CAHS 4200
Fall 2009
3 semester hours

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STUDIO HOURS: 132 Spidle Hall, 5:30 – 8:00 Tuesday & Thursday evenings.

PREREQUISITES: Successful completion of CAHS 3400 and CAHS 3500 with a “C” or better.
Senior standing.

COURSE DESCRIPTION:
- Portfolio development, critique and review.

COURSE OBJECTIVES:
- To create a comprehensive and fluent portfolio that conveys competence in the
design of residential and non-residential environments, extensive knowledge of user
needs, and detailed understanding of multiple types of media.
- To develop design communication skills using both digital and manual techniques.
- To create individualized digitized and manual portfolios utilizing current computer
programs for design, layout and digital imaging.
- To analyze and synthesize visual and oral presentation skills for portfolio, resume, and
other presentation media.

COURSE REQUIREMENTS:
- The student will follow all rules and regulations for student behavior related to
class performance stated in the Tiger Cub.
- The student will be present at all classes and critiques pending excusable
classes stated in the Tiger Cub.
  - Properly authorized excuse documents must be either for the day of the
    absence or clearly indicate specific dates the student may miss.
  - Properly authorized excuses from the University Health Clinic are valid only
    for the date of the excuse. If the medical staff believes the student needs
    more than one day to recover it will be specified on the excuse. If the
    student continues to feel poorly after the original visit to the center, the
    student is encouraged (by the Health Center staff) to return and obtain
    additional documentation for further absence. If the student has seen an
    off-campus physician, a written note indicating the specific days the
    student is unable to attend class is expected in addition to a receipt
    exemplifying the time and date of the doctors visit.
  - The student is expected to provide the instructor with the properly
    authorized excuse on the day the student returns to class.
- Late excuses will not be accepted.
- Failure to attend class will be viewed as a lack of commitment and will have a negative effect on your grade.
- Excess of two class periods missed (or the equivalent thereof) without properly authorized approved excuses will result in the course grade being lowered by 10 points. Each consecutive unexcused absence will lower the course grade by an additional 10 points.
- The student is responsible for attaining any handouts and/or missed lecture material.
- The student with a properly authorized excuse is also responsible for scheduling makeup examination or critique times and dates with the instructor. Without a properly authorized excused absence exams and critiques cannot be made up.
- Classes begin promptly at the appointed class time. The student is expected to attend studio for the entire appointed class time.
- Tardiness in excess of ten minutes counts as an unexcused absence for the entire class period. A 10 minute break will be given at the beginning of the second half of studio classes.
- Early departure without an approved excuse will count as an unexcused absence for the entire class period.
- The responsibility of keeping up with unexcused absences lies with the student. The instructor is not responsible for informing students if tardiness absences or early departure absences are recorded.
- Assignments and projects will be completed on time in order to obtain full credit. All work that is unfinished and/or not present at the due time and date is considered late.
  - Late work is lowered a letter grade (10 points).
  - Late work is lowered an additional letter grade for each consecutive weekday past the due date for which it is assigned.
  - Students with excused absences or documented accommodations will be allowed to turn in assignments based on individual circumstances. The student is responsible for arranging a meeting with the instructor on the day the student returns to class to discuss the circumstances under which late work is to be completed.
- Individual contribution on group projects cannot be made up. Therefore any absence from or lack of commitment to a group project will result in the student fulfilling the objective themselves without consideration to the point of process.
- All papers and/or projects submitted by the student must contain the students name (last, first, m.i), the project title, as well as the date the project is turned in, in the order demonstrated below, on the back upper right hand corner of the page (whether it be horizontal or vertical). Each deviance from this prescription will lower your assignment grade by one point.
  - last, first, m.i.
  - project title
  - turn in date
Students will purchase all materials required for this class. Student preparedness is essential to performance in class. Failure to bring necessary materials is acknowledged as a lack of participation and will negatively affect your grade.
- Students are not allowed to leave class in order to acquire supplies unless authorized in project description.
- All tools required for individual class sessions will be announced before the class in which they are needed.
- Students not prepared for class will not be counted as present for class. This will be considered an unexcused absence.

