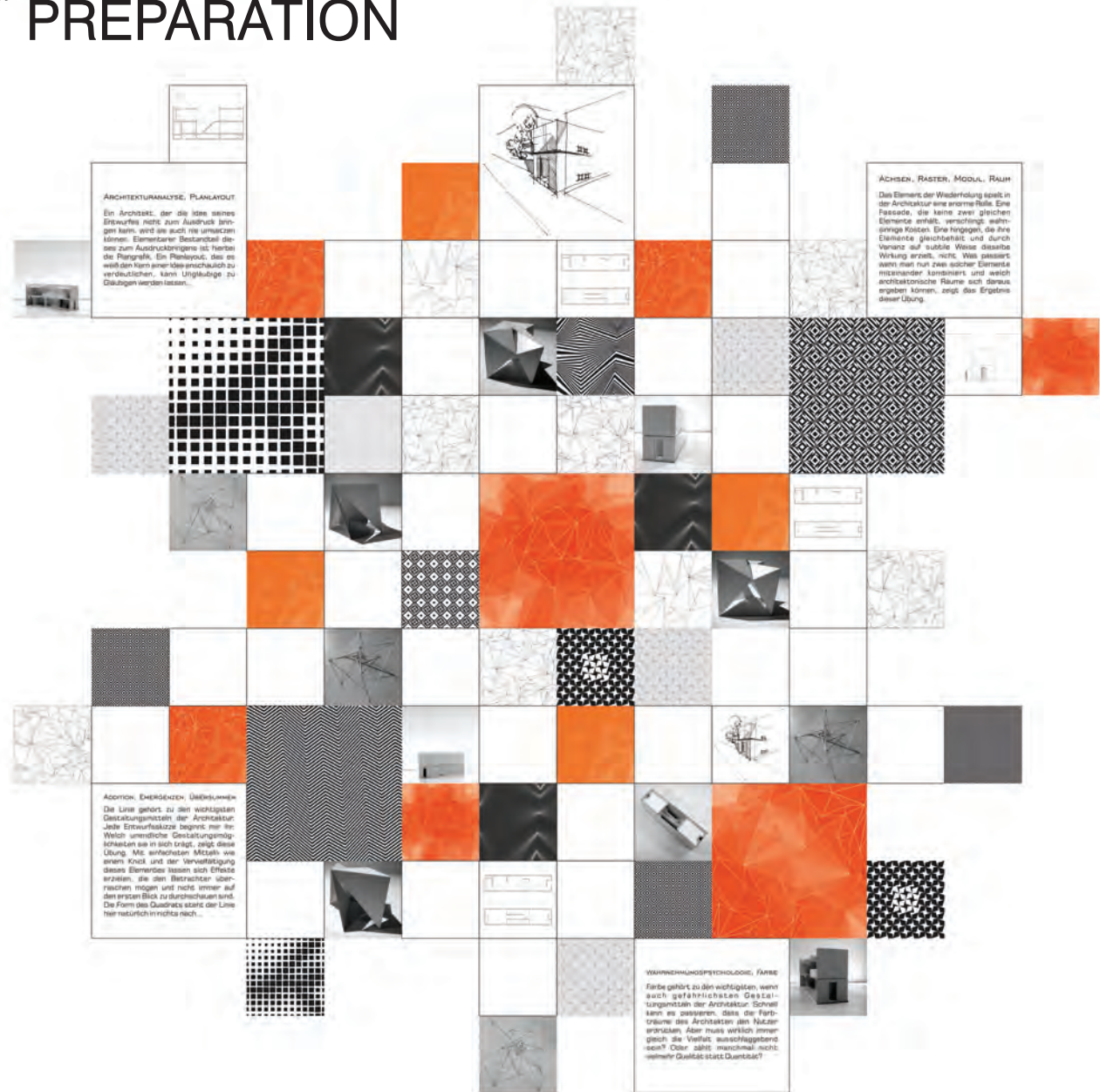


CHAMINADE UNIVERSITY of HONOLULU  
ENVIRONMENTAL + INTERIOR DESIGN  
SPRING 2023  
EID 414 Portfolio Preparation (2 cr)  
Class hours: Tu,Th 1:00 am – 2:20 pm  
Class location: Eiben 104

SYLLABUS

# EID 414 PORTFOLIO PREPARATION



Instructor:  
**Junghwa K. Suh**, D.Arch  
Office hours: by appointments  
Office: Eiben 212  
Email: Junghwa.suh@chaminade.edu



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## 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.

