

# FDMA 2280 - Creating a Portfolio

UNM-Valencia, Arranged Course, Spring 2022

updated 1-2022

**Professor: Alexa Wheeler (she, her)** | [alexa08@unm.edu](mailto:alexa08@unm.edu)

Student Drop-In/Office Hours: Monday 10am - 1pm & Tuesday 10am - 1pm\*  
\*and by appointment  
\*virtual and in-person options, more detail in LEARN  
\*see "How to Contact the Instructor" below for more info

Cell [for text only, please]: 505.515.1055

**Land Acknowledgment:** UNM-Valencia is located on the traditional and ancestral Pueblo people and is unceded. This region holds great historical, spiritual, and personal significance for its original stewards, the Native nations and peoples of this area. I acknowledge their connection to this land, and give thanks for the opportunity to live, work, and learn on their traditional homeland.

**A note about COVID:** Since 2020, the U.S. has experienced both the emergence of the global COVID-19 pandemic and the painful consequences of long-endured violence against the BIPOC community. These events have caused, and continue to cause, fear, stress, and pain for many members of our community, and will continue to impact each of us in various ways throughout this semester. Under these circumstances, it is completely normal to feel overwhelmed or anxious, and to have difficulty concentrating. I have designed this course with these challenges in mind, and am committed to continuing to work with all of you to create a positive and supportive learning environment. If your health, well-being, or school work are being impacted, I offer support services and resources in this syllabus. If your needs are not being met in any way, contact me and I will help you find services that will meet your needs as best I can.

## Course Description

This course is designed to provide students with an opportunity to concentrate on a specific portfolio project. Students will develop a portfolio helpful for an entry-level position in digital media and/or an application towards a bachelor's degree in a variety of concentrations. A professional-level project will be required of all Film & Digital Arts majors to demonstrate specific strengths in digital photography, graphic and web design, digital animation, video and film, game art and animation, and the like. Each student will complete with a live website and/or reel. This course can also be used as a practicum course for internships and/or field-related work/jobs.

## Objectives

- To provide a forum and workspace for students to develop a portfolio, and conceptualize and execute meaningful work demonstrating each student's abilities - individually or as a team
- To provide the opportunity for students to earn course credit for an approved practicum, internship, or field-related work/job.
- To provide the opportunity for students to create a portfolio documenting the quality of their work in courses
- To provide the opportunity for students to create a portfolio documenting the quality of their progress in understanding and applying digital media arts principles, theory and best practices as they progressed through the degree program
- To provide the opportunity for students to reflect on their growth and development in the professional practice of film & digital media arts fields as they complete the program
- To provide the opportunity for students to create a portfolio to showcase examples of their best work to internal and external professional and educational audiences.

## Student Responsibilities & Course Policies

- **Affirmed/Preferred First Name:** As part of its commitment to providing a safe, inclusive, and respectful learning, living, and working environment, the University of New Mexico recognizes that many people prefer to use a name other than their legal name to identify themselves. Here is a general website for it- <https://oeo.unm.edu/resources/preferred-name.html>. Here is how you change the name specifically for UNM Blackboard Learn: <http://online.unm.edu/help/learn/support/affirmed-name.html>
- **AccessAbility Policy:** Many students have visible or invisible disabilities, and the college offers accommodations to help them receive their full potential. If you have a documented disability or suspect you have an undocumented disability, contact the [Equal Access Services at UNM-Valencia](#) at 505-925-8560 or [call/email any of the Advisors](#).
- **School/Life Conflict:** Many students face obstacles to their education as a result of work or family obligations or unforeseen personal difficulties. If you are experiencing challenges throughout the semester that are impacting your ability to succeed in this course, or in your undergraduate career more broadly, please reach out to me immediately so that we can work together to form a plan for your academic success. Reach out to me at anytime to discuss this!
- **Caregiver Responsibilities Policy:** I have great respect for students who are balancing their pursuit of education with the responsibilities of caring for children or other family members. If you run into challenges that require you to miss class or if your caregiving responsibilities are interfering with your ability to engage in remote learning, please contact me. There are instances of flexibility I can offer to support your learning.
- **Course Conduct:** I am committed to creating a learning environment where diverse perspectives are recognized and valued as a source of strength. I request that all students work with me to create a class culture based on open communication, mutual respect, and inclusion. As a class we will approach all discussions with respect and civility. Disagreements and debates in academic discourse are expected and welcome, but personal attacks are never OK, and will not be tolerated. I strive to ensure an open and welcoming classroom for all students. If I ever miss the mark, please don't hesitate to reach out to me. We are all learning together.
- **UNM Email/Black Board Learn Access:** Beginning Fall 2015 semester, all UNM-Valencia students will be required to have a UNM Net ID which can be created by going to: <http://it.unm.edu/accounts/>. UNM Net ID will give you access to the computer labs on campus, blackboard learn and UNM Email. Make sure to update this information as your method of contact under personal information on Lobo Web.
- **Computer & Internet Policy:** Students will need to have access to a computer with **high-speed Internet** for this course. I know there are **limited options right now during this pandemic**. If you do not have access to a computer with high-speed internet at home, I want to help! Normally, you could access a computer and internet at a variety of public libraries and labs, and this may not be an option this semester.

