The Art Institute of Philadelphia®

Course:	Professional Portfolio	Course Number:	GR41110
Instructor:	Assistant Professor Christine Shanks		
Day/Time:	Tuesday 6-10pm	SP15	
Prerequisites:	GR20860 Portfolio Preparation GR30950 Information Design GR31021 Marketing Design GR31010 Editorial Design		
Building:	MAIN	Room:	403
Email Address:	cshanks@aii.edu		

Any email must contain your name, class name, class meeting day and time.

Email me with questions and concerns! I am easy to get in contact with.

-Emails are answered during office hours times.

-The privledge of email contact can not be used in leui of seeing me in class with work.

-If you missed a class it is YOUR RESPONSIBILITY, not mine, to look at the syllabus and/or ask another student and get caught up.

-Do not contact me w/ excuses or questions clearly answered by the syllabus or assignment sheets such as due dates, late policy, etc.

-Questions about grades can be answered in class.

Website:

-For Resources see: http://www.shanks-creative-education.com/

-For Handing in Work please use your Ecompanion Classroom through https://mycampus.artinstitutes.edu

Contact Info:

http://www.shanks-creative-education.com/office-hours.html

Office Hours: It is best to email me a day before for appointment

Location varies: 3rd Floor Office or my classroom/s for the day

Monday & Tuesday 12-1 and 5-6

Office full-time faculty cubicle on 3rd floor of Main 1622 building near back.

Contact Hours:	4 Per Week				
Instructional Contact Hours:		Lecture:	22 Hrs	Lab:	22 Hrs
Academic Credits:	3 Hrs				
Course Length:	11 Weeks				

Course Description:
This course focuses on the completion of the portfolio. Working with an instructor, each student will select representative pieces showcasing work that reflects a unique style. Students will demonstrate their conceptual and design abilities as well as their presentation and technical skills to meet professional industry standards. Emphasis will be placed on portfolio presentation, market research and identifying short and long-term professional employment goals. Students will create additional new work as a requirement of the course.

Institutional Learning Objectives

- Integrate creative discipline-specific knowledge, skills and abilities to obtain entry-level employment in chosen field.
- Exhibit competence in effective written communication and oral expression appropriate to the audience and medium.
- Use research and information literacy skills to effectively locate, select, and evaluate needed information.
- Use critical thinking in creative and innovative problem solving and decision-making.
- Apply ethical responsibility and integrity to personal and professional situations.
- Implement sound business practices and professionalism including career development strategies in chosen career field.

Program Objectives –

- Demonstrate craftsmanship
- Develop, analyze, and refine creative concepts from initial idea to final product
- Demonstrate the principles and effective use of typography
- Apply the critical thinking process and initiate creative solutions to graphic design challenges
- Choose appropriate, research, concepts, materials, tools, and media to solve design problems
- Apply time management skills to the development and production of projects
- Articulate and defend concepts
- Assess personal strengths and weaknesses
- Demonstrate effective verbal and visual presentation skills
- Present a final professional portfolio
- Develop a professional work ethic
- Interact with industry professionals as guest lecturers or critics to develop visual communication according to industry standards

Competencies/Learning Objectives:

1. Recognize the industry standards typically associated with a professional level portfolio.
2. Select, organize, and present projects collected over the course of the program.
3. Produce a personalized set of promotional items to be utilized in job-search tasks.
4. Critically evaluate personal work-in-progress for market relevance and level of professional finish.
5. Evaluate personal and professional skills and interests relative to their application in possible career paths and projects.
6. Assess personal strengths and weaknesses, making necessary changes to projects with instructor guidance.
7. Apply advanced conceptual and design abilities to design work.
8. Demonstrate professional craftsmanship, organization, neatness and precision in presenting work.
9. Participate in Portfolio Review with professionals in the field.
10. Create additional new work, which showcases personal style and uniqueness.
11. Demonstrate a professional level of technical ability and expertise with graphic design software programs used in the creation of portfolio pieces.

Suggested Text:

See Diane Zatz Resource List and my teaching website for my 2 blogs Shanks Creative Education

Individual research of industry publications and portfolio showcases either online or in print. (Print, Communication Arts, Archive, C.M.Y.K., magazines recommended etc.)

https://www.aiga.org/student-resources/

How to Create a Portfolio and Get Hired
Graphic Design Portfolio Strategies for Print and Digital Media
Flaunt: *Designing effective, compelling and memorable portfolios of Creative Work*

No Plastic Sleeves; Building Design Portfolios; Designing a Digital Portfolio

Designing a Digital Portfolio, Cynthia L. Baron, New Riders Publishing, 2004. ISBN# 0-7357-1394-4.

