EID 414 SYLLABUS

Class meets Tu/Th 1:00-2:20   Email: elizabeth.lockard@chaminade.edu
Office hours: MW 12:30-1:30   Zoom meeting #: 973 9957 7993
Office: Eiben 212   Zoom passcode: EID414

COURSE DESCRIPTION:

EID 414 Portfolio Preparation (2cr) – This course is designed to assist and mentor students in assembling a comprehensive portfolio of their academic work for entry into the design profession. 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 a student's best technical, creative, and analytical design skills. The end product will be a customizable template that can then be supplemented with new projects as students continue to develop professionally. Prerequisites: passing the 200-level comprehensive exam and practicum

COURSE FORMAT:

As you prepare to embark upon 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 course:
- Portfolio format
- Portfolio layout
- Portfolio content

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.

For the first week of class students are to collect and bring in *exhaustive* documentation of all their design projects (including all process work), as well as any relevant work that may be appropriate to feature in their portfolio (e.g., sculpture, photography, drawings, painting, graphics, etc.) Documentation will be assessed for completeness, but it is almost always necessary to supplement the presentation with additional media and/or to remediate existing design work.

In the first half of the semester we will review essential principles of portfolio design, and in the latter half 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 five projects fully documented.

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

GRADING:
Grade will be based entirely on the portfolio produced:
- Quality of design layout
- Thoroughness of portfolio documentation

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

Document set-up in InDesign:
https://www.youtube.com/watch?v=RrpJ-ga_wpI

Adobe InDesign tutorials:
https://helpx.adobe.com/indesign/tutorials.html
https://www.creativebloq.com/graphic-design-tips/indesign-tutorials-1232639
https://www.indesignskills.com/tutorials/
https://www.youtube.com/watch?v=iHDy_nEvgd4

Common design mistakes:
https://www.youtube.com/watch?v=mOA0WH00reA

Layout tips:
https://www.youtube.com/watch?v=EFf9jBs2yfU

EID 414 COURSE SCHEDULE

Week #1:
- Lecture on portfolio (purposes & content)
- In-class exercises: personality, skills, project documentation, style v. content
- HW: create 414 folder with project subfolders; InDesign tutorial #1

- Lecture on portfolio (book & process)
- In-class exercises: project inventory list, punch list, review websites
- HW: collect project files; select book size & orientation

Week #2:
- Lecture on portfolio (principles & layout)
- In-class exercises: review assn; storybook first project; critique graphics
- HW: populate InDesign file for first project

- Lecture on portfolio (text)
- In-class exercises: review assn; text hierarchy & sequence; apply to individual project text
- HW: search & select font styles

Week #3:
- Lecture on portfolio (graphic techniques)
- In-class exercises: review assn; apply techniques to individual project
- HW: apply techniques to individual project; InDesign tutorial #2

- Lecture on portfolio (graphic techniques)
- In-class exercises: review assn; apply techniques to individual project
- HW: apply techniques to individual project; InDesign tutorial #3

Week #4:
- Lecture on portfolio (site plan & key plan)
- In-class exercises: review assn; create site plan & key plan for individual project
- HW: create site plan & key plan for individual project

- Lecture on portfolio (opening page/cover page/ToC/dividers)
- In-class exercises: review assn; develop opening page template for all projects
- HW: develop opening page template for all projects

Week #5:
- Lecture on portfolio (model photography & reproduction)
- In-class exercises: review assn; model inventory & views; photo demonstration
- HW: bring models to next class

- In-class exercises: photograph models; review assns
- HW: upload/select/refine images

Week #6:
- In-class exercises: full layout of first project & desk crits
- HW: revise layout of first project

Week #7:
- In-class exercises: full layout of second project & desk crits
- HW: revise layout of second project

Week #8:
- In-class exercises: begin layout for third project
- HW: layout for third project

Week #9:
- In-class exercises: full layout of third project & desk crits
- HW: revise layout of third project

Week #10:
- In-class exercises: begin layout for fourth project
- HW: layout for fourth project

Week #11:
- In-class exercises: full layout of fourth project & desk crits
- HW: revise layout of fourth project

Week #12:
- In-class exercises: begin layout for fifth project
- HW: layout for fifth project

Week #13:
- In-class exercises: full layout of fifth project & desk crits
- HW: revise layout of fifth project

Week #14:
- Complete and submit portfolio draft (digitally) to Google Drive folder