Fond du Lac Tribal and Community College  
COURSE OUTLINE FORM  

Updated 9/23/14

Please return this form to the college vice president of academic affairs and the chairperson of the Academic Affairs and Standards Council (AASC)

1. Prepared by: __________________________________________________
2. Date submitted: ______________________________________________
3. Date approved:_________________ Date revised:12/9/2014
4. Department/discipline: ART
5. Department(s) endorsement(s):_________________________________.  
(Signatures of the person(s) providing the endorsement are required.)
6. Course Title: Portfolio Development
   Abbreviated course title (25 characters or less):
7. Course Designator: ART
8. Course Level: 2030
9. Number of Credits: Lecture: 0_ Lab: 1-3
10. Control Number (on site): 20
    Control Number (online): 0
11. Catalog/Course description:

   Students enrolled in this course will work one on one with an assigned instructor/mentor preparing and organizing artwork for exhibition and/or portfolio presentation. Hands on preparation of traditional art portfolios and digital art presentations will be emphasized; however, students may choose to complete a body of work for exhibition. This course may be individually tailored to student goals. Enrollment option from one to three credits depending upon portfolio objectives.

12. Course prerequisite(s) or co-requisite(s):
    Prerequisite(s): Must be seeking FDLTCC AFA Degree
    Co-requisite: None

13. Course Materials (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers).
1. Student Artwork
2. Portfolio Materials (i.e. commercial portfolio binder, paper mounting materials, etc.)
3. Digital Photography Supplies (i.e. camera, printer, photo paper, CD's, etc.)
4. Computer Access with Photoshop program
5. One on one guidance from instructor as well as contact with a variety of artist volunteer arts professionals/guest lecturers.

14. **Course Content** (Provide an outline of major topics covered in course)

I. Portfolio Development:
   A. Work Sample Selection
      1. Knowing Your Best Work
      2. Selecting Work Appropriate to Specific Job or Presentation Applications.
   B. Making the Best Possible Presentation:
      1. The Portfolio, its materials and appearance.
         a. Making your own presentation materials (Taking quality images of your artwork, mounting photographs and original artwork, creating CD’s and Power Point presentations.
         b. How to seek and evaluate professional services (photography, image processing, etc.).
         c. Ongoing documentation of artistic output. Keeping the portfolio “ready to go”.
         d. Additional support materials (the artist’s statement resumes, letters of recommendation, exhibition record, records of provenance, etc.).

II. Career Development: (How to use a portfolio):
   A. Making Connections:
      1. Job Search
      2. Networking
      3. Exhibitions and other opportunities for getting artwork seen by prospective buyers, employers and others.
      4. Professional Associations (CAA, etc.).
   B. Job and Educational Opportunities:
      1. What to do with the AFA Degree
      2. Education opportunities after FDLTCC’s AFA Degree
      3. Lifelong opportunities for career growth and change within the Visual Arts.
      4. Self Employment Opportunities/Prospects.

15. **Learning Goals, Outcomes, and Assessment**
    At FDLTCC we have 4 Competencies Across the Curriculum (CAC) areas. They are as follows:
A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information)

B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)

C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)

D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one’s own traditions and culture, knowledge of others’ traditions and cultures, culture of work, culture of academic disciplines and/or respect for global diversity.)

Course learning outcomes will fulfill the identified competencies:

Course Learning Outcomes:

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

1. Document artwork produced while enrolled at FdLTCC using digital photographs and accompanying descriptive text to accurately represent skills. (A)
2. Write a comprehensive artist's statement defining rationale associated with their artwork, its iconography, content, style and method of manufacture. (B, D)
3. Write a functional, flexible resume suitable for a variety of educational, employment and/or exhibition applications. Compose and edit resumes using Microsoft Word and a suitable resume template. (A, B)
4. Write a short (half to full page) biography outlining life experiences pertinent to their career aspirations. (B)
5. Create a Power Point presentation that best represents their artwork and abilities. Include ten or more slides with accompanying descriptive text applying appropriate Power Point design options. (A)
6. Safely archive their own original artwork. Mat, frame or package artworks to preserve their intrinsic as well as monetary value. (C)
7. Apply online for entry into at least one art exhibition. (A)

16. Minnesota Transfer Curriculum (MnTC): If this course fulfills an MnTC goal area, state the goal area and list the goals and outcomes below:

See [www.mntransfer.org](http://www.mntransfer.org)

Goal Area(s): N/A
Goal and Outcomes:
  Goal: N/A
  Outcome:
Complete the following only if you are proposing a new course:

1. Planned pattern of offering:
2. Rationale for course: If this course is an ADDITION or replacement to current offerings, add a detailed explanation of the necessity for the change.
3. Does this course overlap with any course(s) offered at FDLTCC? If so, justify such duplication or indicate other adjustments to be made. Obtain signatures from affected departments.
4. What is the apparent or expressed student need for this course?
5. If this course includes a Native American or specifically Anishinaabe component list campus resource person/s—i.e., campus cultural/spiritual resource person/s and, if necessary, elder/s—consulted and include specific comments and written responses as appropriate.
6. Are there any additional licensing/certification requirements involved?
   a. Provide a copy of the required licensing/certification standards to the AASC chair and to the vice president of academic affairs.
   b. Attach the required documentation to show course meets required licensing/certification standards.
7. What types of tutoring will be made available through the CAA to students taking this course?
8. How will the course be evaluated?
9. Special resources—e.g. faculty, space, equipment, library, etc
10. Special course fees:
11. Relationship of course to the college mission statement and goals.
12. Relationship of course to the department’s mission statement and goals.
13. Relationship of course to colleges/university offerings (include tribal colleges).

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<th>General Education</th>
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