art 4493-001 (10854) | portfolio presentation | spr18

Instructor: Professor Nikki Arnell
Office: Art Annex 211
Office Hours: 7:30-8am and 4-4:30pm on both Mondays and Wednesdays; by appointment
Office Phone: cell preferred 303-842-3039 – call or txt; (office: 870-680-8457)
Email: narnell@astate. edu
Online Coursework: nikkiarnell.net > coursework > *Portfolio SPR18* and required social media

course description

A portfolio is by far the most important tool in your arsenal for job acquisition. Think of it as a living organism that must continue to grow with your artistic development as well as adapt to an interviewer's demands. Tangible and online versions are of equal importance in today's world and both must work in complement to your overall visual brand, including résumés, cover letters, business cards, and all forms of networking. *If you have not taken ART4423 Campaign Design/Branding, please speak with me.*

> **A-State 2017-18 Course Catalog**: GRAPHIC DESIGN. Capstone course required for all graduating BFA, Graphic Design emphasis students. Preparation of portfolio of graphic design solutions that demonstrate the students overall knowledge and special skills. It is expected that students will spend a minimum of three additional clock hours per week on work outside the scheduled class time for each studio Graphic Design class. Enrollment restricted to permission of advisor and instructor. Prerequisite, minimum GPA of 2.75 in all course work with an ART, ARTH, or ARED prefix.
> **Time:** This course is almost entirely independent study; however, we will meet on certain Fridays from approximately noon-1pm. See calendar and set your schedule now.
> **Location:** Art Annex 204
> **Course Length:** Spring 2018 semester.
> First email about class requirements: Tues, Jan 16th. First class meeting: Fri, Feb 2nd. Final: Tues, May 8th.

teaching methods

- This course is based almost entirely on independent studio practice outside of a set class time. (See Building Access under Policies.) The vast majority of ongoing revisions of work will be performed via online communication with Prof. Arnell.
- Reading and study are required in this course to supplement work. This includes required awareness of social media postings in our closed Facebook group. Student should set up notifications or check manually daily to not miss any postings. If student has a SmartPhone, the Facebook app should be installed and notifications set.
- It is imperative that student have command of his/her time management and communication skills. Independent study is key throughout the class.
- If you miss a lecture or demonstration, you will be responsible for obtaining the information given and notes taken from another student. Please pick two classmates with whom you can communicate with directly throughout the semester; however, communication via Facebook comments and messages will be available to everyone without being Facebook friends. Please see Attendance in regards to missing class.
- If student does not understand something, PLEASE speak to the professor as soon as possible but AFTER one has read over all materials provided for the course. All written directions, whether that be a project sheet or syllabus, will be on nikkiarnell.net. It is possible that "assignment" directions (like Facebook posts) may be on the closed Facebook group, but will still be available in the stream if one looks back to earlier posts.

required

Materials

- Collateral materials (ART-4423)
- 18-24 inch metal ruler
- X-Acto and #11 blades
- Roller/burnisher
- Spray Mount or K-77
- Black mounting boards
- Self-healing cutting mat
- Portfolio case (many options)
- USB flash drive(s), external hard drive or other storage device:

Do not leave working files on A-State computers. I suggest using Google Drive or Dropbox to periodically archive your work, as storage devices corrupt or you may lose device. However, using only the internet to save files while working is problematic if an internet connection is unavailable later to access files.

Books

- Winning Portfolios for Graphic Designers by Cath Caldwell, ISBN: 9780764145056. *See Calendar for scheduled test.*

