

All Fields Report

Basic Course Information

College	Cañada College
Discipline	INTD-Interior Design
Course Number	301
Full Course Title	Portfolio Development
Catalog Course Description	Portfolio Development is the culminating course for students earning certificates of achievement and associate of arts degrees in Interior Design. Emphasis is placed on selecting several pieces of original work to build a professionally presented digital portfolio. This includes floor plans and elevations, computer-aided design (CAD) drawings, 3D computer designs, lighting plans, perspective sketches, and hand renderings.

Proposal Information

Proposed Start	Year: 2022 Semester: Fall
Proposed Curriculum Committee Meeting Date:	12/10/2021
Deadline for submission to Dean's Queue:	11/04/2021
Deadline for submission of curriculum proposal to the Technical Review Committee:	11/16/2021
Proposal Origination Date:	10/23/2021
Justification For Board Report OR Curriculum Inventory update:	<p>1. For NEW Courses: Provide a brief justification statement describing the need for the course, its place in the curriculum, and pertinent information such as the role of advisory committees. New courses require approval of the SMCCCD Board of Trustees. The justification statement will be included on the annual Curricular Board report. Use complete sentences and present tense.</p> <p>2. For all types of Course MODIFICATIONS (modifications, banking, deletions and reactivations): Provide a brief justification statement describing the need for the change. The justification statement will be used for course updates in the State Curriculum Inventory as necessary. Use complete sentences and present tense.</p> <p>This new course provides students with a capstone experience that allows them to show the design skills acquired through their formal training in this program. It is a common professional practice to put together a portfolio in approaching the job market. The course is a requirement for various certificates in the Interior Design program, and its need is supported by the Advisory Committee and faculty members. Students strongly advocate for this new course.</p>
Honors Course	No
Open Entry/Open Exit	No 0

Equivalent Courses

Will this course replace an existing course in the catalog, or an experimental course?	No
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If yes, identify and explain.	
Similar Courses	
Is there a similar or equivalent course in SMCCCD?	No
Added Similar Courses	

Units/Hours				
Unit Types	Fixed			
Units	Min: 1.00			
Variable Range	Range (or)			
Hours				
Please enter hours as per term values				
Method	Min Hours	Max Hours	Min Faculty Load	Min Units
Lecture	16.00	18.00	1.00	1.00
Lab	0.00	0.00	0.00	0.00
TBA	0.00	0.00	0.00	0.00
Work Experience	0.00	0.00	0.00	0.00
Field Experience	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
Homework	32.00	36.00	0.00	0.00
Other Hours				
Course Details				
Repeatable for Credit	No			
Grading Methods	Grade Option (Letter Grade or Pass/No Pass)			
Audit	Yes			

Materials Fee	
Fee Required?	No

Student Learning Outcomes	
Upon successful completion of this course, a student will meet the following outcomes:	
1. Choose representative pieces of original work for the portfolio	
2. Organize the portfolio demonstrating technical and design skills	
3. Develop a digital professional portfolio for the job market	

Course Objectives	
Upon successful completion of this course, a student will be able to:	
1. Identify the drawings, renderings, sketches, and CAD projects for the portfolio	
2. Evaluate the content for the portfolio including the designer's statement and resume	
3. Determine the appropriate platform to create a digital portfolio	
4. Create and customize a portfolio showing the conceptual development that results in a portfolio with professional	

Course Lecture Content

1. Introduction to portfolio
 1. Definition and overview
 2. Traditional portfolio
 3. Digital portfolio
 4. Academic portfolio
 5. Professional portfolio
2. Job search
 1. Career options
 2. Finding the intended audience
 1. Tracking the search
 3. Professional organizations: what they look for
 4. Publications and firm websites
3. Printed portfolio format
 1. Material selection
 2. Binding system
 1. Casing
 3. Content
4. Digital portfolio format
 1. Image selection
 2. Defining format
 1. Website development
 2. CDs and USB
5. Portfolio development: what to include
 1. First page: your story and narrative
 2. Creating a story board
 3. Content and organization
 1. Number of projects
 2. Resume
 1. Design and organization
 2. Cover letters and thank you notes
 3. Design process, construction documents, and sample boards
 4. Working with old projects
6. Portfolio layout
 1. Design elements and principles
 2. Layout design from website sources
 1. Typography
 2. Graphic layout principles
 3. Image quality: pixels and resolution
 4. Adobe creative suite software
7. Branding identity
 1. Promotional items
 2. Logo
8. Portfolio development and presentation
 1. Self-evaluation
 2. Peer review
 3. Professional critique
 4. Interviews

- 1. Portfolio presentation
- 5. Portfolio presentation

Course Lab Content

TBA Hours Content

Frequently Recommended Preparation

Frequently Recommended

Justification for Frequently Recommended Preparation

Why is the knowledge of the recommended course(s), skill(s) or information necessary for students to succeed in the "target" course? Specify the relationship between the recommended knowledge and skills required of students and those taught in the "target course? (Please list the specific proficiencies students must possess in order to succeed in the "target" course.)