UNM-Valencia and UNM Main Campus have implemented **laptop checkout options**.

- If you are a **UNM-Valencia student** and you need access to a laptop, please contact the UNM-Valencia Library at :<http://valencia.unm.edu/library/index.html>
- If you are a **UNM ABQ student**, you will need to fill out this form: <https://at.unm.edu/coronavirus/laptop-request-form.pdf> and send it to [avdept@unm.edu](mailto:avdept@unm.edu).  
For more information on computer checkout and wifi access for UNM ABQ Campus, visit this website: <https://at.unm.edu/coronavirus/student-tech-access.html>.
- **ALL students can request** access to a beta of LoboVirtualDesktop. Here is the website: <https://lobovirtualdesktop.unm.edu>. Fill out the online form. This virtual desktop is a work-in-progress, and you would need a decent computer and internet connection to make this work. But, it would give you access to a variety of UNM owned software.
- Students should have basic computer and file management skills for all courses, especially online courses. If you are struggling with these, reach out to tutoring and support services (see support section on syllabus).
  - **If you have any questions or concerns, reach out to me!**
- **Access to internet:** many companies are offering extended options and/or free/inexpensive plans during this pandemic. Also, many cell phone data plans are offering unlimited data and wifi hot pots for your devices. Check with your provider!
  - o Comcast: <https://www.internetessentials.com/covid19>
  - o Xfinity: <https://www.xfinity.com/student>
  - o CenturyLink: <https://www.centurylink.com/aboutus/community/community-development/lifeline.html>- financial assistance and waiving late fees
  - o At UNM-Valencia parking lots: <https://valencia.unm.edu/campus-resources/technology-support/tech-how-tos.html>
  - o At UNM Main Campus parking lots: <http://it.unm.edu/wireless/coverage-map.html>. Here is how to connect: <http://it.unm.edu/wireless/>
  - o City of Albuquerque Outdoor Wifi hotspots: <http://www.cabq.gov/coronavirus-information/wifi>
  - o If you are unable to access any of these options, please contact me and I will advocate for you!
- **Computer Lab Responsibility:** Please be advised that use of computer labs on UNM properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at <http://policy.unm.edu/university-policies/2000/2500.html>. Food and drink are also prohibited in any computer lab on campus. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges.
- In an effort to meet obligations under **Title IX**, UNM Faculty are considered responsible employees. This designation requires that any report made to a faculty member regarding sexual misconduct or gender discrimination must be reported to the Office of Equal Opportunity and the Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>
- **Academic Integrity and Honesty:** Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University. You are capable of meeting my expectations for this course. If you are concerned about how well you are doing in this course, please reach out to me instead of considering academic misconduct.

## COVID Student Responsibilities & Information

**UNM requires COVID-19 vaccination and a booster for all students, faculty, and staff**, or an approved exemption ([see: UNM Administrative Mandate on Required Vaccinations](#)). Proof of vaccination and booster, or a [medical, religious, or online remote exemption](#), must be uploaded to the [UNM vaccination verification site](#). Failure to provide this proof may result in a registration hold and/or disenrollment for students and disciplinary action for UNM employees.

**Booster Requirement:** Individuals who received their second dose of a Pfizer or Moderna vaccine on or before June 15, 2021, or their single dose of a Johnson & Johnson vaccine on or before October 15, 2021, must provide documentation of receipt of a booster dose no later than January 17, 2022. Individuals who received their second dose of a Pfizer or Moderna vaccine after June 15, 2021 or who received their single dose of Johnson & Johnson after November 15, 2021 must provide documentation of receipt of a booster within four weeks of eligibility, according to the criteria provided by the FDA (6 months after completing an initial two-dose Moderna vaccine, 5 months after completing the Pfizer sequence, and 2 months after receiving a one-dose Johnson and Johnson vaccine). International students: Consult with the [Global Education Office](#).