Online

- You must join the closed group**: AState Portfolio SPR18** on Facebook (see link on nikkiarnell.net). Check via notifications and/or manually on a daily basis. Students must be engaged on social media. (Sorry but I will not Friend you while you are a student at Arkansas State.)
- All projects, outside reading material, notes, and syllabus will also be posted on: **www.nikkiarnell.net.**
- Professor will create a **shared Google Drive folder** for each student. Inside will be a folder for every Monday something is due. In each of these folders, student will save his/her Portfolio Assessment PDF and any supporting materials that are necessary to explain the work shown on the assessments. Professor will save a new commented Portfolio Assessment PDF also within the same Monday's folder. **Do not save over work in the individual Monday folders and do not delete these folders.**

recommended

Social Media

- Join the **A-State Dept of Art+DESIGN GD** page on Facebook where information like job and internship announcement, art exhibitions, and graphic design news will be posted. It is a closed group and permissions granted to GD majors.
- Follow the public **A-State Department of Art + Design** Facebook page and the **ASTATE ART + DESIGN** Instagram feed.
- Follow the public **@A-State_AIGA** Facebook page and the Twitter and Instagram feeds.
- Follow me on Twitter **@ProfNikki** or my Community Facebook page **@ProfNikkiDESIGN**, both of which are public pages for design knowledge. (See icon links at bottom of nikkiarnell.net or find on your own.) There are plenty of other pages to follow, so get on your favorite social media platform(s) and search.

Books

- Burn Your Portfolio: Stuff They Don't Teach You in Design School, But Should by Michael Janda, ISBN: 0321918681
- Job Smarts for Twentysomethings by Bradley G. Richardson, ISBN: 9780679757171
- Logology2: The Wonderland of Logo Design, viction:workshop limited, ISBN: 9788492643882
- The Little Red Book of Selling by Jeffrey Gitomer, ISBN: 1885167601

Web Sites and Periodicals - *see nikkiarnell.net : links : Creative Every Day*

Student Memberships

- **AIGA** (American Institute of Graphic Arts) - *www.aiga.org*.
  Memphis is our base, as there are no AIGA chapters in Arkansas or Mississippi. Please see here for current events! *http://memphis.aiga.org.* Professor Arnell is on the board in Memphis. Prof. Arnell is also the faculty advisor of the ASU Student AIGA group. Please remember that being involved with this group is extraordinarily beneficial for students. The line on the resumé is reason enough.
- **AAF** (American Advertising Federation) - *www.aaf.org.* This group is also beneficial in which to be involved; however the student group is based out of the College of Communication. Prof. Arnell is a former board member for the regional club and is still in close contact with members. It is recommended that art students enter the annual (Student) Regional Addys held in December.

policies

• Attendance

Please see calendar for days that class will be held. Attendance is taken at the beginning of class. If you are tardy, it is your responsibility to be recorded on the roster. **If student cannot attend, a summary of posted slides and questions are due within the week in order to not be counted as absent.** The following is extreme because we only meet for 4 required classes and a final.

- 2 tardies = 1 absence
- Leaving early without being excused by instructor = 1 absence
- **1st unexcused absences** = final letter grade reduced by 1 *(ex. if you have an A for the semester, you receive a B)*
- **2nd unexcused absences** = final letter grade reduced by 2 *(ex. if you have an A for the semester, you receive a C)*
- **3rd unexcused absences = course grade falls to a D**, even if you have an A+ on all projects. As this is a course within the major, you must retake for credit to the degree.

2015-2016 ASU-J Undergraduate Bulletin, page 38
CLASS ATTENDANCE POLICY: Students should attend every lecture, recitation and laboratory session of every course in which they are enrolled. Students who miss a class session should expect to make up missed work or receive a failing grade on missed work. It is the practice of Arkansas State University to allow students to participate in university sponsored academic or athletic events, even when those events cause them to be absent from class. Students participating in university sponsored academic or athletic events will not have those days counted against their available absences and will be given reasonable opportunities to make up missed assignments and exams. Students enrolled in freshman or sophomore level courses numbered 1000 or 2000 may during the spring and fall semester miss no more than twice the number of lectures, recitations, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Students who miss more than the maximum number of freshman or sophomore level classes may be assigned a grade of "F" for the course. Students who may be assigned a grade of "F" in a course because of excessive absences may withdraw from the course without penalty before the deadline for dropping an individual course. In determining whether excessive absences should result in a failing grade, consideration shall be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to such absences. Students enrolled in junior or senior upper-level courses numbered 3000 or 4000 will not be assigned a grade of "F" solely for failing to attend classes. **However, instructors shall set forth in their syllabi at the beginning of the semester their attendance requirements and expectations with regard to make-up policy for work missed, class participation and other factors that may influence course grades.** In determining whether excessive absences should adversely affect a grade in an upper-level course, consideration shall be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student, and extenuating circumstances related to such absences. Students must utilize their available absences for any cause which requires them to miss class including, but not being limited to, vacation, illness, emergency, or religious observances. Students who are aware that they will have absences during a term should ensure that they do not exceed the absences available.

