

MASTER SYLLABUS

Course Discipline Code & No: PHO 230 Title: Portfolio Projects Effective Term Fall 2007
 Division Code: BCT Department Code: VAT Org #: 14500
 Don't publish: College Catalog Time Schedule Web Page

Reason for Submission. Check all that apply.
 New course approval Reactivation of inactive course
 Three-year syllabus review/Assessment report Inactivation (Submit this page only.)
 Course change

Change information:
Minor changes (corrections, editing, clarification)
 Course discipline code & number (was _____)
 Course title (was _____)
 Course description
 Course objectives (minor changes)
Major changes (reviewed by Curriculum Committee.)
 Credit hours (credits were: _____)
 Total Contact Hours (total contact hours were: _____)
 Distribution of contact hours (contact hours were:
 lecture: _____ lab _____ clinical _____
 other _____)
 Pre-requisite, co-requisite, or enrollment restrictions
 General Education Distribution Course: Add Remove
 Honors section approval
 Change in Grading Method
 Objectives
 Other _____

For major changes, consultation with all departments affected by this course is required.

Rationale for course or course change. Attach course assessment report.
 Three year review and assessment plan. Permission of instructor is no longer required, level 1 & 2 prerequisites are sufficient. Course assessment plan and rubric have been completed.

Approvals Department and divisional signatures indicate that all departments affected by the course have been consulted.

Department Review by Chairperson New resources needed All relevant departments consulted
 Print: Jennifer Baker Faculty/Preparer Signature Jennifer Baker Date: 11/22/06
 Print: Jennifer Baker Department Chair Signature Jennifer Baker Date: 11/22/06

Division Review by Dean Request for conditional approval
 Recommendation Yes No Jennan Wilson Date 11/30/06
 Dean's/Administrator's Signature

Curriculum Committee Review
 Recommendation Tabled Yes No Jan Vasey Date 2/19/07
 Curriculum Committee Chair's Signature

Vice President of Instruction Approval
 Approval Yes No Roger M. Palay Date 2/26/07
 Vice President's Signature

Do not write in shaded area.
 Entered in: Banner 3/6 C&A Database 3/6 Log File 1/16/07 Basic skills spreadsheet updated Contact fee
 for 200701 3/6 2/15/07

Please return completed form to the Office of Curriculum & Assessment.

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*Complete ALL sections which apply to the course, even if changes are not being made.

Credit hours: <u>3</u>	Instructor contact hours per semester: Lecture: <u>45</u> Lab: <u>15</u> Clinical: _____ Practicum: _____ Other: _____ Total contact hours: _____	Are lectures, labs, or clinicals offered as separate sections? <input type="checkbox"/> Yes - lectures, labs, or clinicals are offered in separate sections <input type="checkbox"/> No - lectures, labs, or clinicals are offered in the same section	Grading options: <input type="checkbox"/> P/NP (limited to clinical & practica) <input type="checkbox"/> S/U (for courses numbered below 100) <input checked="" type="checkbox"/> Letter grades
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Prerequisites. Select one:

- College-level Reading & Writing required.)
 Reduced Reading/Writing Scores
 COMPASS Reading _____
 COMPASS Writing _____
 No Basic Skills Prerequisite
 (College-level Reading and Writing is not required.)

In addition to Basic Skills in Reading/Writing:

Level I (enforced in Banner)

	Course/Test	Grade/Score	Enrollment
<input checked="" type="checkbox"/>	PHO 117	C-	<input type="checkbox"/>
<input type="checkbox"/>	PHO 228	C-	<input type="checkbox"/>
<input type="checkbox"/>	_____	_____	<input type="checkbox"/>

Corequisites (must be enrolled in this class also Concurrent during the same semester):

Level II (enforced by instructor on first day of class)

	Course	Grade/Score
<input type="checkbox"/>	PHO 122	C-
<input type="checkbox"/>	PHO 129	C-
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

Enrollment restrictions (In addition to prerequisites, if applicable.)

- and or Instructor consent required
 and or Admission to program required
 Program _____
 and or Other (please specify): _____

Please send syllabus for transfer evaluation to:

Insert course number and title you wish the course to transfer as.

- EMU as _____
 UM as _____
 _____ as _____
 _____ as _____
 _____ as _____

Conditionally approved courses are not sent for evaluation.

Add to General Education distribution

(Select one area)

- Writing Nat. Sci.
 Speech Soc./Behav/ Sci.
 Math Arts/Hum.

Courses must meet all criteria.

1. Is a standard introductory course in the discipline
 2. Has a verified transfer acceptance
 3. Meets the critical thinking requirement
 4. Assesses academic achievement
 5. Covers minimum knowledge/skills

Honors section. Not all criteria are required. Check relevant items.

