## PHO 2696 PHOTOGRAPHY CAPSTONE

The final culmination of the program of study involving either hypothetical or live assignments, and incorporating all of the learning objectives. A resume, branded digital portfolio, interactive CD, and web site of work produced are required for job preparation and real job interviewing. Post-tests are administered and included in the student's final grade. Participation in an industry portfolio review and multiple industry interviews are required. Theory/Lab. Prerequisites: All required courses on MMT plan of study or the School Dean's approval.

**Course Purpose:**
The purpose of this course is to prepare the student by creating a 3D Modeling & Animation portfolio and web site with industry quality samples for interviewing. It will also prepare the student with industry specific, branding materials, resume, job hunting, interviewing skills, estimating, time sheets and best practices in the business office.

**Type of Course**: Theory/Lab
**Credit Hours:** 6; Total clock hours of theory per semester: 35;
Total clock hours of lab per semester: 115.
**Class Length:**  Full Semester
**Class Days and Times:**  Monday, Wednesdays and Fridays 8:00 AM – 11:25 AM
**Co-requisites:**  All required courses or School Dean's approval.

**Instructor Name:**  Nathan Harmon          **Instructor Phone:** (918) 293-5046
**Office:**  Bldg. 302 and Room 101A          **Instructor Email:** *mjharmo@okstate.edu*
**Contact:** My preferred method of contact is email.  Please allow 24-48 hours to return your correspondence during the normal work week.

**Instructor Name:**  Kurt W Stenstrom          **Instructor Phone:** (918) 293-5070
**Office:**  Bldg. 300/HOS and Room 161          **Instructor Email:** *k.stenstrom@okstate.edu*

**Instructor's Office Hours:** TBA and  by Appointment.

**School Name:** Visual Communications          **School Main Phone:** 918-293-5050

## REQUIRED TEXT, REFERENCES, AND MATERIALS

**Texts:**          Handouts will be provided; however, students may refer to books from previous classes. Separate supplemental reading and research materials may be needed for student research on their chosen subjects. These research materials may be gathered from the library, Web or other sources available.

**Materials:**

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| Photography tool kit | previously purchased |
| Three-ring binder, paper, pencils, pens and black sharpie | 12.00 |
| Weekly planner calendar | 17.00 |

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| Personal Domain and 1 year web server host contract | 150.00 |
| 30 – DVD/CDR disks | 29.00 |
| 30 – CD Custom printed labels & Cases | 75.00 |
| 11" x 14" portfolio binder, sheet covers, hinges, extenders, etc | 190.00 |
| 11" x 14" prints for 25-sample portfolio projects | 250.00 |
| 50 – Fine quality paper resumes on personal letterhead w/envelops | 21.00 |
| 20 – Reference sheet on personal letterhead | 11.00 |
| 20 – Personal Portfolio Critique sheets on personal letterhead | 11.00 |
| 250 – Fine quality business cards | 39.00 |

**Uniform/Tools:**    New Clean Pressed Cloths and New Shoes for Interviewing

**Estimated Cost for Materials:**          $ 805.00
**Estimated Cost for Uniform/Tools:**     $ 75.00

**Optional Resources:**  Laptop, Adobe Creative Suite, Lightroom, Extra Lenses, Lighting Equipment, Remote, etc. (see instructor for details).


