GRFX-4803
PORTFOLIO CAPSTONE

Icebreakers
Portfolio Review & Senior Show
Syllabus
- Calendar

For Wednesday
One More Thing

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- Attendance is required at both of these events. The dates listed are tentatively set as of the publication of this syllabus.
  - **Saturday, May 2nd**: Regional Portfolio Review, A-State campus.
  - **Friday May 8th or Saturday May 9th**: 2020 Graduate Design Senior Show, A-State campus.

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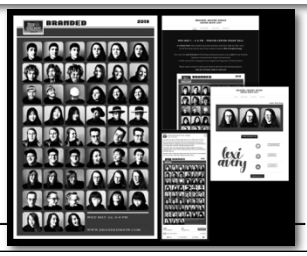

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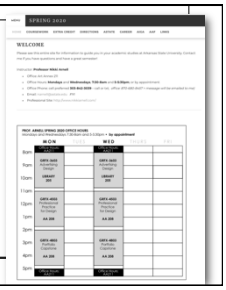
SYLLABUS

- I do not have printed syllabi today for you.
- A PDF of this is available online (see next slides).
- Everyone should take notes.
- I will have you sign a contract explaining you understand the syllabus, so please take this seriously.

NikkiArnell.NET



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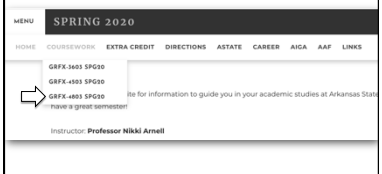

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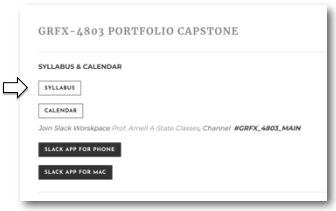


GRFX-4803-001 (13475) | PORTFOLIO CAPSTONE | SPRING 20

Instructor: Professor Nikki Arnell
Office: Art Annex 211
Office Hours: Mondays and Wednesdays, 7:30-8am and 5-5:30pm; by appointment
Office Phone: cell preferred 303-842-3039 – call or txt; (office: 870-680-8457, leave a message)
Email: narnell@astate.edu
Online Coursework: nikkiarnell.net > coursework > **GRFX-4803 SPG20**; assigned class Google shared folder;
Slack Workspace **Prof. Arnell A-State Classes** - Channel **#grfx_4803_main**

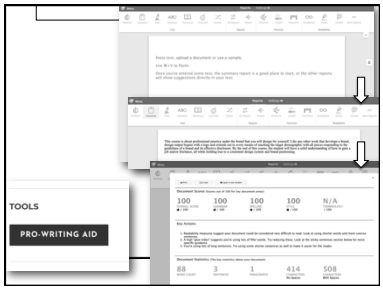
COURSE DESCRIPTION

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.

A-State 2019-20 Course Catalog: 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. Prerequisite, advisor, instructor and chair permission, minimum GPA of 2.75 in all course work with an ART, ARTH, ARED, or GRFX prefix. **Corerequisite, GRFX 4503**. Spring. 3.000 Credit hours 3.000 Lecture hours
Time: 2-4:50pm M/W
Location: Art Annex 208
Course Length: Spring 2020 semester

