

## Course Outline of Record

1. Course Code: ART-028
2. a. Long Course Title: Portfolio Preparation  
b. Short Course Title: PORTFOLIO PREP
3. a. Catalog Course Description:

This course will concentrate on creating a visual portfolio, written resume and artist statement. The course is designed for those students pursuing a degree at College of the Desert with an emphasis in Art, Digital and Graphic Design, Architecture, or other creative arts and media areas, and serves as preparation for transfer, or for a career in these fields. The course is organized for students who work two-dimensionally, three-dimensionally or in mixed media formats. Students will develop an artist's statement and will gain understanding of the preparation of a professional portfolio and other print material. Students will plan and prepare a professional presentation of their artwork under guidance of faculty. During the presentation students will document their work through electronic formats, video, slide or flat prints.

b. Class Schedule Course Description:  
Students will create a visual portfolio, resume, and artist's statement in preparation for a degree, transfer, or career in art or related fields.

c. Semester Cycle (*if applicable*): Fall or Spring

d. Name of Approved Program(s):
4. Total Units: 2.00      Total Semester Hrs: 72.00  
Lecture Units: 1      Semester Lecture Hrs: 18.00  
Lab Units: 1      Semester Lab Hrs: 54.00  
Class Size Maximum: 20      Allow Audit: No  
Repeatability No Repeats Allowed  
Justification 0
5. Prerequisite or Corequisite Courses or Advisories:

*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm I-A)*

Prerequisite: Completed a minimum of two courses in Art, Digital Design and Production, Architecture, or Theater Arts.
6. Textbooks, Required Reading or Software: (*List in APA or MLA format.*)
  - a. Lazzari, Margaret (2010). *The Practical Handbook for the Emerging Artist* (2/e). United States Wadsworthworth Thompson Learning. ISBN: 978-049591026  
College Level: Yes  
Flesch-Kincaid reading level: 10.4
  - b. Various handouts
7. Entrance Skills: *Before entering the course students must be able:*
  - a.  
Students should have acquired a series of visual examples from two courses that they have completed in Architecture, Visual Arts or Digital Design and Production.
8. Course Content and Scope:

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## Lecture:

1. Portfolio development: different types of portfolios
2. Sequencing of art work
3. Methods of documenting three-dimensional, two-dimensional and time based works.
4. Elements involved in writing a resume and an artist statement
5. Methods of oral and digital presentation of portfolio
6. Familiarizing different types of promotional materials: brochures, cards, websites
7. Submitting a completed portfolio
8. Pricing art work
9. Copyright, plagiarism and other ethical considerations.

## Lab: *(if the "Lab Hours" is greater than zero this is required)*

- a. Develop a professional two-dimensional, three-dimensional or mixed media portfolio
- b. Write a resume
- c. Write an artist statement
- d. Digitally document a portfolio of art work
- e. Submit portfolio with all needed supplemental information for scholarship, college transfer, exhibition or vocational opportunities.

## 9. Course Student Learning Outcomes:

1.  
Write a professional resume demonstrating a basic understanding of the diversity, techniques and philosophy involved in the writing of a resume in the field of visual art.
2.  
Write a statement of artistic philosophy and practice as it relates to the professional art field or vocational program.
3.  
Create a professional visual arts, architecture or DDP portfolio of artwork for transfer or vocational opportunity.

## 10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Create a personal portfolio
- b. Present their art work in a professional manner, demonstrating an understanding of ethical considerations and price listings.
- c. Understand and exemplify a basic understanding of the diversity, techniques and philosophy involved in the writing of a resume and artists' statement
- d. Document their art work in digital formats.
- e. Understand the visual and oral formats in presenting a professional portfolio.

## 11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*

- a. Activity
- b. Demonstration, Repetition/Practice
- c. Discussion
- d. Laboratory
- e. Lecture
- f. Observation
- g. Participation
- h. Role Playing
- i. Self-exploration
- j. Technology-based instruction

## 12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*

In Class Hours: 72.00

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Outside Class Hours: 36.00

a. Out-of-class Assignments

Write a resume.  
Write an artist statement relative to their portfolio of work.  
Research for submission requirements for educational or vocational areas.

b. In-class Assignments

Organize a portfolio of art works  
Digitally document the works.  
Orally present the portfolio to the class.  
Research resume formats  
Write a resume  
Research Artist statements  
Write an Artist statement

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
- Written homework
- Critiques
- Portfolios
- Term or research papers
- Laboratory projects
- Field/physical activity observations
- Presentations/student demonstration observations
- Group activity participation/observation
- Product/project development evaluation
- Self/peer assessment and portfolio evaluation
- Student participation/contribution
- Student preparation
- Oral and practical examination
- Behavior assessment
- Organizational/timelines assessment

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO-GE C3 – Arts, Humanities, and Culture

Effectively communicate and express themselves and make themselves understood through visual, auditory, tactile, and symbolic means.

PO-GE C5 – Personal Growth and Development

Value learning as a lifelong endeavor designed to enrich one's life.

Exhibit habits of intellectual exploration, personal responsibility, and well being.

Interact with individuals and within groups with integrity and awareness of others' opinions, feelings, and values.

Participate in teams to make decisions and seek consensus.

Make informed decisions with self-awareness in practical matters including college and career choices.

IO - Aesthetics

Apply and relate theories of aesthetics to everyday life.

Utilize the creative process to explain universal values such as beauty and truth.

Apply imagination to artistic expression.

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Value appearance in terms of how pleasing it is in movement, form, and function.

## 16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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## 17. Special Materials and/or Equipment Required of Students:

Samples of personal works

## 18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
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## 19. Provide Reasons for the Substantial Modifications or New Course:

Up for yearly review, upon reviewing significant changes were made.  
Units changed, assignments modified to reflect current practices in the field.

20. a. Cross-Listed Course (Enter Course Code): *N/A*  
b. Replacement Course (Enter original Course Code): *N/A*

## 21. Grading Method (choose one): Letter Grade Only

## 22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000589421  
b. T.O.P. Code [CB03]: 100900.00 - Applied Design  
c. Credit Status [CB04]: C - Credit - Not Degree Applicable  
d. Course Transfer Status [CB05]: C = Non-Transferable  
e. Basic Skills Status [CB08]: 2N = Not basic skills course  
f. Vocational Status [CB09]: Clearly Occupational  
g. Course Classification [CB11]: Y - Credit Course  
h. Special Class Status [CB13]: N - Not Special  
i. Course CAN Code [CB14]: *N/A*  
j. Course Prior to College Level [CB21]: Y = Not Applicable  
k. Course Noncredit Category [CB22]: Y - Not Applicable  
l. Funding Agency Category [CB23]: Y = Not Applicable  
m. Program Status [CB24]: 2 = Stand-alone

Name of Approved Program (if program-applicable): *N/A*

*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)*

## 23. Enrollment - Estimate Enrollment

First Year: 20  
Third Year: 20

## 24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes  
b. If No, list number of FTE needed to offer this course: *N/A*

## 25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

## 26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

## 27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the

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Course: Yes

28. Originator Emily Maddigan

Origination Date 10/04/17

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