

# DMA 270 - Special Projects: Capstone/Portfolio

UNM Valencia, Digital Media Arts

updated 8-2018

Fall 2018

ARRANGED

**Professor: Alexa Wheeler**

[alexa08@unm.edu](mailto:alexa08@unm.edu)

Campus Office Hours: M & W: 1:00 - 2:30 pm, T: 10:00 am - 2:00 pm  
and by appointment

Virtual Office Hours: Anytime - see "How to Contact the Instructor" below

Office: Academic Building Rm. A142F

## Course Description

This course is designed to provide students with an opportunity to concentrate on a specific portfolio project. Students will develop a portfolio helpful for an entry-level position in digital media and/or an application towards a bachelor's degree in a variety of concentrations. A professional-level project will be required of all Digital Media Arts majors to demonstrate specific strengths in digital photography, graphic and web design, digital animation, video and film, game art and animation, and the like. Each student will complete with a live website and/or reel. This course can also be used as a practicum course for internships and/or field-related work/jobs.

## Objectives

- To provide a forum and workspace for students to develop a portfolio, and conceptualize and execute meaningful work demonstrating each student's abilities - individually or as a team
- To provide the opportunity for students to earn course credit for an approved practicum, internship, or field-related work/job.
- To provide the opportunity for students to create a portfolio documenting the quality of their work in courses
- To provide the opportunity for students to create a portfolio documenting the quality of their progress in understanding and applying digital media arts principles, theory and best practices as they progressed through the degree program
- To provide the opportunity for students to reflect on their growth and development in the professional practice of digital media arts fields as they complete the program
- To provide the opportunity for students to create a portfolio to showcase examples of their best work to internal and external professional and educational audiences.
- Gain an excellent working knowledge of the Mac computer and its operating system

## Student Responsibilities/Attendance/Participation

### Student Responsibilities:

- Have a **USB Flash Drive** (at least 16 GB) and/or an external hard drive. Make sure it is clearly labeled with your name on it. Always keep a back-up of ALL work.
- **UNM Email/Black Board Learn Access:** Beginning Fall 2015 semester, all UNM-Valencia students will be required to have a UNM Net ID which can be created by going to: <http://it.unm.edu/accounts/>. UNM Net ID will give you access to the computer labs on campus, blackboard learn and UNM Email. Make sure to update this information as your method of contact under personal information on Lobo Web.
- **Computer Lab Responsibility:** *Please be advised that use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at <http://policy.unm.edu/university-policies/2000/2500.html>. Food and drink are also prohibited in any computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges.*
- If you have a disability, please inform me of your needs as soon as possible to ensure that your needs are met in a timely manner. For information on Equal Access at UNM-Valencia, please see <http://valencia.unm.edu/students/advisement-and-counseling/equal-access-services.html>
- Cell phones need to be muted during meetings.
- *In an effort to meet obligations under **Title IX**, UNM Faculty are considered responsible employees. This designation requires that any report made to a faculty member regarding sexual misconduct or gender discrimination must be reported to the Office of Equal Opportunity and the Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>*
- **Academic Dishonesty and Plagiarism:** *Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University.*

### Attendance/Participation:

- Student attendance and participation is considered a necessary factor in the learning process. Since this is an arranged course, participation in this specialized course also involves being a self-motivated, energetic student highly interested in his/her own success both academically and professionally. Students are encouraged to participate in group/team work.
- Students are still held responsible for all academic work required or performed during their absence regardless of the reasons for those absences. Participation influences your grade heavily.
- Students are required to complete all projects on time, participate in scheduled critiques/class discussions/demos, and maintain a safe, respectable, positive lab environment.
- If you have not attended class for three consecutive meetings/arranged classes and have made no attempt to text/email/contact me, you WILL be dropped.
- Students will need to work a few hours each week, at a minimum. Open lab hours will be announced

## Grading Policy

### Grading:

- Grading is based on a timely completion of course assignments as discussed in meetings, the quality of individual technical and critical development, conceptual progress, personal commitment and the completion of the portfolio/internship assignment(s). Personal commitment involves regular attendance to meetings/classes, consistent effort, completion of work, participation in critiques and class discussions, and the general willingness to try. Make your portfolio meaningful to yourself!
- Incompletes are rarely issued. If 75% of the semester's work/projects/deliverables and participation/attendance have been completed with a satisfactory grade, and incomplete may be issued.

## Grading Breakdown

### **Semester Requirements:**

#### **Individual Meetings (3)**

Portfolio	45 points	15 points each
Attendance	15	5 points each

#### **Final Meeting (1)**

Portfolio	15 points
Attendance	5 points

#### **Final Portfolio Presentation**

20 points

#### **Extra Credit:**

Extra Credit                                      10 points maximum for the semester

A+	101+
A	94-100
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	50-59

## How to Contact the Instructor

**Office Hours:** Office Hours are held weekly on-campus and virtually.

- On campus, the office hours are:
  - o M & W: 1:00 - 2:30 pm, T: 10:00 am - 2:00 pm, and by appointment in A142F, or check other DMA classrooms.
  - o Also, by appointment - I ask that you make an appointment even during my regular office hours as I schedule meetings, etc..., during that time as well
- Virtually, reach me any other time through email, text ... (see below).

