

Portfolio Development | ADES 4541.501

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Adjunct Faculty

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Office Hours:

- Tuesdays and Thursdays: 10:00 a.m. | 10:20 a.m. | 10:40 a.m.
- By appointment only
- Please email at least 24 hours in advance to request a meeting
- Please wait for confirmation via email
- Please arrive prepared (questions/topics ready, digital files open, etc.)

Course Structure

In person

Tuesdays and Thursdays

11:10 a.m. – 2:00 p.m.

ART 367

Course Description

Students will develop a suite of portfolio, presentation, and self-promotional materials spanning both print and digital media. Basic job research, interview and networking skills are also essential components of this course.

Course Objectives

By the end of this course, students will be able to:

- Research employment opportunities and work environments
- Ideate strategically driven visual communication approaches to self-promotion
- Prototype digital and analog experiences and artifacts
- Critique their own work and offer productive feedback to their colleagues and peers
- Iterate and refine their work in response to critical feedback
- Implement the design process to achieve self-defined objectives and outcomes

Instructor Availability

In most cases, students can expect a response to emails within 24 hours, feedback on daily coursework within 3–5 business days, and assignment grades within 7–10 days of submitting work via Canvas.

Creating a Welcoming Learning Environment

I will strive to create and foster a classroom culture of open communication, mutual respect, and belonging. While discourse and even debates are encouraged, we will remain respectful and civil. Personal attacks are counterproductive, unprofessional, and unacceptable. Together, we can ensure a safe and welcoming environment for everyone. If you ever feel like this is not the case, please let me know.

Materials

- No textbook required for this course
- Required and recommended readings: Directions on how to access these resources will be posted on Canvas.
- The nature of producing digital and printed deliverables implies the use of a range of digital and analog tools and materials. These are recommended, but not required:
 - Desktop Inkjet or Laser Printer
 - Paper in a variety of sizes, colors, finishes (textures), and thicknesses (weights or calipers)
 - Hobby or Craft Knife (X-ACTO or comparable brand)
 - 12 – 18-inch Metal Ruler
 - Cutting Mat

Technical Requirements and Skills

This course involves digital content and the production of digital and printed materials. To participate in this class, students need internet access to reference content on the Canvas Learning Management System.

Minimum Technology Requirements

- Computer with built-in speakers and microphone
- Reliable internet access
- Adobe Creative Cloud, including:
 - Fonts, Acrobat, Illustrator, InDesign, Photoshop
- Microsoft Office Suite (available free of charge to enrolled students)

Course Requirements

Assignment	Points Possible	Final Grade %
Project 01 – Professional Identity and Print Materials	100	30%
Project 01 – Portfolio Website	100	30%
Project 03 – Portfolio Book, Slide Deck, Leave-Behind	100	30%
Reading and Discussion	100	10%
Total Possible Points	400	100%

Grading

A	=	360–400 pts.	90–100%	Outstanding. Exceeds expectations.
B	=	320–349	80–89%	Good. Minor improvements recommended.
C	=	280–319	70–79%	Satisfactory. Room for improvement.
D	=	240–279	60–69%	Unsuccessful. Needs significant improvement.
F	=	000–239	0–59%	Incomplete or unsuccessful. You can do better!

Course Policies

Submitting Assignments

All due dates and instructions are posted on Canvas. All completed assignments and documentation must be submitted through Canvas.

If you miss a class, check Canvas and contact a classmate for missed information. I will not use class time to repeat lectures or critiques. Do not contact the Dean's Office, Studio Art, or Design office to leave notes or projects. These offices will not accept student work.

At my discretion, I may record additional unexcused absences for incomplete daily work.

Late Work

For each calendar day an assignment is overdue, 10 points or one letter grade will be deducted from the assignment grade. Please note that this includes weekends, not just scheduled class days. For example, for an assignment due Friday but turned in on Sunday, two letter grades will be deducted.

Class Participation

Classroom participation and engagement are graded requirements of this course.

Syllabus Change Policy

The course schedule and assignments are subject to change to better accommodate the pace of the class. I will notify you of any formal syllabus or deadline revisions through Canvas Announcements. Please check our course page regularly for the most up-to-date information.

Attendance

Research has shown that students who attend classes are more likely to be successful. You should attend every class unless you have a university excused absence, such as active military service, a religious holy day, or an official university function, as stated in the Student Attendance and Authorized Absences policy (<https://policy.unt.edu/policy/06-039>).

Please let me know if you cannot attend a class due to an emergency. Your safety and well-being are important to me.

- Tardy = entering the classroom 5 minutes late or after
- Most lectures, demonstrations, and assignments will occur at the beginning of class period and will not be repeated
- If you are late to class, you will need to notify me at the end of the class period to replace an absence with a tardy
- Every four (4) tardies = one (1) unexcused absence
- If you enter the classroom 20 minutes late or after without a university-approved excuse (see UNT policy 06.039), you will be marked absent and any work due that day will be late
- Three absences (excused or unexcused) are allowed without penalty
- For an absence to be excused, a student must provide a note from a doctor or the Dept. of Design office listing a covered reason (under UNT policy 06.039)
- Four or more unexcused absences (4+) will lower your final grade by one letter grade per additional absence, e.g.:

- Four (4) unexcused absences = one (1) letter grade lower (e.g., “B”→“C”)
- Five (5) unexcused absences = two (2) letter grades lower (e.g., “B”→“D”)
- Six (6) absences, excused or unexcused = instructor reserves the right to assign an “F” for the final course grade
- Missed examinations, quizzes, and in-class assignments may only be made up with an official doctor’s note or note from the Dept. of Design office excusing the absence for a reason covered under UNT policy 06.039.
- Missed critiques will not be made up during class time.