TEACHING METHODS

- **This course requires a substantial amount of independent studio practice outside of a set class time.** Students will be split into two groups. Most weeks of this class require each student to show up to their group's one assigned full class (see calendar and attendance policy) that will consist of critique.
- It is *imperative* that student have command of her/his/their **time management** and **communication skills.** Independent study is key throughout the class. Student should enter schedule into her/his/their calendar at the beginning of the semester and plan time around due dates. Procrastination should not be a habit.
- **Participation** is key throughout the class. Being an active contributor both in class and online is crucial.
- Reading and study are required in this course to supplement work. A textbook has been replaced with assigned online (free) readings that are required. Pop quizzes are possible at any time over assigned readings.
- Instead of Blackboard or closed Facebook groups, this class will use the **Slack app**.
  - All messaging about the class (other than grades or other FERPA-related information) may be done via Slack, though direct phone text messages to Prof. Arnell are also possible.
- Become very comfortable using **Google shared folders** and documents, as almost all class materials will be presented and saved in this way. Dropbox is not used in this course.
- **Skilled writing expectations are high in this course.** Almost all written materials will be required to be turned in with a report from the free version of **ProWritingAid**. As will be explained on project sheets, these reports must be at a 100% on grammar, spelling, and style or the work will not be accepted. *If student already has a paid subscription to Grammarly.com or other equivalent program, please see Prof. Nikki.*
- Specific information for each Project will be supplied on a **project sheet uploaded to the website for this class**. On the sheet, due dates for the various stages of projects are provided, including sketches, notes, presentations, and critiques. It is possible that deadlines might be pushed back throughout the process, but this should not be expected.
- **If student misses a lecture or demonstration**, he/she/they will be responsible for obtaining the information given and notes taken from another student. Do not count on self-explanatory lecture slides posted to be enough to understand the contents missed. Pick two classmates with whom you can communicate with directly throughout the semester.
- **Digital Design majors must have contact with Prof. Ford throughout semester as their portfolio requirements will best be counseled by his research specialties. THIS IS REQUIRED and is the student's responsibility to communicate.** *If you are not a Digital Design major, this does not apply to you unless specified by Prof. Arnell in relation to a specific portfolio piece.*



REQUIRED

REQUIRED
Books

- ~~Winning Portfolios for Graphic Designers by Carla Caldwell, ISBN: 9780764145096. *Not Calendar for scheduled item*~~
- **There is no longer a required book for this class**. This book has been moved to (Highly!) Recommended, as it is an informative read and worthwhile investment for your future career.

REQUIRED

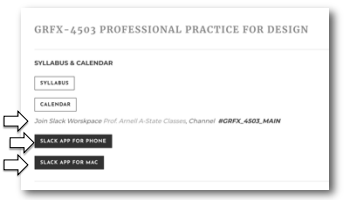
Online

You must join **Slack**.

- Workspace: **Prof. Arnell A-State Classes**.
- Private Slack Channel. #**grfx–4803_main**. Other private Slack channels *may* be created by professor for separate topics or projects in class.
- If student has a smartphone, the Slack app must be **installed**. Student must **set up notifications** or check manually daily to not miss anything.
- The Slack app should be **downloaded and installed on a student's computer** (vs. web access) for ease of use if possible. It really does make a difference.

- All projects, outside reading material, notes, and syllabus will also be posted on **www.nikkiarnell.net class page**.
- Professor will create a **shared Google Drive folder** for each student. See Assessment/Grading in syllabus for how these are to be used.

NikkiArnell.NET



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REQUIRED

Materials

- **Sketchbook (or similar)**
  - Sketchbook must only be used for this class and co-req Prof. Practice For Design. In addition to ideas, student should keep diligent notes from critiques and lectures in the sketchbook. *Note: Instead of a sketchbook, this could be a plastic binder (3-ring, at least 1-inch, plastic) + white copy paper. Prof. Nikki has many free used binders and plenty of free 3-hole-punched copy paper for students to use – just ask.*
  - **This should be obtained by the second week of class.**
- **Digital storage device** (USB flash drive(s), external hard drive, etc. Student should save work to the cloud (Google shared folder for this class), but backing up work to an external device should also be routine. Though it is encouraged to work with files directly on the computer desktop *while working*, DO NOT store files here where safety depends on a lab computer's hard drive.
- Other materials students have obtained for previous graphic design classes may be necessary. These could include: 18-24 inch metal ruler; X-Acto and #11 blades; Roller/burnisher; Spray Mount or K-77; Self-healing cutting mat; Black mounting boards.