• Craftsmanship
I expect perfect craft and your grade will fall if it is not.

• Distractions
Cell phone usage during lecture is not allowed and computers are to be used for coursework only. If you do not follow these rules, you will be asked to leave the classroom and counted absent for the day.

• Deadlines
THIS IS A 4000 LEVEL CAPSTONE CLASS. Students are expected to have command of time management and professional communication, as well as an understanding of consequences for missing deadlines. Materials are due almost every Monday. These deadlines must be observed or student will quickly fall behind. These are not graded like a class project, so consequences like a reduced project grade for every day something is late does not make sense. However, all work that is late is noted. Student should consider *each thing* that is late with no valid excuse to be something that will reduce the final course grade.

• Building Access
The Art Annex is unlocked: **Weekdays 7am-11pm, Saturdays 8am-11pm, and Sundays noon-11pm**. Students may stay in the Art Annex reliably after hours if they follow the directions of the **Building Access Policy**. See **nikkiarnell.net : ASTATE : Helpful Links.** Students' names on the course roster will be supplied to the department after the first week of classes, but each individual must still acquire an **After-Hours Pass**.

course learning outcomes

Problem Solving Skills

- Projects will apply theories studied via lectures and assigned readings. Together these will acquire the skills to create and develop the following:
    - A default portfolio of student's best work for "desired job".
    - Comprehension of the process in order to tailor portfolio for individual future situations.
    - Tangible portfolio exhibiting perfect craft beyond the expected creative pieces.
    - Live website of online portfolio that continues overall brand while flawlessly displayed portfolio.

Technical Competence

- Student will acquire demonstrable knowledge of tools needed for the purposes of design, as well as improvement of hand-eye coordination and craft.
- Student will continue development of software knowledge as a tool of graphic design.
- Research skills refined for present and future job acquisition and networking, regardless of geography.

Communication Skills

- Proper vocabulary and methods of presentation will allow student to communicate with others in a public forum both in person and social media. In addition, these skills will further develop the ability to critically evaluate artistic output for individual improvement.
- Overall presentation and networking skills to get the book where it needs to be.

Interpretation of Historical Artistic Skills

- Essays and Projects will demand student evaluate and interpret historical graphic design output in relevance to the student's individual experience, within design subcultures, and to the world as a whole.

Organizational Skills

- Time management and research skills will be reinforced by deadline-dependent grading.

Collaboration Skills

- Continuing methods of critique will improve self-awareness, as well as art reception per audience and context.

