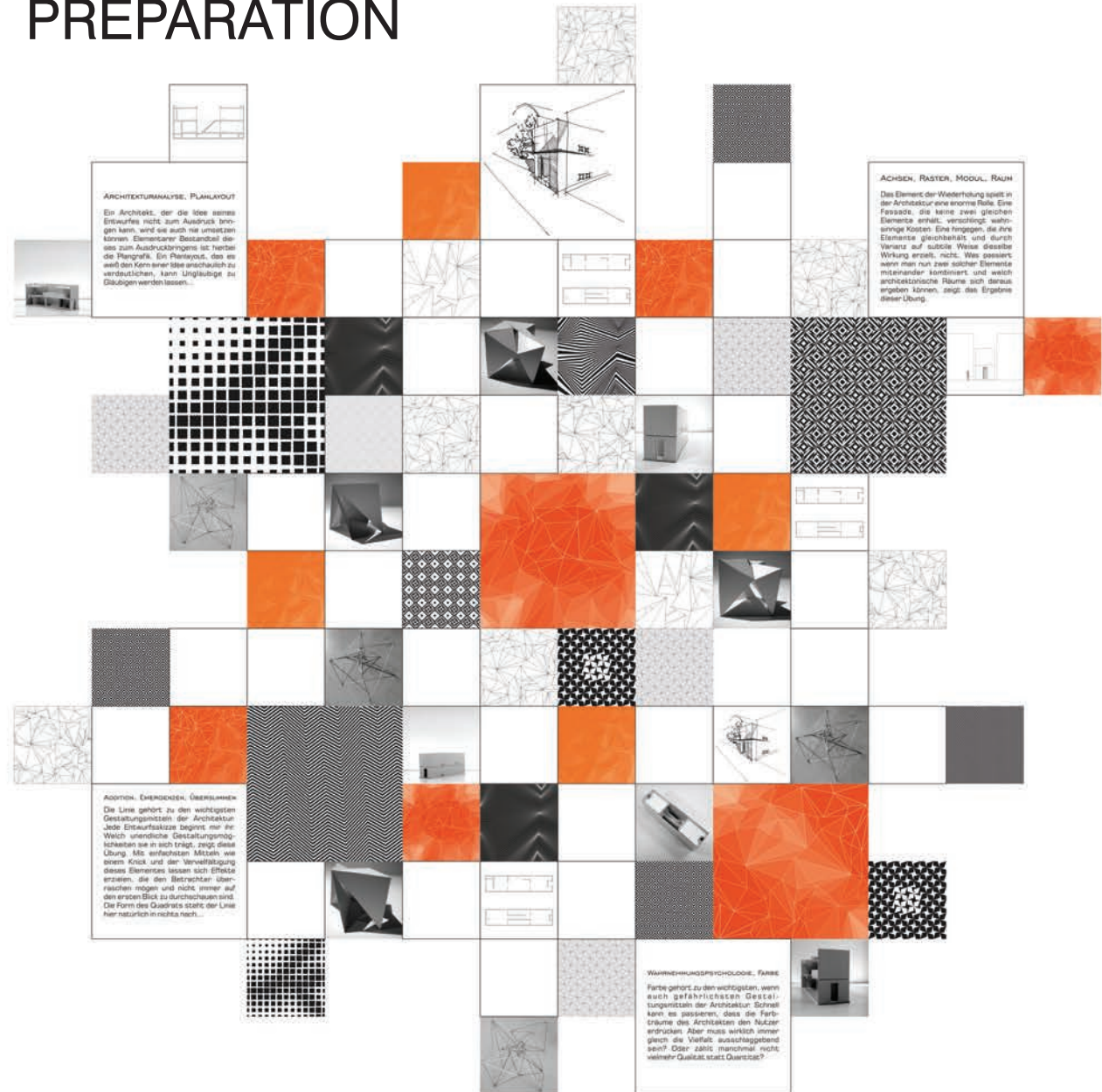


CHAMINADE UNIVERSITY of HONOLULU
ENVIRONMENTAL + INTERIOR DESIGN
SPRING 2022
EID 414 Portfolio Preparation (2 cr)
Class hours: Tu,Th 11:30 am – 12:20 pm
Class location: Eiben 102

SYLLABUS
EID 414
PORTFOLIO
PREPARATION



Instructor:
Junghwa K. Suh, D.Arch
Office hours: MW 12:30 – 1:30
Office: Eiben 212
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 a book and digital format. 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 be supplemented with new projects as students continue to develop professionally. The portfolio will be required to apply 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.