REQUIRED

***Costs** for the following materials in this class are higher than most previous graphic design courses; however, each and every piece is intended for job acquisition as soon as (or even before!) one graduates. Costs listed below are an estimate. To be discussed in class.*

- Use of a digital tablet (iPad or similar) for the final show.
- 50 **Leave-Behind** Rack Cards (VistaPrint, Premimum Matte) = $14.98 + Shipping
- 1 **Black Archival Box** that is a minimum of 11¼ x 17⅝ x 1⅝ inch.
  - *Jerry's Artarama* Eternity Archival Clamshell Art & Photo Storage Box 13 x 19 x 2⅛ inch. = $58.19 + Shipping (or similar)
- 3 professionally printed and bound **Process Books**
  - *Prestophoto.com* 7 x 9 inch Saddle-Stitch Soft Cover on Silk = 30 pages for $11.99 + 2-week Shipping x 3
  - *Blurb.com* 7 x 7 inch Glossy Softcover, Perfect Bind = 40 pages for $18.99 + 2-week Shipping x 3
  - ^^ or similar. *There are many options, but a cheap laser print is not one. Be aware of shipping at all locations researched, as most will be too expensive on a rush charge of less than 2 weeks. Stay away from international printers because usually 3-4 weeks is necessary for the amount stated as the price. You will not have work ready to print this early.*

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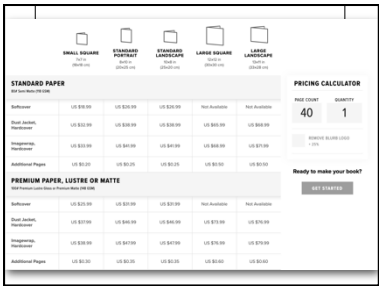
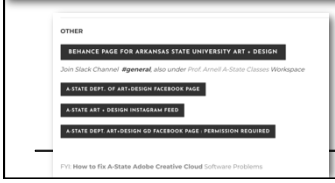


RECOMMENDED

Social Media

- See announcements under #general on our Slack channel.
- Follow the public **A-State Department of Art + Design** Facebook page and the **ASTATE ART + DESIGN** Instagram feed.
- Join the **A-State Dept of Art+DESIGN GD** Facebook page 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 Prof. Nikki on Twitter @ProfNikki, Instagram @Prof_Nikki, or Facebook @ProfNikkiDESIGN.



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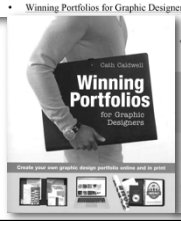

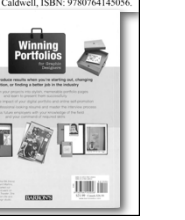

RECOMMENDED

Student Memberships

- **AIGA** (the professional association for design). See information from Prof. Nikki at **nikkiarnell.net : AIGA**.
  - **A-State AIGA** is the most active student group under the AIGA-Memphis umbrella! Join today!
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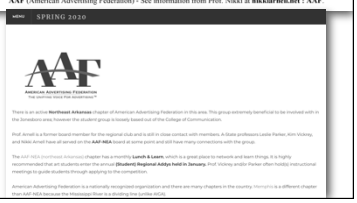


POLICIES

POLICIES

Craftsmanship

I expect perfect craftsmanship in this 4000 level class. Project rubrics state this.

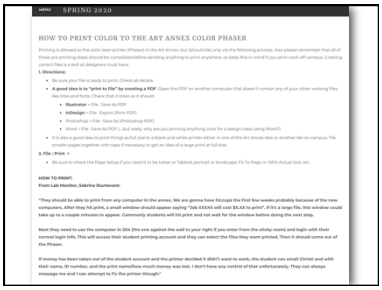
Distractions

All days the class will meet will either be for critique or lecture. Cell phone usage during lecture is not allowed. If you do not follow these rules, you will be asked to leave the classroom and counted absent for the day.

POLICIES

Color Printing

See **nikkiarnell.net : directions : printing**.



POLICIES

Critiques

Critiques are an integral part of this class. Critiques are mandatory to attend and participate. It will be noted if you:

a) Share your opinions not in the form of constructive criticism.
b) Do not ask questions when somebody is discussing your work with you.
c) Do not take notes when somebody is critiquing your work.

