

Art 4071 Portfolio Review

	Department of Art + Design Art 4071: Portfolio Review Number of Units: 3
Spring 2025	

Meeting days: Tuesday and Thursday	Instructor title and name: Courtney Mayer, Professor, Graphic Design
Meeting times: 9am–11:20am	Phone: 619.733.8818
Meeting location: Ryan Library, Hughes Lab, Room 216	Email: cmayer1@pointloma.edu
Portfolio Review: Saturday, May 3 9am–2pm Latter Hall Room 101 + 102 (Required) Senior Breakfast: Tuesday, May 6 7:30–10am (Location TBD) Senior Show: Friday, May, 9 10am–Noon Keller VA Center (Required) Graduation: Saturday, May, 10	
Office Hours Office location and hours: Ryan Library, Hughes Lab, 216 B OR Room 214 Monday/Wednesday, 11–1am Tuesday/Thursday, Noon–2pm Friday by appointment Book your appointment	Additional info:

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.

Art 4071 Portfolio Review

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 14 – Thursday, February 6)

Weekly individual/peer reviews and feedback

Part I: Portfolio Project Refinement + Passion Project + Writing

Deliverables due week 4, Thursday, February 6

200 Points (Progress + Quality)

Deliverables: Thursday, February 6, or 7

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 14 + Thursday, January 16

Project Design + Writing — Week 2 | Tuesday, January 21 + Thursday, January 23

Project Design + Writing — Week 3 | Tuesday, January 28 + Thursday, January 30

Project Design + Writing — Week 4 | Tuesday, February 4 + Thursday, February 6

Week 5–8

(Tuesday, February 11 – Thursday, March 6)

Weekly individual/peer reviews and feedback

Part II: Portfolio Layout Design + Passion Project

Deliverables due Thursday, March 6

200 Points (Progress + Quality)

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: Thursday, March 6

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

Design Ph. I— Week 5 | Tuesday, February 11 + Thursday, February 13

Design Ph. II— Week 6 | Tuesday, February 18 + Thursday, February 20

Design Ph. III— Week 7 | Tuesday, February 25+ Thursday, February 27

Design Ph. IV— Week 8 | Tuesday, March 4 + Thursday, March 6

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

Week 9–13

(Tuesday, March 18 – Tuesday, April 15)

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 9–11

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 11

Editing — Week 9 | Tuesday, March 18 + Thursday, March 20

Proofing — Week 10 | Tuesday, March 25 + Thursday, March 27

Final Production — Week 11 | Tuesday, April 1 + Thursday, April 3

Final Production / Release Files — Week 12 | Tuesday, April 8 + Thursday, April 10

Final Production / Release e-files to Print Vendor — Week 13 | Tuesday, April 15 + Thursday, April 17 Easter break

E A S T E R B R E A K **(Resumes) + (Order Business Cards and Thank You Notes/Blank Notes)**

Part IV: Printer, Special Features, Custom Binding, LinkedIn**Weeks 14**

(Tuesday, April 22 + Thursday April 24)

Proofing and following up with printer

Portfolio custom binding, practice presenting

Portfolio table planning

Practice presenting work

Weeks 15

(Tuesday, April 29 + Thursday, May 1)

Portfolio table planning

Practice Presenting

(Friday, May 2, 3pm required portfolio table set-up)

Portfolio Review (Required)

(Saturday, May 3, 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 | 7:30–10am (Location TBD)

Senior Show for family and friends (Required)

100 points

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

Deliverables: (Print Portfolio, resume, business card)

Graduation!

Saturday, May 10

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)

Design and Production Phase Reviews:

Part I Design + Writing: 200 Points (Progress + Quality)

Part II Design + Writing: 200 Points (Progress + Quality)

Part III Portfolio Design + Writing: 200 Points (Progress + Quality)

Required Portfolio Review Participation: 100 points

Required Senior Show Participation: 100 points

Professionalism: 100 points

IDEA Evaluation: 100 points (look for an email from the Dean's Office)

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 loose 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) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course. If you have any doubts about using AI, please gain permission from the instructor.

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 619-849-2486). 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. The EAC makes accommodations available to professors at the student's request.

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 special 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 a bias incident regarding language, you can find more information on reporting and resources at

[Bias Incident Reporting Form](#).

SEXUAL MISCONDUCT AND DISCRIMINATION

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 (3 days) of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent (6 days), the student may be de-enrolled without notice until the university **withdrawal** date or, after that date, receive an "F" grade."

USE OF TECHNOLOGY

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information.

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

No cellphone or social media use other than signing into the desktop computers. Thank you!

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: <https://plnu.mywconline.com/>
Website: <https://www.pointloma.edu/centers-institutes/loma-writing-center>
Email: writingcenter@pointloma.edu

LOMA BOOKS

For more information about **LomaBooks**, please go: [HERE](#)