

	<p>Department of Art + Design</p> <p>Art 4071: Portfolio Review</p> <p>Number of Units: 3</p>
<p>Spring 2026</p>	

<p>Meeting days: Tuesday and Thursday</p>	<p>Instructor title and name: Courtney Mayer, Professor, Graphic Design</p>
<p>Meeting times: 9am–11:20am</p>	<p>Phone: 619.733.8818</p>
<p>Meeting location: Ryan Library, Hughes Lab, Room 216</p>	<p>Email: cmayer1@pointloma.edu</p>
<p>Portfolio Review: Saturday, May 2 9am–2pm Latter Hall Room 101 + 102 (Required)</p> <p>Senior Breakfast: Tuesday, May 5 8–10am (Location TBD)</p> <p>Senior Show: Friday, May, 8 10am–Noon Keller VA Center (Required)</p> <p>Graduation: Saturday, May, 9</p>	
<p>Office Hours</p> <p>Office location and hours: Ryan Library, Hughes Lab, 216 B OR Room 214</p> <p>Monday/Wednesday, 11–1am Tuesday/Thursday, Noon–2pm Friday by appointment</p> <p>Book your appointment</p>	<p>Additional info:</p>

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

COURSE DESCRIPTION

This course investigates the process building of a comprehensive professional portfolio across media.

COURSE LEARNING OUTCOMES

Practice the process of design:

1. Identify and define the design problem
2. Gather, analyze and synthesize information for research
3. Determine performance criteria for measuring success
4. Develop content and context by being mindful of cognitive, social, cultural, technological and economic factors
5. Develop ideation skills by generating alternative solutions
6. Use problem solving and critical thinking with type, image, message
7. Build prototypes using tools and technology
8. Evaluate and select appropriate solutions both orally and in writing
9. Implement choices
10. Evaluate outcomes

Practice Professionalism for success:

1. Demonstrate care for yourself, your work, and others

2. Be punctual and attend class regularly
3. Learn to be flexible, nimble and dynamic in practice
4. Practice attention to detail, organizational skills, and meeting deadlines in a timely manner
5. Participate and communicate

REQUIRED COURSE SUPPLIES

- [1–2 TB Portable External Drive](#)
- Binder to stay organized
- \$25 on your PLNU ID Print Card

RECOMMENDED STUDY RESOURCES

Various electronic articles related to portfolios and professional practice.

COURSE SCHEDULE + ASSIGNMENTS

Design a comprehensive branded professional print portfolio, letterhead for your resume, business card, and thank you note. You will design your web portfolio in ART 4050 Interactive Web with Angelo Outlaw in the final 1/3 of the semester.

Weeks 1–4

(Tuesday, January 13 – Thursday, February 5)

Weekly individual/peer reviews and feedback

Part I: Portfolio Project Refinement + Passion Project + Writing

Deliverables due week 4, Thursday, February 5, or Friday February 6

200 Points (Progress + Quality)

Deliverables: Thursday, February 5, or Friday, February 6

1. Create a Semester Plan with hours to commit to each week for design and writing. I recommend 10 hours a week devoted to class and portfolio design and writing tasks. Commit to small weekly goals. Stay organized. Stay focused. Have fun!

2. Design Tasks (100 points for progress and quality)

Portfolio Project Refinement + Passion Project (You must fully finish Senior Show + Personal Brand)

- Begin thinking of creative direction for portfolio, research materials, binding methods

- Identify 6–10 projects, 8–10 is ideal, 10–12 is required if you enter the Chronicle Books Design Fellowship
Refine past projects
- Collect all design assets
- Refine old projects
- Design dream/passion project

3. Writing Tasks (100 points for progress and quality)

(On Google Doc—shared with me)

- Professional Pitch/Statement of Purpose
- Project/case study descriptions
- Table of Contents: Project names and page numbers
- Colophon: Designed by, Printed by, Ink, Paper Stock, Binding
- Optional Thank You
- Resume

Place printed design progress on Thursday /Friday mornings for feedback in your file folder in the design lab 216. (Print + trim all design work neatly)

Project Design + Writing — Week 1 | Tuesday, January 13 + Thursday, January 15

Project Design + Writing — Week 2 | Tuesday, January 20 + Thursday, January 22

Project Design + Writing — Week 3 | Tuesday, January 27 + Thursday, January 29

Project Design + Writing — Week 4 | Tuesday, February 3 + Thursday, February 5

Week 5–8

(Tuesday, February 10 – Thursday, March 5)

Weekly individual/peer reviews and feedback

Part II: Portfolio Layout Design + Passion Project

Deliverables due week 8, Thursday, March 5, or Friday March 6

200 Points (Progress + Quality)

Place printed writing + design progress on Thursday mornings if you want feedback. (Print + trim all design work neatly)

Deliverables: Week 8 Thursday, March 5, or Friday March 6

1. Portfolio layout design system: Grid, type, image, message, hierarchy
2. Projects + Passion Project
3. Writing

Design Ph. I— Week 5 | Tuesday, February 10 + Thursday, February 12

Design Ph. II— Week 6 | Tuesday, February 17 + Thursday, February 19

Design Ph. III— Week 7 | Tuesday, February 24+ Thursday, February 26

Design Ph. IV— Week 8 | Tuesday, March 3 + Thursday, March 5

SPRING BREAK (Resumes) + (Order Business Cards and Thank You Notes/Blank Notes)

Week 9–13

(Tuesday, March 17 – Tuesday, April 14)