**Upon completion of the course, students should:**

| Course Objectives | Assessment of Objectives |
|---|---|
| Refer to publications, software, email, phone and the Internet to research industry jobs, positions, titles and requirements. | *Capstone Portfolio and Review. |
| Refer to publications, software, email, phone and the Internet to research job markets, relocation costs and cost of living. | *Capstone Portfolio and Review. |
| Create correspondences with industry specific terminology and action words in written communications. | *Capstone Portfolio and Review. |
| Integrate multiple pre-writing strategies for written communications. | *Capstone Portfolio and Review. |
| Write organized industry specific resume, portfolio critique sheet and cover letters. | *Capstone Portfolio and Review. |
| Write a organized reference approved reference sheet. | *Capstone Portfolio and Review. |
| Write organized job title communications for electronic and traditional forms. | *Capstone Portfolio and Review. |
| Analyze business and job specific target audiences. | *Capstone Portfolio and Review. |
| Analyze industry specific salaries, and cost of living for regional and national job markets. | *Capstone Portfolio and Review. |
| Evaluate faculty, advisors and industry professional critiques and make changes as recommended. | *Capstone Portfolio and Review. |
| Validate and correct grammar, punctuation, and spelling on all written communications. | *Capstone Portfolio and Review. |
| Determine a personal budget for wage needs/wants. | *Capstone Portfolio and Review. |

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| Create a resume, business card, cover letters for job interviewing and presentations. | *Capstone Portfolio and Review. |
| Create a portfolio of industry related samples for job interviewing and presentations. | *Capstone Portfolio and Review. |
| Create a personal portfolio of web site of industry related samples for job interviewing and presentations. | *Capstone Portfolio and Review. |
| Arrange a variety of introductions, interviews and presentations. | *Capstone Portfolio and Review. |
| Incorporate call reports for interview evaluation. | *Capstone Portfolio and Review. |
| Develop industry specific terminology and action words for developing skills in speech and communication. | *Capstone Portfolio and Review. |
| Incorporate multiple media types necessary for presentations. | *Capstone Portfolio and Review. |
| Integrate standard grammar, punctuation, and spelling for all business documents. | *Capstone Portfolio and Review. |
| Collect business and job specific research. | *Capstone Portfolio and Review. |
| Explain rationale specifics in presentations. | *Capstone Portfolio and Review. |
| Arrange faculty, advisors and/or industry professional critiques. | *Capstone Portfolio and Review. |
| Relate to budgets for production estimates | *Capstone Portfolio and Review. |
| Create print and electronic samples for presentations. | *Capstone Portfolio and Review. |
| Integrate effective and persuasive communications techniques. | *Capstone Portfolio and Review. |
| Develop professional attire and grooming habits suitable for business presentations. | *Capstone Portfolio and Review. |
| Arrange a variety of introductions, interviews and presentations. | *Capstone Portfolio and Review. |

Aspects of the course objective assessments may be used in the university's assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.


**COURSE ACTIVITIES**
In this course students, will:
- ➢ Read text and participate in class discussions of readings.
- ➢ Keep and maintain time sheets.
- ➢ Keep a class notebook with handouts, schedules, job research and evaluations.
- ➢ Participate in in-class activities and demonstrations.
- ➢ Develop and complete goals and career plan as assigned by instructor.
- ➢ Develop and complete a resume and cover letter as assigned by instructor.
- ➢ Participate in a faculty critique with a sampling of your best work.
- ➢ Develop and complete a personal logo, stationary and business cards.
- ➢ Develop and complete schedules for project completion as assigned by instructor.
- ➢ Develop and complete a midterm test as assigned by instructor.
- ➢ Develop and complete special capstone assignments as assigned by instructor.

- ➢ Develop and complete portfolio projects as assigned by instructor.
- ➢ Participate in an advisor/business portfolio critique with a sampling of your best work.
- ➢ Submit completed Personal Portfolio Critique sheets from the Portfolio Review.
- ➢ Participate in a Faculty Portfolio Evaluation with a sampling of your best work.
- ➢ Plan, call, and schedule 4 Portfolio Interviews with related industry and businesses.
- ➢ Record and submit a Call Report on each Portfolio Interview as assigned by instructor.
- ➢ Submit a final DVD/CD of all items in your Personal Portfolio.
- ➢ Submit a Final Schedule listing all items completed on the Portfolio Grade Sheet.
- ➢ Complete an online final Graduate Exit Interview.

**EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:** *(NOTE-Please indicate the course specific evaluations. List assignment(s) used in the university's assessment of student learning as separate line items and marked with an asterisk.)*

| | | |
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| **Portfolio Grade Sheet** | ***30%*** | |
| See attached sheet with project point values | 2600pts. | |
| **Performance** | **30%** | |
| Class Lectures and meetings. 20pts @13 weeks | 260pts. | |
| Deadlines: Faculty Goal Critique, Portfolio Evaluation PDF, Resume, Logo, Stationary, Business Card, FINAL Portfolio Review PDF. 10pts @7 items | 25pts. | |
| 4 Portfolio Schedules submitted on time. 25pts @4 schedules | 100pts. | |
| Midterm Test Deadline | 50pts. | |
| Midterm Points Deadline | 50pts. | |
| **\*Faculty Evaluation** | **40%** | |
| **Total** | **100%** | |

> **OSUIT Grading Scale**
>
> A = 90%-100%
> B = 80%-89%
> C = 70%-79%
> D = 60%-69%
> F = 59% & below

  \*The student's grade for this assignment will be used in the university's assessment of student learning.  A 70% competency or higher receives a Pass rating.  This Pass/Fail rating is independent of the student's course grade.

**RECOMMENDED STUDENT COMPETENCIES/SKILLS**
- Utilize office software products effectively, such as InDesign, Illustrator, Word, Excel, PowerPoint.
- Apply mathematical skills such as adding, subtracting, multiplying, and dividing.
- Perform mathematical computations using a calculator for proposals, estimates and invoices.
- Write rationale project proposals, estimates, invoices, cover letters and business communications for clients.
- Create a multimedia presentations for project presentations.
- Manage time effectively and create time sheets.
- Secure web hosting and create an online portfolio web site.
- Research job board websites and create job profiles and alerts for job hunting.

- Utilize proper phone etiquette for job research, securing interviews and networking.
- Provide personal transportation needs for real job interviewing.

## AUTHORIZED TOOLS
Students may use any/all course materials, including books, the Internet, approved image library's, relevant applications, class critiques, previous assignments, internship design work, notes, while participating in classroom activities. All work used must meet the grading criteria for the portfolio

## MID TERM TESTING
**Midterm Test Deadline Performance:** A Midterm tests will be given at the beginning of the semester and will be the student's responsibility to complete it in conjunction with the final portfolio samples. The midterm test deadline will be assessed at the **end of the seventh (7th) week** or may be extended at the instructor's discretion based on significant circumstances. The midterm test deadline performance grade is worth **50pts.**

**Midterm Test Portfolio Grade** (see attached) is a required project on the **Portfolio Grade Sheet** and is worth **300pts.** It is part of the portfolio assessment for the programs course competencies. The student must submit a test proposal outlining the projects subject, client, target audience details and a project schedule showing dates and final completion by midterm. An incomplete test by midterm will result in the addition of 10 percent (10%) to the Portfolio Grade Scale. **Failure to complete the Test before the semester Drop Day will result in automatic "F" for the class.**

## PORTFOLIO GRADE SHEET AND PROJECTS
Portfolio Project Samples and Documents reflect a student's professionalism so proofread all documents carefully. Each typographic, spelling, or grammatical error will work against a student's credibility and chances to get a good job. Each student is expected to produce original work. Copying work of any kind will result in zero points for that work. The graduate portfolio will contain at the end of this term, a portfolio of his/her best work. Work selected for the portfolio may be from past semesters. However, all work must meet current graduate capabilities and quality requirements. Work of inferior quality will be rejected and will not be accepted. The instructor will accept or reject pieces for consideration in the portfolio.

