An advanced class providing instruction in the process of how to develop a professional portfolio. Topics include portfolio design, presentation, and self-promotion.

**Co-requisite(s) or prerequisite(s):** PHO 1320, PHO 1350.

**Prerequisite(s):** PHO 1110, PHO 1210, PHO 1230, PHO 1240, and PHO 1490; COM 2240 with a grade of “C” or higher.

**Instructor Information:**

**Instructor:** Emily Naff

**Office:** C-115a

**Preferred Contact Method:** emily.naff@nscc.edu

**Phone:** 615-353-3079

**Textbook and Other Materials:**

**Textbook:** *The War of Art* by Steven Pressfield  ISBN · 978-1-936891-02-3

**Supplies:**

- Camera equipment for additional shooting as needed
- Film / memory card
- Flash/external drive as needed to transport files
- Composition book or journal
- Printer paper of your choice for final portfolio
- Portfolio case: specifications to be discussed in class
Course Outcomes:

Upon successful completion of this course, students will:

- Apply skills and knowledge of photography to strengthen and create photographs for professional printed portfolio.
- Create website to showcase portfolio images.
- Create promotional materials to support the portfolio.
- Create business card, resume and cover letter for job search.
- Recognize the technical, organizational, and promotional skills necessary to being a photographer, freelance or otherwise.

Course Competencies:

In addition, the following list of competencies is intended to reinforce the course outcomes:

- Without notes or other materials, evaluate and critique photographs on the merits of their technical and aesthetic components.
- Without notes or other materials, articulate the processes involved and the intentions of their portfolio.
- Without notes or other resources, demonstrate understanding of professional behavior in an interview and in the workplace.
- With notes and other resources, modify a cover letter for various future job possibilities.
- With notes and other resources, recognize the basic steps for starting a job search.
- Without notes or other resources, demonstrate a clear understanding of photographic terminology.
- Given specific assignments, demonstrate strong editing skills and understand the importance of such.
- Given specific requirements for physical portfolio book, research, locate and purchase appropriate book for the photographs.

Course Assessments:

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<thead>
<tr>
<th>Percentage</th>
<th>Expectation</th>
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<tbody>
<tr>
<td>40 %</td>
<td>Weekly Assignments, Critiques, Attendance and Participation</td>
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<tr>
<td>20 %</td>
<td>Website</td>
</tr>
<tr>
<td>40 %</td>
<td>Printed Portfolio for Portfolio Review and Show</td>
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Grading Scale:

<table>
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<tr>
<th>Letter Grade</th>
<th>Numeric Range</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<td>B</td>
<td>85-92</td>
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<tr>
<td>C</td>
<td>77-84</td>
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<tr>
<td>D</td>
<td>70-76</td>
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<tr>
<td>F</td>
<td>0-69</td>
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Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an “FA” if the last day of attendance was earlier than two-thirds into the part-of-term. That date equates to the last day to withdraw from the course.

An FN is awarded to students who never attended class.

**Student Expectations**

Students will be expected to work independently EACH WEEK. Ensure that you bring all necessary materials for computer or darkroom work. Coming to class with nothing to work on will result in a 0 for that day, and will not allow for early dismissal. There is always something you can be working on.

All assignments are due on their respective due dates even if you are absent. Contact me for instructions on submitting your images. Failure to contact me and turn in your assignments will result in a zero.

Come to class prepared. You MUST bring any and all materials you need to work with in the computer lab, darkroom, or studio.

Participate in classroom activities/discussions. Not participating will reflect poorly on your daily grade and your peers will not have the benefit of your input.

This is a photography class. Your homework will require time, effort, planning and money. Do not take this course unless you are prepared to commit to these requirements.

Turn off all cell phones before coming to class—it is disruptive. Disruption of class, whether by inconsiderate behavior and/or inappropriate behavior or electronic devices will not be tolerated.

**Time Management:** This class requires independent work on individual projects. Therefore, students must be self-motivated and keep track of their own progress on the requirements for the final portfolio. Students will be expected to share images weekly for class critiques.

**Work Quality:** Expectations are extremely high for the quality of work submitted. This is an advanced class that requires students to apply and expand on the skills and techniques learned in other classes. This course requires a combination of creative and technical skills. Work will be graded on both technical and artistic merit.

Work created for another class may NOT be turned in for this class, unless instructor gives prior approval and is aware of what other class/assignment image was used for.

**Classroom Environment:** Students are expected to work the entire meeting time of the class. Students are required to have all supplies for printing every week of class. Coming to class without the required materials will make it difficult to complete the required assignments on time.

Creative interaction among students is encouraged. Conversations should be limited to the topics of this class. Chit-chat and conversations about personal matters are distracting to other students and should be limited to break times only.

No Food or Drink is allowed at the computers. Only bottled water may be at the computers or tables in the classroom.
Technology Statement

Nashville State’s classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through NSOnline (Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

Late Work Policy

Quiz grades, weekly assignments and in class assignments cannot be made up if you are absent or late to class. If you know before class that you will be absent, you must get prior permission to submit the work early. Final Portfolio will not be accepted late. No exceptions will be made for medical emergencies without a note from a verifiable medical facility.

Attendance Policy

Attendance Policy: You are expected to attend all classes, to be on time, and to stay until class is dismissed: absences or tardiness for any reason will affect your class performance and may result in dismissal from class.

- Absences are counted from the first scheduled meeting of the class.
- Any student arriving late or leaving early will be considered tardy. Two such occurrences will count as one absence.
- The student is responsible for all assigned work in the course regardless of excused or unexcused absences. It is the student’s responsibility to find out what is missed by looking at the online course shell and/or talking with other students in the class. It is not the instructor’s responsibility to contact students or make sure they got all of the missed materials.
- Students missing more than 1 hour of any class will be counted absent. This includes late arrivals or early departures.
- Three absences of any kind may result in a “FA” recorded for the semester grade.
- If you stop attending class for any reason, you should officially withdraw from the course.

Student Communication Channels

It is the student’s responsibility to check NsOnline (D2L) and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. NsOnline (D2L) contains specific course information and MyNSCC contains information important for other purposes.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Academic Early Warning System
Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

**ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721.

**Classroom Misconduct**

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

**Academic Dishonesty (Honor Code)**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedure.

**Inclement Weather Policy**
In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

**Notice of Right to Retain Student Work:**

The Visual Communications Program reserves the right to retain selected examples of student work for teaching purposes, promotional purposes, and as part of its permanent collection.