assessment / grading

- Students are continuously assessed of skills via scheduled required work, whether they be submissions of new work or revisions of previously submitted work. See calendar for these times.
- Assessment is completed throughout the course on an individual basis via a shared Google Drive folder separated into dated folders corresponding with due dates on the course calendar. Student will submit pieces/ideas to go into one's portfolio and its accompanying reasoning (see PortfolioAssessments.PDF on nikkiarnell.net). Professor will evaluate work and reply in writing via a PDF left in said Google Drive folder(s). Until professor agrees each piece for portfolio is complete, student should continue to resubmit and revise work.
- Though professor will push student to revise until work is A quality, it is possible that professor may say "approved, but should improve". This may only occur if the professor is concerned that student may not be able to finish all required work for the semester. Hopefully, a student will have time once the allotted number of other pieces are approved to return to this piece (or start another one to replace this) and make it A-quality work.
- Once student has reached the required amount of approved work (10-12 "pieces", see Intro Lecture slides for further explanation), student is no longer required to - but is allowed to - turn in more work for review until the final assessment is turned in before the tangible portfolio is created.
- Three process books will be created for three separate pieces of approved work. Lecture and Project Sheet provided. This will help student verbalize his/her creative process in terms proper for the industry.
- One take-home test and ongoing participation will also aid in assessing student in this course. "Assignments" like assigned research into samples or other Facebook group social media posts are part of participation. It is key that student understand when something is due and what the minimum amount of participation is so that this grade does not fall.
- An informal preliminary critique will be scheduled (see calendar).
- In order to receive an A, the final portfolio must be exceptional in all respects, student must present well at the final interview, and all submissions for evaluations and conclusive revisions must be timely and complete. To be mediocre in *any* of these areas will reduce the grade.
- The course grade will be based on the final portfolio and its contents, both online and in tangible form (80%), the ongoing submissions for evaluations and conclusive revisions (10%), take-home test and participation (10%).* Please see how attendance affects final grade. **Percentages are approximate.*
- Be aware that the *overall* course grade does not use + or -; therefore, be sure something like participation doesn't pull your B+/A- to a B grade (for example).

If student does not understand something about how one is assessed in this course, PLEASE speak to the professor as soon as possible but AFTER one has read over all materials provided for the course.

bfa-graphic design program learning outcomes

Content Knowledge *Reinforced/Assessed*

Students will have a working knowledge of various aesthetic and visual communication issues, processes, and media; and be able to apply that knowledge to conceptualize, develop, and complete professional work that answers project objectives and responds to audience and context.

Critical Thinking Skills *Reinforced/Assessed*

Students will be able to apply the critical, analytic, and communication skills required of an academic and professional designer; and will be able to present their work in a competent and professional manner.

Problem Solving Skills *Reinforced/Assessed*

Students will be able to understand and apply problem identification, research prototyping, user testing and analysis to generate multiple solutions to visual communication problem and evaluate their outcomes based on critical, historical, and aesthetic issues.

Technical Competence *Reinforced/Assessed*

Students will be able to execute technical and conceptual decisions based on an understanding of art, design, and communication principles culminating in a portfolio of professional work that displays knowledge of these skills through self-directed research, experimentation, risk-taking, and reflective analysis of content and context.

bfa-digital design program learning outcomes

Content Knowledge *Reinforced/Assessed*

Students will have a working knowledge of various aesthetic and visual communication issues, processes, and media; and be able to apply that knowledge to conceptualize, develop, and complete professional work that answers project objectives and responds to audience and context.

Critical Thinking Skills *Reinforced/Assessed*

Students will be able to apply the critical, analytic, and communication skills required of an academic and professional designer; and will be able to present their work in a competent and professional manner.

Problem Solving Skills *Reinforced/Assessed*

Students will be able to understand and apply problem identification, research prototyping, user testing and analysis to generate multiple solutions to visual communication problem and evaluate their outcomes based on critical, historical, and aesthetic issues.

Technical Competence *Reinforced/Assessed*

Students will be able to execute technical and conceptual decisions based on an understanding of art, design, and communication principles culminating in a portfolio of professional work that displays knowledge of these skills through self-directed research, experimentation, risk-taking, and reflective analysis of content and context.

and...

I love a good story, but not when it's just a lame excuse for late work. I encourage defense of your design choices and professional communication, but have no patience for lack of respect and bad manners. So thank you ahead of time for being excited to be here and eager to learn!

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f.e.r.p.a.