Other Recommended Preparation

You have no defined requisites.

Prerequisites/Corequisites

Drag and Drop to Reorder

Edit/Delete	Requisites	Analysis
	Prerequisite INTD 128 and	
	Prerequisite INTD 175 and	
	Prerequisite INTD 360 or	
	Prerequisite INTD 361	

Content Review

INTD 128 - Prerequisite
(Objective to Objective)
Active

INTD 175 - Prerequisite
(Objective to Objective)
Active

INTD 360 - Prerequisite
(Objective to Objective)
Active

INTD 361 - Prerequisite
(Objective to Objective)
Active

Mode of Delivery

Modes of Delivery

Online
Hybrid
Lecture

Representative Instructional Methods

Methods

Lecture
Critique
Discussion
Guest Speakers

Other Methods

Representative Assignments

Writing Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

1. Concept Statement: A minimum of one design concept statement per project, two projects minimum, one page each.
2. Page Analysis: A minimum of one page analysis for intended audience, a minimum of one page per semester.

Reading Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

- Textbook Readings: One chapter per week, approximately 10 - 20 pages each

Other Outside Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

- Portfolio critique with professionals from the interior design industry.

To be Arranged Assignments

(List all assignments, including library assignments. Outside assignments are not required for lab-only courses, although they can be given.)

- Not applicable

Representative Methods of Evaluation

This section defines the ways students will demonstrate that they have met the student learning outcomes.

Student grades will be based on multiple measures of student performance. Instructors will develop appropriate classroom assessment methods and procedures for calculating student grades, including the final semester grade. The following list displays typical assessment methods appropriate for this course. The actual assessment methods used in a particular classroom and section will be listed in the instructor's syllabus.

Methods must effectively evaluate critical thinking. Credit courses must include written communication, problem solving, and/or skills demonstrations.

Multiple measures may include, but are not limited to, the following:

Methods

- Class Participation
- Class Performance
- Class Work
- Homework
- Oral Presentation
- Portfolios

Representative Texts

Textbooks such as the following are appropriate:

Formatting Style

APA

Textbooks

1. Fletcher, Margaret. *Visual Communication for Architects and Designers: Constructing the Persuasive Presentation*, 1st Edition ed. Routledge, 2020
2. Bender, Diane. *Design Portfolios: Presentation and Marketing for Interior Designers*, 3rd edition ed. Fairchild Books, 2017
3. Linton, Harold Engel, William. *Portfolio Design for Interiors*, ed. Fairchild Books, 2017
4. Mitton, Maureen. *Portfolios for Interior Designers: A Guide to Portfolios, Creative Resumes, and the Job Search*, 1st Edition ed. Wiley, 2010 (Classic), 2010

Manuals

You have no manuals defined.

Periodicals

You have no periodicals defined.

Software

You have no software defined.

Other

You have no other defined.

Degree/Certificate Applicability

Designation	Degree Credit
Proposed For	AA/AS Degree Certificate/Skill Award
Course Designation Text	Are there degrees/certificates to which this course applies? 1. HOME STAGING Certificate of Achievement 2. INTERIOR DESIGN Certificate of Achievement 3. INTERIOR DESIGN AS Degree Program 4. KITCHEN AND BATH DESIGN (affiliated to NKBA, National Kitchen & Bath Association) Certificate of Achievement.

General Education/Degree/Transfer Course

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By Elsa Torres

CSU Transfer Course

Transfers to CSU Approved

Course Distance Education

Distance Ed Supplement	New distance education supplement
Distance Education	Distance education component was developed by an instructor with training in online pedagogy. Training: Training: This course is designed in consultation with, and will be taught by, faculty who have received Cañada's QOLT (Quality OnLine Training), Cañada's QOTL (Quality Online Teaching & Learning) or equivalent certifications
Method of Distance Education	Online, Hybrid, Web Assisted Course; (If there are limitations on how this course would be offered please explain below)
Online Method Limitations	None
Other Methods	
Course Content and Methodology	The objectives and content of the course are adequately covered by the methods of instruction, assignments, evaluation of student outcomes, and instructional materials. If this course is currently taught in a lecture mode, the department faculty have determined that the same objectives can be achieved in a distance learning mode. The instructional equipment and materials are sufficient. The preparation and training of faculty are sufficient. Regular personal contact between students and instructor is sufficient. Methods of student evaluation are designed to maintain examination security. Evaluation of student outcomes is sufficient to permit review and assessment of the effectiveness of distance education for this course and to provide information for the annual distance education report.
Instructional Methodologies (How will you deliver the course content?):	Announcements/Bulletin Boards Chat Rooms E-mail Electronic Forum One-Way Video Conferencing (One-way interactive video and two-way interactive audio) Online Presentations Resource Links Telephone Two-Way Video conferencing (Two-way interactive video and audio) Video one-way (ITV, Video cassette, radio, ect.)
Representative	