**Exemptions:** Individuals who cannot yet obtain a booster due to illness should request a [medical, religious, or online remote exemption](#) (which may have an end date) and upload this to the [vaccination verification site](#). Medical and religious exemptions validated in Fall 2021 (see your email confirmation) are also valid for Spring 2022 unless an end date was specified in the granting of a limited medical exemption. Students must apply for a remote online exemption every semester.

### **UNM Requirement on Masking in Indoor Spaces:**

All students, staff, and instructors are required to wear face masks in indoor classes, labs, studios and meetings on all UNM campuses, see the [masking requirement](#). Students who do not wear a mask indoors on all UNM campuses can expect to be asked to leave the classroom and to be dropped from a class if failure to wear a mask occurs more than once in that class. Students and employees who do not wear a mask in classrooms and other indoor public spaces on all UNM campuses are subject to disciplinary actions. Medical/health grade masks are the best protection against the omicron variant and these masks should be used, rather than cloth.

### **COVID-19 Symptoms and Positive Test Results:**

Please do not come to any UNM campus if you are experiencing symptoms of illness, or have received a positive COVID-19 test (even if you have no symptoms). Contact your instructors and let them know that you should not come to class due to symptoms or diagnosis. Students who need support addressing a health or personal event or crisis can find it at the [Lobo Respect Advocacy Center](#).

## Participation/Attendance

- Student attendance and participation is considered a necessary factor in the learning process. Since this is an arranged course, participation in this specialized course also involves being a self-motivated, energetic student highly interested in their own success both academically and professionally. Students are encouraged to participate in group/team work.
- Students are still held responsible for all academic work required or performed during their absence regardless of the reasons for those absences. Participation influences your grade heavily.
- Students are required to complete all projects on time to the best of their ability, participate in scheduled critiques/class discussions/demos, and maintain a safe, respectable, positive lab environment.
- If you have not attended class for three consecutive meetings/arranged classes and have made no attempt to text/email/contact me, you will be dropped.
- Students will need to work a few hours each week, at a minimum.

## Grading Policy

- Grading is based on a timely completion of course assignments as discussed in meetings, the quality of individual technical and critical development, conceptual progress, personal commitment and the completion of the portfolio/internship assignment(s). Personal commitment involves regular attendance to meetings/classes, consistent effort, completion of work, participation in critiques and class discussions, and the general willingness to try. Make your portfolio meaningful to yourself!
- Incompletes are rarely issued. If 75% of the semester's work/projects/deliverables and participation/attendance have been completed with a satisfactory grade, and incomplete may be issued.

## Grading Policy, Point Breakdown

### **Semester Requirements:**

#### **Individual Meetings (3)**

Portfolio	45 points	15 points each
Attendance	15	5 points each

#### **Final Meeting (1)**

Portfolio	15 points
Attendance	5 points

**Final Portfolio Presentation**      20 points

**Extra Credit:**      10 points maximum for the semester

A+	101+
A	94-100
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	50-59

## How to Contact the Instructor

### Remind App:

The instructions on how to join the REMIND App portal for this course are posted online in the Week 1 module in our UNM Learn Portal. My official virtual student drop-in/office hours are listed on page one of the syllabus. I am available on the Remind App everyday between 8am and 8pm (officially, but try anytime). Plan on a response within 48 hours for REMIND.

### Email:

Email can be sent either via the internal UNM Learn "Course Messages" or through UNM email ([alexa08@unm.edu](mailto:alexa08@unm.edu)). In the subject line of the email/message, please write the class number, for example - "ALBS 2110". I will check email regularly and plan to respond to emails/messages within 48 hours/2 business days. At some points in the term, my inbox gets quite full, but I do want to hear from you! If you email me and don't hear back from me within two business days, please send a follow up email. I will appreciate the gentle reminder.

### Phone:

I am not available via phone call for this course. But, you can text me (no calls please) to my personal cell phone if needed at anytime: 505-515-1055. This and Remind are probably the best way to contact me for fastest response.

### Office Hours:

Student Drop-In/Office Hours: Monday 10am - 1pm & Tuesday 10am - 1pm\*  
\*and by appointment  
\*virtual and in-person options, more detail in LEARN

## Support Information, Resources, & Tutorials

This campus provides extensive academic supports for students, and these supports are there to let students achieve the academic success they are truly capable of. Most students access them at some point in pursuit of their degree. I have provided a list of the academic support offices offered by UNM-Valencia below.

