

**NASHVILLE STATE COMMUNITY COLLEGE
BUSINESS & APPLIED ARTS
VISUAL COMMUNICATIONS / PHOTOGRAPHY**

PHO 1270 Portfolio

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: None

Supplies:

- Camera equipment for additional shooting as needed
- Film / memory card
- Flash/external drive as needed to transport files
- 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:

- Creation of a cohesive portfolio of images that demonstrate advanced photographic skills.
- 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, write a brief bio for website and social media.
- 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:

| Percentage | Expectation |
|------------|---|
| 40 % | Weekly Assignments, Critiques, Attendance and Participation |
| 20 % | Website |
| 40 % | Printed Portfolio for Portfolio Review and Show |

Grading Scale:

| Letter Grade | Numeric Range |
|--------------|----------------|
| A | 93-100 |
| B | 85-92 |
| C | 77-84 |
| D | 70-76 |
| F | 0-69 |
| FA | See Note Below |
| FN | See Note Below |

FA: According to NSCC policy, if a student fails a course, but has not officially withdrawn from the course, and her/his last date of attendance is before the last date to withdraw, the student will receive a grade of FA (i.e., "Failure for Attendance Reasons").

FN: 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.

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

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.

Attendance Policy

Attendance Policy:

A student is expected to attend all scheduled classes and laboratories. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

- 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.
- 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 F for the semester grade.
- If a student fails a course, but has not officially withdrawn from the course, and her/his last date of attendance is before the last date to withdraw, the student will receive a grade of FA.
- If you stop attending class for any reason, you should officially withdraw from the course.

Late Work Policy

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 should contact instructor and make arrangements with the instructor to submit 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.

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 Desire2Learn (D2L) learning management system course shells. Computers are available for student use at each campus during campus open hours.

Student Communication Channels: D2L/NsOnline and MyNSCC Email

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.

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, or email accesscenter@nscc.edu.

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. The Nashville State Student Code of Conduct policy is available at http://www.nscc.edu/content/resources/Student_Code_of_Conduct_Policy.pdf. 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. Students are responsible for understanding and aiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct that can be found at http://www.nscc.edu/content/resources/Student_Code_of_Conduct_Policy.pdf.

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 procedures.

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.

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.

Inclement Weather Policy & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the NSOnline/D2L course, e-mailing through NSOnline/D2L, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access NSOnline/D2L to complete classwork and the assignment that will be posted in the course D2L site.

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.