

College of San Mateo Course Outline

- New Course
 Update/No change
 Course Revision (Minor)
 Course Revision (Major)

Date: 10/7/10

Department: Digital Media Number: 255

Course Title: Portfolio

Units: 2

Total Semester Hours Lecture: 16 Lab: 48 Homework: 32 By Arrangement:

Length of Course

- Semester-long
 Short course (Number of weeks ____)
 Open entry/Open exit

Grading

- Letter
 Pass/No Pass
 Grade Option (letter or Pass/No Pass)

Faculty Load Credit (To be completed by Division Office; show calculations.):

FLC's: 3.1 CALCULATIONS: Lecture: $(16 \div 16) = 1$ Lab $(48 \div 16) = 3 \times .7$

1. Prerequisites (Attach Enrollment Limitation Validation Form.)

Completion of AA curriculum in Broadcast and Electronic Media concentration, Digital Audio option: DGME 100, 102, 112 or 113, 118, 150, 250, Mus 290, Mus 291, and Mus 293 or
Completion of Broadcast and Electronic Media concentration, Digital Video Production option: DGME 100, 102, 260, 112, 113, 118, 120, 130, 155 or
Completion of Broadcast and Electronic Media concentration, Television Producing option: DGME 100, 101, 102, 103, 112, 113, 120, 128, 155, or
Completion of AA Degree curriculum in Graphic Design concentration: DGME 103, 211, 212, 168, 220, 230, 235, 240, 250 or
Completion of AA curriculum in Web/Multimedia concentration, Web Design option: DGME 102, 103, 165, 167, 168, 169, 220, 250 or
Completion of AA curriculum in Web/Multimedia concentration, Web Developer option: DGME 102, 103, 165, 167, 168, 169, 250, CIS 235, CIS 114, or
Completion of AA curriculum in Web/Multimedia concentration, Multimedia option: DGME 102, 103, 165, 167, 113, 118, 142, 220, 250 or equivalent curriculum.

2. Corequisite (Attach Enrollment Limitation Validation Form.)

3. Recommended Preparation (Attach Enrollment Validation Form.)

4. Catalog Description (Include prerequisites/corequisites/recommended preparation. For format, please see model course outline.)

DGME 255 Portfolio

(2) (Pass/No Pass or letter grade) Minimum of 16 lecture hours and 48 lab hours per term.

Prerequisites: completion of AA curriculum in Broadcast and Electronic Media concentration, Digital Audio option: DGME 100, 102, 112 or 113, 118, 150, 250, Mus 290, Mus 291, and Mus 293 or completion of Broadcast and Electronic Media concentration, Digital Video Production

option: DGME 100, 102, 260, 112, 113, 118, 120, 130, 155 or completion of Broadcast and Electronic Media concentration, Television Producing option: DGME 100, 101, 102, 103, 112, 113, 120, 128, 155, or completion of AA Degree curriculum in Graphic Design concentration: DGME 103, 211, 212, 168, 220, 230, 235, 240, 250 or completion of AA curriculum in Web/Multimedia concentration, Web Design option: DGME 102, 103, 165, 167, 168, 169, 220, 250 or completion of AA curriculum in Web/Multimedia concentration, Web Developer option: DGME 102, 103, 165, 167, 168, 169, 250, CIS 235, CIS 114 or completion of AA curriculum in Web/Multimedia concentration, Multimedia option: DGME 102, 103, 165, 167, 113, 118, 142, 220, 250 or equivalent curriculum.

Students plan realistic career goals while initiating, developing, and completing substantial individual projects in consultation with and under the direction of the instructor. Emphasizes development of a marketable portfolio for the Graphic, Web, Multimedia, Broadcast and Electronic Media or Journalism career path. A materials fee as shown in the schedule of classes is payable upon registration. (AA, CSU)

5. **Class Schedule Description** (Include prerequisites/corequisites/recommended preparation. For format, please see model course outline.)

