

# DMA 270 – Special Projects: Capstone/Portfolio

UNM Valencia, Digital Media Arts

updated 1-2013

Spring 2013

Thursday, 9am – 10:15am

WebCT Hybrid Course

**Professor: Alexa Wheeler**

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

Campus Office Hours: Monday & Wednesday 9:30am – 10:30am  
And by appointment

Virtual Office Hours: by email, text, IM, and by appointment for live chat  
\*\*see "How to Contact the Instructor" below

Office: Business & Technology Building Rm. 110A

## 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:

- Students must have basic computer and file management skills for all DMA courses. Custom tutoring services are available through the TLC. Required pre/co requisite is IT 101: Computer FUNdamentals. Students that fall behind due to lack of basic computer skills will be dropped.
- Bring a USB Flash Drive (at least 4 GB) OR an external hard drive (highly recommended!!!) to every class. Make sure it is clearly labeled with your name on it. Always keep a back-up of ALL classwork.
- Students must log on to this course at a minimum of two times a week. It is a requirement to check your email regularly for any communication from the instructor.
- Students must meet with the instructor at the beginning of the semester, make a plan of action and goal for the semester's work, fulfill this plan successfully, and attend all required instructor meetings throughout the semester.
- Have a UNM email to access WebCT:
  - o Students will access supplemental information, class agenda/syllabus, and their grades through WebCT at <https://vista.unm.edu>. Just enter your NetID and your password. You must set-up a UNM email account (<https://netid.unm.edu>) if you do not already have one.
- 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.
- Cell phones need to be muted during class times. If you must receive a call, leave the lab before you answer. No phone conversations in the studio. No web browsing, email, or text messaging during lectures, demos, discussions, or critiques.
- **COMPUTERS WILL BE OFF DURING ALL CRITIQUES!!!**

## Attendance/Participation:

- Weekly student attendance and participation is considered a necessary factor in the learning process. 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. Class participation influences your grade heavily.
- Students are required to complete all projects on time, participate in scheduled critiques/class discussions, and maintain a safe, respectable, positive lab environment.
- More than three absences without prior consultation may result in a failing grade or a drop from the class. Leaving early or arriving late three times results in one absence.
- If you have not attended class for three consecutive class periods and have made no attempt to text/email/IM/contact me, you WILL be dropped.
- Students who do not attend the first week of class will automatically be dropped.
- Students will need to work a few hours each week in addition to the scheduled class times. Open lab hours will be announced

# Grading Policy

## Grading:

- Grading is based on a timely completion of course assignments, the quality of individual technical and critical development, conceptual progress, personal commitment and the ability to work in a community studio setting. Personal commitment involves regular attendance, consistent effort, completion of work, participation in critiques and class discussions, and the general willingness to try. Make each project meaningful to yourself!
- Each assignment will culminate in a critique, which will consist of projecting your completed films in class for all to see. All due dates will be announced in the YELLOW BOX on WebCT, as well as on the syllabus. No full credit will be given for any late work. If an assignment is not presented on time, an automatic 0 will be issued. You will need to make arrangements with me if you are planning to make-up the work, and a fair grade will be issued once the work has been submitted, presented, and critiqued, minus an automatic one letter grade deduction.
- 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

Points will be added up and a letter grade will be issued according to the following scale:

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

## Weekly Office Hours:

- Office Hours are held weekly on-campus and virtually.
- On campus, the office hours are:
  - o Monday & Wednesday 9:30am – 10:30am in B&T Rm. 110A, or check other DMA classrooms
  - o Also, by appointment
- Virtually, reach me any other time through email, text, IM (see below).

## Email:

I prefer all email to be from the internal WebCT class email. I will check this WebCT email 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 DMA 270”

## Instant Messaging:

If I am available to talk, I will set my status to online. You will first need to set up an account with the following services, then you can use these IM services:

### Google Talk - “alexatoast”

Set up a Gmail account: [gmail.google.com](http://gmail.google.com)

Email me with your gmail address: [alexatoast@gmail.com](mailto:alexatoast@gmail.com)

I will add you & you add me to your buddy list

GOOGLE TALK HELP: <http://www.google.com/support/talk/?hl=en>

### Yahoo Messenger – “alexatoast”

Download Yahoo Messenger:

Mac: <http://messenger.yahoo.com/download/>

PC: <http://messenger.yahoo.com/download/win/>

Once successfully downloaded, open the program. Add me to your contacts by clicking on the “+” at the bottom left of the screen. My Messenger ID is – [alexatoast@yahoo.com](mailto:alexatoast@yahoo.com)

### AIM (AOL instant messaging) – “alexawheeler”

### Skype – “alexatoast”

Download a Skype account:

Mac: <http://www.skype.com/download/skype/macosex/>

PC: <http://www.skype.com/download/skype/windows/>

Once successfully downloaded, open the program. You can “call” me by typing – alexatoast – in the search bar.

