

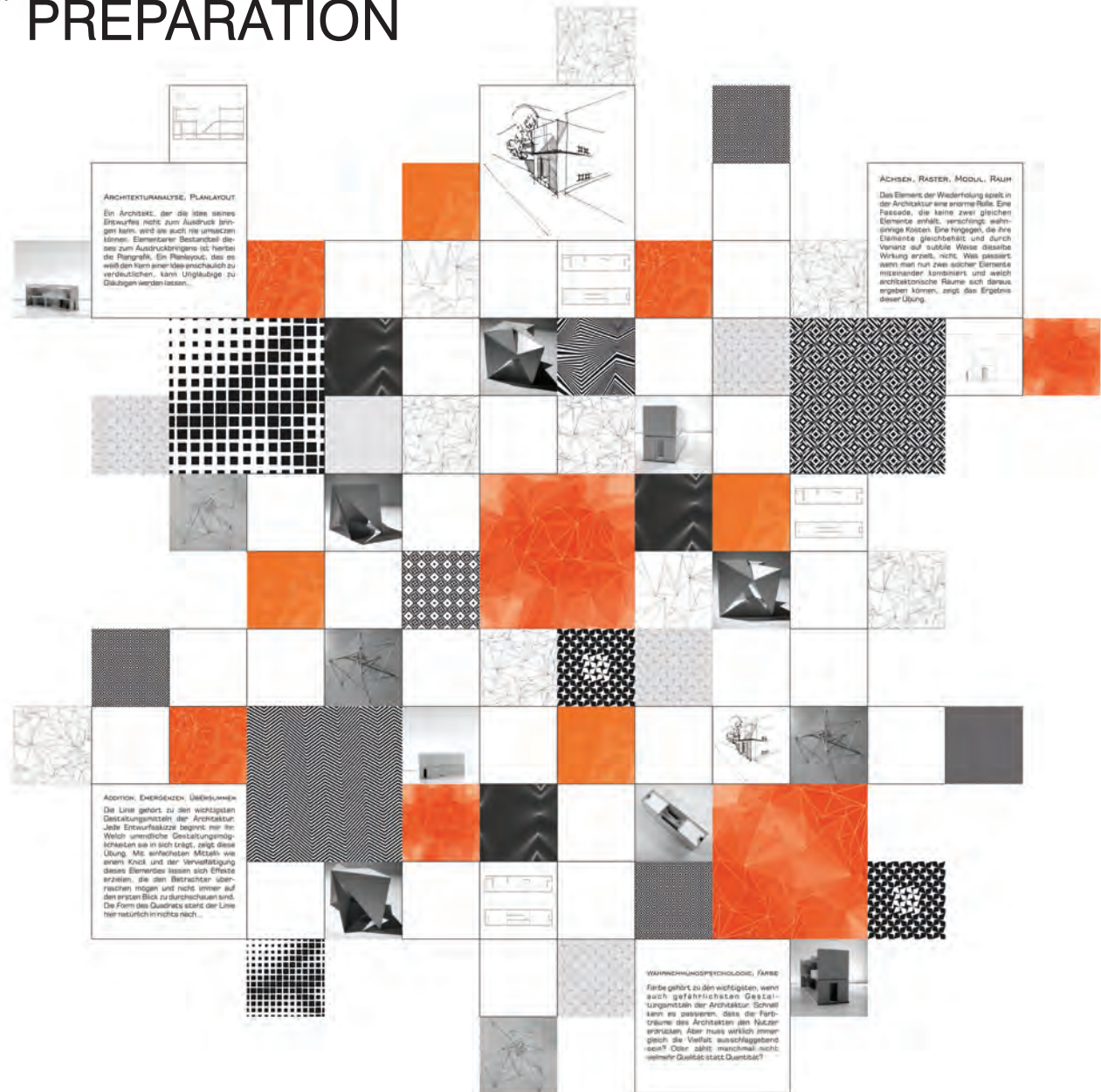
CHAMINADE UNIVERSITY of HONOLULU
ENVIRONMENTAL + INTERIOR DESIGN
FALL 2015

EID 414 Portfolio Preparation (2 cr)

Class hours: Tu-Th 4:00 pm – 5:20 pm

Class location: Eiben 104

SYLLABUS EID 414 PORTFOLIO PREPARATION



Instructor:

