

University of Texas at Arlington
Course Syllabus
ART 4201: Portfolio Presentation
Fall Semester 2016
Fine Arts Building, room 2102

NAME:

Matt Clark

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FACULTY PROFILE:

<https://www.uta.edu/mentis/public/#profile/profile/view/id/8415/category/1>

OFFICE HOURS:

Monday and Wednesday 9:00-9:30 a.m.

COURSE NUMBER, SECTION NUMBER, and COURSE TITLE:

4201 001 Portfolio Presentation

TIME and PLACE of CLASS MEETINGS

Thursday 11-1:50
Room 346, Fine Arts Building

Description of Course

ART 4201 is a class to assist the student in the preparation of their artwork for the required Bachelor of Arts Portfolio. This presentation will be held at the end of fall and spring semesters. The objective of the course is to provide information on the presentation of artwork in a manner consistent with industry standards (galleries, museums, festivals, screenings, etc.). This would include presentation, as well as submission to the appropriate professionals and institutions related to the students' field of interest.

Student Learning Outcomes

- To develop communication skills (written, spoken, visual) through presentations and critiques.
- To create and enhance your professional portfolio (online and physical).
- To begin a contact database.
- To start an online presence

Grading will be based on the timely completion of and quality of presentation evident in the student's resume, artist statement, and documentation of their artwork. Grades will be lowered one full letter grade per day late for work not turned in by the printed deadlines.

Topics to be covered:

1. Selection process of works for exhibition / portfolio creation / presentation of artworks.
2. Professional quality documentation of student artworks: slides / portfolio / videotape / etc. To be turned in on dates listed on schedule.
3. Instruction and assistance in the preparation and completion of a resume and artist statement to be included with student's artwork.
4. Final Departmental Presentation

Requirements

All 4201 students must complete a one to two page resume, an artist statement, a cover letter, an elevator pitch, a marketing plan and launch a website to be turned in and presented with the work for inclusion in the BA portfolio.

Documentation of the finished work (CD) must be turned in to the Coordinator on scheduled date and will be retained by the department.

Students are responsible for completing all requirements and meeting all deadlines to receive a passing grade in the class.

Course Assignments

(All times end of day unless indicated)

Grade %

Resume Draft	9/8	
Statement Draft	9/15	
Resume Final	9/29	10
Statement Final Draft	10/6	10
Cover Letter	10/20	10
Elevator Pitch	11/10	20

Marketing/branding Plan	11/17	10
Web Launch (online portfolio)	12/1	20
BA Presentation	12/1	20
		Total: 100%

*Career Center

Important Links

<http://www.businessinsider.com/insanely-creative-resumes-2011-6?op=1>
<http://thenextweb.com/socialmedia/2011/06/30/6-wickedly-creative-job-applications-for-the-digital-age/>
<http://www.google.com/about/jobs/lifeatgoogle/>
<http://www.creativegroup.com/CoverLetters>
<http://www.forbes.com/sites/nextavenue/2013/02/04/the-perfect-elevator-pitch-to-land-a-job/>
<http://blog.creative-capital.org/2013/03/page-from-our-handbook-artist-resume/>
<http://www.squarespace.com/templates/>
<https://wordpress.org>
<http://www.entrepreneur.com/article/65230>
<http://artiststatement.com/category/samples>
<http://thepracticalartworld.com/2012/02/27/10-weeks-to-improve-your-artistic-career-week-6/>
<http://blogs.artinfo.com/artintheair/2012/09/21/10-pieces-of-advice-for-artists-from-jerry-saltzs-keynote-speech-at-expo-chicago/#more-17632>

Recommended books:

The Profitable Artist, Allsworth Press, 2011.
The Art of the Start, Penguin Books, 2004
Making it in the Art World, Alworth Press, 2011
Art/Work, Freepress, 2009
Platform; Get noticed in a noisy world, Thomas Nelson, 2012

Attendance Policy

Attendance is mandatory. This class is sequential, with each class building on the previous one. Thus regular attendance is important to successfully complete this course. Students must be present and ready to work, if not, will be considered late; leaving early is regarded the same as lateness. When breaks are given during class, returning late is the same as coming late to class. Being late three times will be counted as one absence. Anyone missing 20 or more minutes of class will be counted as absent. Two absences are allowed, regardless of the reason surrounding them. After two absences your grade will be dropped one letter. Each additional absence will lower your final grade another letter. If you are late to class you are responsible for any material you missed.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to

drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/ses/fao>).

Americans With Disabilities Act:

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92- 112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.uta.edu/disability. Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

Academic Integrity:

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Student Support Services Available:

The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

Lab Safety Training: Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

Electronic Communication: [UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge

to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, [which is located \[insert a description of the nearest exit/emergency exit\]](#). When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.