POLICIES

Attendance

You will be assigned either Group A (Mondays) or Group B (Wednesdays). See calendar. Also check Slack daily to be sure nothing has been changed for the planned class schedule. If you are ever unsure, ask on Slack and/or plan on attending and then leave if not required to stay. Student may switch a week(s) with a student from the other group, but should inform Prof. Nikki beforehand.

Attendance is taken at the beginning of class. If you are tardy, it is your responsibility to be recorded on the roster.

- **3 tardies = 1 absence**
- Leaving early without being excused by instructor = 1 absence
- 3rd unexcused absences = final letter grade reduced by 1
  (ex. if you have an A for the semester, you receive a B on the third day you miss class.)
- 4th unexcused absences = final letter grade reduced by 2
  (ex. if you have an A for the semester, you receive a C on the fourth day you miss class.)
- 5th unexcused absences = final letter grade reduced by 3
  (ie. even if you have an A+ for the semester, you still get a D on the fifth day you miss class. ***If you acquire a D in this class, you must retake it. This class is only offered in the spring semester.)***

Arkansas State University Student Handbook 2017-2018: 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. . Students who may be assigned a grade of "F" for 01 in a course because of excessive absences may withdraw from the course without penalty before the deadline for dropping an individual course.. Students enrolled in upper level courses will not be assigned a grade of "F" solely for failing to attend classes. [However, a D in a class will not count toward your major in the Art + Design department. It is like failing, but without quite the same effect on GPA.] **Instructors shall set forth in their syllabi at the beginning of the semester their attendance requirements and expectations** with regard to making up work missed, class participation and other factors that may influence course grades. **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.

POLICIES

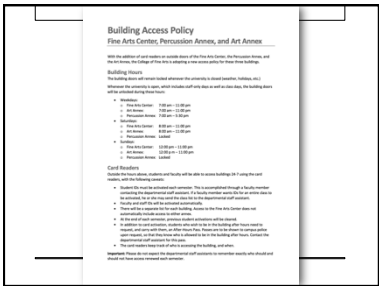
Deadlines!!!

- **THIS IS A 4000 LEVEL CLASS. STUDENTS ARE EXPECTED TO HAVE COMMAND OF TIME MANAGEMENT.** Deadlines must be observed. Consequences in class are significant, but much less than those in the Real World where one would lose a job and mess up a career.
- If student does not turn in at least the minimum required weekly assessment by the due date and time, **the course grade begins to drop significantly**.
- For other projects like Captions and Leave-Behind due dates, student will receive a lowered project grade – **1 letter grade for each DAY the project is late** (unless excused).
- If a deadline is missed, student must speak with Prof. Nikki and complete the project, as 50% (= F) is better than 0%

POLICIES

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. 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.



Building Access Policy

Fine Arts Center, Percussion Annex, and Art Annex

Building Hours

Card Readers

COURSE LEARNING OUTCOMES

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," both in digital and tangible forms.
- Comprehension of the process in order to tailor portfolio for individual future situations.
- Live website of online portfolio that continues overall brand while flawlessly displayed portfolio.
- A "leave-behind" piece to leave behind with an interviewer that can be easily and cheaply created multiple times.

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

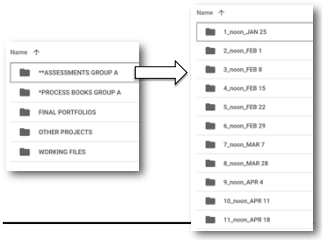
- Continuing methods of critique will improve self-awareness, as well as art reception per audience and context.