Technology Needed: Page assembly software, image manipulation software, and illustration software.

Instructional Materials and References:

ALL STUDENTS:

- Professional Presentation binder/case
- Mounting supplies
- Color printouts / Budget for output
- Possible supplies for creating portfolio pieces
- Storage Device and Backup
- Leave Behinds
- Resume
- Business Cards

Teaching Strategies:

Show examples of excellent work, lectures, demonstrating assignments given, and personal critiques.

Requirements for Successful Completion:

Completed professional print portfolio (to be evaluated by outside reviewers in scheduled interview), Week 10 and Electronic Portfolio, Week 11.
Attendance and professional behavior; adherence to the PORTFOLIO CONTRACT and evidence of personal professional growth and time management.
NOTE: **Spelling COUNTS!** Work with spelling errors will **not** be accepted.
All original work! Any stock images must be cited.
Students must receive a passing grade from outside evaluation team to pass the class. ***A rating of AVERAGE (C) or better from outside evaluators is an absolute requirement for successful completion.**

Method of Evaluation:
Grades will be calculated on the following percentages (%):

A	95 - 100	C	74 - 77
A -	91 - 95	C -	71 - 73
B +	88 - 90	D+	68 - 70
B	84 - 87	D	64 - 67
B -	81 - 83	D -	61 - 63
C +	78 - 80	F	60 & below

Projects: DOWNLOAD Portfolio Project Requirement for Port Prep and Professional Portfolio

Assignment Breakdown:
Grading Policy: http://www.shanks-creative-education.com/grading.html

Final grades will be determined by the following in addition to weekly deadlines and attendance:

Mid-term committee progress evaluation	10%
FINAL Presentation and Portfolio Presentation	10%
Final Portfolio Review: Outside evaluation of Portfolio Week 10, students must get an average score of 3.5 or better on the review	10%
Final Review of All materials: Instructor/s evaluation of completed Portfolio	45%
Weekly Deadline Progress as per contract Personal Growth and Development	25%
	100%

Attendance Policy: See last pages of syllabus or view highlights and download here http://www.shanks-creative-education.com/course-policies.html

Accommodations: If you are a student who has aneed for a reasonable accommodation based on a documented disability, please contact the instructor privately either before or after class to discuss the accommodation. This request ideally should be made prior to the seating of the second class of the quarter. In order to receive a reasonable accommodation, you must have the appropriate documentation on file with the Student Support and Disabilities Coordinator, Eileen Alexander. Eileen may be reached at 215-405-6424 or by e-mail at epalexander@aii.edu.

Class Policies:

Two consecutive absences or failure to meet two consecutive deadlines will require student to withdraw from the class.

Come prepared to review and work each week. You must show weekly progress, and missed classes are not excuses for missed deadlines. If we have not reviewed your work in class, you must contact me and arrange to show progress during my office hours.

Your portfolio will not be eligible to be evaluated by the professional review team Week 10 until I have approved it Week 9.

ANY STUDENT WHO MISSES HIS/HER SCHEDULED Week 10 REVIEW WILL AUTOMATICALLY FAIL THE COURSE.

Students **MUST** use (set to forward) AiPh email. You are responsible for regularly

checking website, ecompanion for grades and email.

NOTES

Come prepared to review and work each week. You must show weekly progress, and missed classes are not excuses for missed deadlines. If we have not reviewed your work in class, you must contact me and arrange to show progress during my office hours. You will be creating a portfolio that conveys your creativity and your values. This serious endeavor will, in career terms, produce a product worth far more than a college letter-grade, and should be thought of as the beginning of the ongoing process of cataloging and displaying your talents. You are encouraged to seek as many outside opinions as you can; please share all professional insights with me. I will not allow a portfolio to be evaluated by the outside review team Week 10 until I have approved it.

