



Course: Portfolio Foundation Course Number: AD20860
Instructor: Linda Kudzmas
Day/Time: Thursday 8 - 12 Quarter: Summer 2018
Prerequisites: AD20521, AD20531, AD20631
Building: 1622 Room: 509
Email Address: lkudzmas@aii.edu or professor@professoregg.com
Facebook: <https://www.facebook.com/ProfessorEggAiPH/>
Twitter: <https://twitter.com/ProfessorEggAi>
Website: <http://professoregg.com/>
Contact Hours: 44
Instructional Contact Hours: Lecture: 22 Lab: 22
Academic Credits: 3 Credits
Course Length: 11 Weeks

Mission Statement:

The mission of The Art Institute of Philadelphia is to provide a well-balanced, high-quality education by combining applied arts technology and techniques, related business practices, and general education in order to prepare students for entry-level employment and for professional advancement within their chosen fields.

Course Description:

This class allows students to learn basic portfolio presentation techniques. All prior work is examined and portfolio quality work is gleaned with an eye toward excellence.

Program Objectives:

Demonstrate basic principles of animation. Produce life drawings that depict gesture, motion, and utilize economy of line. Produce images that display differences in lighting and value that express moods and emotions. Apply the principles of design and typography. Produce stories and illustrate concepts through sequential images and storyboards. Produce traditional and computer animation. Produce 2D and 3D animation for a variety of applications. Use computerized paint, titling, modeling and animation software programs to create images. Discuss and apply principles of lighting and camera techniques in computer animation. Determine compliance with copyright/trademark law, and obtain appropriate releases and permissions as necessary. Capture, manipulate, and edit an image using digital processes. Create and/or transform objects in a 3D environment. 19. Create a reel and self-promotional package according to current industry standards.

Institutional Objectives:

Integrate creative discipline-specific knowledge, skills and abilities to obtain entry-level employment in chosen field. Exhibit competence in effective written communication and oral expression appropriate to the audience and medium. Use research and information literacy skills to effectively locate, select and evaluate needed information. Apply quantitative reasoning to solve problems. Use critical thinking in creative and innovative problem solving and decision making. Work effectively in teams. Apply ethical responsibility and integrity to personal and

professional situations. Implement sound business practices and professionalism including career development strategies in chosen career field.

Writing Center: Location and Hours

Monday 9-1 1622/604

Monday 12-4 2300/233

Wednesday 12-4 1622/604

Thursday 9-1 2300/233

By appointment only via the Contact form on <http://aiphwrites.com/>

Competencies:

Understand and demonstrate proficiency in rendering life/anatomy likeness dynamics.

Understand and demonstrate proficiency in rendering animal anatomy and locomotion

Understand and demonstrate proficiency in using form/texture/ halftone in drawings

Understand and demonstrate gesture dynamics: L.O.A., potential movement and implied locomotion

Assemble portfolio quality character design, storyboard production styles, layout and backgrounds

Required Text: Your Career in Animation, David B. Levy

Technology Needed: AIPH provides computer labs with suitable hardware and software for creating the projects for this course.

Teaching Strategies:

Constant interaction with individual students

Instructional Materials and References:

Notebook, sketchbook, pencil, and External Drive

School of Media Arts Grading Policy

<i>4 POINT SCALE</i>	<i>%</i>	<i>LETTER GRADE</i>
4.0 – 3.8	100-96	A
3.7 – 3.5	95-90	A-
3.4 – 3.2	89-87	B+
3.1 – 2.8	86-83	B
2.7 – 2.5	82-80	B-
2.4 – 2.2	79-77	C+
2.1 – 1.8	76-73	C
1.7 – 1.5	72-70	C-
Less than 1.5	69-0	F

Requirements for Successful Completion:

- Complete all assignments

Date of Last Review 7/2/18

- Attend Class, no lateness or leaving early
- Time management.
- Produce Portfolio quality work

Method of Evaluation:

- Pre Mid Term contributions 20%
- Post Mid Term contributions 20%
- Final Portfolio 60%
- Student Participation/Professional Class behavior* 10%
 - *(Can be added or subtracted from final grade)

Grading Scale:

A	Student work is able to be included in final Portfolio as is, without any adjustments
B	Student work is able to be included in final Portfolio with minor adjustments
C	Student work is able to be included in final Portfolio with major adjustments
*D	*Student work is unable to be included in final Portfolio unless a major overhaul is implemented
F	Student work is unacceptable and cannot be considered to be included in final Portfolio at any level

*"D's" can be given out for individual assignments, but the passing grade in course is a "C-"

Instructor Availability Outside of Class:

- Thursday: 8-12, (509), Thursday: 1-5 (615)
- Friday: 8-12 (615), Friday 1-3 (Office Hours, 8th floor Faculty Workspace)

Date of Final Review: September 20, 2018

Class Policies:

- NO FOOD! NO DRINKS! NO EATING IN LABS! VIOLATORS WILL BE ASKED TO LEAVE THE COMPUTER LAB AND STAY IN HALLWAY WITH THE DOOR OPEN UNTIL FINISHED!
- If you are late, you must sign your name on the Sign In Sheet. It will be up to you to make sure this is signed.
- You are not allowed to sign another student's name to the Sign In Sheet; violators will be ejected from the class and given a failing grade.
- If you do not have the final presentation finished and on time, you will fail the course.
- Even if you attend every class, complete every assignment; you still may fail the course due to quality issues.
- If you receive an 'F' for mid-term, you will not receive a grade higher than a 'C-' for the entire course.
- Disk, Computer, Time and Lab problems are not an excuse for any missed work.
- Individual Work in Progress and/or Assignments MUST be submitted through BrightSpace before the start of class.
 - The Assignment Submission Folder will be closed and locked at ½ hour after the start of class.
 - Assignments MUST be submitted in the format as explained in Assignment List.
 - Your Assignment must be labeled with the Assignment Name and your last name:
 - Example: WeekTwo_Jones, Resume_Jones

- Failure to follow the directions above may lead to nonacceptance of Assignment.
- Each Week, students will present a Finished Assignment or Work in Progress.
 - Each Student will present a Power Point Presentation or Animation Video showcasing the Student's work.
- As a precautionary measure (until BrightSpace proves to be acceptable and reliable)
 - A Class USB Flash Drive will be passed around to each student at the beginning of class
 - Make a folder in the 'Student Work' Folder with your name.
 - Each week an assignment is due, you will place your assignment in your folder in 'Student Work' in a folder named with the current week (week 2, week 5).
- FAILURE TO COMPLETE A PROFESSIONAL QUALITY PORTFOLIO OR FAILURE TO SUCCESSFULLY COMPLETE ALL ASSIGNMENTS LISTED IN THE CLASS REQUIREMENTS WILL RESULT IN A FAILURE OF THE CLASS.

Grading Procedure

- Students will present for a Class Critique each week either a finished Assignment or Work in Progress (40% of final grade, 5% evaluated each week, week 2 through 9).
- Students will meet individually at the end of the quarter for a final review (final Presentation 60% of final grade).
- Students will be graded based on their work ethic each week in class, and on their finished portfolio at the end of the quarter.
- The finished portfolio will be evaluated using a rubric that breaks down the aspects of a professional portfolio focusing on a specified area within animation.
- The focus area will be chosen by the student and the portfolio will be graded by how successfully the student exemplifies an acceptable level of proficiency in that focus area. This will depend on several variables, including:
 - Professional presentation of work
 - Well-designed, non-cluttered pages with personal ID & copyright info on each page
 - A good sense of organization that appropriately showcases the work in question
 - Solid life drawing skills
 - A variety of work that shows versatility in the chosen focus area
 - All necessary categories of work (as detailed in the Portfolio Checklist)
- The individual pieces within the portfolio will be viewed as a whole in light of how well they exhibit an expertise in the subject area.
- The work will therefore be graded based on criteria that pertain to that specific area.
- An example of the final rubric will be provided prior to the final review to exemplify what the student should seek to achieve.
- Any assignments will be described in detail during class. These include:
 - Creating a Treatment that describes a focus area and the work that must go into the portfolio
 - Researching a company (online or otherwise) that hires in your focus area
 - Writing a resume and cover letter; designing a business card
 - Generating a design for your portfolio website
 - Designing a personal ID (logo) and applying it to your portfolio pages and business card

- Bring in artwork in support of your focus area to be reviewed with the instructor
- Create some new pieces that specifically pertain to your focus
- Generate a new 10 second animation that can apply to your future animation reel
- Remember; professionalism and the quality of work you hand will greatly affect your grade.

Topical Outline of the Course:

Please note: Changes to the course outline may be made at the discretion of the instructor to accommodate instructor and student needs. It is the student's responsibility to obtain information relating to any changes.

- Week 1: Course Introduction, Supplies needed, Grading Procedures, Attendance Policy. Portfolio Requirement List will be distributed and discussed.
Assignment: Bring in all requested art work
- Week 2: Overview of individual portfolios. Discuss area of concentration.
A concentration will be chosen and the student will create a treatment/signed contract listing all the assignments with completion dates.
- Week 3: Student Presentations, Class Critique on assignments in progress or completed
- Week 4: Student Presentations, Class Critique on assignments in progress or completed
- Week 5: Student Presentations, Class Critique on assignments in progress or completed
- Week 6: Student Presentations, Class Critique on assignments in progress or completed
- Week 7: Student Presentations, Class Critique on assignments in progress or completed
Lecture: Copyright
- Week 8: Student Presentations, Class Critique on assignments in progress or completed
- Week 9: Student Presentations, Class Critique on assignments in progress or completed
- Week 10: Open Lab. No Presentations, nothing due.
Use class time to work on Final Portfolio.
- Week 11: Presentation of Final Portfolio

Attendance Policy:

The Art Institute of Philadelphia is committed to learning-centered, hands-on instruction, which can only be accomplished when students attend class. There are no excused absences. The satisfactory explanation of an absence does not relieve the student from responsibility for the course work assigned and/or due during his/her absences. A student who does not attend class during the first week of school or starts late is still held responsible for his/her absences.