Courseware/Textbooks Materials:	
Methods of Evaluation of Student Performance:	Two assignments with presentations - One final project divided into 2 parts, including final presentation - Class participation represents 10% of final grade including class activities.
How are you ensuring that students with disabilities can access your course in accordance with Section 508?	Canvas has been deemed 508 conformant, and substantially conformant with the more exhaustive WCAG 2.0 AA standards. Instructor also demonstrates a commitment to accessibility and makes accessibility issues a top priority. Canvas provides fully accessible text-based communications technology, as well as keyboard controllable audio and video capabilities that include support for captioning. 1. Videos are captioned 2. Lecture screen-casts are captioned 3. Transcripts are provided for all multi-media files (audio and visual) 4. Alt-text is used for embedded images 5. Standardized formatting is used to support screen readers 6. All files are assessed with Accessibility Check options in Microsoft Office 7. Course is evaluated using the OEI Rubric (Online Education Initiative) 8. Faculty will work with DRC to ensure that proper accommodations are provided for students (e.g., extended time, Kurzweil, other UDI supports)

Plan for Regular Effective Communication Contact Between Faculty and Student (Title 5, 55204). "Local policies should establish and monitor minimum standards of regular effective contact."

Announcements/Bulletin Boards - Announcements/Bulletin Boards - Weekly and as needed.
Chat Rooms - Chat Rooms - Weekly, this encourages the student-to-student communication FAQ - As needed.
Resource Links - Resource Links - During lecture time, also includes in lecture presentation.
Correspondence by postal mail - Correspondence by postal mail - The instructor responds to student within 24-48 hours.
Office hours - Office hours - Weekly.

Resources Needed

Adequate Library Resources	Consultation with the Coordinator of Library Services regarding the adequacy of campus and online information resources to fulfill course objectives is required prior to course approval. Inadequate to support the course Please Specify: N/A
Affected Resources	Which of the following resources do you expect to be affected by the offering of this class? Check as many as appropriate. None of the above
Explain what effect the areas you have checked will have upon this college:	
N/A	

Comparable Transfer Course Information

Are there comparable courses?	No
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Minimum Qualification

No Minimum Qualifications For this Course

CB Codes

CB03 TOP Code	1302.00 - Interior Design and Merch
CB04 Course Credit Status	D - Credit - Degree Applicable
CB05 Course Transfer Status	B = Transferable to CSU only
CB08 Course Basic Skill Status (PBS Status)	2N = Course is not a basic skills course.
CB09 SAM Code	C - Occupational
CB11 California Classification Codes	Y - Credit Course
CB21 Levels Below Transfer	Y = Not Applicable
CB23 Funding Agency Category	Y = Not Applicable
CB25 Course General Education Status	Y - Not Applicable
CB26 Course Support Course Status	N - Course is not a support course

Codes/Dates

Entry of Special Dates

Instruction Office Review	12/10/2021
Last Outline Revision	
Content Review	12/10/2021
CC Approval	12/10/2021
DE Approval	12/10/2021
Effective Term	Term: Fall Year: 2022

Web Catalog

Course Family	
Web Catalog	<input type="checkbox"/> Exclude from Web Catalog

Instructional Services

Implementation Date	
Originator	Elsa Torres
Origination Date	10/23/2021
Proposal Type	Cañada New Course
C-ID Numbers	

CB00 State ID	
CB03 TOP Code	1302.00 - Interior Design and Merch
CB04 Course Credit Status	D - Credit - Degree Applicable
CB05 Course Transfer Status	B = Transferable to CSU only
CB08 Course Basic Skill Status (PBS Status)	2N = Course is not a basic skills course.
CB09 SAM Code	C - Occupational
CB10 Course COOP Work Exp-ED	N = Not part of Coop Work Exp
CB11 California Classification Codes	Y - Credit Course
CB13-Special Class Status	N - Not Special
CB21 Levels Below Transfer	Y = Not Applicable
CB22 Non Credit Course Category	Y - Not Applicable
CB23 Funding Agency Category	Y = Not Applicable
CB24-Program Course Status	1 = Program Applicable
CB25 Course General Education Status	Y - Not Applicable
CB26 Course Support Course Status	N - Course is not a support course

Web Catalog Metadata