

# FASHION PORTFOLIO DEVELOPMENT

Johnson County Community College  
Fashion Merchandising and Design Program - Business Division  
FASH 275 CRN#11602  
Wednesday 1:30pm - 2:20pm

Spring 2020  
OCB374

*Instructor:* Audrey Michaelis  
*Office Hours:* OCB303 – Mon/Wed 10:30am-12pm, Tues/Thur 8-9am, and by appointment  
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## COURSE DESCRIPTION

Students will compile, select and create new material for their portfolio as well as evaluate their own competencies and strengths.

## COURSE INFORMATION

Credit Hours	1
Prerequisite and/or Co-requisite	FASH 121 and FASH 124 and FASH 265
Supplies	Sketchbook Project Supplies as needed

## COURSE OBJECTIVES

*Upon completion of this course, students will have the ability to:*

1. Define the fashion portfolio.
2. Explain the purpose and value of a strong portfolio.
3. Identify competencies and define strengths of collected work.
4. Provide guidance in selecting appropriate projects to use in the portfolio.
5. Create new material for addition to portfolio.
6. Complete a professional portfolio of their work.
7. Complete a professional resume.
8. Evaluate the finished portfolio through a formal portfolio review process.
9. Participate in a mock interview in front of faculty and peers.
10. View Detailed Course Outline at [http://catalog.jccc.edu/coursedescriptions/fash/#FASH\\_275](http://catalog.jccc.edu/coursedescriptions/fash/#FASH_275)

## COURSE REQUIREMENTS

1. Complete all class assignments by the assigned due date. In class assignments cannot be made up. You must be in class to receive the points for these assignments. *No exceptions.*
2. ALL necessary project components/supplies/files must be brought to each class.
3. Your grade is always available online; reviewing and keeping track of your grade is your responsibility. Per state FERPA laws, grades can only be shared through JCCC approved methods or in person. Grades cannot be emailed or shared by phone with anyone.
4. Students are responsible for keeping all returned projects and evaluations until the final grade is determined.
5. The instructor and JCCC are not responsible for items left or lost during the semester. Any projects or personal items left beyond finals week will be considered a contribution to the program. Please label all your personal supplies.
6. It is your responsibility to review the online course materials and read your JCCC e-mail regularly to stay informed.
7. SUCCESS IN THIS COURSE WILL INVOLVE WORKING ON PROJECTS AND ASSIGNMENTS OUTSIDE OF CLASS *IN ADDITION* TO TIME PROVIDED DURING YOUR CLASS.
8. Participate in critiques and accept constructive feedback. Critiques and feedback will be presented to students in a classroom/group setting environment. Learning to accept and adapt to all feedback professionally is a critical skill in the fashion industry— and a vital part of the learning process for this course.
9. Hand in all files as a PDF unless otherwise directed. \*\*Apple/Mac users make sure to save your assignments as a pdf when uploading or they cannot be opened and will be considered late and marked as a zero. Mac files or pages files are not viewable via Canvas.

## ATTENDANCE

- Students are expected to be punctual and attend ALL classes. Attendance is taken at the beginning of each class period. Anyone arriving after attendance has been taken will be marked absent. Students must remain in class for entire class period. Attendance will be considered in borderline grades.
- Your attendance and active participation are vital to success in this course. Missing the equivalent of 3 weeks of class for this course is grounds for being dropped from the class.
- Students under obligation to participate in jury duty, a generally recognized religious observance, and/or activities where they are required to represent the college must give written notice to the instructor at least one week in advance of the observance.
- Handouts, assignment sheets, graded projects and exams are presented in class only once. If you miss class on that particular day, it will be your responsibility to get notes on material covered in class from another student or discuss with the instructor via appointment.
- Review the JCCC Student Attendance Policy details at <http://www.jccc.edu/about/leadership-governance/policies/students/academic/attendance.html>
- Students are expected to review materials prior to class time and be prepared to contribute to class discussion and participate in class activities.

## WITHDRAWALS

April 15, 2020 is the last day to request a pass/fail grade option or to withdraw with a "W" from a full semester course.

## LATE WORK AND MAKE UP POLICY

**FMD Department Policy: ABSOLUTELY NO LATE WORK.** Projects or assignments are **NOT** accepted outside of the due date unless arrangements have been made with the professor in advance. Missing assignments result in a zero.

