IA 420 - Capstone
Spring Semester 2016-17

COURSE DESCRIPTION:	3 Credits. Advanced application of design processes, theory, regulations, and codes for depth and enhancement to an IA studio project; portfolio and resume development; final portfolio presentation. Lecture.
	Prerequisite: Completion of two IA 417 sections. May be taken independently of an IA studio course.
MEETING TIME & PLACE:	Tuesdays: 11:00 – 12:15 PM, Room 323 CPS
INSTRUCTOR:	Katja V. Marquart, MFA, Associate Professor
OFFICE	320 CPS
TELEPHONE	(715) 346-4090
E-MAIL	kmarquar@uwsp.edu. *NOTE: I may not check email from Friday noon until Monday 9 AM*
OFFICE HOURS	Tuesdays & Thursdays 1:00 – 2:00, and by appointment

SUPPLEMENTAL TEXTS

References: Linton, Harold. Portfolio Design. W.W. Norton & Co.
Online Resources: Various online resources will be shared through the semester for reference in creating your portfolios.

REQUIRED SOFTWARE
You are required to have personal access (non-computer lab) to Adobe Photoshop, InDesign, and Acrobat Pro for the duration of this course. If you don't already own these programs, you can purchase an annual license for a student discount (60% off market rate), paid monthly or one-time. More information can be found on the Adobe website (look for students and educators section – www.adobe.com).

IA 420 COURSE LEARNING OUTCOMES
At the end of this course, students will be able to:
- Identify and illustrate creative and effective approaches to develop a portfolio format, theme and content. (Comprehension and Analysis)
- Assemble a professional dossier of design work and personal marketing materials. (Synthesis)
- Develop and demonstrate an understanding of public perception and visual communication through a portfolio show. (Application)
- Critique, analyze, and refine design work. (Depth and Enhancement to studio projects)

COURSE EXPERIENCES
Through this course you will engage in the following primary learning experiences:
- Critically evaluate the graphic quality of design portfolios and presentation materials relative to design communication.
- Create a printed and digital portfolio, recognizing the difference in value for each.
- Compose a compatible bio/resume, philosophy statement, and marketing materials for career advancement.
- Enhance design work through professional graphics communication and presentation.
- Use networking and professional resources for valued feedback.
- Develop experience in marketing, branding and exhibit design.
- Deepen your understanding of self and your role as a designer in the professional field and the world at large.

EVALUATION CRITERIA
Grades are calculated using the following point values:

30 pts.	**Part 1: Conceptual Design.** Research, Planning, & Draft Development. Exhibit design. Group Interim Review.
20 pts.	**Part 2: Design & Technical Development.** Exhibit design, Ongoing development, Technical solutions, and "Enhancements".
50 pts.	**Part 3: Final Design & Production.** Final Documents, Exhibit design, fabrication and installation, Other final work.
100 pts.	

Percentage breakdown for grades is as follows:

100-94% =A; 93-91%=A-; 90-88%=B+; 87-84%=B; 83-81%=B-;
80-78%=C+; 77-74%=C; 73-71%=C-; 70-68%=D+; 67-60%=D; 59-0%=F

Late work is not accepted, and incompletes are not given either for projects or as a semester grade. **Turn in whatever work is complete on the due date to receive partial credit and valuable feedback.** Exceptions *may* be made for extenuating circumstances, and at the instructor's discretion. Please make arrangements to meet with me and discuss any circumstances you think may fall into this category as early as possible during the semester.

ADDITIONAL NOTES and EXPECTATIONS

Academic Integrity: In short, all work must be your own; not copied. While you are encouraged to work with your colleagues in the studio, students are expected to work individually on assignments (unless otherwise stated). This means that the entire assignment must be executed solely by you and the work you present is your own. It is possible to determine what work or pieces of work have been copied into a digital file and action against plagiarism will be taken according to UW procedures. For more information, see the University website on academic integrity and student rights: http://www.uwsp.edu/stuaffairs/Pages/assessmentServices.aspx.

Attendance & Participation: Is required at all listed mandatory class meetings per the course schedule, unless otherwise noted. You are expected to come to class prepared and actively participate in the course, bringing the necessary materials to work for the entire class period and actively sharing in discussions. You are responsible for obtaining any information missed due to absence. If you have a personal emergency or serious health issue preventing you from attending class, notification of the absence prior to the class meeting via e-mail is preferred. Make-up work or extra credit is not given. Serious health issues will require a medical note from a physician or campus healthcare services. Absences that occur without any of the above notices will be subject to loss of overall points in the course and thus may affect your overall course grade.

You are responsible for keeping the instructor informed of you progress on projects when work is accomplished outside of the classroom. If you do not understand something it is your responsibility to see the instructor for clarification.

Individual participation and professionalism consists as part of your grade in this course. You are expected to participate in all course activities, and strive to develop productive, professional, and respectful studio rapport. One-on-one and/or group critiques may be held in order to encourage learning, rather than to judge work. You are expected to provide constructive input and feedback to fellow students during these sessions and to be receptive to constructive criticism.

