AAA 408/508: PORTFOLIO PRODUCTION AND PRESENTATION
2 credits, P/NP
Fridays, 9:00-10:50 am
TBA

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Office Hours: By appointment; go to http://aaablogs.uoregon.edu/pods/

COURSE DESCRIPTION
This course is designed to provide students with information and tools to develop a professional print portfolio of their work, as well as improve their presentation skills. Through lecture, discussion and activities, topics covered will include: self assessment to define message for portfolio and interviews, what to include in a portfolio; reproducing artwork; portfolio production strategies; designing a resume; and introduction to interviewing.

COURSE OBJECTIVES
*Explore options and learn basic approach to portfolio development
*Identify skills and learn to articulate in print and orally
*Produce a printed portfolio
*Gain practical experience presenting portfolio in a professional interview

COURSE REQUIREMENTS, DUE DATES AND POINTS
Portfolio development:
*Skills worksheet, Values prioritization, Dream Day, Professional Statement, due Week 2, 10 points
*Concept Development worksheet and Audit Report, due Week 5, 10 points
*Design thumbnails and Portfolio Materials worksheet, due Week 6, 10 points

Final print portfolio:
Portfolio must contain a minimum of 10 pages of content, due Finals week, 35 points

Portfolio review with professional and interview reflection paper:
Due Finals week, 15 points

Attendance/participation: This course consists of 10 sessions (which includes finals week). For each session missed, 2 points will be deducted. If special considerations are required, you must receive instructor acknowledgement before any absence occurs. This however does not excuse you from class and points may still be deducted at instructor’s discretion. 20 points total

Graduate students: Please meet with instructor week 1 to discuss additional requirements.

GRADING:
This course is graded as Pass/No Pass only. Undergraduate students must achieve 71 points out of 100 points on assignments. Graduate students must achieve 81 points out of 100 on assignments.

RECOMMENDED READINGS:
All handouts and additional resources/web links will be posted to the course’s Blackboard site. Please take some time to review these resources.
The texts for this course will be selected by students based on major and individual interest and need. An asterisk (*) denotes books that are on reserve for your use at the AAA Library. Remaining books are available through the UO Library (though not on reserve).

Architecture:


Art:


Design:


Inclusive Learning: The University of Oregon is working to create inclusive learning environments. Please notify me if there are aspects of the instruction or design of this course that result in disability related barriers to your participation. You are also encouraged to contact the Accessible Education Center (formerly Disability Services) in 164 Oregon Hall at 346-1155 or uoaec@uoregon.edu.

WEEKLY TOPICS AND ASSIGNMENTS:

**Week 1: CLASS OVERVIEW & SELF-ASSESSMENT:**
Class requirements; timeline for completing projects; assessment of skills, values, interests
Homework: Skills worksheet, Values prioritization worksheet, Dream day, Professional statement
*bring these 4 completed assignments to next class (wk 2)

**Week 2: PORTFOLIO CONCEPT**
Concept development; Review sample portfolios ; Audit process
Homework: Begin audit of all the work you have produced and are considering for inclusion in portfolio; Complete Concept Development worksheet; Internet research: review additional portfolios on-line (use those on Blackboard and others you find on-line) for additional ideas
*bring completed Audit Report and Concept Development worksheet to class week 5

**Week 3: CAPTURING WORK**
Homework: Research employers of interest for design ideas and potential professionals to ask for portfolio review (end of term assignment); Continue audit process/complete report; Review panelists’ bios/ organizations
**Week 4: GUEST SPEAKERS**

**Week 5: LAYOUT and DESIGN**
Homework: Complete Portfolio Materials worksheet; Design thumbnails: Use thumbnail worksheet to design portfolio pages (placement of images, text, etc.)
*bring completed design thumbnails, portfolio materials worksheet and concept development worksheet to next class (wk 6)*

**Week 6: DESIGN CHOICES and WORK REVIEW**

**Week 7: INDIVIDUAL CHECK-INS**
Bring to meeting all completed worksheets and designs (reproductions of work optional)

**Week 8: RESUME AND INTERVIEWING**
Homework: Create interview story prompts
*bring interview prompts to next class (wk 9)*

**Week 9: INTERVIEWING**
Group practice sessions

**Week 10: Conduct interview with professional – no class**

**Finals week: Portfolio presentation; share about reviews**
Due: Printed portfolio; Interview reflection paper due

*Matheme topics subject to change*