SKYPE HELP: <http://www.skype.com/help/guides/>

## WebCT Chat:

If I am online in the WebCT system, invite me to chat!

## 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 only left a message and 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, IM, text, or my office phone (if needing to leave a message – as a last resort) at 925-8702.

## Support Information, Resources, & Tutorials

### **Open Studio Time – Digital Media Arts Open Lab & Darkroom:**

- Located in Room 123A in the Business & Technology Building (directly in front of the current B&T open computer lab Room 123). You will need to enter the lab through the current B&T computer lab and sign-in to use the computers.
- Monday through Thursday 8:00am to 8pm
- Friday 8:00 am to 4:00 pm. Some closures on certain dates – see WebCT

**Support for WebCT:** - WebCT help: <http://webctinfo.unm.edu/student/>.

### **DMA / UNM Valencia Tutoring Services:**

- We are proud to have our very own DMA tutor available for Digital Media Arts specific courses! You can walk-in or if you prefer to make an appointment during these times, please call the Learning Center at 925-8900.
- Custom tutoring services are available through The Learning Center <http://www.unm.edu/~tutor/>. Even online tutoring is available

**Other tutorials:** I will post a number of links to video tutorials in WebCT for this course.

### **Instructor Support:**

- Please see "How to Contact the Instructor" for methods of contacting the instructor for help.

### **Community Support:**

- We will have a HELP FORUM discussion board in the WebCT 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.

## Method of Instruction

Methods of instruction include in-class lectures, demonstrations, discussions, work-time, portfolio critique/presentations, group work, and portfolio reviews/individual meetings. There will also be supplemental out-of-class and online instruction/homework.

**In-Class Lectures, Demonstrations, Discussions, Work Time** – each week we will meet once on campus. A variety of issues will be presented and discussed.

**Portfolio Presentations and Critiques** – There will be classroom critiques and evaluations throughout the semester. Guidelines will be detailed in class and in WebCT. We will come together as a group to critique the progress you are making on your portfolio and provide feedback to each other.

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

**Group Work** – Due to the varied abilities of all enrolled in this class, there will be a time in the semester where teams of students will be encouraged to work together and assist each other in developing a portfolio using one's strengths to aid in the impact of another's work.

**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

## Spring 2013:

Semester begins January 14

Semester ends May 4

## HOLIDAYS:

Spring Break: March 10 - 17 – Week 9

<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>• Introductions</li> <li>• Review Syllabus</li> <li>• Review WebCT</li> <li>• Lecture</li> <li>• Equipment Overview</li> <li>• Supplies Overview</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>• Class Discussions</li> <li>• Work time</li> </ul>	
<b><u>Week 4</u></b>	<ul style="list-style-type: none"> <li>• Class Discussions</li> <li>• Work time</li> </ul>	
<b><u>Week 5</u></b>	<ul style="list-style-type: none"> <li>• Class Discussions</li> <li>• Work time</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>• Class Discussions</li> <li>• Work time</li> </ul>	
<b><u>Week 8</u></b>	<ul style="list-style-type: none"> <li>• Class Discussions</li> <li>• Work time</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>• Class Discussions</li> <li>• Work time</li> <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>• Class Discussions</li> <li>• Work time</li> </ul>	
<b><u>Week 12</u></b>	<ul style="list-style-type: none"> <li>• Final Meetings               <ul style="list-style-type: none"> <li>• Must have website done</li> </ul> </li> <li>• Class Discussions</li> <li>• Work time</li> </ul>	<b><i>Final Meetings</i></b>
<b><u>Week 13</u></b>	<ul style="list-style-type: none"> <li>• Individual Meetings</li> </ul>	
<b><u>Week 14</u></b>	<ul style="list-style-type: none"> <li>• Class Discussions</li> <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>	