### Support for UNM Learn:

- UNM Learn help: <http://online.unm.edu/help/learn/support/>.

### UNM-Valencia Tutoring Services:

- Custom tutoring services are available through The Learning Center at <https://valencia.unm.edu/campus-resources/the-learning-center/index.html>. Even online tutoring is available!

### Instructor Support:

- Please see "How to Contact the Instructor" for methods of contacting the instructor for help.

### Community Support:

- We will have a HELP FORUM discussion board in the UNM Learn course. Use this as a place to post questions about the course content to the community. These questions are not private! But, if one student has a question about course materials or an assignment, that question is usually shared by their peers. This allows everyone in the course to benefit from each other's questions. I will respond to posts there, but you can help out your peers as well!

**AccessAbility & Equal Access:**

- UNM-Valencia's accessibility/ADA compliance website: <http://valencia.unm.edu/about/accessibility.html>
- UNM-Valencia's Equal Access Services website: <http://valencia.unm.edu/students/advisement-and-counseling/equal-access-services.html>

**Mental Health and Counseling Services:** All of us need a support system, and many students benefit from the use of counseling services. I know I do! UNM-Valencia has mental health counseling as part of the PASOS Recourse Center: <http://valencia.unm.edu/campus-resources/pasos/pasos-resource-center/index.html> . Also, here is a [list of services available in Valencia County and around the state: https://valencia.unm.edu/students/student-resources/index.html](https://valencia.unm.edu/students/student-resources/index.html). UNM ABQ Students have access to mental health counseling via the Student Health and Counseling (SHAC) Center: <http://shac.unm.edu>

**Coronavirus Information::**

- UNM-Valencia Covid Site: <https://valencia.unm.edu/class-updates-covid-19.html>
- UNM ABQ Covid Site: <https://www.unm.edu/coronavirus/>

<h2>Method of Instruction</h2>
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Methods of instruction include portfolio reviews/individual meetings, portfolio presentation and feedback, online lecture/information, and other activities.

**Meetings & Portfolio Reviews** - There will be a series of 3 individual meetings for each student and 1 final meeting throughout this semester scheduled with the instructor. It is absolutely imperative that you always attend these meetings. You will be given a grade for attending these meetings, as well as for the content you present in these portfolio reviews. These can be in-person or online.

**Portfolio Presentations and Feedback** - There will be a final presentation of your portfolio at the end of the semester. Guidelines will be detailed in our meetings and in UNM Learn.

**Online Lecture** - The student will access an online lecture info periodically. The lecture will be presented in any number of formats, including written, photo, audio, video, and more.

**Other Activities** - There may be other learning activities associated with the weekly content of the course that will be found online or given in meetings.

## Course Schedule

<b>Dates</b>	<b>Schedule</b>	<b>Portfolio Reviews &amp; Presentations</b>
<b><u>Weeks 1 - 2</u></b>	<ul style="list-style-type: none"> <li>• Review Syllabus</li> <li>• Schedule 1st meeting</li> </ul>	<b><i>Individual Meeting 1</i></b>
<b><u>Weeks 3 - 4</u></b>	<ul style="list-style-type: none"> <li>• Work time - BIO &amp; Artist Statement &amp; Resume</li> </ul>	
<b><u>Weeks 5 - 6</u></b>	<ul style="list-style-type: none"> <li>• Work time - BIO &amp; Artist Statement &amp; Resume</li> </ul>	<b><i>Individual Meeting 2</i></b>
<b><u>Weeks 7 - 8</u></b>	<ul style="list-style-type: none"> <li>• Work time - BIO &amp; Artist Statement &amp; Resume</li> </ul>	
<b><u>Weeks 9 - 10</u></b>	<ul style="list-style-type: none"> <li>• Work time - gather portfolio work - organize</li> </ul>	<b><i>Individual Meeting 3</i></b>
<b><u>Weeks 11 - 12</u></b>	<ul style="list-style-type: none"> <li>• Work time - gather portfolio work - organize</li> <li>• Build online portfolio</li> </ul>	
<b><u>Weeks 13 - 14</u></b>	<ul style="list-style-type: none"> <li>• Website portfolio - finalize</li> </ul>	<b><i>Final Meetings</i></b>
<b><u>Weeks 15 - 16</u></b>	<ul style="list-style-type: none"> <li>• Final Presentation</li> </ul>	<b><i>Final Portfolio Presentations</i></b>