Weekly individual/peer reviews and feedback

Part III: Portfolio Editing, Proofing, Final Production, and Special Features

200 points

Release final portfolio e-files Tuesday, April 7–10

Place printed writing + design progress on Thursday mornings for feedback in your file folder in the design lab 216. (Print + trim all design work neatly)

Deliverables: Tuesday April 10

Editing — Week 9 | Tuesday, March 17 + Thursday, March 19

Proofing — Week 10 | Tuesday, March 24 + Thursday, March 26

Final Production — Week 11 | Tuesday, March 31 + **Thursday, April 2 (Easter Break)**

Final Production / **Release e-files to Print Vendor — Week 12** | Tuesday, April 7 + Thursday, April 9 or **Friday, April 10**

Final Production / Resume + LinkedIn — Week 13 | Tuesday, April 14 + Thursday, April 16 Easter break

Part IV: Printer, Special Features, Custom Binding, LinkedIn

Weeks 14

(Tuesday, April 21 + Thursday April 23)

Proofing and following up with printer

Portfolio custom binding, practice presenting

Portfolio table planning

Practice presenting work

Weeks 15

(Tuesday, April 28 + Thursday, April 30)

Portfolio table planning

Practice Presenting

(Friday, May 1, 3pm required portfolio table set-up)

Portfolio Review (Required)

(Saturday, May 2, 9am–2pm clean-up / Latter Hall Room 101 + 102)

100 points

Deliverables: (Print + Web Portfolio + Business Cards + Note to Portfolio Reviewer, Resume)

Required clean-up afterward around 2 pm

Weeks 16

Senior Breakfast: Tuesday, May 5 | 7:30–10am

Senior Show for family and friends (Required)

100 points

Friday, May 8, 9:30am Set-up, 10am–noon

Deliverables: (Print Portfolio, resume, business card)

Graduation!

Saturday, May 9

ASSESSMENT AND GRADING

Grades will be based on the following:

Assessment and grading is based on the 6 criteria below. Grades for will be averaged over the course of the semester.

1. Conceptual ideas and originality: smart, appropriate, unexpected or surprising, memorable
2. Design and layout quality: use of elements and formal design principles of design
3. Content quality: writing, photography or illustration
4. Context: design solution appropriate for audience and needs—cognitive, social, cultural, technological and economic
5. Technical execution and craft: excellence and care for every detail
6. Professionalism: organizational skills, coming to class on time and prepared with everything you need, taking personal responsibility, meeting deadlines, independently motivated, independent thinker, attendance, good attitude, strong work ethic, care of your work and each other, and active class participation

Projects Weights (1000 point total) / Due Dates

Project Design + Writing: 200 Points (Progress + Quality), Week 4

Portfolio Design + Writing: 200 Points (Progress + Quality), Week 8

Portfolio Design + Writing: 200 Points (Progress + Quality), Week 12

IDEA Evaluation: 100 points (look for an email from the Dean’s Office), Week 13

Required Portfolio Review Participation: 100 points, Week 15

Required Senior Show Participation: 100 points, Week 16

Professionalism: 100 points

Standard Grade Scale Based on Percentages				
A	B	C	D	F
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F Less than 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the [Class Schedules](#) site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a

different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in at the *beginning of the class session* when they are due. For each day you miss a deadline you will lose one grade point down, unless you have a legitimate event, illness, or death in the family and have contacted me. Please see me if you have questions or concerns. A semester Incomplete will only be assigned in extremely unusual circumstances.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the [Office of Spiritual Life and Formation](#).

STATE AUTHORIZATION

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU RECORDING NOTIFICATION

In order to enhance the learning experience, please be advised that this course may be recorded by the

professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel. Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

PLNU ACADEMIC HONESTY POLICY

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

ARTIFICIAL INTELLIGENCE (AI) POLICY

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc.) in this course for research, strategy, and ideation assistance, but not to produce the final executed design. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. Please use the following sources to guide your citations when using AI.

[MLA Style Center: Citing Generative AI](#)

[APA Style: How to Cite ChatGPT](#)

[Chicago Manual of Style: Citing Content Developed or Generated by AI](#)

PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2533). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student's approved accommodations through Accommodate.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course. Accommodations are

not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

LANGUAGE AND BELONGING

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at www.pointloma.edu/nondiscrimination.

SEXUAL MISCONDUCT AND DISCRIMINATION

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/Title-IX.

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an “F” grade.

Note: The information below must be included under the “PLNU Attendance and Participation Policy” Section if you are teaching an Online or Hybrid course.

USE OF TECHNOLOGY

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams requires a computer with a camera (tablets are not compatible nor allowable) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

LOMA WRITING CENTER

The Loma Writing Center exists to help all members of the PLNU community cultivate transferable writing skills to engage their academic, professional, personal, and spiritual communities. We work toward this goal by conducting one-on-one consultation sessions, supporting writing education across the PLNU community, and participating in ongoing writing center research.

Getting feedback from the Loma Writing Center while you're in the process of working on an assignment is a great way to improve the quality of your writing and develop as a writer. You are encouraged to talk with a trained writing consultant about getting started on an assignment, organizing your ideas, finding and citing sources, revising, editing for grammar and polishing final drafts, and more. For information about how to make in-person or online appointments, see [Loma Writing Center webpage](#) or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- [Appointment Calendar](#)
- [Website](#)
- Email: writingcenter@pointloma.edu

Lomabooks Instructions for Students