**The Portfolio Grade Sheet** (see attached): This sheet lists all the portfolio activities, items, samples that a student must complete with a passing grade of 70% to be considered for graduation. **To attend the Advisors Portfolio Review, the student must be passing with a 60% grade prior to the day of the review.**

**Portfolio Point List**

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| 5 | Career Goal, Resume, Logo, Stationary and Business Cards | (*Form N/R) | 50 pts. |
| 1 | Faculty Portfolio Critique | (*Form N/R) | 25 pts. |
| 3 | Portfolio Schedules (to Midterm, after Midterm and Final) | (*Form N/R) | 75 pts. |
| 1 | Cover Letter and References on Stationary | (*Form N/R) | 25 pts. |
| 1 | Portfolio Critique Form and Advisor Portfolio Review | (*Form N/R) | 25 pts. |
| 1 | Final Faculty Portfolio Evaluation (Mandatory*) | (*Form N/R) | 100 pts. |
| 15 | Time Sheets with Information on an Industry Contacts* | (*Form N/R) | 150 pts. |

| 1 | Midterm Test and Schedule (Mandatory*) | 300 pts. |
|---|---|---|
| ? | Portfolio Project Samples (See the attached PORTFOLIO GRADE SHEET for a list of samples) | 1750 pts |
| 4 | Typewritten Industry Interview Call Reports (Mandatory*) (*Form N/R) | 100 pts. |
| | | Maximum 2600 pts. |

(*Form N/R) = Signature Sign Off Form not required. Instructor must approve for points.

**Faculty Portfolio Critique**: This critique is the student's responsibility to schedule and arrange with the faculty a time where they can present previous samples and work they have created for a critique. It must occur within the first 3 (three) weeks of the semester. The student will distribute a **"Personalized Portfolio Critique Sheet"** for comments and for a competency rating along with a minimum of 15 project/samples of work produced from previous classes or internship (preferably a PDF document). This Faculty Portfolio Critique PDF document will be uploaded to the Viscom server (**smb://64.112.254.161**) and placed in the **"Capstone Portfolios"** folder. This critique process must include a minimum of 4 instructor evaluations.

**Resume:** A personal resume on stationary is required for all students in this class. The instructor will approve students final resume. Failure to have a final approved resume by the designated time will result in the loss of the **Performance Grade** (see Performance Grade).

**Weekly Time Sheets**; Time sheets are required from each student outlining work done for Portfolio Project Samples. Time sheets must be submitted at the beginning of class each week. Each time sheet will contain a company, name(s), address and contact information for a potential interview. Failure to submit a weekly time sheet at the beginning of class will result in the loss of **10pts**. from the **Portfolio Grade Sheet** for each occurrence.

**Portfolio Schedules:** This schedule is created by the student and outlines final projects that will be created by midterm, after midterm and by graduation. The first schedule must be submitted to the instructor no later than 1 week after of the fourth **Faculty Portfolio Critique and no later than the end of the 3rd week of classes.** No final portfolio projects can be submitted for Sign Off until this schedule is submitted. Failure to submit a Portfolio Schedules by the designated time will result in the loss of the **Performance Grades** (see Performance Grade).

**Faculty Sign Off Form** (see attached): There will be no attempt to assign grades to individual portfolio project samples. The student must complete a **Faculty Sign Off Form** for each sample project that may be considered for the student's portfolio. The Visual Communications faculty must approve portfolio samples and 3 signatures will constitute acceptance and the project will be awarded grad sheet portfolio points

**Advisors Portfolio Review:** The Advisors Portfolio Review it is mandatory that students submit their portfolios for evaluation by faculty. The faculty evaluations of portfolios for this grade are done without the students present. They may be done during or after the Advisors Portfolio Review. The faculty evaluation will be based on the quality and thoroughness of work presented in the final portfolio, but not limited to, the demonstration of the Course Competencies. This evaluation will also determine whether a program Outstanding Graduate Award will be given.

**Industry Interviews and Call Reports:** The Industry Interview and Call Reports are the student's responsibility to schedule and arrange. They are face-to-face interviews that are scheduled with industry professionals. This is the student's opportunity to present and show their portfolio. Permission from instructor must be given before scheduling an industry call report.

Student will ask questions of the interviewer concerning their portfolio samples, as well as asking questions about interviewer's type of work as well as their business operations. After the interview student, will submit a single page typewritten interview "Call Report" on the student's letterhead covering details of the interview. Call Reports are due the next attended class. NOTE: Call reports from internships will not be accepted.

