COURSE: FCS 4060 (101) (CRN: 10497) Illustration and Portfolio
CLASS HOURS: Tuesday 2:00 pm – 4:50 pm & Thursday 2:00 pm – 3:50 pm
CLASSROOM: 027 RCOE

INSTRUCTOR: Mitzi Cook
OFFICE: 509-F RCOE
PHONE/Voicemail: (828) 262-2633
EMAIL: cookmc2@appstate.edu
OFFICE HOURS: Mon & Wed: 1:00 – 2:50 pm, Thurs: 1:00 - 1:50pm, or by appointment

PREREQUISITES: FCS 4000 Aesthetics, FCS 4400 Professional Seminar (pre/co-requisite), MKT 3252
COREQUISITE: FCS 3002 Apparel Design & Production

COURSE DESCRIPTION:
This course covers current techniques used to draw the figure with proficiency and originality. Advertising/Merchandising layout techniques are incorporated. The student will develop and present a professional portfolio of work with emphasis on the area(s) in which the student wishes to specialize. This course is designed to be a junior/senior level course that will provide skills, tools, and examples of work to use in job searches and interviews.

COURSE OBJECTIVES:
After attending lecture, studying the assigned materials, and engaging in practice using the assigned software the student will:

- Increase proficiency in illustrating human figures and apparel related products
- Increase comprehension of standard figure and sight proportions
- Explore rendering and presentation techniques with apparel industry CAD systems
- Create design concepts for merchandising and product development
- Organize and present a professional portfolio
- Enhance presentation practices
- Practice and increase visual literacy and analysis skills through presentation, peer review, and discussion

Required TEXTs and Resources:
- ASU Career Development Center (http://careers.appstate.edu), John E. Thomas Hall, Room 369, Phone: (828) 262-2180, Fax: (828) 262-2834, Email: careerdevcnt@appstate.edu

ADDITIONAL TEXT: Additional readings or viewing of other media may be required throughout the semester. These will be announced in class and/or posted on As U Learn.

SUPPLIES: See Supply list attached. Additional supplies may be required as needed to complete assignments based on individual choices or project options. There are additional printing costs

APPALACHIAN STATE UNIVERSITY
DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
Apparel Design & Merchandising
SPRING SEMESTER 2015
associated with this class due to special size, media, or color inks needed for some assignments.

METHOD OF STUDY: Lecture, discussion, technique demonstration, projects, CAD software.

REQUIREMENTS & CLASS POLICIES:

- **Attendance:**
  - Prompt attendance is expected. Habitual tardiness will lower your final course grade. Leaving class before dismissal as well as not working on class projects during class/lab time will count as an absence.
  - Three absences allowed without affecting final course grade. These absences should be used for illness, emergencies, or unexpected situations.
  - **Fourth Absence or more** - Five points (1/2 grade level) will be deducted from the final course grade.

- **Assignments:**
  - Work time outside of class meetings is expected and is typical for achieving proficiency in this field of study. The amount of time to achieve a desired level of proficiency will vary with each student and is each student’s responsibility.
  - Assignments are evaluated on quality of results based on work submitted, not on time spent attempting to complete the assignment.
  - Digital files submitted for evaluation that do not open or cannot be located on the flash drive or other storage source, will be considered NOT submitted.
  - Digital files containing student work may NOT be shared, unless specifically pre-approved by the instructor for that assignment.
  - **Specific methods of assignment submission must be followed. Projects not submitted in the specified manner will not be accepted. This includes naming format of files.**
  - Presentations and most in-class participation exercises can NOT be “made-up” if missed.
  - Student should be prepared for class when returning from an absence. It is the responsibility of the student to gather the missed information before return.

- **Late Assignment Submissions:**
  - Assignments submitted after the due time and date will be subject to late penalties.
  - Late ½ day (submitted same day, but after due time) = 5% final assignment grade deduction.
  - Full day late or more (begins at 12:01am date after due) = 10% final assignment grade deduction per day, including Saturdays, Sundays, and holidays.
  - Assignments may vary in physical submission form (paper, electronic, AUL, etc.). The student should confirm with the instructor how and where to submit that particular late assignment.

- **Student Conduct, Academic Integrity, Religious Observance, and Disabilities:**
  - Labs:
    - Food and drinks are NOT allowed in the labs.
It is each user's responsibility to use these shared spaces thoughtfully. Clean up, share well, and avoid dirtying or damaging table tops and equipment to maintain a pleasant common work area. Do your part!

