

Department:

Art

Course Description:

This course is intended to provide students with the skills and knowledge to design and prepare a portfolio that can be used for college admissions or scholarship applications as well as for pursuing employment opportunities.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Prepare career material including a resume, cover letter, and interview request.
2. Select and prepare the most appropriate work for portfolio inclusion.
3. Measure, cut, and assemble hinged mats for portfolio inclusion.
4. Light, photograph, and prepare images of work for portfolio inclusion.
5. Select and obtain a portfolio suitable for intended purposes.

Course Content:

- A. The Portfolio
 1. A continuing record of artistic development
 2. Reveals artistic abilities
 3. Reflection of personal style
- B. What to Include
 1. A variety of work showing individual style
 2. Emphasize strongest area
 3. Demonstrate interest in many techniques and media
- C. Portfolio Preparation
 1. Types of portfolios
 2. Presentation of work
 3. Quantity of images
 4. Order of the images
- D. Career data and promotional items
 1. A professional resume
 2. What to include in your cover letter.
 3. Interviewing skills.

Learning Assessments:

Course competencies will be assessed by evaluation of class assignments, including a resume, cover letter, CD with images and accompanying list, artist statement, and final portfolio.

Instructional Materials:

Instructional materials provided by the instructor, including review of contemporary professional portfolios, Web sites, and current academic portfolio submission guidelines as required by institutions of interest to individual students.

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).