

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: Portfolio Development

CODE NO. : MMW 205-06

SEMESTER: two

PROGRAM: Multi-Media Web Design

AUTHOR: Terry Hill

DATE: 01W

PREVIOUS OUTLINE DATED: None

APPROVED:

DEAN

DATE

TOTAL CREDITS: 6 credits

PREREQUISITE(S):

Hours/Week 3 hours class time per week

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*For additional information, please contact
School of Engineering, Technology and Trades
(705) 759-2554, Ext.485*

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I. COURSE DESCRIPTION:

Students will use this course to create an independent project to be used as a portfolio piece. The project will highlight all of the material used in all courses of this program and could take the form of a multi-media presentation on CD or a complete interactive website. One of the main objectives of this course would be to ensure that all aspects of the project operate cross platform.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

- 1 Apply a methodical design process to project planning
- 2 Demonstrate an ability to manage time and resources to complete a project to deadline
- 3 Demonstrate an ability to define a target audience and communicate to that audience
- 4 demonstrate an ability to work in compliance with current Canadian copyright laws in professional presentations

1. Apply a methodical design process to project planning

Potential Elements of the Performance:

- Demonstrate an ability to define the project parameters (audience, content, viewing conditions)
- utilize a methodical approach to design to fully explore creative possibilities in presentation
- demonstrate an ability to discuss and critique presentation ideas in the developmental stages of a project
- demonstrate an ability to accept constructive criticism to improve design approaches

2. Demonstrate an ability to manage time and resources to complete a project to deadline

Potential Elements of the Performance:

- demonstrate an ability to define stages of project development

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- demonstrate an ability to develop timelines for production
 - demonstrate an ability to identify all project players
 - demonstrate an ability to identify project production restrictions
 - demonstrate an ability to identify and develop project budgets
 - demonstrate an ability to implement project development based on defined production and schedule parameters
 - demonstrate an ability to communicate the above information in a project proposal format
3. Demonstrate an ability to define a target audience and communicate to that audience

Potential Elements of the Performance:

- demonstrate an ability to research and understand project content
 - demonstrate an ability define target audience
 - demonstrate an ability to define how that specific target audience is most appreciative of new information
4. demonstrate an ability to work in compliance with current Canadian copyright laws in professional presentations

Potential Elements of the Performance:

- read and recall aspects of current Canadian copyright laws
- demonstrate an ability to identify infringements of current laws regarding intellectual property issues
- demonstrate an ability to create presentations without infringing copyright laws

III. TOPICS:

1. Intellectual property issues
2. Using and applying learned multi-media techniques
3. Project development
4. Project management
5. Proposal writing

6 Presentation techniques

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Code No.**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Students will be required to define the terms and parameters of their own independent project and work with the instructor to meet pre-set deadlines. Part of each student proposal should outline the specific resources the student will need to acquire to complete their project.

Students will have access to both the PC and Mac labs for this project. This is a portfolio developing course and the final projects must be of professional quality. Project difficulty and complexity must meet the expectations of the instructor

Evaluation criteria**Criteria 1**

Project proposal – 25%

outlining content of project, equipment and software to be used, cost projections, establishment of development stage deadlines, target audience and method of production

Criteria 2

adherence to deadlines set by student – 25%

student must establish interim stage development deadlines in their initial proposal and meet those deadlines to obtain full credit for this component. Failure to meet deadlines results in a deduction of 5% of grade per day up to a total of 25% of course grade.

i.e 1 day past deadline = -5%

2 days late = -10%

Criteria 3

Readability and legibility of the presentation – 25%

Students will be expected to develop presentations that are both easy to understand and of interest to the target audience. The instructor may wish to use the target audience to help evaluate this aspect of the presentation

Criteria 4

Professionalism of the presentation – 25%

The presentation must be of industry standard. Grades will be assessed with regards to the overall impression of the presentation, the support material to website if any, packaging labeling of CD disc. As well as the clarity of written information and graphics, page layout, illustration and typographic treatments and the ability to present the product of the assignment in a cross platform environment. Infringement of copyright laws will result on a 0 grade for this criteria.

Total of all 4 criteria = 100% of course grade.

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V. EVALUATION PROCESS/GRADING SYSTEM:

Assignments + 100% of final grade

Assignments will constitute 100% of the student's final grade in this course. A missing assignment is equivalent to course objectives not achieved which results in an "R" (repeat) grade for the course.

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.40
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

Midterm grades:

Midterm grades are granted as "S" for Satisfactory progress and "U" for unsatisfactory progress. Unsatisfactory progress in two or more courses requires an appointment with the Program Co-ordinator or the School's Dean.

VI. SPECIAL NOTES:

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Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Homework:

This is a four credit course delivered in a 3 hour supervised format. It is expected that a minimum of one hour homework be done each week.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

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Deductions – Lates and Incompletes

Lates:

An assignment is considered late if it is not submitted at the time and date specified by the instructor.

A late assignment will be penalized by a 5% deduction for each week that it is late. The total late penalty will be deducted from the final grade. Eg. 3 weeks late = 15% deduction from final grade.

Maximum grade for a late assignment is “C”

A late assignment which is not executed to a minimum C (satisfactory) level will be assigned an incomplete grade with additional penalties outlined below.

Incompletes

An incomplete grade is assessed to an assignment which has not been executed to a minimum satisfactory “C” grade level or in which the directions have not been followed correctly.

An incomplete assignment must be entirely re-done or corrected according to the instructor’s specific instructions and resubmitted within one week.

An incomplete assignment will be penalized by a 5% deduction from the final grade.

Maximum grade for an incomplete assignment is “C”

Incomplete assignments not submitted within the one week timeframe will be subject to 5% late deductions for each week they are overdue.

Attendance:

Significant learning takes place in the classroom setting through an interactive learning approach; therefore students are expected to attend all classes and inform the instructor of an anticipated absence. Attendance is mandatory for this course to ensure the course requirements and objectives are met. A total absence of 3 classes for the semester will be tolerated. After 3 absences penalties will take effect, an additional 10% will be deducted from the final grade for this course per class missed.

i.e. 4 classes missed = 10% deduction from final grade

5 classes missed = 20% deduction from final grade

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VII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.