Under the Family Educational Rights & Privacy Act, the instructor is prohibited from posting grades in any manner that reveals the identity of the student. The instructor also cannot discuss grade information over the telephone or via email, text, or any other format in which positive identification cannot be established. *If you have questions about your grade, please make an appointment to meet with me in person.*

safety concerns

This course may require the use of hazardous chemicals, equipment or processes that the University Safety Committee recognizes as potentially hazardous to a student's safety and health. Every instructor is required to provide instructional information and training on safe handling and usage procedures prior to engaging students in the use of hazardous chemicals or equipment. In addition, students are advised to notify the instructor or laboratory supervisor of any medications or conditions that may impair their mental alertness and/or their ability to safely engage in the use of any hazardous chemical or equipment.

All students should use hazardous chemicals and equipment only under the direct supervision of the instructor or by approval of the instructor, using recommended methods and procedures. Failure to adhere to the outlined safety precautions could result in disciplinary action.

inclement weather

University closures are decided by university administration and announced to faculty, staff, and students concurrently. If weather or other unforeseen circumstances cause class to be cancelled, immediately check the class's Facebook group site. If the weather is questionable, also check the class's Facebook group site just in case professor cancels classes (highly unlikely). If you are a commuter student and weather is extreme, it is imperative that you contact the professor as soon as possible to open a line of communication and not fall behind in coursework.

> **2015-2016 ASU-J Undergraduate Bulletin, Page 14**
> **INCLEMENT WEATHER POLICY:** The university remains open for academic classes and all other services during inclement weather except in extreme circumstances determined solely by the Chancellor of the University. Regional and local news media will publicize the closing. Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. In those cases where the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each of his/her professors upon return to explain the circumstances and to determine the need to complete any missed assignments. The student is responsible for all missed assignments during inclement weather within a time frame to be determined by the professor.

disability statement

Any student who is registered with A-State's Disability Services and who needs reasonable accommodation must notify the professor by the end of the second week of classes.

> **2015-2016 ASU-J Undergraduate Bulletin, Page 53**
> **DISABILITY SERVICES:** Disability Services (DS) specializes in facilitating full and equal access to ASU-Jonesboro and sister campus services, programs, and activities for students with disabilities. The philosophy of Disability Services is inclusion for students, while maintaining high standards of academic excellence and student satisfaction through the provision of accommodations that support students' personal, academic, social and career development. Students who are allowed access and accommodations are likely to achieve academically and develop their confidence to navigate college life and excel in a university setting. Disability Services offers a variety of support services, including; mentoring and transitional services, alternative testing options, advocacy, note-taking services, physical access to the classroom, buildings, and grounds; assistive technology, software training and alternative textbooks format. Students may participate in several DS programs that promote volunteerism, including; The Ghostwriter Program, Academic Success and Access Program (ASAP), Golf Cart Program, and Delta Sigma Omicron, a fraternity dedicated to promoting advocacy and inclusion of students with disabilities at Arkansas State University. For additional information, please visit our Disability Services' website at http://disability.astate.edu or call 870-972-3964

academic integrity policy of the art + design department

I. Academic Integrity

A. Academic integrity calls for students to do their own work and not to claim as their work anything someone else has done. Intellectual growth calls for doing one's own work; so does academic honesty.

B. Infringements of academic integrity include offering someone else's work as your own (see Plagiarism below), buying term papers, and cheating (see Test cheating below). Specific penalties may result.

II. ***Plagiarism****

A. "Plagiarism" means giving the impression in an assigned paper or studio work that someone else's thoughts, ideas, images and/or words are your own.

B. To avoid plagiarism give written credit and acknowledgement to the source of the thought, idea, image and/or words, whether you have used direct quotation, paraphrasing, or just a reference to a general idea.

C. If you directly quote words written by someone else, enclose the quotation in quotation marks and provide a footnote.

D. If you directly incorporate an image by someone else, you should give credit to that person, in the title, or following your signature, or in some other appropriate way. Example: ".. after Rembrandt."

E. No written paper or studio project created for credit in one class should be used for credit in another class without the knowledge and permission of all professors concerned.

F. The research as well as the complete written paper or studio project should be the work of the person seeking academic credit for the course.

