

PORTFOLIO FANTASTICO!

*EDU295 & EDU 495 Concurrent • Term 5, 2009
IADT Sacramento • Molly Knappen*

FANTASTIC SYLLABUS: OVERVIEW

Syllabus Change Policy

This syllabus is a good-faith effort to present the contents and mechanics of this course, but adjustments may be required.

Instructor

CONTACT INFORMATION

Molly Knappen
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OFFICE HOURS

Generally, I shall be on campus Monday and Wednesdays. Office hours are by appointment only. My gmail address is my preferred contact.

INSTRUCTOR POLICIES

1. Pull your weight.
2. Don't be a jerk.
3. Treat others as you would wish to be treated.

Course Information

TITLE & NUMBER

Portfolio Workshop:
EDU295 & EDU495 Concurrent

SCHEDULE

10 Weeks - Quarter System
Section S1
11/23/2009 - 2/6/2010
Saturdays : 9:00am - 2:30pm
Thursday, February 4th: TBA
50 Clock Hours / 4 Credit Hours

ACADEMIC PREPARATION

Prerequisites: None
Co-Requisites: None

DESCRIPTION

This course prepares students for the post graduate interview. Students are required to create web and physical portfolios of work, a resume, cover letter, and business card to leave with potential employers.

Materials Required

REALLY REQUIRED

- Resume Paper, Business Cards and Envelopes (\$20)
- Access to Camera & Computer
- Dress Suit and Shoes
- Commercially Produced Portfolio Binder (\$50-\$300)
or
Custom Self-Produced Portfolio Binder (\$25-\$50)
- Binding, Mounting Supplies and Adhesives as Required
- Other Materials as Required

IF YOU CAN AFFORD IT

- Web Domain Name (\$15)
(e.g.: YourName.com)

Materials Recommended

Several books are listed on the portal as being "required" for this course for this course. Please review these in the library prior to purchase. You may decide they cover information you already know.

FANTASTIC SYLLABUS: GRADING

Grading

SCALE

A.....	93-100
A-.....	90-92
B+.....	87-89
B.....	83-86
B-.....	80-82
C+.....	77-79
C.....	73-76
C-.....	70-72
D+.....	65-69
D.....	60-64
F.....	< 60

ASSESSMENT CRITERIA AND METHOD OF EVALUATION

Attendance & Participation	20%
Assignments, Projects, Exams & Quizzes	80%

Late Work Policy

LATE WORK CUT OFF DATE

Late work shall be accepted through week seven, Class 7.

GRADING

Work submitted late shall be docked one grade level immediately and one additional grade per week thereafter. Late grades "bottom out" at 70% of possible points meaning "A+" work will be graded as a "C-" until the cut off day where any incomplete late work shall be marked as 0 points.

With special exceptions, quizzes and exams may not be "made up."

EXTRA CREDIT

We all love extra credit and I'm not shy about giving it. Psst... you can get extra credit just for reading this! Let me know that you "have never had a bad boss, only challenging ones" and remind me there's extra credit in it for you.

GRADING EXAMPLE

Project Due: Class 2

Possible Points: 100 (A+)

Submitted: ON TIME Class 2
Beginning of Class 2

Possible Points: 100 (A+)

Submitted: LATE Class 2
During Class 5

Possible Points: 90 (A-)

Submitted: Class 3
Possible Points: 90 (A-)

Submitted: Class 4
Possible Points: 80 (B-)

Submitted: Class 5
Possible Points: 70 (C-)

Submitted: Class 6
Possible Points: 70 (C-)

Submitted: Class 7
Possible Points: 70 (C-)

-----***Late Work Cutoff***-----

Submitted: Classes 8-10
Possible Points: 0 (F)

FANTASTIC SYLLABUS: POLICY I

IADT Policies

1. Students are expected to complete homework assignments prior to class
2. Students are expected to be present and productive for the entirety of each class
3. Students should be equipped with the necessary materials to make productive use of class time
4. Students are 100% responsible for the quality of their work. Any difficulties should be discussed immediately with the instructor
5. NO CELL PHONE USE in class
6. Class activities and discussions are an important part of the learning process. Students are expected to participate
7. Students are responsible for contacting the instructor if they are absent. Whenever possible, notification should be made PRIOR to class.
8. Students are responsible for arrainging to make up any missed assignments.
9. Students are responsible for getting any missed assignments and/or lecture notes from a classmate
10. Tardiness is not acceptable
11. Plagiarism (including both written and artistic works) is a serious academic offense that will not be tolerated and may result in failure for an individual project, failure for the course or dismissal from the Academy.

Library Assignments

As assigned by the instructor. The written assignments will involve both library research and the use of reference material with proper documentation. Directions for the written assignments will be on file so that the Librarian and/or tutors may assist students with their research. Students requiring additional assistance should speak with the instructor at their earliest convenience. The CECybrary must also be used as a reference for all class papers and projects and can be accessed by using your Student Portal ID.

FANTASTIC SYLLABUS: POLICY II & OVERVIEW

Attendance Policy

Attendance is taken at every class session and becomes a part of the student's permanent record. Absences diminish learning and affect performance. Tardies are unacceptable because they are disruptive to classroom learning. Solid attendance prepares students for success in their professional lives.

Three cumulative (total) absences within a class will result in a failing grade.

A student who is absent thirteen (13) consecutive days who does not return to class on the 14th day is assumed to have withdrawn and will be administratively withdrawn from IADT Sacramento.

Class work that is turned in late due absence may be accepted at the discretion of the teacher. Penalties will be assessed. Points given for participation will not be available to students who are not present.

Weekly Due Dates Course Schedule

WEEK 1

1. *Dream Job Research*
2. *Website Login*
3. *Thrills-Skills-Bills Packet Completed*

WEEK 2

1. *Portfolio Materials Gathered*
2. *Website Sections / Pages Created*
3. *Preliminary Resume & Cover Letter*

WEEK 3

1. *Actual Job Opportunity Research*
2. *Photos of Portfolio Materials Taken*
3. *Images Uploaded to Website*
4. *Tough Interview Question Answers*

WEEK 4

1. *Preliminary Physical Portfolio Layouts Complete*
2. *Website Text & Images Up - Not Formatted*
3. *Finished Resume & Cover Letter*

4. *PRESENTATION TO CLASS (MidTerm Exam Credit)*

WEEK 5 (LAB DAY)

1. *Refined Physical Portfolio*
2. *Online Website Tightened Down*

WEEK 6 (LAB DAY)

1. *Portfolio Case / Presentation Finalized*
2. *Pages Printed for Physical Portfolio*

WEEK 7

1. *Portfolio Complete*
2. *Website Complete*
3. *Practice Presentation!*

WEEK 8 (NO CLASS)

1. *INTERNSHIP INTERVIEW (no class)*

WEEK 9

1. *Practice Presentation!*
2. *Submit Completed Portfolio for Grading*
3. *Submit Web Address for Grading*

WEEK 10 (NO CLASS)

1. *End of Term Showcase MUST ATTEND SHOWCASE*