1. Emphasis on primary source materials
 2. Emphasis on independent study/research
 3. Greater rigor of course materials
 4. Interdisciplinary approach
 5. Development of critical thinking skills
 6. Additional course objectives
 7. Additional instructional methods
 8. Satisfaction of the service component

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<p>Course discipline code & number PHO 230</p>	<p>Course title Portfolio Projects</p>	<p>Credit hours 3</p>
<p>Course description Brief statement of the purpose and content of the course. (Please limit to <u>500</u> characters.)</p>	<p>This course offers students the opportunity to work on an extended photographic project of the individual's choosing. Emphasis is placed on developing a personal style. Students improve their visual problem solving skills through researching the technical and aesthetic concerns for their projects and through individual and group critiques. Recommended as a corequisite with Portfolio Seminar.</p>	
<p>Course outcomes List brief statements that indicate what students will know and be able to accomplish as a result of taking the course. These outcomes will be common across all sections, instructors, settings, and terms. Indicate how these outcomes will be assessed to determine student achievement for purposes of course improvement.</p>	<p>Common outcomes expected in all sections of the course (usually 2-5)</p> <p>Complete a professional quality portfolio of photographs that reflects a chosen direction in photography.</p> <p>Produce a written project summary describing his/her portfolio.</p>	<p>Assessment Method</p> <p>Portfolio evaluation using departmental rubric.</p> <p>Evaluation of written summary using departmental rubric.</p>
<p>Indicate the major instructional objectives that support the course outcomes given above. These objectives will be common across all sections, instructors, and terms.</p> <p>Indicate how instructors will know the degree to which each objective is met for each student.</p>	<p>Common Instructional Objectives expected in all sections of the course (usually 2-4 per outcome)</p> <p>Project Research & Proposal</p> <ol style="list-style-type: none"> 1. With faculty input, determine a project corresponding to a chosen direction in photography and develop core objectives for it. 2. Perform necessary technical and aesthetic research required to complete the chosen project. 3. Develop a written proposal containing a project description and core objectives for the project. <p>Project Completion</p> <ol style="list-style-type: none"> 1. Outline a time line project completion. 2. Identify and obtain the necessary materials to complete project. 	<p>Method of evaluating student performance of objectives</p> <p>Objectives 1-3. Evaluation of written project proposal (including description, core objectives, and evidence of technical and aesthetic research.)</p> <p>Objectives 1-2. Evaluation of written project plan (including time line, materials needed, and technical and aesthetic resources).</p>

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	<p>3. Maintain written records of progress on the project, citing both successes and failures in progress.</p> <p>4. Employ appropriate technical and aesthetic resources to improve the overall success of the project.</p> <p>5. Demonstrate progress toward identified project objectives and portfolio completion throughout the semester.</p> <p>Complete a final portfolio of images that demonstrates the project's stated objectives.</p> <p>Summary & Presentation</p> <p>1. Produce a written project summary describing the final portfolio of images.</p> <p>2. Present a of portfolio of images using industry standard professional presentation techniques.</p>	<p>Evaluation of course journal.</p> <p>Evaluation of course journal.</p> <p>Individual and group critiques.</p> <p>Portfolio evaluation.</p> <p>Evaluation of written summary.</p> <p>Portfolio evaluation.</p>
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List all new resources needed for course, including library materials.

No new resources needed.

Student Materials:		
<p>List examples of types</p> <p>Texts Supplemental reading Supplies Uniforms Equipment Tools Software</p>	<p>Textbook Image processing and printing materials Notebook / journal Presentation materials</p>	<p>Estimated costs.</p> <p>\$ Varies depending on chosen project.</p>

Equipment/Facilities: Check all that apply. (All classrooms have overhead projectors and permanent screens.)

Check level only if the specified equipment is needed for all sections of a course.

Level I classroom
Permanent screen & overhead projector

Level II classroom
Level I equipment plus TV/VCR

Off-Campus Sites
 Testing Center
 Computer workstations/lab
 ITV
 TV/VCR

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<input type="checkbox"/> Level III classroom Level II equipment plus data projector, computer, faculty workstation	<input type="checkbox"/> Data projector/computer <input type="checkbox"/> Other _____
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Assessment plan:

Learning outcomes to be assessed	Assessment tool	When assessment will take place	Course section(s)/other population	Number students to be assessed
Complete a professional quality portfolio of photographs that reflects a chosen direction in photography.	Portfolio evaluation using departmental rubric.	3year cycle beginning in Fall 2007.	All sections, all students.	20
Produce a written project summary describing his/her portfolio.	Evaluation of written summary using departmental rubric.	3year cycle beginning in Fall 2007.	All sections, all students.	20

Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Describe the scoring range to be used, or include a copy of the rubric.
See attached rubric.

2. Indicate the standard of success to be used for this assessment (e.g. 75% of students must meet all learning outcomes).
80% of students achieve average or excellent results on 5 out of the 7 assessment components.

3. Indicate who will score and analyze the data.
Invited local professional photographers will assess student portfolios and written summaries using the attached rubric. Full time faculty will analyze the data.

4. Explain how and when the assessment results will be shared with the department and other involved faculty.
A written summation of the data analysis will be shared with the department upon completion.

5. Describe any additional assistance the department will require to complete this assessment.
None required.

Please return completed form to the Office of Curriculum & Assessment, SC 247.