## STUDENT CODE OF CONDUCT

Students are bound by all sections of the JCCC Student Code of Conduct - <http://www.jccc.edu/about/leadership-governance/policies/students/student-code-of-conduct/index.html> as well as the Student Handbook - <http://www.jccc.edu/student-resources/student-handbook.html> *Violation of the JCCC Student Code of Conduct is grounds for being removed from this course. It is your responsibility to read over the entire JCCC Student Code of Conduct and Student Handbook.*

## ACADEMIC DISHONESTY, CHEATING, OR PLAGIARISM

Academic Misconduct of any form will NOT be tolerated! Any plagiarism, as outlined in the [Student Code of conduct 319.01](#) (Academic Dishonesty, Cheating or Plagiarism), could result in a Failing grade for the course or removal from the course.

## CAMPUS SAFETY

Classroom and campus safety are of paramount importance at Johnson County Community College and are the shared responsibility of the entire campus population. Please review the following:

- Report Emergencies: to Campus Police (available 24 hours a day)
  - In person at the Carlsen Center (CC115)
  - Call 913-469-2500 (direct line) – *Tip: program in your cell phone*
  - Phone app - download JCCC Guardian (the free campus safety app: [www.jccc.edu/guardian](http://www.jccc.edu/guardian))
    - instant panic button and texting capability to Campus Police
  - Anonymous reports to KOPS-Watch <http://www.jccc.edu/student-resources/police-safety/kops-watch-reporting-site.html> or 888-258-3230
- Be Alert:
  - You are an extra set of eyes and ears to help maintain campus safety
  - Trust your instincts
  - Report suspicious or unusual behavior/circumstances to Campus Police (see above)
- Be Prepared:
  - Identify the red/white stripe Building Emergency Response posters throughout campus and online that show egress routes, shelter, and equipment
  - View A.L.I.C.E. training (armed intruder response training - Alert, Lockdown, Inform, Counter and/or Evacuate) – Student training video: <https://www.youtube.com/watch?v=kMcT4-nWSq0>
  - Familiarize yourself with the College Emergency Response Plan
- During an Emergency: Notifications/Alerts (emergencies and inclement weather) are sent to all employees and students using email and text messaging
  - students are automatically enrolled, see JCCC Alert - Emergency Notification
- Weapons Policy: Effective July 1, 2017, concealed carry handguns are permitted in JCCC buildings subject to the restrictions set forth in the Weapons Policy. Handgun safety training is encouraged of all who choose to conceal carry. Suspected violations should be reported to JCCC Police Department 913-469-2500 or if an emergency, you can also call 911.

## PREFERRED METHOD OF COMMUNICATION

Emails are the preferred method of communication for this course. Office hours are also available to assist you and appointments can be made in advance to meet outside of designated office hours.

## INSTRUCTOR RESPONSE TIME

Messages will be returned within 24-48 hours. Responses to messages sent after 3pm or on weekends may not be returned until the next regular business day

## COURSE EVALUATION & GRADING SCALE

Final Project 60%

In-class projects/Quizzes 40%

### Course Grade Distribution:

Percentage	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and under	F

TENTATIVE COURSE OUTLINE: Assignments and due dates may change from the schedule below.

	Week of	TOPIC/ ASSIGNMENT	ASSIGNMENT
1	Jan 22	<b>PP:</b> Inside a portfolio <b>PP:</b> Portfolio Cases	<b>Assigned:</b> Portfolio Research
2	Jan 29	<b>PP:</b> Branding <b>PP:</b> Resumes & Bios	<b>Due: Portfolio Research</b> <b>Assigned:</b> Personal Branding Board
3	Feb 5	<b>PP:</b> Presentation Boards/Groups	<b>Assigned:</b> Portfolio Groups Assignment
4	Feb 12	<b>PP:</b> Sketchbooks & More	<b>Due: Final Branding Board</b>
5	Feb 19	<b>PP:</b> The Digital Portfolio Final Project	<b>Assigned:</b> Final Portfolio Project
6	Feb 26	<b>PP:</b> Technical Presentations	
7	March 4	Final Project	
8	March 11	Final Project	<b>Due: Group 1 Project</b>
9	March 18	<b>SPRING BREAK</b>	
10	March 25	Final Project	
11	April 1	Final Project	
12	April 8	Final Project	<b>Due: Group 2 Project</b>
13	April 15	<b>FASHION SHOW</b> OPEN LAB - Final Project Final Project	
14	April 22	Final Project	
15	April 29	Final Project OPEN LAB - Final Project Final Project	
16	May 6	Final Project	<b>Due: Group 3 Project</b>
17	May 13	Portfolio Complete	<b>Due: Final Portfolio Due May 13th</b>
18	May 20	Portfolio - Peer/Industry Reviews Wednesday May 20 <sup>th</sup> at 1:30pm	