ASSESSMENT/GRADING

ASSESSMENT / GRADING

Weekly Portfolio Assessments

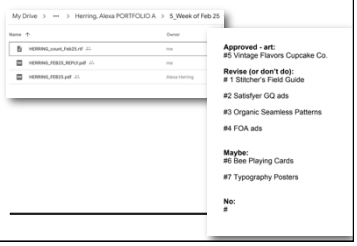
- Assessment is completed throughout the course on an individual basis via a shared Google Drive folder separated into dated folders corresponding with due dates on the course calendar.
  *[For example, the provided folder would be named **6_noon_MAR 2**]*
  - Student will submit pieces/ideas to go into one's portfolio and present it with its accompanying reasoning using a provided form. *[The submitted form for a student with the last name of Smith would be **Smith_MAR 2.PDF** and it would be turned into the **6_noon_MAR 2** folder by noon on March 2nd.]*
  - Professor will evaluate work in a class critique. This file would appear in the same folder, but have "_REPLY" added to the file name. *[The file would be titled **Smith_MAR 2_REPLY.PDF** and it would be turned into the **6_noon_MAR 2** folder usually within 48 hours of the original submission. Student should review the file and be ready for discussion in his/her/their next scheduled class.]*



ASSESSMENT/GRADING

- In addition to evaluations of work, a TextEdit file called "count" will have the final list for the weekly assessment. *[The file would be titled **Smith_count_MAR 2.RTF**]*
  Each work will be listed as one of the following:
  - **No**
    - Student should not use this piece, nor submit it again without suggesting significant changes.
  - **Maybe**
    - This piece is not all that strong, but it isn't an absolute refusal. Student shouldn't work on it anymore for now; however, it is not a definite No.
  - **Revise (or don't do)**
    - Student should continue to revise or choose to no longer work on the piece.
  - **Approved > Art**
    - Student only needs to finalize the explanatory caption. These Portfolio Captions are explained via a project sheet.
  - **Approved > Final**
    - Done!
  - *Though professor will push student to revise until work to 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, 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. Student is still required to show up to group's critiques.

ASSESSMENT/GRADING



ASSESSMENT/GRADING

Other Projects

- Other projects, including **Portfolio Captions**, creation of **Process Books** both in tangible and digital form, a **Leave-Behind** are created only after work is **Approved > Final**, so student should attempt to obtain as many of these as soon as possible in the semester so she/he/they do not fall behind.

Final Portfolio Work

- The final portfolio will be presented digitally along with an archival box of fewer than five impressive tangible samples and printed process books.

ASSESSMENT/GRADING

Grading

- In order to receive an A:
  - All submissions for evaluations and conclusive revisions must be timely and complete.
  - The final portfolio must be exceptional in all respects – including its Captions, accompanying Process Books and conclusive Leave-Behind
  - Student must present well at the Senior Show and scheduled Portfolio Review
  - 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 (70%), process books and press release (10%) at Senior Show and Portfolio Review (10%), ongoing submissions for evaluations and conclusive revisions (5%/*), participation (5%).
  - Percentages are approximate.
  - *5% is in regards to the quality of work when turned in for submissions. **If student does not turn in the required amount of work when it is due, this affects the course grade much more significantly. Each time this happens in the 11 weeks something is due, student should consider her/his/their course grade to drop by** ½ **letter from the grade of the final portfolio.** In other words, if the final portfolio and process books are of A+ quality, but student misses 2 weeks of due dates then the student would receive a B. Even if said student turns in the work some time during the week it is due – but not on the day it is due – then the grade still suffers. Consequences would be suffered in the Real World and so it is reflected in this course.
  - See how attendance affects course grade.
- 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).

ASSESSMENT/GRADING

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 (ART AND GRFX) 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 (ART AND GRFX) 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!

UNIVERSITY AND DEPT. OF ART+DESIGN POLICIES

UNIVERSITY AND DEPARTMENT OF ART+DESIGN POLICIES

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.

UNIVERSITY AND DEPT. OF ART+DESIGN POLICIES

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

UNIVERSITY AND DEPT. OF ART+DESIGN POLICIES

Academic Integrity Policy of the Department of Art + Design

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.

***PLAGIARISM INCLUDES DOING A DIRECT COPY OF WORK CREATED BY ANOTHER DESIGNER/ARTIST.**

If you are unsure of the difference between simple inspiration, intentional appropriation, and outright copying, please discuss with Prof. Arnell *before* you begin your work.