III. Faculty members may respond to plagiarism in any of the following ways:

A. Return the work to be redone; the grade may be reduced.

B. Give a failing grade on the work ("F" or zero).

C. Give the student a failing grade in the course.

IV. Test Cheating may consist of any of the following:

A. Having access to exam questions beforehand.

B. Having access to course information during an exam period.

C. Observing another person's test during the exam period.

V. If cheating occurs during a test, a faculty member may:

A. Seize the test of the offending student, or

B. Allow the testing to continue without interruption, informing the offending student at the end of the period about the offense.

VI. Faculty members may respond to cheating in any of the following ways:

A. Give a failing grade on the exam ("F" or zero).
B. Give a failing grade in the course.
C. Refer the matter for disciplinary action to the Office of Student Affairs.

VII. Scope: These policies cover all classes in the Department of Art and Design.

***Plagiarism includes doing a direct copy of another designer's work.** If you are unsure of the line between inspiration and copying, please discuss with Prof. Arnell before you begin your work.

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calendar

Throughout semester:

- **All classes are held in Art Annex 204 on the Fridays listed on the calendar from 12pm until we are finished.** We will usually end at about 1:00pm, but not always.
    - If you have a 1pm class, please tell the professor as soon as possible.
    - If you work, schedule the class as if it ends at 1:30pm just in case.
    - You should make every effort to physically show up for class. The second, less desirable, option is to listen to the entire audio file of my lecture while looking at the provided slides (both posted online after the class time). If you must choose the second option because of previous inalterable time conflicts, send me a comprehensive summary via bullet points of the lecture and any questions you may have within one week of the scheduled class. If you do not send me a written summary, I will consider you absent for the class and this will affect your final grade (see Attendance).

- Each student will need a live portfolio website by the end of the semester. Each student will also need to have collateral including a finished resumé and business card. It is almost impossible for a student to pass this class if he/she has not taken (and passed) or is taking ART-4423 Branding. If you have not taken or are not currently enrolled in ART-4423, please see Prof. Nikki immediately and consider taking this course another semester.

- **Read** ALL of the required book by the end of spring break. There will be a take-home test. If you cannot afford a book, see if you can split the cost (and book) with another student you trust. Try to find a way to purchase and keep this book because it will be extremely helpful for you beyond this class.

- Each day the class is scheduled to meet, you are welcome to discuss any of your work pieces or ask any questions *after* the lecture ends. There is no 1pm class scheduled on Fridays this semester.
    - However, the majority of revisions will be completed via individual electronic dialog. By doing this, my comments are in writing instead of your memory. You also learn to pose thoughtful questions like you would to a creative director/client.
    - But please remember - DON'T BE SHY! If you need clarification on a comment, then get it. If you would prefer to meet in person in regards to information beyond the required portfolio assessments and you do not have time after lecture, please visit during scheduled office hours.

Following is a general schedule for the course, though it may change and adapt as students develop. Each Project will receive further explanation of objectives and actual due dates. See calendar online under coursework at nikkiarnell.net for the most up-to-date version. Also check Facebook Group via notifications and/or manually on a daily basis.

Week of Jan 15th

- *No classes Monday, January 15th*
- *January 19th: Online Intent to Graduate Forms Due for May 2018 Commencement.*
- *Fri Jan 16: Prof. Nikki judging Addy's for Gulfport/Biloxi, Mississippi chapter*
- **Tues, Jan 17th:** Email sent to students with link to syllabi.
    - This is because the following Monday is the last day to drop the class without financial consequences. We also have a lot to cover in an hour on February 2ndth, so the syllabus will be reviewed quickly. You will be asked to sign a form that you understand the entire syllabus and what is expected of you in this class.

