GDES 4363 Graphic Design Portfolio
Lawton Spring 2018

COURSE DESCRIPTION
GDES 4363 Graphic Design Portfolio is a Lecture/Studio and Critique class with the purpose of helping the student develop and refine a body of design work that constitutes a professional graphic design portfolio. We will also discuss professional issues related to the business of graphic design. The prerequisite is GDES 4354 or 4365. The preparation of a professional portfolio is an essential part of transitioning from graphic design student to working designer. A strong professional portfolio can also provide an important foundation for the development of a successful future design career. The course assignments will give students guidance in improving their current student portfolio pieces, developing new portfolio pieces, and presenting their work, and themselves, to prospective employers in a compelling way. There will be guest speakers who are design school graduates working locally. They will share their portfolio and job search strategies, and interviewing experiences. Readings will be recommended for additional guidance and reference.

ATTENDANCE
In a studio-based class, attendance is key. In order to learn the course material and get the most out of communicating and critiquing with your classmates, you must be present. For this reason, attendance will be taken daily. Excused absences are for substantiated medical and personal emergencies only, with documentation. Absences on critique days will impact your grade significantly.

PUNCTUALITY
Out of respect for your fellow classmates and myself, please arrive on time and plan to stay the entire session, unless otherwise notified. Late arrival on critique days is LATE and no late work is accepted.

CRITIQUE
Critique is a critical part of the design process and essential to producing quality work that clearly communicates your ideas. Being able to critically examine a peer’s work and communicate its strengths and weaknesses to fellow designers is beneficial to all parties involved. Critiques are a dynamic dialogue in which I expect everyone to equally participate—both asking questions of others and thoughtfully explaining your own work. On critique days it is crucial that you come prepared and ready to present your work and critique others’. If you are ill-prepared, it will be factored in your grade.

LATE WORK
There is no late work accepted.
ASSIGNMENTS + GRADING
Each assignment will be introduced in class and will be accompanied with an assignment details on Canvas describing the project in detail. Please pay careful attention to deadlines and ask questions if something is unclear. Assignments are due at the beginning of class on the date specified. Unexcused late work will not be accepted. Grades and comments will be posted in Canvas. An “Incomplete” grade may be given only in case of a documented and excused emergency, at the instructor's discretion.
No Late work will be accepted

WORKLOAD:
- Personal Identity
- Process book
- Website 4-8 projects

GRADING
Graphic Design Portfolio will be graded as Satisfactory (S) or Nonsatisfactory (N). To receive an “S”, you must:
- Complete the required objectives for the course.
- Have your final portfolio ready for presentation the last week of class.

The University policy guidelines for a course graded on the S-N system are as follows:
- In connection with all symbols of achievement, and especially for the S, instructors shall define for a class, at one of its earliest meetings and at explicitly as possible, the performance that will be necessary to earn each (subject to the provision in this policy that the amount and quality of work required for an S may not be less than that required for a C-). [In any class, instructors have the right to set the level of performance required for an S at any level. They may not set it at less than a C-]. Students who enroll for a course on the S-N system shall receive an N if such grade is warranted; process, execution, and craftsmanship will be evaluated. Final grades will be determined on a point/percentage system.

EXTRA CREDIT: none offered

UNIVERSITY POLICIES
Personal Electronic Devices in Classroom:
http://policy.umn.edu/Policies/Education/Education/STUDENTRESP.html
Use of Class Notes and Materials:
http://policy.umn.edu/Policies/Education/Education/CLASSNOTESSTUDENTS.html
Scholastic Dishonesty and Student Conduct Code:
http://policy.umn.edu/Policies/Education/Education/STUDENTRESP.html

Sexual Harassment:
http://policy.umn.edu/hr/sexualharassment
Statement on Climate of Inclusivity:
You are expected to be attentive during class, ask questions if you do not understand something, and to offer your opinion. You are also expected to listen respectfully to other students and to me when speaking. The University of Minnesota is committed to providing a safe climate for all students, faculty, and staff. All persons shall have equal access to its programs and facilities without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Academic Freedom and Responsibility:
Availability of Disability and Mental Health Services:
The University of Minnesota is committed to providing all students equal access to learning opportunities. Disability Services (DS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations.
- Students registered with DS, who have a letter requesting accommodations, are encouraged to contact DS to arrange a confidential discussion at 612-626-1333 (V/TTY) or ds@umn.edu.
- Students registered with DS, who have a letter requesting accommodations, are encouraged to contact the instructor early in the semester to discuss accommodations outlined in their letter.

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce your ability to participate in daily activities.
University of Minnesota services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via www.mentalhealth.umn.edu or contact Counseling/Consulting Services at 612-624-3323.

Academic Services:
If you would like additional help, please contact one of the offices listed below.
Center for Writing 612-626-7579
Student Academic Success Service 612-624-3323
**SCHEDULE**

Note: This schedule is tentative and subject to change please see assignment sheets for specific timeline.

WK1
D1 - Course Introduction
D2 - DUE: AUDIT of Work / group discussion & ideation

WK2
D1 - DUE: SLIDE SHOW OF CURRENT WORK / ideas for expansion
D2 - DUE: SLIDE SHOW OF CURRENT WORK / ideas for expansion

WK3
D1 - DUE: Timeline
D2 - DUE: Research

WK4
D1 - Critique
D2 - Critique

WK5
D1 - DOMAIN NAME / URL / Website Builder / Wireframe
D2 - Critique

WK6
D1 - Critique
D2 - Allie Hall

WK7
D1 - DUE: Personal Identity (options explored for crit)
D2 - Critique

WK8
D1 - Mid-Quarter Meetings
D2 - Mid-Quarter Meetings

----SPRING BREAK-----

WK9
D1 - DUE: Process book rough draft (explored for crit)
D2 - Critique

WK10
D1 - DUE: Process Final / interview PDF
D2 - Critique

WK11
D1 - Guest Speaker
D2 - Critique

WK12
D1 - DUE: TBD
D2 - Critique

WK13
D1 - DUE: TBD
D2 - Critique

WK14
D1 - DUE: final critique for graduating seniors
D2 - all items complete mock interviews

WK15
D1 - one on one reviews for non graduates
D2 - one on one reviews for non graduates

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**COURSE SCHEDULE**

The FOUR ASSIGNMENTS in Graphic Design Portfolio are designed to help you assemble a polished, professional portfolio and present yourself to a prospective employer. The assignments may all be started at the beginning of the term, and each student will be expected to work diligently throughout the term, with benchmarks indicated on the course calendar. Each student may work at their own pace, but all must have these assignments completed by the last week of class and be ready to display the following:

- Inventory / Timeline
- Professional Process Piece
- Personal Identity
- Website/PDF Portfolio

- Industry Guest Speakers will be scheduled throughout the Semester.

**REQUIREMENTS**

- Create a detailed timeline
- All requirements should be accounted for in order to Pass the course.

**FYI:**

Keep in mind thesis is HUGE and you can get portfolio requirements out of the way so the last two weeks you can focus on thesis.

I highly recommend finishing up early!