UNIVERSITY AND DEPT. OF ART+DESIGN POLICIES

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.

ALSO ON NIKKIARNELL.NET

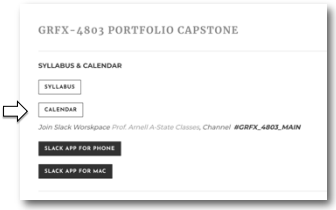
- How to acquire Extra Credit
- Information about design careers
- Helpful ASTATE links and links about registration and your BFA degree

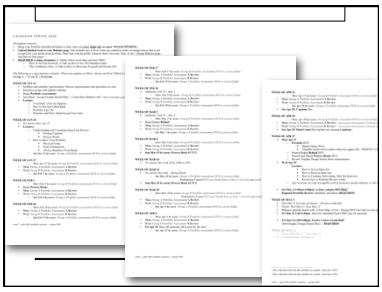
GRFX-4803 PORTFOLIO CAPSTONE

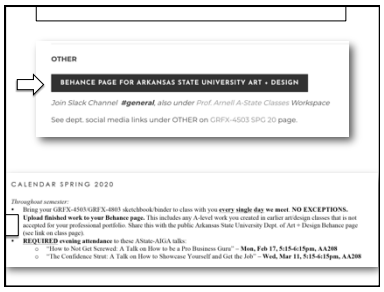
Icebreakers
Portfolio Review & Senior Show
Syllabus
- Calendar

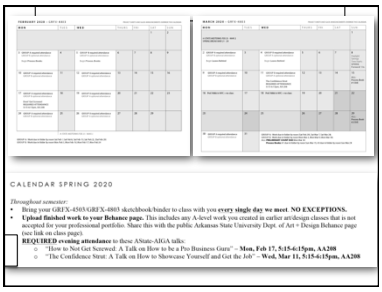
For Wednesday
One More Thing

NikkiArnell.NET









GRFX-4803 PORTFOLIO CAPSTONE

Icebreakers
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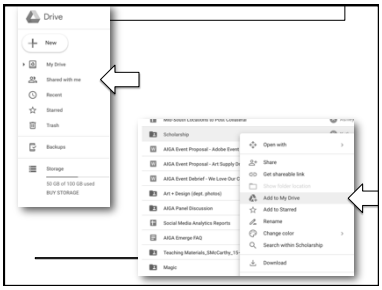
For Wednesday
One More Thing

FOR WEDNESDAY

- SLACK APP AND NOTIFICATIONS ON PHONE
- SLACK APP ON COMPUTER (OPTIONAL)
- SLACK MESSAGE ME ANY PREFERENCES ABOUT GROUPS
  - GROUP A: MONDAYS
  - GROUP B: WEDNESDAYS
- SEE EMAIL ABOUT GOOGLE SHARED FOLDER
  - Select Shared With Me to see it
  - Select the folder, Right Click > Add to My Drive
- READ SYLLABUS THOROUGHLY
- SIGN CONTRACT



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GRFX-4803-01 Portfolio Capstone, Spring 2020 • Prof. Arnell

STUDENT: _____ *(print neatly)*

I have read and understand the syllabus for this class. By signing below, I comprehend all of the issues that will affect my grade beyond my class performance. I also understand that the rules listed must be followed.

- ❑ I have downloaded the **Slack app** to my phone.
- ❑ I have set up **notifications** for Slack on my phone.
- ❑ I have asked to join the **#grfx_4803_main** Channel under **Prof. Arnell A-State Classes** workspace in Slack.
- ❑ I understand that class materials are located on **nikkiarnell.net : COURSEWORK : GRFX-4803 SPG20**.
- ❑ I have located the email from Prof. Arnell to obtain access to my **Google Drive shared folder** for this class.
- ❑ I understand I must attend the Spring 2020 **Regional Portfolio Review**.
- ❑ I understand I must attend the 2020 **Graphic Design Senior Show**.

_____ *(sign here)*

GRFX-4803 PORTFOLIO CAPSTONE

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