- No cell phones, laptops, or personal electronic devices on during class time.
- Use of lab computers for any purposes other than course work for THIS class during the class meeting time is prohibited, unless it is during a designated break time. At the end of the break students are expected to exit any personal activities and rejoin the class activities promptly.
- In keeping with good professional (and pre-professional) practices -- During lectures, demos, or presentations by other students or the instructor, computer use should be suspended. Your prompt cooperation is appreciated when the instructor requests that you stop computer work or instructs you to turn off the monitor.
- Observance of all ASU student codes of conduct and academic integrity policies is expected and appreciated. Each student must complete ALL aspects of their own work, including presentation and layout. Students are encouraged to share information, practice peer review of work, share technique information and ideas. However, physically working on another’s project or having anyone else work on your project is an academic integrity violation, unless it is specified by the instructor as a group project that includes that type of collaboration. See www.studentconduct.appstate.edu to read the complete policies.
- To request accommodations due to the ASU religious observance policy, advance arrangements with the instructor should be sought as specified by the policy. See www.studentconduct.appstate.edu for complete explanation of this policy.
- Reasonable accommodations for individuals with documented qualifying disabilities should be discussed with the instructor in a timely manner. Contact the Office of Disability Services (828.262.3056 or www.ods.appstate.edu) for assistance with documentation and to learn more about ASU policies.

**EVALUATIONS:**

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Final Portfolio(s)</td>
<td>35%</td>
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<tr>
<td>Assignments/Exercises</td>
<td>50%</td>
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<tr>
<td>Exam(s)</td>
<td>15%</td>
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The Final Portfolio Assignment must be completed in order to receive a passing grade for this course.

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<thead>
<tr>
<th>Grade Range</th>
<th>Description</th>
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<tbody>
<tr>
<td>100 - 90</td>
<td>A range</td>
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<tr>
<td>89 - 80</td>
<td>B</td>
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<tr>
<td>79 - 70</td>
<td>C</td>
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<td>69 - 60</td>
<td>D</td>
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<td>59 - 0</td>
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*** Some Class policies may affect your final grade. ***

For example: The attendance policy for this course may affect the overall grade earned. Also, poor in-class participation and being unprepared to participate in the assignments, discussions, and in-class exercises may also impact the overall grade earned for this course.

Evaluation of course work will be based on adherence to guidelines, overall quality, creativity, proper technique, professional presentation appearance, accuracy, and neatness.

*This syllabus and the course schedule are not expected to change, but are subject to change at the instructor's discretion if needed. Changes will be announced in class or on As U Learn.*
Required Supplies: Specifics to be discussed during first class meeting

1. **Portfolio case** - Black (or other by instructor approval). Size of 9” x 12” or larger (however, much larger is not better in this case). Portfolio should be neat, clean, undamaged, professional appearance. Zippered preferred. Interior or exterior pockets can be useful. Clear presentation pages as needed with backing paper as needed for professional presentation layout style.

2. **Two USB Flash drives for CAD work.** One is for work in-process, the other is for assignment files to be submitted to the instructor for evaluation.

3. One **CD** to be used for submission of final electronic portfolio.

4. General art supplies for drawing, illustration, rendering, and creating layouts.
   - Sketch pads – 9” x 12” or larger (> or =70 lb. weight), perforated pages preferred, suitable for all sketch media (can be used with wet media if needed), Strathmore quality.
   - Drawing pencils – Assortment of pencils in 2B, 4B & HB lead types. Mechanical pencils can be useful, varied lead types can be available and changeable. Compressed charcoal pencils or black 2B type might be useful, but are optional.
   - True black drawing pen/marker – fine tip and medium tip, brand such as tombo, prisma marker, or other brand.
   - Erasers – suitable for cleanly erasing the pencil type used. For example, kneaded gum, some plastic erasers, art gum erasers, etc.
   - Colored pencils – Miscellaneous color selection, quality brand.
   - Sharpener for pencils and/or sharpening pad on wooden handle with sand paper.
   - Tracing paper - 9” x 12” or larger to match sketch paper size.
   - 18” x 2” clear, 1/8” or smaller grid plastic ruler
   - French curves – varied sizes
   - Circle template or shape template that includes selection of circles
   - Spray fixative – highly recommended, esp. if you choose to use charcoal pencils or other soft media
   - Tape – repositionable type, suitable for general art work, acid-free preferred.

5. **Small layout cutting knife** for trimming paper and other paper cutting scissors or rotary cutter.

6. Other miscellaneous supplies as needed to complete projects.