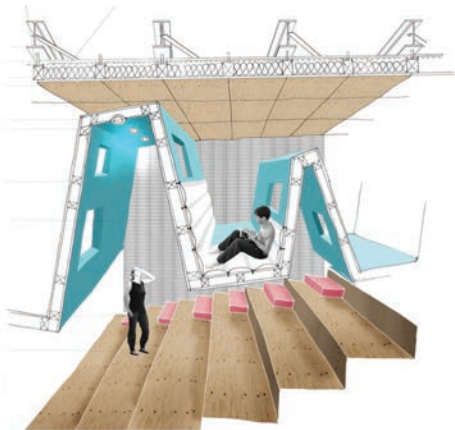
CLASS FORMAT

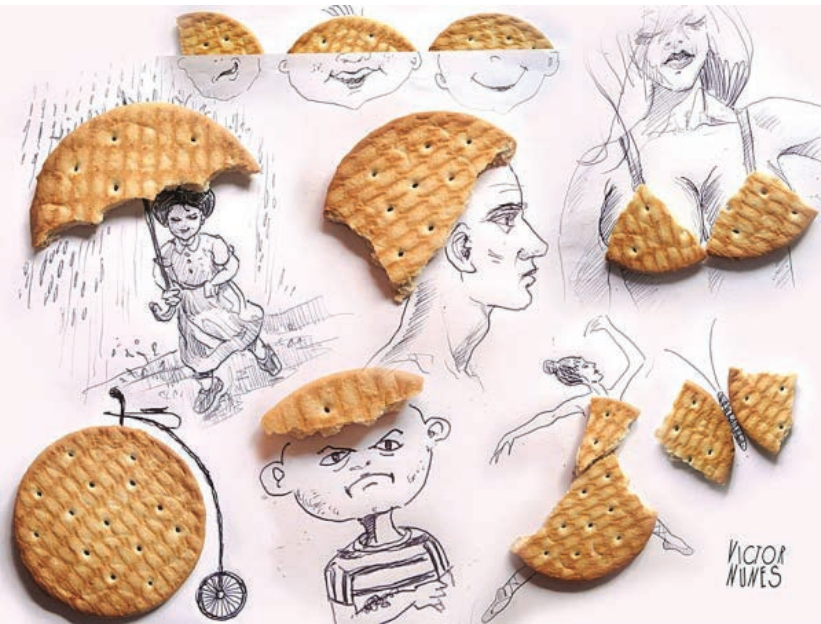
As you prepare to embark on your career as a design professional, a portfolio of your design work is **the most important** artifact that you will develop in school. Because portfolios must be constantly updated and revised based on new work produced, as well as for the various purposes they must serve, 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 class:

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

Every designer should have a portfolio in both hard copy and the digital 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.





CLASS FORMAT (CONT.)

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, Illustrator, or InDesign; please familiarize yourselves with these programs as much and as early as possible.

In the first week of class students are to collect, organize, 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 comprehensiveness, but it is almost always necessary to supplement the presentation with additional media and/or to remediate existing design work.

The class will meet twice a week: in the first half of the semester to understand your brand, review essential principles and development of portfolio design, and in the latter half to create a professional portfolio book and discuss how to present your portfolio effectively. 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.

LEARNING OUTCOMES

- Students should create effective visual and clear written communication of one's collective design work [CIDA standard 9] [PO 2, 3, 5] - DEVELOPING
- Students should understand expectations of interior design professional industry; create high quality design layout and illustrate thoroughness of making design portfolio [CIDA standards 6] [PO 1,5] - DEVELOPING
- Students should demonstrate critical thinking/analytical skills: Prioritize key components and strength of each design project and illustrate effective organizations of the design components [CIDA standards 8, 9, 11] [PO 1,2,3,5] - MASTERING



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%	

REQUIRED MATERIALS

- all materials from EID 200 and 202 courses
- personal design book

Additional Attachments:
EID Program Outcomes
Academic Honesty
ADA Accommodation
Title IX Compliance
CUH EID Professional Code of Conduct



Connection to the 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:
 - Trust in yourself and your instructor to do a good job in your best ability.
- Provide an integral quality education
 - Interactive learning between students and an instructor and students and students is a key for the success of digesting the information.
 - Proactive attitude towards learning is important.
- Educate in family spirit
 - Success can be achieved by harnessing everyone's growth together
- Educate for service, justice and peace
 - Be mindful of how your design may impact users, occupants and the environment
- Educate for adaptation and change
 - As people grow and change, the space needs to respond to the changes of people, environment and the society.