**Email:** I prefer all email to be from the internal UNM Learn Course Message system. I will check these messages regularly and will respond to all emails within 48 hours (72 hours weekends), and usually sooner. Although less preferred, you can email me at [alexa08@unm.edu](mailto:alexa08@unm.edu). In the Subject Line of the email, ALWAYS write your full name and class number. For example - "Laurie Anderson ARTS 130"

**Text:** You can also reach me **BY TEXT ONLY** at: 505-515-1055. I WILL NOT answer phone calls and ask that you please NEVER LEAVE A MESSAGE!!! Any messages left by students will be deleted and will not constitute an attempt at communication. In the event of an absence, you will be counted unexcused if you left a message on my cell phone yet made no other written attempt at communication. All communication between instructor and student outside of class time MUST be in written format for this class. If you must reach me or have an emergency, USE: email, text, or my office phone (if needing to leave a message - as a last resort) at 925-8728.

## Support Information, Resources, & Tutorials

- o **Open Studio Time - Digital Media Arts Open Lab:**
  - Located in B117 in the Business & Technology Building.
  - Times and hours posted on UNM Learn
- o **Support for UNM Learn:**
  - o UNM Learn help: <http://online.unm.edu/help/learn/support/>.
- o **DMA Tutoring Services:**
  - o We are proud to have our very own DMA tutor available for Digital Media Arts specific courses! See LEARN for more information.
- o **Other tutorials:** I will post a number of links to video tutorials in UNM Learn for this course.
- o **UNM Valencia Tutoring Services:**
  - o Custom tutoring services are available through The Learning Center at <https://valencia.unm.edu/campus-resources/the-learning-center/index.html>. Even online tutoring is available!
- o **Instructor Support:**
  - o Please see "How to Contact the Instructor" for instructor help.
- o **Community Support:**
  - o We will have a HELP FORUM discussion board in the UNM Learn course. Use this as a place to post questions to the community. It is important for peer learning and peer communication to enhance our community.
- o **Accessibility & Equal Access:**
  - o UNM-Valencia's accessibility/ADA compliance website: <http://valencia.unm.edu/about/accessibility.html>
  - o UNM-Valencia's Equal Access Services website: <http://valencia.unm.edu/students/advisement-and-counseling/equal-access-services.html>

## Method of Instruction

Methods of instruction include portfolio reviews/individual meetings, portfolio presentation and critiques, online lecture/information, and other activities.

**Portfolio Presentations and Critiques** - There will be classroom final critiques and evaluations at the end of the semester. Guidelines will be detailed in our meetings and in UNM Learn. We will come together as a group to critique your portfolio and provide feedback to each other.

**Online Lecture** - The student will access an online lecture info periodically. The lecture will be presented in any number of formats, including written, photo, audio, video, and more.

**Meetings & Portfolio Reviews** - There will be a series of 3 individual meetings for each student and 1 final meeting throughout this semester scheduled with the instructor. It is absolutely imperative that you always attend these meetings. You will be given a grade for attending these meetings, as well as for the content you present in these portfolio reviews.

**Other Activities** - There may be other learning activities associated with the weekly content of the course that will be found online or given in class.

## Course Schedule

<b>Dates</b>	<b>Schedule</b>	<b>Portfolio Reviews &amp; Presentations</b>
<b><u>Week 1</u></b>	<ul style="list-style-type: none"> <li>Review Syllabus</li> </ul>	
<b><u>Week 2</u></b>	<ul style="list-style-type: none"> <li>Individual Meetings</li> </ul>	<b><i>Individual Meeting 1</i></b>
<b><u>Week 3</u></b>	<ul style="list-style-type: none"> <li>Work time - BIO &amp; Artist Statement &amp; Resume</li> </ul>	
<b><u>Week 4</u></b>	<ul style="list-style-type: none"> <li>Work time - BIO &amp; Artist Statement &amp; Resume</li> </ul>	
<b><u>Week 5</u></b>	<ul style="list-style-type: none"> <li>Work time - BIO &amp; Artist Statement &amp; Resume</li> </ul>	
<b><u>Week 6</u></b>	<ul style="list-style-type: none"> <li>Individual Meetings</li> </ul>	<b><i>Individual Meeting 2</i></b>
<b><u>Week 7</u></b>	<ul style="list-style-type: none"> <li>Work time - gather portfolio work - organize</li> </ul>	
<b><u>Week 8</u></b>	<ul style="list-style-type: none"> <li>Work time - gather portfolio work - organize</li> </ul>	
<b><u>Week 9</u></b>	<ul style="list-style-type: none"> <li>SPRING BREAK</li> </ul>	
<b><u>Week 10</u></b>	<ul style="list-style-type: none"> <li>Individual Meetings</li> </ul>	<b><i>Individual Meeting 3</i></b>
<b><u>Week 11</u></b>	<ul style="list-style-type: none"> <li>Work time - WORDPRESS</li> </ul>	
<b><u>Week 12</u></b>	<ul style="list-style-type: none"> <li>Final Meetings</li> <li>•Must have website done</li> </ul>	<b><i>Final Meetings</i></b>
<b><u>Week 13</u></b>	<ul style="list-style-type: none"> <li>Work time</li> </ul>	
<b><u>Week 14</u></b>	<ul style="list-style-type: none"> <li>Work time</li> </ul>	
<b><u>Week 15</u></b>	<ul style="list-style-type: none"> <li>Final Presentations</li> </ul>	<b><i>Final Portfolio Presentations</i></b>
<b><u>Week 16</u></b>	<ul style="list-style-type: none"> <li>Final Presentations</li> </ul>	<b><i>Final Portfolio Presentations</i></b>