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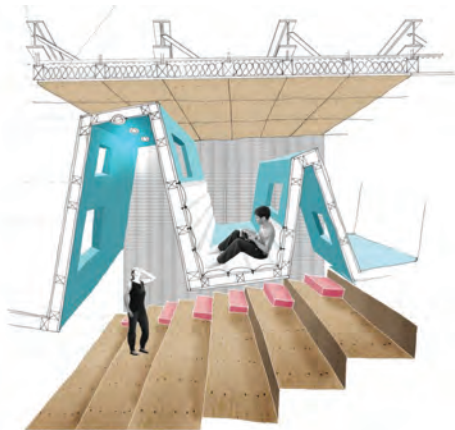
## CLASS FORMAT

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.

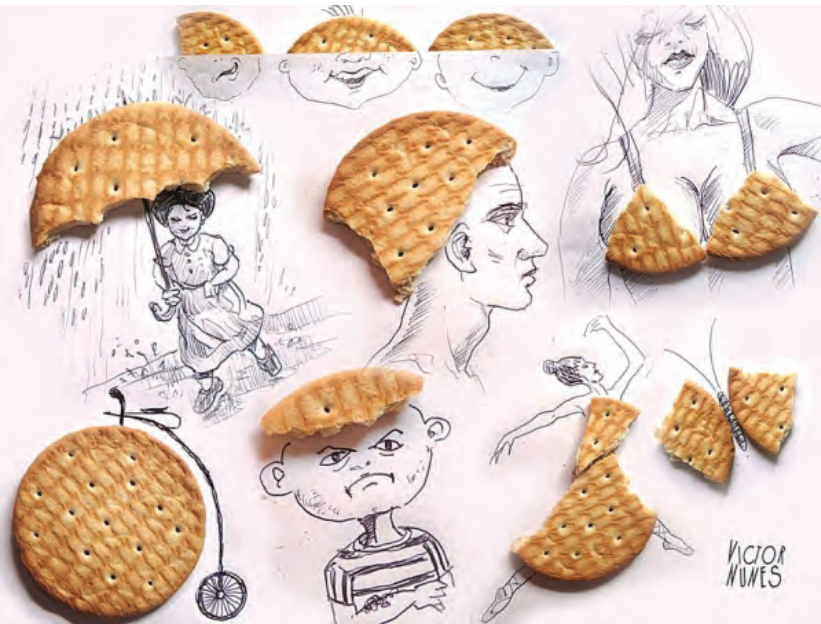
Aspects of portfolio design that will be covered in the class:

- 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.







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## 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.

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## 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




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## 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

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## 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%	

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## 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.

## **University Academic Conduct Policy**

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](#).

[Academic Calendar 2022-23](#)



### **Late Work Policy**

Requests for extensions due to extenuating circumstances (medical problems, for example) will be considered but in general work received after the deadline will not be graded. Computer problems are not an excuse for late work.

### **Writing Policy**

Paper requirements and formatting will be discussed during the course when the assignment is given.

### **Instructor and Student Communication**

Questions for this course can be emailed to the instructor at [junghwa.suh@chaminade.edu](mailto:junghwa.suh@chaminade.edu). Online, in-person, and phone conferences can be arranged. Response time will take place up to 3 days. The University provides a Chaminade email address for all students. Official Chaminade communications will be sent to the students' Chaminade email address and instructors will use only this email to communicate with students. It is the responsibility of the student to check their email frequently. Report email-related problems to the Helpdesk at 808-735-4855 or [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu)

### **Cell phones, tablets, and laptops**

*Music Devices and Cellular Phones:* Unless specifically permitted by your instructor, use of music devices and cell phones is prohibited during classes, as it is discourteous and may lead to suspicion of academic misconduct. Students unable to comply will be asked to leave class. Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

### **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](mailto:ada@chaminade.edu)).

### **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.

### **Attendance Policy**

If you are not feeling well, please do not come to campus! Please email the instructor to let me know that you will not be attending. Repeated unexcused absences without email notification may lead to a grade reduction for the course.

### **Credit Hour Policy**

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10 week term, or equivalent amount of work over a different amount of time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

### **Grades of "Incomplete"**

Students and instructors may negotiate an incomplete grade when there are specific justifying circumstances. An Incomplete Contract (available from the Divisional Secretary and the Portal)

must be completed. When submitting a grade the “I” will be accompanied by the alternative grade that will automatically be assigned after 90 days. These include IB, IC, ID, and IF. If only an “I” is submitted the default grade is F. The completion of the work, evaluation, and reporting of the final grade is due within 90 days after the end of the semester or term. This limit may not be extended.

### **Inclusion Statement**

I recognize that I cannot fully understand the lived experience of many minoritized individuals. However, I am dedicated to increasing excellence through inclusion. That includes recognizing as assets the different perspectives students and scholars from diverse backgrounds bring to the classroom and to science. It includes a drive to have the readings and examples used in the classroom be as inclusive and diverse as possible. Furthermore, it is an awareness that biases, both conscious and unconscious, exist in academia, science, and the world, and an aim to reduce the influence of those biases in my decisions and in those around me. Actions that seek to limit the potential of others or perpetuate biases or anti-inclusive sentimentality will not be tolerated.

