6 (9-26/9-30)
Week 7 (10-3/10-7) Oct. 3 –First day to apply for graduation.
Week 8 (10-10/10-14)
Week 9 (10-17/10-21)
Week 10 (10-14/10-28)
Week 11 (10-31/11-4)
Week 12 (11-7/11-11) Nov. 11 -Graduation: Last day for students to apply for Fall graduation; last day for students to pay for cap and gown at LU Bookstore.
Week 13 (11-14/11-18)
Week 14 (11-21/11-25)
Week 15 (11-28/12-2)
Week 16 (12-5/12-9) Dec. 3 –Last day of classes.