## PERFORMANCE GRADE

**Morning Class Lectures and Meeting:** The morning class lectures are typical at the beginning of class at 8:00 AM like business meetings in the industry. A performance grade is given to all students that a present when a lecture is started. There may be as many as **20** throughout the semester for **5pts** each. It is important because the business skills, interviewing techniques, special projects, planning meeting and events in this class are explained and. Often, current industry trends and helpful tips are given on how to do things in the most expedient, efficient manner. Reading material, handouts, or other resource materials are given out at this time. **NOTE: Missed lectures and meeting discussions will not be repeated if the student misses, is tary or leaves the class.**

Students are expected to work appropriately with others, use time effectively, be dependable, and be responsible for and respectful of their own area as well as other students and the school's property. We respectfully request that all cell phones be set to no audible noise and that students not interrupt lectures or demonstrations by leaving class to conduct personal business. The use of iTunes, iPods, or other individual music players, must not offend or cause a disturbance to other students. Students are expected to dress in an appropriate manner and behave professionally at all times. Acceptable performance / behavior will include, but not be limited to, the demonstration of:

* Good work ethic
* Dress and language use appropriate for professional workplace
* Positive attitude
* Wise use of class time
* Working well with others; respecting and not disrupting others
* Being prepared for class
* Participation in class discussions, demonstrations, and projects
* Accurately following written and verbal instructions
* Meeting deadline schedules
* Leaving your work area neat at the end of class
* Following all computer use and lab rules handout

**Tardy Policy:** If a student comes to class late and a lecture is given no lecture points will be given. It is the student's responsibility to check in with the instructor at the end of class, or they will be recorded as absent as stated on the Attendance Policy.

**Schedules Deadlines:** As the portfolio is a self-directed portion of the Capstone class, it is the responsibility of the student to manage his/her time to be able to complete the requirements for the portfolio. There will be 3 Schedules with deadline dates. Each schedule will be built on the previous schedule but listing dates and performance goals. Items on these schedules will be items such as the resume, reviews, mid-term test, advisor's portfolio review, faculty portfolio

evaluations and final graduation details. Failure to submit schedules will result in the loss of points on the Portfolio Grade Sheet and the Performance Grade.

**800 Midterm Portfolio Points:** The students first "Portfolio Schedule to Midterm" will list projects, dates, points and a running total that will outline how the student will earn a minimum of 800 points. Failure to reach 800 points by the scheduled midterm will result in the addition of 5 percent (5%) to the Portfolio Grade Scale and the loss of the Performance Grades.

## FACULTY EVALUATION

Before, during or after the **Advisors Portfolio Review** it is encouraged that students offer their portfolios for evaluation by faculty. Throughout the semester the faculty provide signatures for assignments and are evaluating your work and performance. They will be required to submit an evaluation of your abilities and program assessments listed in the objectives above. The faculty evaluations of portfolios for this grade are done without the student's presence. They may be done before, during or after the Advisors Portfolio Review. The faculty evaluation will be based on the quality and thoroughness of work presented in the final portfolio, but not limited to, the demonstration of the course competencies. The faculty evaluation scores will be based on an average of the submitted evaluations. This evaluation will also determine whether a program Outstanding Graduate Award will be given based on faculty nominations. Advisor Review Critiques may also be used as Outstanding Graduate Award nominations. Over all class grade must exceed 93% to be considered for the Outstanding Graduate Award

## SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting
http://osuit.edu/center/student_syllabus_information

| Course Schedule | | | |
|---|---|---|---|
| **Course Outline Schedule** | **Topic** | **Assignment** | **Due Date** |
| *Day/Week 1* | **Syllabus review**: Class expectations, Sign-In Sheet, Resume Statement, Goals, 4 Schedules, Calendar, Time Sheet, Portfolio Grade Sheet, Portfolio Sample Sign Off Form, Faculty Goals Presentation, Faculty Portfolio Evaluation PDF, Midterm Proposal, Midterm Test, Class Officers, Contact Sheet, Class Theme, Cover | **Personal Goals:** PDF upload to D2L.<br><br>**Faculty/Student Reviews:** Upload Portfolio PDF to server (smb://64.112.254.161) and Critique Sheet placed in faculty mailboxes<br><br>**Time Sheet:** Week 1 | 9/8<br><br><br>9/11<br><br><br><br><br><br><br>9/11 |