The student is responsible for obtaining his/her university e-mail account address (example: me@auburn.edu).
- Problems obtaining e-mail account information should be addressed to the Information Technology office found in the L Building. Your university account must be activated for 24 hours before you are able to send or receive e-mail.
- Effective Fall 2002, the student’s AU e-mail address is an official medium for communication with students.
- It is the student’s responsibility to check their AU e-mail address in a timely fashion and on a regular basis.
- Lectures and Assignments will be e-mailed the day before each class session. The student is responsible for obtaining the e-mailed information before each class session.
- The instructor will only contact students through their university account in order to comply with instructor policies set up by the university.

Plagiarism:
- "Auburn University expects students to pursue their academic work with honesty and integrity." A listing of possible violations of the above statement can be found in the Tiger Cub. All portions of the Auburn University Honesty Code apply.

Accommodations:
- Any student needing special accommodations should contact Dr. Kelly Haynes, Director of the Program for Students with Disabilities, located in 1244 Haley Center; 334.844.2096; voice or T.T. More information concerning services provided can be found in the Tiger Cub.
- All students with special accommodations are responsible for making an appointment with the instructor to discuss the accommodation memo as soon as possible. If scheduled office hours conflict with classes, please arrange an alternate appointment time.

Diversity:
- "Auburn University is committed to providing a working and academic environment free from discrimination and harassment and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all its members." Violations of the above statement will result in the harassing student’s immediate removal from the classroom and the appropriate academic prosecution. More information can be found in the Tiger Cub.
**Primary Grading Considerations:**
- Mastery of Process
- Presentation of Work
- Formal Merit of Product
- Artistic merit of Product

All assignments will receive a letter grade and will be returned within a reasonable period of time. The grade will reflect a number of considerations, including the following:

**A (100-90)**  Superior work, excellent quality, unusual growth and development. Quality usually surpasses assignment and is consistently on time.

**B (89-80)**  Above average work, good quality, and above average development. Quality frequently exceeds assignment and is usually on time.

**C (79-70)**  Quality of work and growth is average. The development of the work and the timeliness of the presentation need extra effort.

**D (69-60)**  Below average work, indicated

**F (59-0)**  A performance indicating little growth in understanding and skill, consistently late, or incomplete work will warrant this grade.

**Grade Breakdown:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Judged upon:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image Remedy</td>
<td>10%</td>
<td>improvement, following instructions, mastery, accuracy, presentation</td>
</tr>
<tr>
<td>Scanning</td>
<td>10%</td>
<td>activity, following instructions, mastery, accuracy</td>
</tr>
<tr>
<td>Dummy Portfolio</td>
<td>15%</td>
<td>following instructions, meeting expectations, exceeding requirements, mastery, accuracy, presentation</td>
</tr>
<tr>
<td>Resume, Letterhead, Teaser, Business Card</td>
<td>20%</td>
<td>following instructions, meeting expectations, exceeding requirements, mastery, accuracy, presentation</td>
</tr>
<tr>
<td>Print Portfolio (Copy to Grade and University Copy)</td>
<td>25%</td>
<td>following instructions, meeting expectations, exceeding requirements, mastery, accuracy, presentation, improvement</td>
</tr>
<tr>
<td>Digital Portfolio</td>
<td>20%</td>
<td>following instructions, meeting expectations, exceeding requirements, mastery, accuracy, presentation</td>
</tr>
</tbody>
</table>

**Total = 100%**

**Grades of Incomplete:**
- As of Fall 2007 Grades of Incomplete will NOT be awarded unless requested by the student prior to the official final exam date for the course. Requests must be related to and documented by a university approved excuse (illness/death in family/etc.). Students must have completed and passed more than half of the class assignments for the semester to receive an IN.
Students failing to request a grade of IN will be awarded a grade based upon the percentage of course work completed to date in the course with a grade of “0” being averaged in for all non completed exams, quizzes, assignments and projects. Grades of Incomplete automatically become an “F” if not cleared within 6 months.

**Supplemental Text:**