



Course Syllabus

Course Number: EID 314

Course Title: Portfolio Preparation

Term: Spring 2026

Course Credits: 3

Prerequisites: Admission to E+ID Major or Instructor's permission

Class type: Hybrid

Class Meeting Days: Mondays (workdays) & Wednesdays (In-person meetings)

Class Meeting Hours: 1:30 – 2:50 pm | Class Location: Eiben 104

Instructor Name: Junghwa Suh, DArch

Email: junghwa.suh@chaminade.edu

Phone: 808.739.8590

Office Location: Eiben 212

Office Hours: MW 12:30 - 1:20 pm

Course Description

This course is designed to assist and mentor students in assembling a comprehensive portfolio of their academic design/creative 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.

Prerequisites: EID 312 (will be implemented) or consent of the instructor

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, internship 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 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.

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.

Course Content

Lectures | Exercises | Assignments | Portfolio

Class Format

This course is structured in a hybrid format, combining both in-person/online sessions and self-paced online learning. The class will convene for in-person meetings every Wednesday, while the course material will be accessible online via Canvas and a dedicated Google folder. Students are expected to organize all their working documents and independently manage their weekly learning exercises and assignments that help develop their portfolios. During in-person class meetings, students must show the progress of their portfolio development to receive guidance from the instructor and peers.

Course Learning Outcomes

By the end of this course, students should be able to:

- Create effective visual and clear written communication of one's collective design work [CIDA standard 9] [PO 2, 3, 5] - DEVELOPING
- Understand expectations of the interior design professional industry; create high-quality design layout and illustrate thoroughness of making design portfolio [CIDA standards 6] [PO 1,5] - DEVELOPING
- 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

EID Program Outcomes

- 1) Professionalism – understand, apply and participate in ethical design practices on a personal, project, peer and industry-wide level. (*CIDA 5,6,9*)
- 2) Process – ability to identify problems/challenges and demonstrate an understanding of the complete design process from inception to installation, execute documentation supporting design decisions and effect comprehensive, creative, focused and functional design solutions. (*CIDA 4, 6, 9, 10, 11, 12, 13, 14,16*)
- 3) Principles & Priorities – integration of pedagogy, research, historic contexts, theory, and interdisciplinary collaboration to effectively and creatively analyze, evaluate and execute best design practices resulting in functional and aesthetically inspiring design. (*CIDA 8, 9, 10, 12, 13, 14*)
- 4) Public & Environmental Protection – demonstrate an understanding of the concepts, resources and implications of design decisions relative to the human interaction, technological impact and ecological balance of the built environment. (*CIDA 4, 7, 12, 13, 14*)
- 5) Presentation – demonstrate ability to communicate design concepts and problem solving justifications through written, oral and a variety of visual media. (*CIDA 6,9*)

Assessment

Attendance/Participation	10 %
Exercises & Assignments	40 %
Portfolio	50 %
Total	100 %

Grading Scale: A: 90%- 100%; B: 80%- 89%; C: 70%- 79%; D: 60%- 69%; F: below 59%

There will be an instruction and a rubric shared with you on all exercises, assignments, and portfolio. Individual and group critique sessions will be integrated throughout the course based on the rubrics.

Evaluation Criteria

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

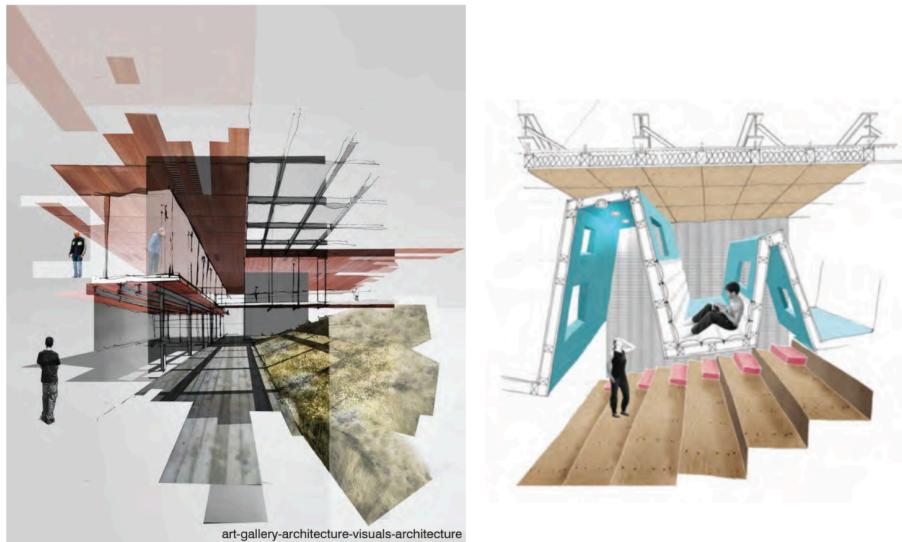
A = outstanding, exceptional, and complete work done in a timely manner