Academic Conduct Policy

From the 2019-2020 Undergraduate Academic Catalog (p. 39):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the [Student Handbook](#).

Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. 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 Kōkua ‘Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua ‘Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

<https://chaminade.edu/student-life/ada-accommodations/>

Title IX Compliance

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. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

Counseling Center

Chaminade University of Honolulu recognizes that students are facing many more challenges with daily stresses related and unrelated to the impact of COVID-19. The Counseling Center is happy to assist with any counseling-related consultations. Contact info: counselingcenter@chaminade.edu or call us directly at (808) 735-4845.

COVID Information

For the latest information on our COVID protocols, please visit:

<https://chaminade.edu/coronavirus/>

For any questions, please email or call Jessica Garlock at jessica.garlock@chaminade.edu/808-726-9080.

Effective January 3, 2022, consistent with the updated CDC Guidelines, the following protocols are being followed by the University:

EXPOSURE

*Exposure protocol for people who have received a vaccine AND a booster:
You do not need to be quarantined, but you should wear a well-fitting mask (surgical or KN95 or N95) for 10 days after exposure. It is recommended that you get a test 5 days after exposure.*

*Exposure protocol for people who have received a vaccine but NO booster:
Quarantine for 5 days, followed by strict mask use for another 5 days. It is recommended that you get a test 5 days after exposure.*

*Exposure protocol for people who are NOT vaccinated:
Quarantine for 5 days, followed by strict mask use for another 5 days. It is recommended that you get tested 5 days after exposure.*

For all: If you develop symptoms after your exposure, STAY HOME and get tested ASAP.

Symptoms include: fever, runny nose, sore throat, cough, loss of taste and smell, difficulty breathing, etc. If it feels like you have a cold, you should assume that it is COVID-19 and isolate.

TESTING POSITIVE FOR COVID-19

Isolation protocol for all:

Please email or call Jessica Garlock at jessica.garlock@chaminade.edu/808-726-9080.

You will need to isolate for 5 days, followed by 5 days of strict mask use. If you develop ANY symptoms during those 10 days, you will need to isolate until those symptoms are fully resolved. Anyone who has tested positive for COVID-19 will need a doctor's note to return to school/work.

As the pandemic evolves, the CDC may update their guidance. Please refer to the University's COVID 19 [webpage](#) for updated information.

Attendance Policy

The following attendance policy is from the 2019-2020 Academic Catalog (p. 57-58). Faculty members should also check with their divisions for division-specific guidelines.

Students are expected to attend regularly all courses for which they are registered. Students should notify their instructors when illness or other extenuating circumstances prevent them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address or calling the instructor's campus extension. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

- Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course.
- Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

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: (some terms are particular to current situations for health and safety.)

CLASSROOM BEHAVIOR

- For the safety and health of everyone in the class, you MUST wear a facemask/covering at all times during the class session (no pulling up your shirt or covering your face with a scarf as an immediate cover-up). You may NOT enter the classroom without a facemask/covering.
- Maintain 6 feet physical distance from one another at all times during the class session.
- Cell phone use in class (calls, texting, emailing) is prohibited; cell phone 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.

NETIQUETTE

When we are in online session:

- Choose a quiet workspace that is suitable for the online classroom.
- Mute your audio when you are not talking or typing. Only turn it on if you are asked to speak.
- Be on time! for your online class times. Make sure to be in a waiting room 5 minutes prior to the class starting time.

- Participation in online discussion is a major component of the course. The purpose of these discussions is not simple checking-ins or liking/disliking what your fellow classmates are doing. The discussion boards are the spaces where you can help each other to improve the understanding of learning content and information. Be constructive and respectful of the feedback you provide for your fellow classmates.
- Response due dates will be indicated in each discussion board. A rubric will be provided for you to check if essential information is addressed in each discussion assignment.

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.
- If you have any questions or concerns, please contact me via email. I will respond to your email within a day or two. You will receive feedback on your assignments, projects, and exams within one week of submission. I will not be checking the work emails during the weekends starting from 5 pm on Fridays, so please do not expect any email

responses during the weekends.