Under UNT policy 06.039, an absence may be excused for the following reasons:

1. a religious holy day, including travel for that purpose
2. active military service, including travel for that purpose
3. participation in an official university function
4. illness or other extenuating circumstances (a doctor’s note may be required)
5. pregnancy and parenting under Title IX
6. when the University is officially closed

Please familiarize yourself with the University’s attendance policy and be aware of your responsibilities should you require an excused absence.

Font Licensing and Usage Policy

Verify your legal right to use a font before starting any project. This rule applies to academic, personal, and commercial work. United States law classifies fonts as software products that the creator owns and protects.

Using unlicensed fonts is both unethical and illegal. You must be the official licensee of the font to use it legally. This requirement remains the same even if you receive the font from a teacher, a classmate, or a professional colleague. It also applies to any font you download from the internet.

I will issue a warning for your first offense if you use unlicensed fonts in your work. I will give you a grade of zero for the entire project if a second offense occurs. Ignorance does not excuse a violation. You are responsible for your own education. You can find many excellent articles online regarding this topic. *Fontfabric* provides a thorough and clear guide to help you understand the process.

Social Media Policy

I do not invite current students to friend or follow me on social media. This policy maintains professional boundaries and prevents any appearance of favoritism. I look forward to connecting with you on social media after your graduation. Exception: I will accept (but will not extend) an invitation from a senior student to connect on LinkedIn.

Design Competitions

Entering your work into competitions is an excellent practice. Getting your work into juried competitions builds credibility and raises your profile. Plan to enter your student work in at least two (2) student competitions per academic year. Work with your instructors to determine the most appropriate shows to enter. Always include winning accomplishments on your résumé and highlight the recognized work in your portfolio. And always, *always* share credit with your collaborators (fellow students, faculty, etc.).

Course Evaluation

The course evaluation survey will be available during week 14. Students will receive an email from *UNT SPOT Course Evaluations via IASystem Notification* (no-reply@iasystem.org) with the survey link. For additional information, please visit the SPOT website (<http://spot.unt.edu/>) or email spot@unt.edu.

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT. It allows students to confidentially provide constructive feedback to their instructor and department to help improve the quality of future students' experiences in the course.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to, cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in various academic penalties or sanctions ranging from a warning to expulsion from the University.

Cheating and Plagiarism

Students caught cheating or plagiarizing will receive a "0" for that assignment or exam. The instructor will notify the student via email to schedule a face-to-face meeting with the instructor and another faculty member to determine the next action level. If further action is warranted, the incident will be reported to the Dean of Students, who may impose an additional penalty. According to the UNT catalog, the term **cheating** includes, but is not limited to:

1. use of any unauthorized assistance to take exams, tests, quizzes, or other assessments;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the University;
4. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or
5. any other act designed to give a student an unfair advantage.

The term **plagiarism** includes, but is not limited to:

1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and
2. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in selling term papers or other academic materials.

Plagiarism is also literary or artistic theft. It is the false assumption of authorship, the wrongful act of taking the product of another person's mind and presenting it as one's own. Copying someone else's writing or art, intact or with minor changes, and adding one's name to the result constitutes plagiarism.

ADA Accommodation

The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to

verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course. You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the Office of Disability Access website (<https://studentaffairs.unt.edu/office-disability-access>).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) they create within a class, and the University is not entitled to use any student work without the student's permission unless all the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all the above criteria, then the University office or department using the work must obtain the student's written permission.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the course duration are kept for at least one calendar year after course completion. Coursework completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their records; however, information about students' records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws, and the University's policy. See UNT Policy 10.10, Records Management and Retention, for additional information.

Emergency Notification and Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Access to Information – Eagle Connect

The access point for business and academic services at UNT is my.unt.edu. The University will deliver all official communication to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward emails to Eagle Connect (<https://it.unt.edu/eagleconnect>).

Getting Help

Technical Assistance

Part of working in a digital environment involves dealing with the inconveniences and frustrations that can arise when technology breaks down or does not perform as expected. UNT provides a Help Desk that you can contact for help with Canvas or other technical issues.

UNT Help Desk: UNT Helpdesk site (<https://aits.unt.edu/support>) **Email:**

helpdesk@unt.edu

Phone: 940-565-2324

Hours: Monday–Thursday: 8 am–9 pm

Friday: 8 am–5 pm Saturday–Sunday: 11 am–3 pm

In Person: Sage Hall, Room 330 **Walk-In Hours:** 8 am–5 pm

Academic Success Services

UNT provides numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Here are several UNT resources that support your academic success and mental well-being:

- Student Health and Wellness Center (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- Counseling and Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- UNT Care Team (<https://studentaffairs.unt.edu/care>)
- UNT Psychiatric Services (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)

Other student support services offered by UNT include

- Financial Aid (<https://financialaid.unt.edu/>)
- Student Legal Services (<https://studentaffairs.unt.edu/student-legal-services>)
- Career Center (<https://careercenter.unt.edu/>)
- UNT Food Pantry (<https://studentaffairs.unt.edu/food-pantry>)
- Registrar (<https://registrar.unt.edu/registration>)
- Online Student Resources (<https://clear.unt.edu/canvas/student-resources>)
- Academic Success Center (<https://success.unt.edu/asc>)
- UNT Libraries (<https://library.unt.edu/>)
- UNT Writing Center (<http://writingcenter.unt.edu/>)
- MathLab (<https://math.unt.edu/mathlab>)