A student who is absent for *three cumulative weeks** will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11-week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11-week term for that course (after week 4 of a 5.5-week Mid-quarter ground term) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. A student is allowed only one appeal per class. In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the Registrar's Office.

It is your responsibility to stay in communication with your instructor about absences in order to stay current with assignments. **You are expected to spend the entire amount of scheduled class time in the classroom.** If you are dropped from the class and you have a documented mitigating circumstance, you may have the opportunity to appeal. It is your responsibility to ensure that your attendance in class is brought to the faculty member's attention if you arrive late.

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid-quarter ground term), will be withdrawn from the Institute and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid-quarter ground term) students will be withdrawn from the Institute and will receive WF's (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

Students are encouraged to make all schedule changes early in the first week of the quarter to minimize absences. Failure to sit in all classes during the first two weeks of school will result in termination from school for the quarter. Detailed information about scheduled adjustment periods can be found on the back of your official schedule or in the local Ai campus catalog. If you are going to miss class, regardless of the reason, you should notify your instructor. You are responsible for gathering any information from the missed class period in a timely manner.

Ai Unearned F (UF) Grade Definition

Unearned F Grade: students who failed the course AND did not complete the final assignments in the course. Final assignment includes, but is not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate.

Student Disability Services

The Art Institute of Philadelphia provides accommodations to qualified students with disabilities. The Student Affairs office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institute of Philadelphia.

Student Accommodations Policy

If you are a student who has a need for a reasonable accommodation based on a documented disability, please contact the instructor privately either before or after class to discuss the accommodation. This request ideally should be made prior to the seating of the second class of the quarter. In order to receive a reasonable accommodation, you must have the appropriate documentation on file with the Student Affairs Coordinator, Lisa Bellocchio. Lisa can be contacted at lbellocchio@aii.edu or 215-405-6424.

Equal Education Opportunity Policy

The Art Institute of Philadelphia does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

Academic Integrity Policy

The Art Institute of Philadelphia recognizes that any form or degree of academic dishonesty challenges the principles of truth and honesty, which are among the cornerstones of the college. Consequently, the college treats academic dishonesty as a serious violation of academic trust. All students found to have engaged in such behavior will be penalized.

Acts of academic dishonesty include but are not limited to the following:

1. The illegitimate use of materials in any form during a quiz or examination.
2. Copying answers from the quiz and/or examination of another student.
3. Plagiarizing or falsifying materials or information used in the completion of any assignment.
4. Obtaining or otherwise improperly securing an examination paper prior to the time and date for the administration of the examination.
5. It is presumed that material submitted by a student for an assignment is original to that assignment and therefore submitting the same work for more than one course without the consent of the instructors of each course in which the work is submitted is considered dishonest.
6. Intentionally interfering with any student's scholastic work, for example, by damaging or stealing their intellectual property, computer files, project, etc.
7. Stealing and submission of another student's work as your own.
8. Aiding or abetting any of the above.

The Art Institute will impose the following sanctions when a student is found to have committed any of the above infractions:

1st offense = failure of class *

2nd offense = suspension for two (2) quarters

3rd offense = expulsion

* EXCEPTION: Any students found cheating/plagiarizing on their final senior portfolio will be expelled from the college and will not receive their degree.

A faculty member who believes a student has committed academic dishonesty will contact the Dean of Students and will also file an incident report with the Dean of Students. The Dean of Students will contact the student and will meet with the student and the faculty member prior to the next scheduled class session. If it is determined that the student did indeed commit academic dishonesty, the Director of Student Services will inform the student of the penalty. The Director of Student Services will hold records of academic dishonesty.

Cell Phone/Electronic Device Policy

- Cell phones and other electronic devices are not to be used in the classroom.
- Cell phones are not to be used in the library.
- All electronic devices should be muted or turned off prior to class and stored in a location other than the desktop.
- Cell phones are typically not to be used in hallways. Loud and disruptive use of cell phones in hallways will be addressed.
- Emergency use of cell phones is by instructor discretion.
- Students may use cell phones in stairwells and outside of buildings.

Penalties for use of electronic devices:

1st offense: warning given by instructor

2nd offense: removal from class for 1 day and attendance penalty. Student will be sent to Dean of Student's office.

3rd offense: probation and permanent removal from class.