

**Course
Syllabus**

Portfolio Preparation



Binghamton University

Arts 478 Portfolio Preparation

Instructor: Loring Bixler
Days/Hours: Mondays and Wednesdays:
1:10 pm – 2:40 pm
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Graphic Design



Photography



Fine Arts

Arts 478 Portfolio Preparation is a class that affords the graduating student guidance to build a presentation of their works accumulated over their career focusing in the fine arts, graphic design or photography. The portfolio plays an essential role in gaining acceptance for continuing education in the arts or for entry level design positions. It is the intent of this class to give the student an opportunity to exercise their creativity while producing a presentation that reflects the quality of their ability and breadth of their capabilities.

Class Description:

This class is for the benefit of the student preparing to graduate. It is to enable the student to compile accomplished work into a quality presentation. "The Portfolio" The finished piece can then be used to assist in meeting continuing education requirements or seeking employment opportunities.

Students will be required to develop a work and review schedule for the semester allowing for a minimum of 10 review days across the semester. Once schedule is approved by the instructor the student is expected to follow through out the semester. Instructor must be informed if there is a change needed or if a review date cannot be met. The portfolio must be completed within the semester and by the scheduled review date (There will be no incomplete given).

There is no set solution to an individual's portfolio, this solution remains to the creativity of the designer. But, whatever the planned combination of work and container, the quality of detail is an essential part.

It must be understood that the final grade for the finished portfolio is based on the student's effort and final design solution and should in no way be taken as a guarantee for acceptance to any position applied for.

It is assumed that the students taking this class are motivated and mature to work on their own, and requiring only reviews, critiques and suggestions. The portfolio class is not for generating new work, however, the student is free to do so on their own.

Procedures and requirements:

- 1. Projects:** There is only one project, the Finished Portfolio. The student will have a full semester to complete. This is not a class to develop additional solutions, the portfolio will require devoted time.
- 2. Portfolio:** Is the primary project assignment. It must be complete and ready for an interview within the semester to receive a final grade.
- 3. Evaluation:** Work will be evaluated by a faculty review board the end of the semester and a final grade given based on their collective opinions with consideration of student effort and meeting their established schedule.
- 4. Attendance:** Students must attend scheduled review dates based on their established schedule. Work in progress must be shown for scheduled time period, unless other arrangements are made in advance with the instructor. Excessive missing of dates can result in a significant lowering of the final grade.
- 5. Production & Development:**

100 percent of the work on the portfolio can be done in the classroom when available and at home based on the student's work schedule. Working in the classroom when instructor is present is to the student's advantage.
- 6. Critiques:** Discussions with the instructor will be on a scheduled basis and each student is expected to exhibit their work finished or not. Unfinished work is considered work in progress and must be shown. The students work will be judged only for the determination of the works value to the portfolio and what might be necessary to improve it.
- 7. Class Participation:**

There will not be a formal class effort or critique. There may be a discussion of a student's work should other student be present with same review date and time.
- 8. Responsibility:** It is the students responsibility to establish review dates, maintain meeting schedule, and research what might be good for their portfolio and to have a completed portfolio for the end of semester review panel.
- 9. Quality of work shown in the portfolio:**

Work must be:
Clean, no dirt, finger prints and free of damage.
Cleanly Cut, straight and square.
Free of dog eared corners.
Must page adequate page protection.
A well thought out presentation.
Clean uncluttered layouts
Free of mats.
- 10. Meeting Schedule:**

Students must meet with instructor a minimum of 10 times spread over the semester.

The portfolio is one of the most important projects that you will produce during your time here at Binghamton University, it will play a major part in your acceptance to other schools or the entry level positions that you apply for and contributes to a great first impression. You can not take short cuts or wait until the last minute to do the needed work it will only undermined the quality

Do your best with determination.

The Building Plan

The need for a portfolio:

The preparation of your portfolio is one of the most important, difficult and time consuming projects you will have worked on during your career at Binghamton University and it will be one of the most important things you will leave with at graduation. Important because it plays a major role in your life, continuing education and or career path in graphic design. The portfolio is what represents and expresses your design abilities and the quality of you. Difficult because it requires devoted time and decision making to produce a quality presentation. Time consuming because it takes time to assure each piece is the best that it can and the presentation will display your work in the most appropriate manner. The portfolio is the summary and bench mark of your growing ability as a designer, it will be the one device that will enable you to pursue your goals in design.

The portfolio can take any form that you can imagine, but the important issue of what you decide, is continuity and quality of detail that add. The portfolio can be a three ring binder, attache case, a small suit case with handle and wheels or it can be a traditional black case. There are no hard rules on what the container of your work should be. The decision on what to use will depend on how you want to present your work and the impression you want express. What ever you decide the container is the protector of your work, it must present you with quality and as a professional.

The example of the work within the container must be:

- the best pieces to represent your understanding and abilities of good design.**
- a reflection of your concerns for creative and quality work.**

The examples in the portfolio should be a selection of work that best expresses your breadth and capability in design. Six to eight pieces of design work will be sufficient and should not be redundant. In addition you should show examples of other media forms, drawing, painting photography, print making, screen printing and any printed materials that you have played a part in producing. If you have hobbies that also show your skills you should consider including.

With everything that you show, the work, the pages must be clean, neat and simply presented.

Take advantage of this class, it is for you, but you must commit the desire and the effort and the time to make it all happen, no one can do it for you. You have a full semester to get your portfolio to a presentation level and it must be complete to receive a grade.

A portfolio is never final, it continues to add and subtract and possibly take other forms though out your career, for this class a portfolio must be at a finished level that will allow you to confidently present your work.

The Building Plan

Things you need to Do;

- Make a schedule for review days, (you must see the instructor a minimum of 10 times over the semester)
- Assemble all the work that you believe you want to show:
Class projects from: Arts-210, 215, 305, 310, 412, 410 etc.
Drawings
Paintings
Prints
Photos
- Meet with me to review the selected pieces.
- Make a small booklet with 8 or more pages out of 8 1/2" x11" paper. This will be used to organize your portfolio and your work plan for the semester. (Nothing fancy)
- Establish a schedule of the days you will be meeting with me. It should run for the full semester. You come in either Monday or Wednesday. Make a copy for me and a copy for you. Typed and on an 8 1/2" x 11" sheet. Please include your name.
- Decide on Portfolio intent, for continuing design school education or for entry level job.
- Decide on type of portfolio you want to use. (Not until we look at your work)
- Make the portfolio a priority project for this semester. Stick to it and don't put it off. In design, a well done portfolio is what will get you in school and a must for applying for an entry level position.