Instructor Availability Outside of Class: See Contact Info on pg1

Date of Final Review: Week 10 Professional Reviews / Week 11

Estimated Homework Hours: 22
Estimated Technology Hours: 22

TOPICAL OUTLINE OF THE COURSE:

WEEK	TOPIC	HOMEWORK
Week 1	Class Introduction. Review **PortfolioProjectRequirements.doc** Refer to the course you are in, AS students follow Professional Portfolio. Portfolio Prep projects are generally not as developed as Professional Portfolio **http://university.which.co.uk/advice/putting-together-your-portfolio-students-top-tips** **Fill out and sign Plan-Contract.doc** FRESH IDEAS: STAY INSPIRED by STAYING CURRENT GET INSPIRED by the BEST from your PEERS around the globe Advertising / Packaging / Promotions Review Student Work (first priority to students whose work has been requested prior to the first day of class)	**PROF PORT AND ASSOCIATE PORT PREP STUDENTS:** -Complete Branding exercises -Prepare first draft of resume (special guest will be coming to review) **ALL STUDENTS:** -Complete **Plan-Contract** **-Sign Course Contract** **-Bring EVERYTHING** *you **might** want to **include** or **adapt** for your portfolio. This collection should include Foundation level non-digital coursework as well as finished and in-progress digital projects. Organize into one folder for portfolio and then subfolders by project.*

Week 2	**EVERY WEEK FILL OUT THE STUDENT NOTES, hand in weekly** **WEEK 2 Individual Portfolio Audits, Projects 1, 2 and 3** **LAB:** Develop grid template and typography for portfolio pages for book in InDesign. See PortfolioDesignALL PDF for help Revise **Portfolio Contract.** *Collect Contracts* **Introduce Project 4** **Homework: Bring 3 completed Projects for critique.**	**Homework: Bring 3 completed Projects for critique.**
Week 3	***DUE start of class.* *Projects 1, 2, 3, and progress on 4** Wordpress Blog examples: http://coreyriddle.wordpress.com/ http://brittneeleigh.wordpress.com/ http://brandetwiler.wordpress.com/ http://eddwright.wordpress.com/ http://ginafetherman.wordpress.com/ You will be blogging about your portfolio, blogs are a great way to keep people current on your work, your process, and it can also offer a valuable resource to clients and colleagues if you add content like articles, links and tutorials in your field. I will keep track of weekly exercises and progress via your blog! THE BLOG IS GRADED, it is how we track your weekly progress.	**ALL STUDENTS: Complete 4th PROJECT, revise 1-3** -Set-up Wordpress blog (check weekly for feedback, which will be comments on your posts or posted in the gradebook of ecompanion) -Add 1 post about the progress and development of each of your 4 projects -From here on out a Blog post is due each week with progress on projects, research and inspiration **PROF PORT AND ASSOCIATES:** Branding Development, add exercises and progress on colors, type and logo choices to Blog as an extra post
Week 4	**WEEK 4 Individual Reviews** **LAB: Continue inserting projects in layout template in InDesign.** **Introduce Projects 5 and 6** Introduce Leave Behinds	**Complete Contract / PREPARE PROJECTs 1-4 in Grid Portfolio layout with descriptions in PDF for Presentation** -Get Mentor feedback. **PROF PORT AND ASSOC. STUDENTS:** Add you first draft of your logo, branded cover page to your portfolio PDF

Midterm Grading: **Committee Review** **Upload minimum of 4 completed projects and branded header to Wordpress** **Upload PORTFOLIO PDF to Ecompanion**		
Week 5	**DUE start of class 4 projects in portfolio layout for review** **Midterm Presentations to Reviewers/Group Class Crit** **ATTENDANCE MANDATORY Four (4) project PDF of projects in portfolio layout in ecomapnion 12pm SHARP.** **Introduce Projects 7 and 8**	**PROF PORT AND ASSOC. STUDENTS:** -Finalize printer choice for resume and business cards. Bring brainstorming and sketches for Leave Behinds - Sign up and load resume to Linkedin **ALL STUDENTS:** -Complete project 5 and progress on project 6.
Week 6	**Week 6 DUE: project 5** **Work Day projects 1-8** **Introduce Portfolio Case and Website**	**PROF PORT AND ASSOC. STUDENTS:** -Finalize business cards and leave behind. Next draft of Resume Due **ALL STUDENTS:** -Get Mentor feedback -Complete project 6
Week 7	Individual Reviews You MUST have minimum of 6 projects designed on the pages for your book (with copy) in Indesign ready for pre-flight check TODAY Review Design Statements **WORK LAB:** Portfolio Projects	-Begin printing of 3D finished pieces to photograph -Project 7 Complete
Week 8	WORK DAY	**ALL STUDENTS** -Entire portfolio due digitally for review. Must pass instructor review to continue to professional review. Complete Project 8 and add to portfolio **PROF PORT AND ASSOC. STUDENTS:** -Complete resume, leave behind and business card. Have them printed. Have Website Done.