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. Hydration is very important during class. You may step out of the classroom if you need to drink water from your container.
- NO Meals (snacks, fruits, any food) allowed in the studio/classroom. Meals should be taken in the EID Student Resource Center.
- Wipe your work area before & after yourselves in CAD studios, classrooms, the materials library, the kitchen area, the resource center, and the print room.
- Any damage to workstations 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

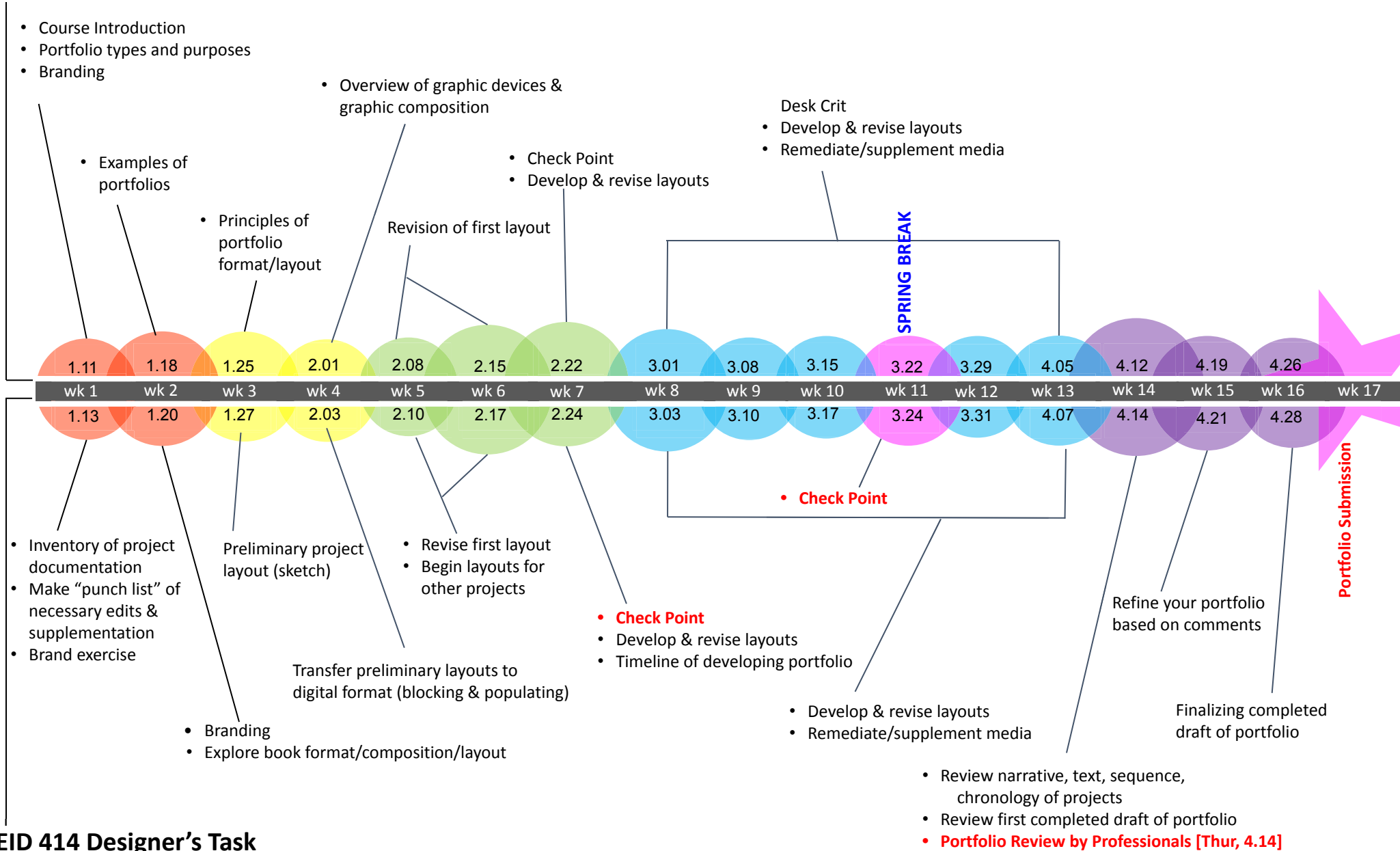
- Students should dress in a professional manner when attending any public functions on behalf of the school, on field trips/site visits, or when guests visit the class. You are representing the EID Program, Chaminade University, and most importantly, yourself to your future constituents: employers,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

EID 414 Course Schedule



EID 414 Designer's Task