Junghwa K. Suh, D.Arch, LEED GA

Office hours: MWF 12:30 – 1:30

Office: Eiben 208

Office phone: 739-8590

Email: Junghwa.suh@chaminade.edu



COURSE DESCRIPTION

This course is designed to assist and mentor students in assembling a comprehensive portfolio of their academic work. Students will learn graphic techniques, as well as how to organize and layout their projects in both book and digital formats. The purpose of the portfolio is to showcase each student's best technical, creative, and analytical skills. The end product will be a customized template that can then be supplemented with new projects as students continue to develop professionally. The portfolio will be required for applying for internship positions in the EID 415 Professional Practice Internship course.

Offered each semester.

Prerequisite: passing the E+ID comprehensive exam and practicum or consent of instructor.

CLASS FORMAT

As you prepare to embark on your career as a design professional, a portfolio of your design work is the most important artifact that you will develop in school. Because portfolios must be constantly updated and revised based on new work produced, as well as for the various purposes they must serve, a designer will use multiple portfolios throughout their career. Portfolios are commonly required for academic reviews, scholarships/grants/fellowships, graduate school applications, internships positions, professional employment, and promotion. In addition to your senior portfolio exhibit and internship, the focus for the development of your portfolio in this course will be on applying for your first, entry-level position upon graduation.

Aspects of portfolio design that will be covered in the workshop:

- The book itself (traditional) – materials, assembly, customization, reproduction techniques
- The book format – graphic design and composition
- The page layout – organization and sequencing of project documentation
- Presentation software (digital)

Two essential formats will be explored and developed in this workshop: the traditional hard copy portfolio and the digital portfolio. Every designer should have a portfolio in both formats. While they may contain much of the same content, they are also very different in nature, so each must be approached and developed according to its unique requirements.



As with any studio course, the development of your first portfolio is labor-intensive. Please allow considerable time to develop the portfolio and continually revise it; unlike academic projects which need not be perfect, a professional-quality portfolio must be impeccable! The software you will need for your work in this course is Photoshop and InDesign; please familiarize yourselves with these programs as much and as early as possible.

The class will meet twice a week: in the first half of the semester to review essential principles of portfolio design, and in the latter half to review the progress of your portfolio development. Between class meetings you are expected to work continually on supplementing and revising the content and format of the book. By the end of the semester you should have a minimum of three to five projects fully documented.

- Enhance and polish the quality of previous design work to create smooth transition from project to project
- Identify key components of each project and accentuate the strength of the project, constructing the meaningful storyline of portfolio
- Illustrate the effective layout of design process and design product
- Create both physical and digital portfolio format for various uses and increase accessibility of design work by potential employers
- Create portfolio with excellent craftsmanship and clear communication

Student(s) will demonstrate competence in preparing a marketable portfolio.
PO [1][3][5] / CIDA [6] – DEVELOPING



EVALUATION CRITERIA

- Quality of design layout
- Thoroughness of portfolio
- Craftsmanship in making of portfolio

A = outstanding, exceptional, and complete work done in a timely manner

B = strong, solid, competent, and complete work done in a timely manner

C = satisfactory, adequate, or tardy work

D = unsatisfactory, inadequate, or incomplete work

F = insufficient work submitted for the course, or work not submitted by the prescribed deadline

