



# North Central Michigan College Master Course Syllabus

## PART 1:

Course Name: Portfolio Development

Course Number: ARTS 290

Credit Hrs. 1      Lecture Hrs. 1      Lab Hrs. 0      Clinical Hrs. 0      Variable Hrs. 0

Total Hours of Instruction: 1      Total Contact Hours: 17.6  
(Total Contact hour's formula: (lecture hrs. + lab hrs. + clinical hrs) x 17.6)

### Course Description:

Capstone course teaches how to present artwork in a professional manner. Whether seeking a job or applying to a 4-year college, student will create a polished representation of their body of work.

Prerequisite (s): None

Co-requisite (s): None

### Course Objectives:

Students will:

- Assemble cohesive grouping of artwork to include in portfolio.
- Demonstrate knowledge of the different methods used to prepare and present artwork, including cropping, matting and preparing digital files.
- Prepare selected works for presentation to potential employers or 4 year colleges.
- Write resume or CV, artist's statement and cover letter.
- Present portfolio at Portfolio Night.

Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services to arrange for these (231)348-6687 or (231)348-6817, Room 533 SCRC.



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## PART 2:

### **Lumina DQP outcomes and linked course objectives**

(Please identify all Lumina DQP outcomes supported by this course, including the complete language of each outcome as shown on Part 3 of this syllabus. Under each Lumina DQP outcome, please list any course objectives that support the prior DQP outcome.)

Lumina DQP Outcome 2: Illustrates contemporary terminology used in the field.

- Write resume or CV, artist's statement and cover letter.

Lumina DQP Outcome 3: Generates substantially error-free products, reconstructions, data, juried exhibits or performances as appropriate to the field.

- Select cohesive grouping of artwork to include in portfolio.
- Knowledge of the different methods used to prepare and present artwork, including cropping, matting and preparing digital files.
- Prepare selected works for presentation to potential employers or 4 year colleges.
- Present portfolio at Portfolio Night.

Lumina DQP Outcome 6: Illustrates core concepts of the field while executing analytical, practical or creative tasks.

- Select cohesive grouping of artwork to include in portfolio.
- Prepare selected works for presentation to potential employers or 4 year colleges.
- Present portfolio at Portfolio Night.

Lumina DQP Outcome 10: Identifies, categorizes and distinguishes among elements of ideas, concepts, theories and/or practical approaches to standard problems.

- Select cohesive grouping of artwork to include in portfolio.

Lumina DQP Outcome 14: Presents substantially error-free prose in both argumentative and narrative forms to general and specialized audiences.

- Present portfolio at Portfolio Night.



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**Suggested Methods of Instruction:**

Lecture, slide lecture, readings, group work.

**Suggested Methods of Assessment and Evaluation:**

Quizzes, oral exams, critiques, final portfolio review (by committee), portfolio presentation at Portfolio Night.

**Adopted Text at Time of Course Adoption/Revision:**

None

**Topics Covered During the Semester:**

*Sequence of topics and time allowance are at the discretion of the instructor*

Week 1	Introduction/syllabus/ expectations and examples
Week 2	Selecting artwork for portfolio
Week 3	Portfolio cases
Week 4	Matting 2-dimensional artwork
Week 5	Photographing artwork
Week 6	Preparing digital files
Week 7	Resume or CV development
Week 8	Midterm portfolio items due
Week 9	Portfolio Committee critique
Week 10	Work day
Week 11	Work day
Week 12	Individual Portfolio review
Week 13	Individual Portfolio review
Week 14	Individual Portfolio review
Week 15	Final portfolio due
Week 16	Portfolio Night – Students present final portfolios to the public

Section 1 & Section 2 approved by CRDAP on: 03 25 14

Section 2 approved by AD:

Date:

Section 2 approved by CRDAP Chair:

Date:



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## **PART 3:**

Use this reference sheet in Part 2 of Master Course Syllabus

### **Specialized Knowledge**

1. Describes the scope and principal features of the field of study, citing at least some of its core theories and practices, and offers a similar explication of at least one related field.
2. Illustrates contemporary terminology used in the field.
3. Generates substantially error-free products, reconstructions, data, juried exhibits or performances as appropriate to the field.

### **Broad Integrative Knowledge**

4. Describes how existing knowledge or practice is advanced, tested and revised
5. Describes and examines a range of perspectives on key debates and their significance both within the field and in society.
6. Illustrates core concepts of the field while executing analytical, practical or creative tasks.
7. Selects and applies recognized methods of the field in interpreting characteristic discipline-based problems.
8. Assembles evidence relevant to characteristic problems in the field, describes the significance of the evidence, and uses the evidence in analysis of these problems.
9. Describes the ways in which at least two disciplines define, address and interpret the importance of a contemporary challenge or problem in science, the arts, society, human services, economic life or technology.

### **Intellectual Skills – Analytic Inquiry**

10. Identifies, categorizes and distinguishes among elements of ideas, concepts, theories and/or practical approaches to standard problems.

### **Intellectual Skills – Use of Information Resources**

11. Identifies, categorizes, evaluates and cites multiple information resources necessary to engage in projects, papers or performance in his or her program.

### **Intellectual Skills – Engaging Diverse Perspectives**

12. Describes how knowledge from different cultural perspectives would affect his or her interpretations of prominent problems in politics, society, the arts and/or global relations.

### **Intellectual Skills – Communication Fluency**

13. Presents accurate calculations and symbolic operations, and explains how such calculations and operations are used in either his or her specific field of study or in interpreting social and economic trends.
14. Presents substantially error-free prose in both argumentative and narrative forms to general and specialized audiences.

### **Applied Learning**

15. Describes in writing at least one substantial case in which knowledge and skills acquired in academic settings are applied to a challenge in a non-academic setting; applies that learning to the question; and analyzes at least one significant concept or method related to his or her course of study in light of learning outside the classroom.
16. Locates, gathers and organizes evidence on an assigned research topic addressing a course-related question or a question of practice in a work or community setting; offers and examines competing hypotheses in answering the question.

### **Civic Learning**

17. Describes his or her own civic and cultural background, including its origins and development, assumptions, and predispositions.
18. Describes diverse positions, historical and contemporary, on selected democratic values or practices, and presents his or her own position on a specific problem where one or more of these values or practices are involved.
19. Takes an active role in a community context (work, service, co-curricular activities, etc.), and examines the civic issues encountered and the insights gained from the community experience.

The Degree Qualifications Profile was adopted by CRDAP: April 11, 2012