Week 9	***8+ Project PDF of completed book due. Withdrawal Week.* Must pass preview to present to outside reviewers. Must present to reviewers to pass the course.** **Homework: Print and assemble portfolio**	**Homework: Print and assemble portfolio** **AS and Prof Port students resume, business cards, *website (Associates only) and leave behind are also required**
Week 10	Portfolio Review -Have a hand recorder and notepad to record feedback -Record the name of your reviewer -Get their business card, website or email Graduating AS and PROF PORT students must turn in their PDF with PDF Resume, Business card and Physical Leave Behind.	**-Revise Portfolios** -Send follow up personalized Thank You notes to reviewers. **Research your reviewers** **ASSOCIATE STUDENTS-Complete websites by Sunday** **Complete Blogs with a final post about what you took from reviews**
Week 11	**WEEK 11 Short Meeting** Return of Reviewer's Sheets Discussion of Reviews Class Critique of Portfolios Hand in Best of Quarter prints	

Notes: Students will be required to obtain a "mentor" that they must meet with three times throughout the quarter, before each due date, in order to receive feedback on their work.

Projects: See project sheet

Notes: Syllabus is subject to change based on instructor feedback, changes are posted in ecompanion and sent to student's school email address (check weekly)

Professional Portfolio Contract

Please initial each line and sign below: This agreement is meant to serve as a guideline and contract for all students taking Professional Portfolio. By reading and signing the contract below, you are agreeing to the requirements of this course.

_____ I commit to successfully meeting the weekly deadlines (as outlined in the syllabus) an absence is not an excuse for missing a deadline. *Failure to show work on time will negatively impact my final grade. No attending midterm and final portfolio review committees results in penalities or failure.*

_____ If I miss a deadline, I will initial the progress report below confirming that I have not met the requirements of that week.

_____ If I have two consecutive, I will be asked to drop the class. Three absences (regardless of "valid excuses") means failure, see new attendance policy.

_____I will have a professional quality portfolio and any other required materials ready for pre-screening by the 9th week or I will not be eligible to be reviewed Week 10. Resulting in the need to drop the class or fail.

_____I will be prepared with a professionally printed and assembled **Portfolio** and completed **Portfolio Review Form** and attend the final Portfolio Review Week 10.

I_____ agree I have read these qualifiers for Professional Portfolio and will fulfill my obligations to the very best of my ability or I will not be eligible to pass this course.

Date_____

PORTFOLIO Project Plan and CONTRACT Name:

Signing this and handing it in means you are aware of the policies in the syllabus and your commitment to create your portfolio and all other required elements.

	Review Date	**Project Title** *(Name)*	**Description** *(Type of project)*	**Specifics / Description** *(how, where, why)*
PROJECT/DUE		***"Fahrenheit 451"***	*"Book Jacket"*	*"Type as Design" class assignment: manipulated stock photos and original illustration."*
#1.	WEEK 4			
#2.	WEEK 4			
#3.	WEEK 4			
#4.	WEEK 4			
#5.	WEEK 6			
#6.	WEEK 7			
#7.	WEEK 8			
#8.	WEEK 9			

PROFESSIONAL PORTFOLIO and Graduating AS students– 11th Quarter

The portfolio must have a minimum of 8 acceptable projects to pass class.

OVERVIEW:

- **Specs: EIGHT* projects** consisting of a campaign of (3-4 components) = 1 project
- **3** finished projects should be former class assignments: improved, adapted, and expanded as needed.
- **1 NEW** (not for school) project should be based on a tutorial you have researched and made into a new and interesting graphic.
- **1 NEW** (not for school) project should be for a non-profit
- **1 NEW** (not for school) project should be based on a hobby of yours
- **ONE** ORIGINAL self-initiated piece, not from previous or current class assignment. Think about adding variety or something you are missing, such as a Strong Layout Piece or a Package.
- **ONE** Wildcard, whatever you want but remember you want variety
- Process Sketches can be used for projects like logos

Students are able to choose from the variety of projects listed below or from projects of their own conception. A final portfolio should have at least 8 – 10 projects (all projects will contain a number of components). All pieces must be completed—meeting these specifications by the end of the quarter and accompanied by a project statement.

Concept Book
Present a complete, full example of client research, ideas, development and process.
Feature at least 4 individual, complete creative developments (10-15 thumbnails, 6-8 comps) corresponding to existing projects in portfolio.

Editorial Design
Using InDesign student must create a fully realized magazine layout from either an original or existing magazine. Minimum of 6 pages to include a cover, back page advertisement, 2 page table of contents and either two 2 page story spreads, or one 4 page story spread.

Brand Style Guide
A comprehensive instruction on brand usage and guidelines for print and/or web deployment.
Project must be double sided and professionally printed and bound.