### **Syllabus Changes**

This syllabus is a guide to the class and will be adhered to as much as possible; however, I reserve the right to make changes as I see fit, so long as they do not create an additional undue burden on the student.

## **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**

- Wearing a facemask/covering is voluntary during the class session. If you don’t feel well or you are ill, please stay at home and get well first.
- 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.

### 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.
- Clean up your work area before & after yourselves in digital 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 the syllabus, course map, and Code of Conduct.

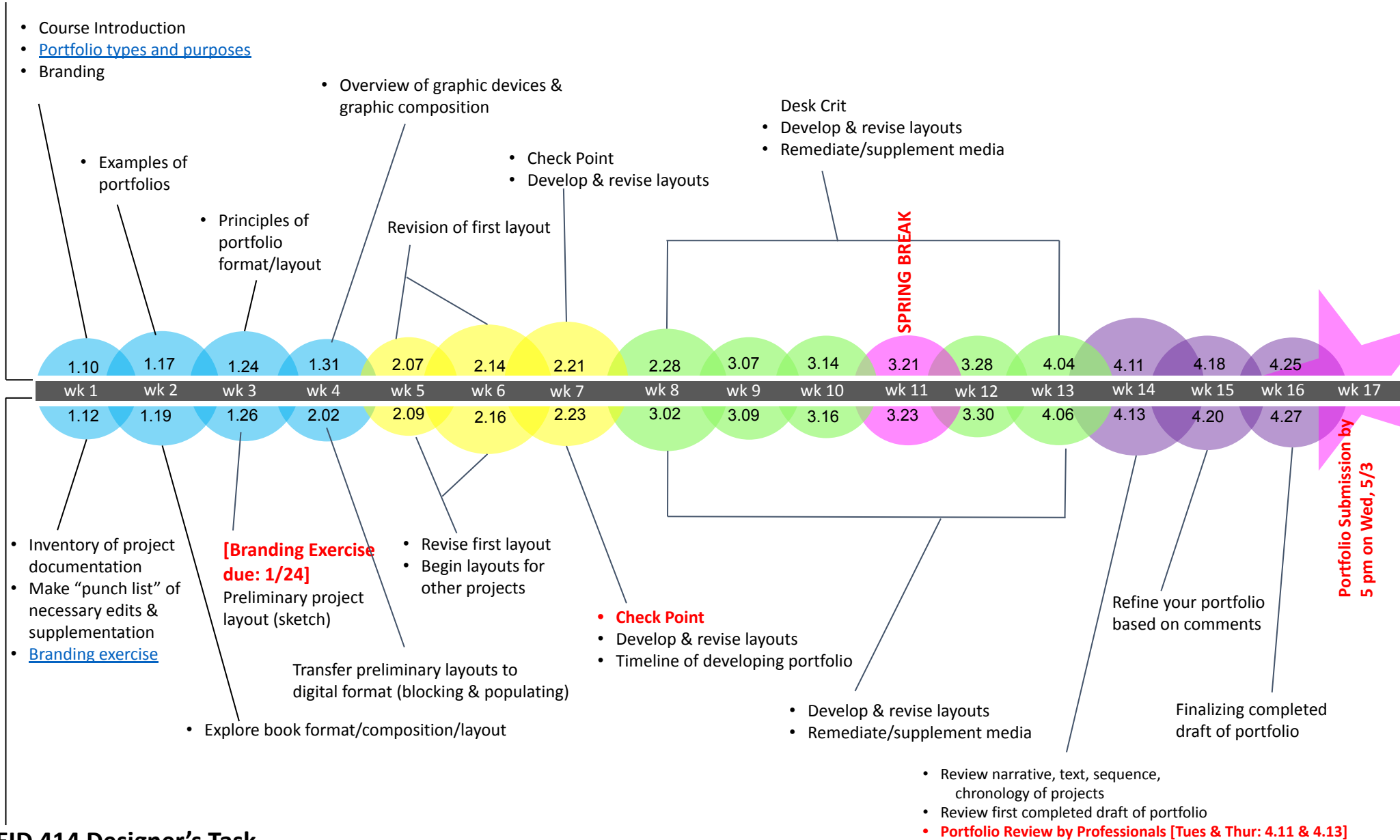
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ENVIRONMENTAL + INTERIOR DESIGN  
Instructor: Junghwa K. Suh, D.Arch



Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EID 414 Course Schedule



## EID 414 Designer's Task