Professional Practices Fall 2021
ART 4392

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Course Description:
Three semester hours. This course is designed to immerse art students in practical and theoretical issues related to their future professional life. It is essential for students to attend and work diligently every session.

Program Learning Outcomes:
1. Undergraduate students will demonstrate proficiency in studio foundation skills as they relate to the elements and principles of design.
2. Undergraduate students will exhibit proficiency in the use of materials, techniques and media.
3. Undergraduate students will demonstrate understanding of contemporary art issues through exploration of synthesis of content, problem solving and creativity.
4. Undergraduate students will define and state knowledge of Art Historical precedents.
5. Student Learning Outcomes: (referencing Bloom’s Taxonomy of Learning Domains)

Cognitive Learning Outcomes
• Knowledge- Student will be able to recall from memory influential artists, critical art theorists and technical references associated to his/her respective field of study.
• Analysis and Evaluation- Through the practice of peer reviews, student will be able to discuss, share, contrast and comprehend the successes and difficulties of their portfolio and presentations. This practice will allow the students to self-evaluate their work in the future to judge the effectiveness of the work.

Affective Learning Outcomes
• Organization- Student illustrates the ability to manage time and arrange group projects and personal professional presentations.
• Internalizing Values- Student demonstrates the ability to revise and change work due to evidence presented in peer review.
• Psychomotor Learning Outcomes
• Adaptation- Student will practice adaptation; reaction and revision of his/her personal work and learn management skills for his/her own classroom environment.

Course Requirements & Attendance:
Attendance is mandatory! This interactive course requires your participation in order for you to understand techniques and practice conceptual growth.

• Class time cannot be made up; therefore, more than 3 absences will result in the loss of one full letter grade from the final grade. Your grade will continue to drop a letter grade with each additional absence. If you know you’ll have more than three absences for school/sports, talk to me before the semester begins. Because this is
an interactive group learning class, you will lose points any time you miss.

- Arrive on time and participate the entire time. Three late arrivals or early departures result in one absence.
- Students must have completed work prepared prior to class. Plan ahead. You are expected to stay and work the entire class time. Students not participating in class are considered absent.
- With a three-credit class, there is a minimum of six to nine hours of work expected outside of class each week. Please learn to set priorities and budget your time.

Course Evaluations:
Near the conclusion of each semester, students in the School of Art electronically evaluate courses taken within the COFA. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COFA faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

Academic Integrity:
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. A full description of university procedures and penalties in response to cheating and plagiarism can be found in the on-line Student Handbook in the Academic Integrity section.

Accommodation of Disabilities: Rights and Responsibilities of Students:
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services, Human Services Building, Room 325, 468-3004 as early as possible in the semester.

Withheld Grades:
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Lab Policies:
Because we will be utilizing multiple spaces, make sure to always clean up after yourself and no food or drink will be permitted in some labs. You are welcome to bring water in a closed container.

**Grading/ Projects:**
Your grade will be based on your effectiveness to understand and apply the learning outcomes listed above. Projects will include a Personal Logo/Brand, Resume, Portfolio, Web Site, Presentation, Job Searches, Applications, Application Data Form, Mock Interviews etc.

Projects 40%
Assignments 30%
Portfolio/Web site 15%
Interview Presentation 15%

**GRADING SCALE:**
Letter grades are assigned according to the following scale for the Final Average
A (90-100) B (80 – 89.9) C (70-79.9) D (60-69.9) F (0-59.9)

- Reading Summaries. Throughout the semester, you will be asked to complete a reading summary illustrating knowledge and reflection of each assigned reading. This summary must include: a title including the actual source of the reading, your name, 1-3 concise but thorough paragraphs including a summary of the key points covered in the reading and a closing paragraph that includes your reflection on the reading. How did the reading apply to you? What did you agree with? What did you disagree with? What points were made that you hadn’t thought about that will change the course of your actions? This review will be due by 2:00 p.m. on the assigned day through the dropbox of the D2L SFA online program. The total number of required reading summaries is subject to change based on time available. If students are reading requested material, reading summaries might not be assigned.
- Peer Review. Each student will be required to complete a peer review of each major element of the hiring portfolio. Students will suggest changes in grammar, style, structure and aesthetics of the curriculum vitae, resume, teaching philosophy, artist statement, and cover letter. The edits can be done using track changes in Microsoft Word. Students should find at least six significant suggestions for each work and upload their peer review as directed on d2l.
- Personal Branding. A personal logo, color pallet,
- Job Application Components. The organization and aesthetic quality of your job portfolio is essential to landing an interview for a job. You will need to prepare a designed resume, a standard MSWord resume, and a Cover Letter. There will be due dates throughout the semester. You will have to post in the discussion tab and the final piece will be due in the dropbox.
- Professional Portfolio. Your portfolio will be sent to your professor through dropbox. You should include 20 images of your work and an image list.
- Personal Web Site. A web site needs to be created, whether it is coded or is built using a free service.
- Professional Presentation. Each student will give a professional presentation. The presentation needs to be 10 minutes long on personal work. Student will
need to have a prepared digital presentation and dress appropriately.

- Presentation assessment will be based on preparedness for presentation, visual aid effectiveness, organization and content, verbal articulation, and demonstration of time management. This presentation will be worth 100 points.

- Attendance and Participation. Class participation and attendance are required for this course. To get full credit for participation and attendance, you need to attend each class meeting, be prepared with all required assignments, and participate in class discussions. Most of the class time will be devoted to discussions of the readings and the course assignments. I expect each student to participate in the discussions on a regular basis. As for attendance, you should let me know if you have a legitimate excuse for missing class.

**General Supplies Needed:**
USB Storage Device

**Course Calendar:**
Posted on D2L