

INDE 140 Course Outline as of Fall 2012**CATALOG INFORMATION**

Dept and Nbr: INDE 140 Title: PORTFOLIOS INDE

Full Title: Portfolios for Interior Design

Last Reviewed: 2/7/2022

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	2.00	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	2.00	Lab Scheduled	2.00	6	Lab Scheduled	35.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.50		Contact Total	61.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 113.75

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: INDE 81

Catalog Description:

Principles and procedures for developing and producing the interior designer's portfolio for the purpose of job interviews and client presentations. Students will create portfolios that illustrate their strengths and demonstrate a clear understanding of format, graphic design, typography, concept development, and business communication.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:**Schedule of Classes Information:**

Description: Principles and procedures for developing and producing the interior designer's portfolio for the purpose of job interviews and client presentations. Students will create portfolios that illustrate their strengths and demonstrate a clear understanding of format, graphic design, typography, concept development, and business communication. (Grade Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 2019	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of this course, students will be able to:

1. Analytically examine and select portfolio contents based on type of presentation and professional objectives.
2. Evaluate various levels and styles of professional portfolios.
3. Apply various techniques to assemble a variety of design projects to achieve professional results.
4. Discuss the conceptual considerations that result in a portfolio with professional appearance and audience focus.
5. Prepare a designer's statement and a brief biography or resume to accompany the portfolio.

Topics and Scope:

- I. Introduction to Portfolios
 - A. Purpose
 - B. Contents
 - C. Recording your work
 - D. Process of designing a portfolio
 - E. Planning the portfolio
 - F. Portfolio as a sales tool
- II. Elements of a Good Portfolio
 - A. The carrying case
 - B. Format
 - C. Methods of presentation
 - D. Neatness and creativity
 - E. Graphic style
- III. Portfolio Contents
 - A. Recommendations for content

- B. Criteria for selection of included works
- C. Conceptual considerations
- IV. Supplies Needed to Produce a Portfolio
 - A. Materials list
 - B. Budgeting for portfolio development
- V. Assembling the Portfolio
 - A. Adherents
 - B. Mounting techniques
 - C. Lettering and typography
 - D. Graphics considerations
 - E. Photographic processing
 - F. Reprographics
 - G. Scanning
 - H. Computer graphics
- VI. The Professional Presentation
 - A. Techniques
 - B. Audience
 - C. Components of a presentation
 - D. Promoting yourself
- VII. Types of Portfolios
 - A. Portfolios for different applications
 - B. Preparing design statement and biography to accompany portfolios

Assignment:

1. Reading: 10 - 25 pages per week
2. Writing assignments, such as:
 - a. Outline a professional vision and create an action plan (1-3 pages)
 - b. "Know Your Audience" exercise (2-5 pages)
 - c. Self-discovery exercise; 1-3 page written summary of results
 - d. Design statement (1/2 - 1 page)
 - e. Professional biography /resume (1/2 - 1 page)
3. Skill demonstrations: Portfolio development for presentation and peer review
 - a. Select portfolio case
 - b. Select work for portfolio inclusion
 - c. Lab activity: Document preliminary portfolio design and layout options for portfolio pages. Present portfolio plans for peer review and critique
 - d. Lab activity: materials processing and portfolio production
4. Problem-solving
 - a. "Focusing Your Portfolio" exercise
 - b. Portfolio organization and contents exercise
 - c. Lab activity: Peer review and feedback: review plans/potential selections made by classmates. Use checklist to record evaluations
5. Chapter quizzes (3-5) and midterm
6. Final: Presentation of portfolio for peer and instructor critique
7. Other, such as: Visit a photo lab, blueprint shop, and copy center and gather information on photographic and reproduction processes and services available. Summarize findings (2-5 pages); present findings orally in class.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Action Plan, Audience Assignment, Self Discovery, Design Statement, Biography and Resume

Writing
10 - 20%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Worksheet Focus Portfolios, Portfolio organization and contents, peer review and feedback.

Problem solving
20 - 40%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Portfolio Work, Portfolio Design, Portfolio Production Methods, Final Portfolio Presentation.

Skill Demonstrations
20 - 40%

Exams: All forms of formal testing, other than skill performance exams.

Exams to include multiple choice, true/false, matching items, completion, short answer

Exams
20 - 30%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation; photo lab visit and oral report

Other Category
10 - 20%

Representative Textbooks and Materials:

Milton, Maureen, Interior Design Visual Presentation, John Wiley & Sons, 2012.

Harold Linton, Portfolio Design, W.W. Norton & Company, 2004.

Linda Tain, Portfolio Presentation for Fashion Designers, Fairchild Publications, 2003.

Gregg Berryman, Designing Creative Portfolios, Crisp Learning, 1994 (classic)