

***BA330A – Presentation Graphics***

**Syllabus**

Spring 2012 – 3 credits

Monday, 8:00 – 11:45 am

Room 222

**Instructor:** Cyn Roberts

**Contact Information**

Preferred contact: email: [croberts@aii.edu](mailto:croberts@aii.edu) (emails answered within 24 hours, Mon. – Fri.)

* Do **NOT** attach an assignment or any other file without prior permission.

**Office Hours:** Wednesday afternoon or by appointment

**FINAL day. date, and time:** Monday, June 11, 2:45 – 4:45 pm | room 222

**Required Text**

Resonate by Nancy Duarte. ISBN-13: 978-0470632017

Slide:ology by Nancy Duarte. ISBN-13: 978-0596522346

**Course Description**

Creation of graphic solutions to support, enhance, and communicate effectively with target audiences.

**Course Outcomes**

Upon successful completion of this course, the student should be able to

* Apply design principles to create graphic solutions for professional presentations
* Propose design solutions that meet communication objectives
* Create on screen presentations with supporting material
* Create information graphics to support research
* Engage the audience
* Demonstrate excellent craftsmanship and professional skills
* Utilize effective file management techniques

**Required Materials**

Needs will vary according to the student’s various presentation concepts. (ie. Display boards, color prints, professional presentation book, etc…) All students must have access to Acrobat Professional, Microsoft PowerPoint, Microsoft Word, and Internet. Labs are available at school.

**Grading**

Attendance = 20% | Presentations & studio roles = 20% | Supporting documentation for presentations = 20% | 4 quizzes = 10% | Midterm exam = 10% | Final Presentation = 20%

*Letter Grade Number Grade Rating*

*A = 95 – 100 Excellent*

*A- = 90 – 94*

*B+ = 87 – 89*

*B = 83 – 86 Good*

*B- = 80 – 82*

*C+ = 77 – 79*

*C = 73 – 76 Satisfactory*

*C- = 70 – 72*

*D+ = 67 – 69*

*D = 62 – 66 Marginal*

*F = Below 62 Failure*

*A gradebook is maintained at* [*www.myeclassonline.com*](http://www.myeclassonline.com)*. You are encouraged to check this often. If you have questions, please ask.*

**Assignment Submission Requirements & Late Work**

* Due to the format of the class, attendance is essential. Presentations and studio roles might not be able to be rescheduled.
* Pay close attention to due dates and submission requirements for various assignments and roles.

**Laptops and other technology:** Laptops, cell phones and other technology devices are often distractive to other students as well as the instructor. Technology devices will not be allowed during studio time.

**Quarter Credit Hour Definition**

A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1)    One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or

(2)     At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

**Campus Email Policy**

Email communication will be through eCompanion. Be sure to check your Profile in eCompanion to update your email address so that you will receive course communications in a timely manner.

**Lab Policies**

Leave food and drink outside the class. Disciplinary action will be taken toward any student found using the equipment in an inappropriate manner, taking cell phone calls or surfing the web. Disruptive, disrespectful or rude behavior will not be tolerated.

**Plagiarism**

Presenting the writings, images or paraphrased ideas of another as one’s own, is strictly prohibited at the Art Institute of Portland. Properly documented excerpts from other’s works, when they are limited to an appropriate amount of the total length of a student’s paper, are permissible when used to support a researched argument.

**Attendance Policy for the Art Institute of Portland**

Students who are absent from all scheduled classes over a 14-day period (2 weeks) are subject to automatic attendance suspension—from the Institute, not just from this course. This means the student is administratively withdrawn from all courses and cannot attend classes or continue in the current quarter unless he/she successfully appeals for reinstatement. Students who anticipate violating the attendance policy should contact their Academic Advisor or Academic Department Director immediately to discuss options such as withdrawing from the Institute or navigating the appeals process.

**Absences Policy**

Regular attendance is required for successful completion of this course. A student who misses the equivalent of three (3) classes will not pass this class. Exceptions for extenuating circumstances will be considered at the discretion of the instructor.

**Adding, Dropping and Withdrawing from courses**

Schedule Adjustment period: The schedule adjustment period runs through the first week of the quarter (ending at 5 pm on Monday of Week 2). To add or drop a course, the student must complete a schedule adjustment form, available from the Registrar’s Office. The signature of the student’s academic advisor is required to make any changes to the student’s schedule.

