

GRD4497-98 Portfolio & Internship I & II

| WEEK | 1 | 2 | 3 |
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| TOPIC | Welcome to the Rest of Your Life | Is Your Project Managed? | Who Are You? |
| READING | | | |
| IN-CLASS | <ul style="list-style-type: none"> • Review Portfolio Requirements • Financial obligations for this class • Have you met with Career Services? • What is your Internship progress? • Examples of great portfolios | <ul style="list-style-type: none"> • In-class time with Career Services • Individual Project Management Plans | <ul style="list-style-type: none"> • Self Promotion and Identity Design - Who are you and what are you all about? How is “your identity” going to be conveyed to your future employers? - Have concept and sketches completed for next class. |
| BREAK OUT | None | Individual critiques of your work begins | Individual critiques of your work continue and end |
| DUE | Nothing | All potential work collected, organized, and ready to presented to the class for general critique. | PROJECT #1 Completed individual Project Management Plan. |
| HOMEWORK | <ul style="list-style-type: none"> • Collect and organize all work digitally that could potentially be in your portfolio. You will present these to the class next week for general critique. | <ul style="list-style-type: none"> • Completion of individual Project Management Plan | <ul style="list-style-type: none"> • Conceptual ideas and sketches for self-promotion and identity design |

| 4 | 5 | 6 | 7 |
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| No Really... Who Are You? | Midterm Presentation | In-Class Workshop | The Layout and Sequence of Things |
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| <ul style="list-style-type: none"> Finalizing your Self-Promotion and Identity Design Discuss presentation paper and backing color choices | <ul style="list-style-type: none"> Present first three portfolio pieces. Must be printed in color and mounted on presentation paper. | <ul style="list-style-type: none"> Work, work, work | <ul style="list-style-type: none"> Developing the layout of your "book" so far. |
| Checking in on your progress | Individual feedback after presentation | In-class work session. | One-on-one help/critiques on work in progress |
| PROJECT #2 | PROJECT #3 MIDTERM PRESENTATION: First three portfolio pieces. Printed, in color and mounted on presentation paper. | PROJECT #4 | PROJECT #5 |
| <ul style="list-style-type: none"> Finalize first three portfolio pieces. Must be printed in color and mounted on presentation paper. Be prepared to work in class WEEK 5. | <ul style="list-style-type: none"> Be prepared to work in class WEEK 6 | <ul style="list-style-type: none"> Print all completed items thus far (BW or color) | <ul style="list-style-type: none"> Be prepared to work in class WEEK 8 |

| 8 | 9 | 10 | 11 |
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| Your Process-Book | Final Self-Promotion & Identity Design | In-Class Workshop | Quarter-Break Preparation |
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| <ul style="list-style-type: none"> • What is a process-book and how does it help you? See examples. • Choose a project to present as a process book. Decide how best to present it. | <ul style="list-style-type: none"> • Present your final Self-Promotion and Identity Design | <ul style="list-style-type: none"> • Work, work, work | <ul style="list-style-type: none"> • Planning your time over the quarter-break • Where will you be when you return? |
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| One-on-one help/critiques on work in progress | Individual feedback after presentation | In-class work session. | Group hugs and cookies |
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| PROJECT #6 | PROJECTS #7 | PROJECT #8 | PROJECT #9 and Your Process Book |
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| <ul style="list-style-type: none"> • Complete your Self-Promotion and Identity Design | <ul style="list-style-type: none"> • Be prepared to work in class WEEK 10 | <ul style="list-style-type: none"> • Complete your Process Book | <ul style="list-style-type: none"> • Refer to your Over-Break Plan |

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| Recap, Review and Plan | You, On the Web | The Layout and Sequence of Things 2 | Building Your Physical Book |
| <ul style="list-style-type: none"> Recap what has been covered in Part I Present a review of what you have accomplished over the break Plan ahead to what will be covered this quarter | <ul style="list-style-type: none"> What does the online version of your portfolio look like? Review of options for web site creation and publication | <ul style="list-style-type: none"> Finalizing the layout of your "book" so far. How do we apply that to your web site and other web presences? | <ul style="list-style-type: none"> Work in-class to assemble your physical books |
| None | <ul style="list-style-type: none"> Review whatever presence you may already have on the web. Critique of your existing web presence to determine its viability | One-on-one help/critiques on work in progress | Individual help with building your book |
| Nothing | PROJECT #10 | PROJECT #11 Presentation of your web strategy plan. | PROJECT #12 |
| <ul style="list-style-type: none"> Collect information for presentation on whatever web presence you may already have. | <ul style="list-style-type: none"> Decide upon strategy for your web presence. Be ready to present your plan to class. | <ul style="list-style-type: none"> Bring in all items needed to assemble your physical book. Purchase domain name, secure web hosting, open social media accounts. | <ul style="list-style-type: none"> Begin work on your website prototype and interface design including branding and related graphics. |

| 5 | 6 | 7 | 8 |
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| Midterm Presentation | Web Presence Presentation | Social Media Self-Promotion | Website Building Time |
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| <ul style="list-style-type: none"> • Mock portfolio review where you present your “finished” book to a team of visitors for critique | <ul style="list-style-type: none"> • Present your website prototype and other web presence mock-ups for critique | <ul style="list-style-type: none"> • Now that you have a professional social media presence, how can we use those to promote and market you and your services? | <ul style="list-style-type: none"> • Build, build, build |
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| Individual feedback after presentation | Individual feedback after presentation | Individual assistance with website creation | Individual assistance with website creation |
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| Completed physical book. | Completed website prototype and other web presence mock-ups | Completed social media accounts | Website in progress for critique and review |
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| <ul style="list-style-type: none"> • Continue work on your website prototype and interface design including branding and related graphics. | <ul style="list-style-type: none"> • Begin building actual website • Create social media presences | <ul style="list-style-type: none"> • Continue building your website | <ul style="list-style-type: none"> • Continue building your website |

| 9 | 10 | 11 | PORTFOLIO SHOW |
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| Website Building Time | Final Web Presence Presentation | It's Portfolio Show Week | Portfolio Show |
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| <ul style="list-style-type: none"> • Build, build, build | <ul style="list-style-type: none"> • Present your final website and other web presences for class critique | <ul style="list-style-type: none"> • Final preparations for the Portfolio Show | |
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| Individual assistance with website creation | Individual feedback after presentation | Final preparations for the Portfolio Show | |
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| Website in progress for critique and review | <ul style="list-style-type: none"> • Your final website and other web presences | Everything. | |
| | | | |
| <ul style="list-style-type: none"> • Complete your website and other web presence choices | <ul style="list-style-type: none"> • Bring in everything you need for final Portfolio Show preparations | <ul style="list-style-type: none"> • Final preparations for the Portfolio Show | |