DGME 255 Portfolio

Students plan realistic career goals while initiating, developing, and completing substantial individual projects in consultation with and under the direction of the instructor. Emphasizes development of a marketable portfolio for the Graphic, Web, Multimedia, Broadcast and Electronic Media or Journalism career path. A \$20.00 materials fee is payable upon registration.

Prerequisites: completion of AA curriculum in Broadcast and Electronic Media concentration, Digital Audio option: DGME 100, 102, 112 or 113, 118, 150, 250, Mus 290, Mus 291, and Mus 293 or completion of Broadcast and Electronic Media concentration, Digital Video Production option: DGME 100, 102, 260, 112, 113, 118, 120, 130, 155 or completion of Broadcast and Electronic Media concentration, Television Producing option: DGME 100, 101, 102, 103, 112, 113, 120, 128, 155, or completion of AA Degree curriculum in Graphic Design concentration: DGME 103, 211, 212, 168, 220, 230, 235, 240, 250 or completion of AA curriculum in Web/Multimedia concentration, Web Design option: DGME 102, 103, 165, 167, 168, 169, 220, 250 or completion of AA curriculum in Web/Multimedia concentration, Web Developer option: DGME 102, 103, 165, 167, 168, 169, 250, CIS 235, CIS 114 or completion of AA curriculum in Web/Multimedia concentration, Multimedia option: DGME 102, 103, 165, 167, 113, 118, 142, 220, 250 or equivalent curriculum. (*Pass/No Pass or Letter grade*) (AA, CSU)

6. **Student Learning Outcomes** (Identify 1-6 expected learner outcomes using active verbs.)

Upon successful completion of the course, the student will be able to:

1. Plan realistic career goals.
2. Analyze your own portfolio pieces with respect to your immediate career goals.
3. Judge whether or not your portfolio pieces are of professional quality and create either a print-based portfolio, a digital portfolio or demo reel.
4. Research, write, design and produce a resume.
5. Prepare properly for job interviews and portfolio presentations.

7. **Course Objectives** (Identify specific teaching objectives detailing course content and activities. *For some courses, the course objectives will be the same as the student learning outcomes. In this case, "Same as Student Learning Outcomes" is appropriate here.*)

Same as Student Learning Outcomes.

8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, a sample course syllabus with timeline may be attached.)

1. The Portfolio Process Start to Finish
An Overview
2. Planning your portfolio
3. Assessment of potential portfolio pieces
Identify your strengths
Tailor the portfolio to your area of specialization
Diversity vs. Focus, you decide
4. Create a portfolio contract
5. Designing the Portfolio
Design elements appropriate to your portfolio
Traditional Portfolios
Maneuvering around Your Site: Navigation
Web-based Portfolios
Multimedia and Your Interface
Demo reel Portfolios
6. Portfolio presentation
Creating a traditional portfolio: design and art projects
Generating a digital portfolio: technical elements
Presenting your portfolio: traditional, CD-ROMs, DVDs and Web Sites
7. Creating a Resume
Determine the different kinds of resumes and which is appropriate for you
Research, write, design, produce a resume
Research, write, design, produce cover letters, business cards and/or business identity
8. Preparing for Job Interviews
Presenting Portfolio
9. Find obvious and hidden job markets

9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Describe out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills. **If hours by arrangement are required, please indicate the additional instructional activity which will be provided during these hours, where the activity will take place, and how the activity will be supervised.**)

Lectures with supporting visuals and audio.
Reading and practical textbook assignments to be completed and turned in.
Instructor-designed projects and a student designed project to be completed and turned in.

10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)

Letter grades are determined by your ability to fulfill your course contract agreements.

11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

The Graphic Designer's Guide to Portfolio Design
ISBN 978-0-470-18476-9, 2009

Prepared by: _____
(Signature)

Email address: appelp@smccd.edu

Submission Date: _____