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



Required Learning Tools & Materials

- All materials from EID 200 and 202 courses
- Personal design book

Technical Assistance for Canvas Users

Search for help on specific topics at help.instructure.com. [Chat live with Canvas Support 24/7/365](#).

Watch this [video to get you started](#) with online guides and tutorials. Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu, or call (808) 735-4855

Credit Hour Policy

This is a three credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are expected:

- In-Class time: 45 hours
 - Outside Learning time: 90 hours
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- Exercises & Assignments: 52 hrs
 - Portfolio: 83 hrs

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 to the 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, space needs to respond to the changes of people, environment and society.

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by God.
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'a'lea a kū'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep.
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200). Recognize others, be recognized, help others, be helped; such is a family relationship.
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Olelo No'eau 1430) Education is the standing torch of wisdom.
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Olelo No'eau 203) All knowledge is not taught in the same school



Code of Conduct

13.1. Attendance Policy

Students are expected to attend all courses for which they are registered. If you are not feeling well, please do not come to campus. 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.
- Six unexcused tardiness will result in one letter grade demotion for the course.

13.2. 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.

13.3. 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.

13.4. Generative AI Policy

Writing/Paper/design requirements and formatting will be discussed during the course when the assignment is given. We recognize that there are various generative AI tools available. We recommend that you use them ethically. This means you may use them for initial ideation, but you will NOT let the tools do the assignments for you. The instructor reserves the right to a) inquire if a student is using AI should that be suspected, b) ask a student to redo their assignments with point deductions, or c) give a grade of 0 for that assignment.

13.5. 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 all Environmental + Interior Design 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 by checking distracting websites. Use your best judgment and respect your classmates and instructor.

13.6. Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

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 the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an "F" grade for the work in question, an "F" grade for the course, suspension, or dismissal from the University.

For the most up-to-date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

13.7. Title IX and Nondiscrimination Statement

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. For pregnant and parenting students, I am

also obligated to provide you with similar resources for support and protections available to you. My goal is to make sure that you are aware of the range of options available to you and have access to the resources and support you need.

Nondiscrimination Policy & Notice of Nondiscrimination

The university is committed to comply with all State and Federal statutes, rules, and regulations which prohibit discrimination. The university is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin (including shared ancestry and ethnic characteristics), ancestry, citizenship, disability, genetic information, marital status, breastfeeding, arrest and court record (except as permissible under State law), sexual orientation, or status as a covered veteran. Inquiries about Title IX or general Civil Rights concerns may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found [HERE](#). *On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).*

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates.

The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

Hazing Prevention Resources and Athlete Helpline:

Assists athletes, parents, coaches, and any allies interested in ensuring physical and mental safety for sports communities by offering confidential emotional support, crisis intervention, informational athlete-focused resources, and guidance related to concerns about any type of abuse—*including hazing*.

Chaminade University's Hazing Policy:

<https://catalog.chaminade.edu/studenthandbook/codeofconduct>

<https://hazingpreventionnetwork.org/athlete-helpline/>

<https://hazingpreventionnetwork.org/how-to-report-hazing/>

Basic Needs Resources: <https://chaminade.edu/basic-needs/>

13.8. Campus Safety/ SafeSwords

A program for students, faculty and staff, who may feel uncomfortable or unsafe walking alone on campus, at any time of the day. Call security, and a security professional will meet you at your location on campus. The security professional will escort you to your residence hall, car, etc. Students may

utilize this when walking to and from night classes around campus or after late night events.

[SafeSwords Webpage](#)

13.9. CUH Alert Emergency Notification

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

13.10. Assessment for Student Work

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

13.11. Student with Disabilities Statement

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at ada@chaminade.edu each semester if changes or notifications are needed.