- The first Portfolio Assessment is due the following Monday, so read ahead and be prepared. **You can very easily fall behind in this course if you cannot manage your own time.**
- Check shared Google Drive status
- Create (if do not already have) and share Behance* site. **This is not the same as the required Website.*

Week of Jan 22rd

- *Fri Jan 23: Prof. Nikki judging Addy's for Pensacola, Florida chapter*
- *Jan 22nd: Last Day to Change from Credit to Audit on any class*

Week of Jan 29th

- **Fri Feb 2nd: Required Class Meeting**
  - Syllabus review; Begin **Portfolio Assessments**
  - **Lecture:** Introduction to Portfolio
- Begin **Website** if one is not already built and live. Purchase domain name. Purchase server space and/or find a template that does this for you. NO FREE SITES unless you can find one with absolutely no ads.

Week of Feb 5th

- **Mon Feb 5, 5pm: Portfolio Assessments DUE*** in shared Google Drive's folder dated FEB 5.
  ***At least* 6 separate pieces in assessments each week.**
  *Please note that student may put files in folder **at any time before this due date**, but this is the time that Prof. Nikki will check work as finished. This goes for any day assessments are due.*

Week of Feb 12th

- **Mon Feb 12, 5pm: Portfolio Assessments DUE** in shared Google Drive's folder dated FEB 12.
- **Fri Feb 16th: Required Class Meeting**
  - **Lecture:** Process Books; Begin **Process Books**

Week of Feb 19th

- *BFA Review: Feb 23rd*
- **Mon Feb 19, 5pm: Portfolio Assessments DUE** in shared Google Drive's folder dated FEB 19.

Week of Feb 26th

- *A-State Midterms: Feb 27 - Mar 5 (no midterm for this course)*
- **Mon Feb 26, 5pm: Portfolio Assessments DUE** in shared Google Drive's folder dated FEB 26.

Week of Mar 5th

- *A-State Midterms: Feb 27 - Mar 5 (no midterm for this course)*
- No assessments due this week
- **Fri Mar 9th: Required Class Meeting**
  - **Lecture:** Cases

Week of Mar 12th

- **Mon Mar 12, 5pm: Portfolio Assessments DUE** in shared Google Drive's folder dated MAR 12.

Week of Mar 19th

- *Spring Break: Mar 19-24*
- No assessments due this week, but please note that there is an assessment due the Monday after break.

Week of Mar 26th

- **Mon Mar 26, 5pm: Portfolio Assessments DUE** in shared Google Drive's folder dated MAR 26.

Week of Apr 2rd

- **Mon Apr 2, 5pm: Portfolio Assessments DUE** in shared Google Drive's folder dated APR 2.

Week of Apr 9th

- **Mon Apr 9, 5pm: Preliminary Critique of Portfolios DUE** in shared Google Drive's folder called **PRELIMINARY**
- Take-Home Test given over email

Week of Apr 16th

- **Mon Apr 16, 5pm: Portfolio Assessments DUE** in shared Google Drive's folder dated APR 16.
- **Fri Apr 20th: Required Class Meeting**
  - **Lecture:** Interviewing; Process Book questions

Week of Apr 23th

- **Mon Apr 23, 5pm: Portfolio Assessments DUE** in shared Google Drive's folder dated APR 23.
- Take-Home Test DUE *(see test sheet for where and when to hand this in to Prof. Nikki)*

Week of Apr 30th

- *Last day of classes: April 30th. No classes May 1st. A-State finals: May 2nd -8th*
- Behance site DUE
- All extra credit DUE
- **Mon Apr 30, 5pm: Final Portfolio Assessment DUE** in shared Google Drive's folder called **FINAL**
- **Fri May 4, 5pm: Final website DUE live by midnight.** Post on shared social media when asked to do so.

Week of May 7th

- *A-State finals: May 2nd -8th. Commencement Ceremony: May 12th*
- **FINAL: Tues May 8th** Location and Time TBD
  (it is likely that it will be in the afternoon at the Reng Student Center)

** Once student has the minimum number of Portfolio Assessments (per "Portfolio Math" – see intro lecture slides) approved to an A level by the professor, she/he may turn in the final assessment in the FINAL folder and ignore all remaining Assessments due on Mondays. Please alert professor if you do this.*