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| | Letter, Progress Reports Portfolio Review, Industry Call Reports, and Graduation Requirement/Application.<br><br>**Lecture:** Computers, Log-ins, O-Key, D2L, Desktop Setup, Printing, Typography, Punctuation and a Killer Resume. | | |
| *Day/Week 2* | **Lecture:** Start Student Goal Presentations to Faculty (see schedule) with Critique Sheet (Portfolio Evaluation PDF) and Portfolio Points at Midterm (schedule).<br><br>**Lectures:** Portfolio Samples, Program Meetings, Midterm Test Project Proposal Rationale, Midterm Test Schedule, Job Hunting Web Sites | **Faculty/Student Reviews** Portfolio Schedule DUE after your last Faculty Review No later than September 27<br><br>**Midterm Test Project Proposal:** Midterm Rationale and Time Schedule on your letterhead.<br><br>**Resume Draft DUE:** (3 Signatures required)<br><br>**Time Sheet:** Week 2 | See Schedule<br><br>See Schedule<br><br>9/13<br><br>9/15<br><br>9/18 |
| *Day/Week 3* | **Lectures:** Personal Finances, Salary/Hourly, Personal Branding, Personal Health, Mental Health, Personal Hygiene an Dressed for Success.<br><br>Attendance Reported 5/19 | **Midterm Test Project Proposal:** Midterm Rationale and Time Schedule on your letterhead.<br><br>**Personal Logo DUE:** 2 Versions, Color and Black and White printed on a 8.5 x 11 sheet.<br><br>**Time Sheet:** Week 3<br><br>**Letterhead, Business Card, Letterhead DUE:** | 9/20<br><br>9/22<br><br>9/25<br><br>9/25 |
| *Day/Week 4* | **Lectures:** Employers, Clients, Target | **Portfolio Schedule to Midterm Due** | 9/27 |

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|---|---|---|---|
| | Audiences (generations), Multitasking, Verbal and Non-verbal Communications, Listening, Personal Communications, Web Sites, Web Servers, CMS Web Providers, and Software Skills. | **Final Resume on Letterhead DUE:** 3 Signatures required.<br><br>**Time Sheet:** Week 4 | 9/29<br><br><br><br>10/2 |
| *Day/Week 5* | **Lectures:** Portfolio Types, Portfolio Providers, Print providers, Print Production. | **Domain Web Site**<br><br>**Time Sheet:** Week 5 | 10/4<br><br>10/9 |
| *Day/Week 6* | **Lectures:** Communication Skills, Software Skills, Ethics, Piracy. | **Order Branding Materials:** Business Cards, Letterhead, etc. (Provide a Purchase Confirmation)<br><br>**Time Sheet:** Week 6 | 10/11<br><br><br><br>11/16 |
| *Day/Week 7* | **NOTE:** Thursday 6/23 is Midterm Deadline for 800pts. and Midterm Test.<br><br>**Lecture:** Midterm Deadline for 800pts. and Midterm Test.<br><br>**Lectures:** Portfolio Progress Report Form, Midterm Test Submission Process and Midterm Review process | **Order Portfolio/Case/Binder:** (Provide a Purchase Confirmation)<br><br>**Minimum of 800pts. on Portfolio Grade Sheet DUE:**<br>**Midterm Test DUE:**<br><br>**Time Sheet:** Week 7 | 10/18<br><br><br><br>10/20<br><br><br><br>10/23 |
| *Day/Week 8* | **Start Individual Midterm Reviews.** | **New Portfolio Point Schedule DUE:**<br><br>**Time Sheet:** Week 8 | 10/27<br><br>10/30 |