Overall Work Ethic: What you put into this class is what you will get out of it. The time you spend on the course work will be reflected in the quality and craftsmanship of your final portfolio. You are expected reflect upon and integrate your research into the final product. Your attitude, communication with peers and communication with your professor are a direct reflection upon you and your professionalism. As a hybrid course there will be times when your participation and engagement are required outside of the class meeting time and outside of any "homework" hours. You are expected to fully participate in these activities as the class deems necessary.

Online Learning Environment: This course utilizes the Desire2Learn courseware found at https://uwsp.courses.wisconsin.edu/ for course content and supplemental activities as outlined in the schedule. This course may also use free online tutorials for assignments and exercises.

Portfolio Critique and Individual Meetings: One-on-one critiques are held regularly each week in studio & sometimes outside of the class meeting time. You are expected to present and discuss your design work and show how you are satisfying the portfolio criteria and following the studio process. All digital work performed in studio must be performed on your laptop and/or printed examples of your digital work to date should be brought to class if you do not have your laptop with you to be able to participate with your professor's critiques and/or submit regular PDF drafts for review on D2L. Working in IA labs where the professor can see you is also acceptable however space is often limited.

Cell Phones & Internet: Cell phones, ipads, messaging apps, etc., and any other messaging devices must be turned off or silenced during class. Check your device when you enter the lab to make sure that it is silenced. Use of these devices during class **lecture** times is not permitted; however you may use these devices with headphones to listen to music during class work times. Only the computer program(s) necessary for the course material for that lab period as specified by the instructor may be open and running during lecture, group critique, and any other times in class other than personal work times. This includes: E-mail, Internet, instant

messaging, Facebook, games, etc. Not only are they a distraction to the learning process, running multiple programs can compromise the efficiency of the computer system and servers. If you are found to be using excessive amounts of other media during class times, you will be asked to leave, be marked absent for the day, and will lose the opportunity to turn in any/all assignments due that day.

Room 323 Studio Space
Our classroom is not a dedicated space for this class, therefore you are expected to pick up your course materials and store them in a safe location outside of room 323 between classes. Please note that use of spray adhesives, paints, etc. is not permitted within the CPS building. Please be respectful of this space and leave it clean for the use of other IA students.

UWSP Emergency Procedures
In the event of a medical emergency, call 911 or use red emergency phone located immediately outside the lab classroom in the CPS hallway. Offer assistance if trained and willing to do so. Guide emergency responders to victim(s).
In the event of a tornado warning, proceed to the lowest level interior room without window exposure. The CPS Rm 105 (our classroom) is a designated Tornado/Severe Weather shelter area. In general, avoid wide-span rooms and buildings.

In the event of a fire alarm, evacuate the building in a calm manner. Meet outside the building doors nearest to our classroom (between Science Building & CPS, closest to 4th Avenue). Notify instructor or emergency command personnel of any missing individuals.

Active Shooter – Run/Escape, Hide, Fight. If trapped hide, lock doors, turn off lights, spread out and remain quiet. Follow instructions of emergency responders.

See UW-Stevens Point Emergency Management Plan at www.uwsp.edu/rmgt for details on all emergency response at UW-Stevens Point."

Interior Architecture Program Accreditation Information
The Division of Interior Architecture is preparing for two upcoming accreditation reviews: CIDA (Spring 2018) and NASAD (2017). As required by each accreditation agency, the instructor will collect suitable examples of student work for these reviews. If your work is selected, you will be notified by your instructor who will safely store them until the reviews. You may borrow any work collected to use for job interviews, internship interviews, portfolio shows, portfolio development, etc., but they must be promptly returned to the instructor. After both accreditation reviews are complete, you will be able to collect any retained work. If you have any questions about this process, please ask your instructor.

SUPPLIES   External (portable) Hard drive is recommended for saving and transporting large digital files
                     All other supplies as needed for creating your portfolio and marketing materials and for creating the portfolio
                     show installation.

CIDA STANDARD ALIGNMENT
This course aligns with the following CIDA Standards (v. 2017):

Standard 8. Design Process
Interior designers employ all aspects of the design process to creatively solve a design problem.

Student Learning Expectations
• Student work demonstrates the ability to **apply** space planning techniques throughout the design process.

Student work demonstrates the ability to **apply** knowledge and skills learned to:
• identify and define issues relevant to the design problem.
• execute the design process: pre-design, schematic design, and design development.
• explore and iterate multiple ideas.
• design original and creative solutions.

Standard 9. Communication

Interior designers are effective communicators.

Student Learning Expectations
Students are **able** to effectively:
- express ideas in oral communication.
- express ideas in written communication.
- express ideas developed in the design process through visual media: ideation drawings and sketches.
- apply a variety of communication techniques and technologies appropriate to a range of purposes and audiences.

Standard 11. Design Elements and Principles
Interior designers apply elements and principles of design.

Student Learning Expectations
a) Students **understand** the elements and principles of design, including spatial definition and organization.

Student work demonstrates the **ability** to:
b) explore two- and three-dimensional approaches across a range of media types.

Students effectively **apply** the elements and principles of design throughout the interior design curriculum to:
c) two-dimensional design solutions.
d) three-dimensional design solutions.