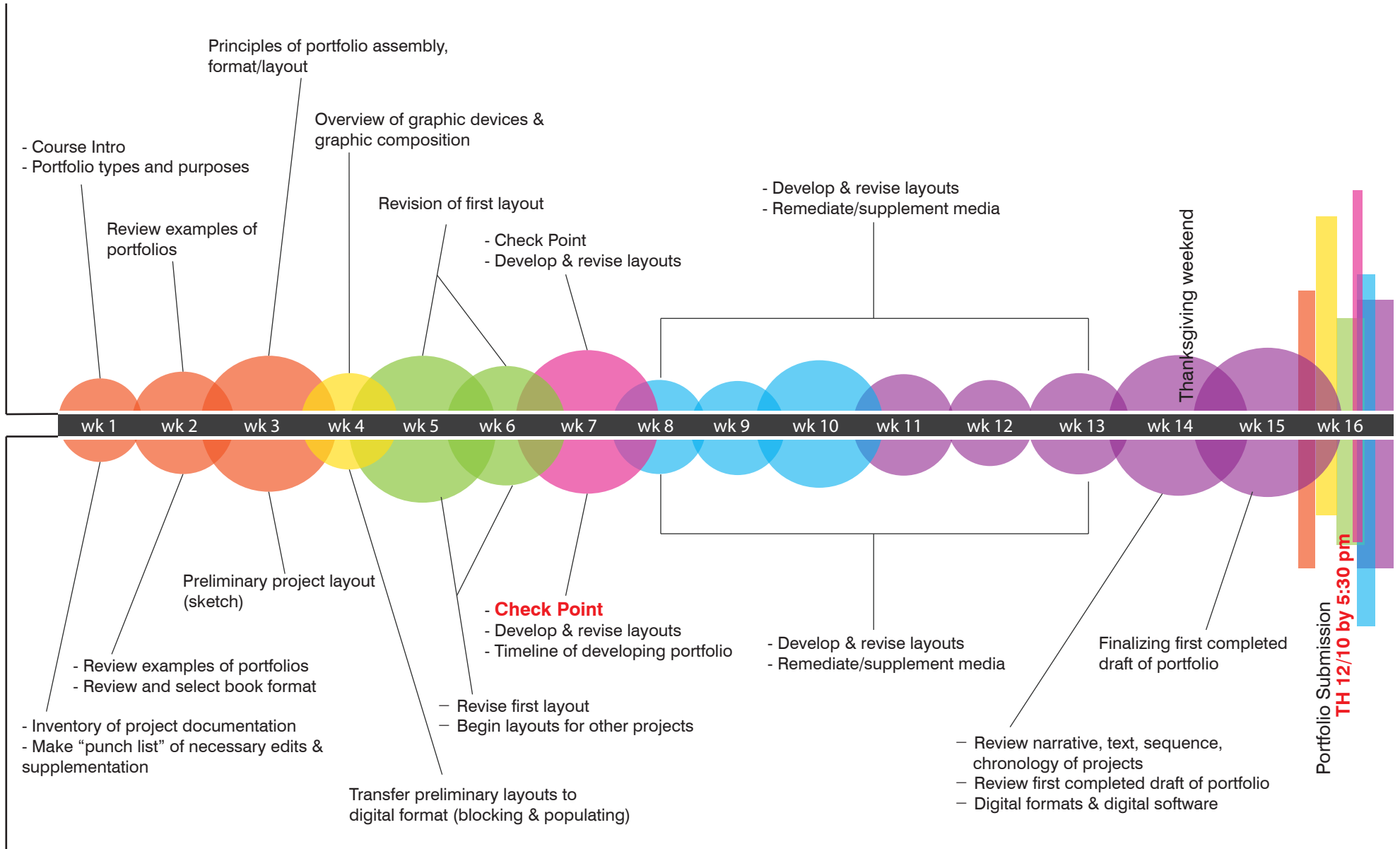
GRADING

Your final grade will be weighted as follows:

Quality of design layout	40%	} = 100%
Thoroughness of portfolio	40%	
Craftsmanship in making of portfolio	20%	



EID 414 Course Schedule



EID 414 Designer's Task

n.b. Course content and scheduling are subject to change at the instructor's discretion in the interest of sound pedagogy.

Academic Honesty

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism. Questions of academic dishonesty in a particular class are first reviewed by the instructor who must make a report with recommendations to the Dean of Humanities and Fine Arts. Consequences for academic dishonesty may range from an “F” grade for the work in question to an “F” grade for the course to suspension or dismissal from the University.

Violations of Academic Integrity: Violations of the principle include, but are not limited to:

- Cheating: Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise.
- Fabrication and Falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of inventing or counterfeiting information for use in any academic exercise.
- Multiple Submissions: The submission of substantial portions of the same academic work for credit (including oral reports) more than once without authorization.
- Plagiarism: Intentionally or knowingly presenting the work of another as one’s own (i.e., without proper acknowledgment of the source).
- Abuse of Academic Materials: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- Complicity in Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism includes, but is not limited to:

- Copying or borrowing liberally from someone else’s work without his/her knowledge or permission; or with his/her knowledge or permission and turning it in as your own work.
- Copying of someone else’s exam or paper.
- Allowing someone to turn in your work as his or her own.
- Not providing adequate references for cited work.
- Copying and pasting large quotes or passages without properly citing them.