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| *Day/Week 9* | **Continue Individual Midterm Reviews.**<br><br>**Lectures:** Cover Letters, References, Business Letter Format, Protecting your Privacy and Class Theme Concept/Photo/Graphic Banner. | **1st Draft, Cover Letter DUE:**<br><br>**Web Site Layout Design DUE:**<br><br>**Time Sheet:** Week 9<br>**2nd Draft, Cover Letter DUE:** | 11/1<br><br>11/3<br><br>11/6 |
| *Day/Week 10* | **Lectures:** Ways not to get Fired, Looking Professional, Expectations, Life After Graduation, Drop Day Portfolio Progress Report, Uncompleted Midterms and Estimated Passing Grade Calculations. | **Final Cover Letter DUE:**<br><br>**Personal Web Site Live DUE:** Template Design with Resume<br><br>**Time Sheet:** Week 10<br>**DEADLINE: Portfolio/Case/Binder:** | 11/8<br><br>11/10<br><br>11/13 |
| *Day/Week 11* | **Lectures:** Finding Employers, Presentation Skills, The Handshake, Phone/Email Etiquette, Finding Employers, Presentation Skills, and The Handshake.<br><br>*NOTE: If Portfolio Grade Sheet Points are at an Estimated Passing Grade and a Portfolio Check has been made by the instructor, Student can schedule Industry Interviews for Call Reports.* | **DUE, Portfolio Progress Report Form:**<br>Withdrawal Day<br><br>**DUE, Uncompleted Midterm Test:**<br>Last day to withdrawal if test is uncompleted.<br><br>**Time Sheet:** Week 11<br>**References On Letterhead DUE:** | 11/15<br><br>11/17<br><br>11/20 |

| Day/Week 12 | **Lectures:** Phone/Email Etiquette. The Interview, Presentation Skills, Do's and Don'ts, Interview Questions, Don't Ask Questions, Portfolio Venue Location, Class Banner, Direction Signs and Name Tags.<br><br>**Lectures:** The Review, Insurance Fee, Job Duties, Required Paperwork, Packing Supplies, Property Use Agreements, Move-In, Setup and Move-Out. | **Time Sheet:** Week 12 | 11/27 |
|---|---|---|---|
| Day/Week 13 | **REQUIRED: Portfolio Grade Sheet and Portfolio Check by Instructor.** All Students must show a passing portfolio to attend the Industry Portfolio Review.<br><br>**Lectures:** Final Paperwork, Sign-Off Sheets, CD/DVD, Final Schedule and 4 Industry Call Reports<br><br>**4 Industry Call Reports:** One Industry Call Report from the portfolio Review | **Draft Portfolio Critique Sheet DUE:**<br><br>**25 Resumes and 60 Business Cards DUE:**<br><br>**Property Use Agreement DUE:**<br><br>**Class Theme Banner DUE:**<br><br>**Event Name Tags DUE:** **Time Sheet:** Week 13 | 11/29<br><br>12/1<br><br>12/1<br><br>12/4<br><br>12/4 |
| Day/Week 14 | **REQUIRED: Complete 3 Final Industry Call Reports.** | **FINAL Portfolio Critique Sheet DUE:**<br><br>**Mandatory Attendance to Business Portfolio Review** To be considered for graduation | 12/6<br><br>12/8 |

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| | | **VISCOM OPEN HOUSE: Required Portfolio Review for Students** | 12/11 |
| | | **Online Graduate Exit Interview DUE;** | 12/11 |
| | | **Final Passing Schedule with Sign-Off Sheets DUE;** | 12/11 |
| | | **Final Portfolio DVD/CD DUE;** | 12/11 |
| *Day/Week 15* | . | **CONFIRM: Online Graduate Exit Interview** | 12/13 |
| | | **CONFIRM: Final Passing Schedule with Sign-Off Sheets** | 12/15 |
| | | **CONFIRM: Final Portfolio DVD/CD** | 12/15 |
| | | **GRADUATION** | 12/15 |

Schedule is subject to change at instructor discretion.