**Withdrawal (W/WF):** The student who withdraws from a course or from the program during the first nine weeks of the quarter will be assigned a “W” code for each course.  The “W” code is not used in computation of the student’s grade point average; however, “W” credits are counted toward total credits attempted.  The student who withdraws from a course or from the program after the ninth week of the quarter will be assigned a “WF” code for each course.  The “WF” code is the equivalent of a grade of “F” and is used in computing the student’s grade point average.  Students wishing to withdraw from The Art Institute of Portland must file an official status change form with the Registrar.

**Tutoring**

One-on-one tutoring is available to you across all subjects through the Tutoring Center at no extra cost.  The goal of tutoring is to help you learn and master skills so you can then confidently apply them on your own.  Tutoring is helpful for students at all levels.  Our tutors are faculty or, most often, fellow students who have excelled in the subject.  You may find a tutor by visiting aidepartments.com or dropping by the Tutoring Center in Room 328 inside the Education Department.  You may also contact Ann Stevenson ([stevenson@aii.edu](mailto:stevenson@aii.edu)).

**Students with Disabilities**

It is AiPD policy not to discriminate against qualified students with a documented

disability in its educational programs, activities or services. If you have a disability-related need for adjustments or other accommodations in this class, contact Student Support and Disabilities Coordinator, Daynia Flynn at ext. 4836 [djflynn@aii.edu](mailto:djflynn@aii.edu)

**Student Assistance Program**

Any problem. Anytime. Anywhere. Talk One-2-One is a resource for confidential, convenient, and 24/7 support for a number of personal problems that may be challenging your health or well-being. No issue is too small. You can call us Talk One-2-One for a wide range of issues, such as dealing with stress and anxiety, family problems, roommate issues, and drug or alcohol abuse.  To access Talk One-2-One, simply call 1-888-617-3362 anytime, day or night. There’s somebody to talk to 24/7/365, even during school breaks. If you have any questions about the Student Assistance or if you need immediate on-campus support, please contact Daynia Flynn; Student Support & Disabilities Coordinator at djflynn@aii.edu

**Evacuation Procedures – Brewery Blocks**

Please proceed to the nearest exit when the strobe lights flash and an audible alarm occurs. AiPD’s evacuation location is around the corner on 10th between Everett and Davis; do not stand in front of the Armory or Deschutes Brewery - someone will come to tell you when it is safe to back in the building. \*\*ALWAYS ASSUME ANY EVACUATION IS REAL\*\*

**Course Calendar** (*Course calendar is subject to change. Refer to eCompanion for notices regarding change)*

**Week 1: Introduction to Presentation Graphics Course**

Reading assigned: Slide:ology 1-2, Resonate ch 1 - 3

Assign. introduced: Presentation 1 (Icebreaker) and studio roles defined

**Week 2: Writing an audience driven objective | Why resonate?**

Quiz 1: Could cover … Slide:ology 1-2, Resonate ch 1 - 3

Reading assigned: Slide:ology – ch 3-6,

**Week 3: Gathering the Evidence & Using Rhetoric | Displaying and arranging information**

Quiz 2: Could cover … Slide:ology 1-6, Resonate ch 1 - 3

Reading assigned: Resonate ch 4-6, Slide:ology ch 7 & 8

Assign. introduced: Studio presentations

**Week 4: Story telling & Sequencing evidence | Elements of visual presentations**

Quiz 3: Could cover … Slide:ology 1-6, Resonate ch 1 - 6

Reading assigned: Resonate ch 7, Slide:ology ch 9

Assign. due: Studio – presentation 1

**Week 5: Creating impact | Using movement**

Quiz 4: Slide:ology 1- 8, Resonate ch 1 - 6

Reading assigned: Resonate ch 8, Slide:ology, ch 11

Assign. due: Studio – presentation 2

**Week 6: Evaluating for improvement | Using templates | Interacting with slides**

Midterm exam: Slide:ology, ch 1-11, Resonate ch 1-8

Assign. due: Studio – presentation 3

**Week 7: Evaluating a presentation**

In class: Class evaluation of “An Inconvenient Truth”

**Week 8: Presentation Studio**

Assign. due: Studio – presentation 4 & 5

**Week 9: Presentation studio**

Assign. due: Studio – presentation 6 & 7

**Week 10: Final Presentation Prep | Final Exams**

Topic: Make-up studio & in class final preparation

**Week 11: Monday June 11, 2:45 – 4:45**

Topic: Final presentations