13.11. Kōkua 'Ike: Tutoring & Learning Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua 'Ike's](#) website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click on Account >

TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

13.12. Syllabus & Course map 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.

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 and respect 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, presented, or submitted before/on the assigned day and time. Working on homework, presentations, etc., while an instructor or guest speaker is speaking, or while peers 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 2 days in 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.

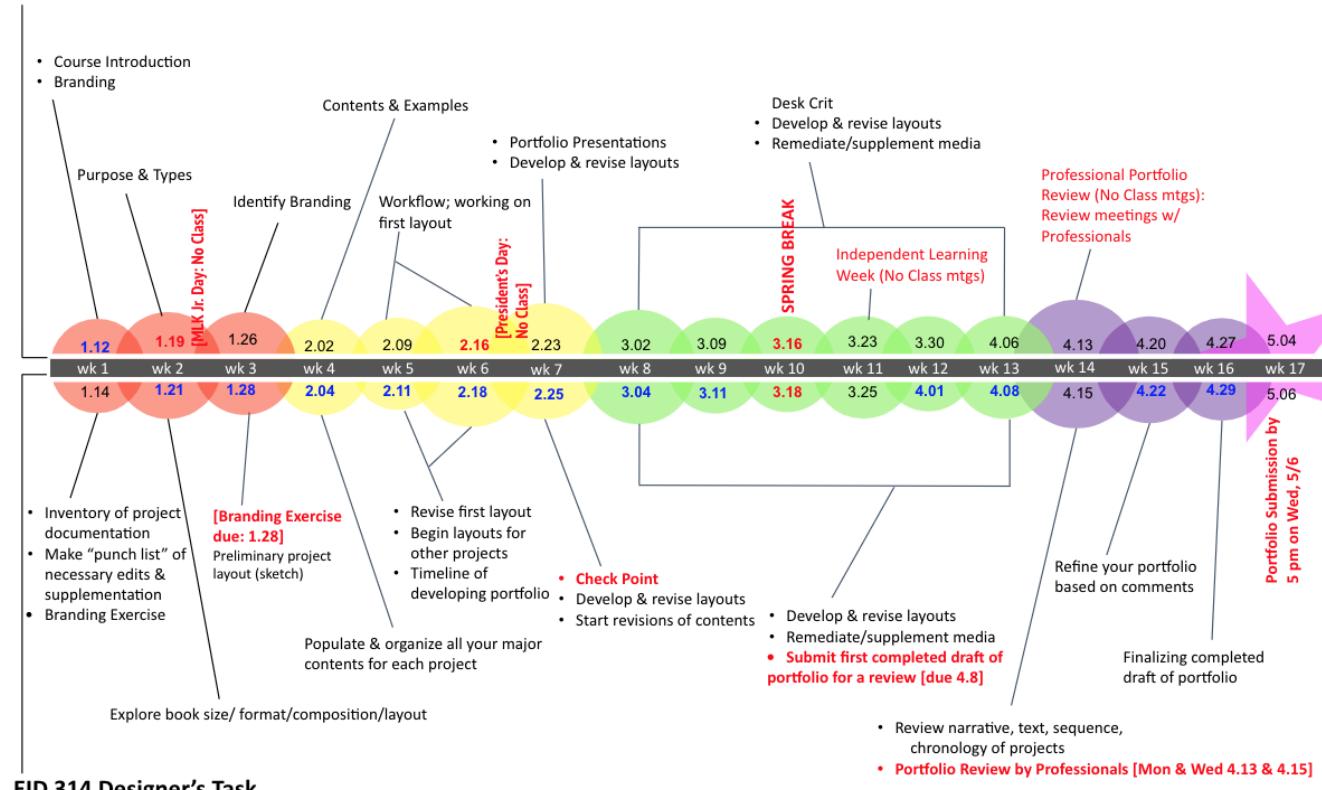
PERSONAL STANDARDS

- 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.

Student Signature: _____ Date: _____

EID 314 Course Schedule



EID 314 Designer's Task

Date Legend: [Black: No Class meeting], [Blue: In-Person Meeting]
 n.b. Course content and scheduling are subject to change at the instructor's discretion in the interest of sound pedagogy.