Disability Access

The University is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students who need accommodations must be registered with Student Disability Services. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from the Counseling Center by the end of week three of the class, in order for the instructor to plan accordingly. Failure to provide

written documentation will prevent your instructor from making the necessary accommodations. Please refer any questions to the Dean of Students. All accommodations **MUST** be approved through the Director of Counseling Services, Dr. June Yasuhara. To make an appointment, please email at jyasuhar@chaminade.edu or call (808) 735-4845.

Title IX Compliance (A Healthy Student Environment)

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. Should you want to speak to a confidential source you may contact the following:

- Chaminade Counseling Center | [808-735-4845](tel:8087354845)

Characteristics of a Marianist Education

The following are characteristics of the approach to education engaged at Marianist schools, including Chaminade University:

- Educate for formation in faith
- Provide an integral quality education
- Educate in family spirit
- Educate for service, justice and peace
- Educate for adaptation and change

Chaminade University of Honolulu – Environmental + Interior Design Program
PROFESSIONAL CODE OF CONDUCT

Students of Chaminade University's Environmental + Interior Design Program (CUH-EID) are expected to maintain professional standards of behavior during their tenure here. As guidelines, CUH-EID has adopted the following protocols:

CLASSROOM BEHAVIOR

- Cell phone use in class (calls, texting, emailing) is prohibited; cell phones ringers must be turned off at all times except in case of emergency. If making a call is absolutely necessary, then please step outside the classroom to do so.
- When class is in session, you are expected to show courtesy to your instructor as well as to other students. If your behavior is deemed disruptive, you will be asked to leave the class and consequently receive an unexcused absence for that day.
- All assigned work should be completed by the beginning of the class period for which it is to be presented or submitted. Working on homework, presentations, etc. while an instructor or guest speaker is lecturing, or while students are presenting in class, is disrespectful and will NOT be tolerated.

CLASS ATTENDANCE & ASSIGNMENTS

- Three unexcused absences during the course of the semester will result in one letter grade demotion for the course (i.e. if your grade is "B," it can be demoted to "C"). Similarly, six unexcused tardiness will result in one letter grade demotion for the course.
- Failure to attend presentations or exams, without informing the instructor in advance, will result in an F for the exam/project; failure to attend a final presentation, final exam or final project submission without informing the instructor in advance will result in an F for the course.
- Students should always inform the instructor in 2 days advance (in writing or by email) of any anticipated absences, tardiness, or irregular/unanticipated scheduling conflicts (e.g., jury duty, team sport commitment, etc.) Do not schedule medical or personal appointments during scheduled class time.
- Assignments from a missed class must be made up by the next class meeting unless an extension has been arranged with the instructor. Do not expect an instructor to repeat a lecture for you; students must arrange with a fellow student to pick up class materials, lecture notes, homework assignments, exercises, etc.

- Assignments handed in late will not be accepted unless arranged in advance with the instructor; 5 points will be deducted from the total number of points for each day the assignment is late beyond the prescribed due date.

USE OF FACILITIES

- Only beverages in sealed containers are allowed in the EID assigned studios/classrooms; in rooms with computers, beverages must be kept on the floor, away from the computer equipment and outlets.
- Meals should be taken in the EID Student Resource Center, not in the studio/classroom; dry snacks however, will be permitted as long as workstations are kept clean and orderly.
- Clean up after yourselves in CAD studios, classrooms, the materials library, the kitchen area, the resource center, and the print room.
- Any damage to work stations or equipment will be charged to the student; if the person cannot be readily determined, the class(es) using the studio/classroom will bear the expense of the repairs collectively.

PERSONAL STANDARDS

- Students should dress in a professional manner when attending any public functions on behalf of the school, on field trips/site visits, or when guests visit the class. You are representing the EID Program, Chaminade University, and most importantly, yourself to your future constituents: employers, colleagues, contractors, clients, etc.
- Students must be prepared with all materials required for class; inability to work during the class will result in an unexcused absence for the day.
- Cheating on any exam or major assignment will result in automatic failure of the course.

I, _____ have read, understand, and agree to the terms of CUH-EID Professional Code of Conduct.

Student Signature: _____ Date: _____