Corporate Identity System
Must include business card, letterhead, envelope and website homepage.

Multi-page Publication
Must include at least 16 pages that utilize graphs, charts or financial pages and forms and must adhere to a grid system.

Restaurant Campaign
Must include a minimum of four pieces, menu, drink or dessert menu, collateral identity system and other pieces that are appropriate to the selected client.

Advertising Campaign
Must include a minimum of three pieces that are unified by a singular concept that can be applied across a multiple platforms such as magazine, newspaper, internet, outdoor advertising. Concept must be original and compelling. Medium chosen must enhance the campaign message and the selected client's industry.

Music Campaign
Must include a minimum of four pieces that can include posters, tshirts, and other collateral material that is appropriate to the particular musical act chosen.

Poster Series
Must include a minimum of three pieces that are for a singular event (ie: gallery exhibit, etc.) Posters must all reflect a similar concept.

Direct Mail Piece
Final piece must meet USPS standards and reflect different techniques utilizing paper, cutouts, coupons etc. that are appropriate to the selected client.

Product Packaging
Must include a minimum of four pieces that exhibit a singular concept executed through each individual piece. Students should design both the product labeling and the packaging.

Book Cover Series
Must include a minimum of three pieces that reflect a single author's body of work and should comprise three different books that include a front cover, back cover, and flaps and a box that holds the pieces.

CD Case
Must include a handcrafted case, cd label and lyric booklet or lyric poster. Plastic trays are unacceptable and the materials must reflect the artist style of music.

Environmental Wayfinding
Iconography, signage, full instructions for system of application, project must be shown in context.

Weekly Student Notes

	Student Initial	*Student Notes on Professor Feedback*
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		

Professional Portfolio Mentor Worksheet

Name of ***Student***	
Name of ***Mentor***	Contact Info:
Project Title:	
FEEDBACK	
Project Title:	
FEEDBACK	
Project Title:	
FEEDBACK	

Design Statement Worksheet

An DESIGN STATEMENT is a necessary component of any professional artists' portfolio or promotional packet.

1. Take five minutes and think about why you do what you do. How did you get into this work? How do you feel when work is going well? What are your favorite things about your work? Jot down short phrases that capture your thoughts. Don't worry about making sense or connections.

2. Make a list of words and phrases that communicate your feelings about your work and your values. Include words you like, words that make you feel good, words that communicate your values or fascinations.

3. Choose two key words from your word list. They can be related or entirely different. Look them up in a dictionary. Read all the definitions listed for your words. Copy the definitions, thinking about what notions they have in common. Look your words up in a Thesaurus. Read the entries related to your words. Are there any new words that should be added to your word list?

4. Write five sentences that tell the truth about your connection to your work. If you are stuck, start by filling in the blanks below:

When I design I am reminded that_____.
I begin a piece by_____.
I know a piece is done when_____.
When my work is going well, I am filled with a sense of _____.
When people see my work, I'd like them to _____.

Use the suggestions below to structure your statement.

- **Be brief.** Two or three paragraphs of no more than three sentences each is a good length for an introductory statement.
- Keep your sentences **authentic and direct**. Use the present tense ("I am," not "I was," "I do," not "I did.") Write about yourself as though you were an admiring colleague. Refer to yourself in the **first person** with the pronouns "I, me, my."

First paragraph. Begin with a simple statement of why you do the work you do. Support that statement, telling the reader more about your goals and aspirations.

Second paragraph. Tell the reader how you make decisions in the course of your work. How and why do you select materials, techniques, themes? Keep it simple and tell the truth.

Third paragraph. Tell the reader a little more about your current work. How it grew out of prior work or life experiences. What are you exploring, attempting, challenging by doing this work.

DO: **Give yourself permission to make mistakes. Let yourself write badly. Crumple up lots of paper balls and throw them in a corner.*
**Use language that everyone can understand.*

DON'T: **Tell your life story. You can keep that for your bio (as long as it's interesting). Your design statement is only about the current direction of your work.* Do not tell us you've been passionate about art since you were a kid. We don't care. We all were.

**Quote or refer to anyone else by name. Keep the focus on you and your design. Mentioning another name shifts the readers' attention from your art to the other person. Try not to categorize your work or compare yourself to others.*

**Forget to use spell check and ask someone else to read it over for you.*

The Art Institute of Philadelphia: Attendance Policy

- The Art Institute of Philadelphia is committed to learning-centered, hands-on instruction, which can only be accomplished when students attend class. There are no excused absences. The satisfactory explanation of an absence does not relieve the student from responsibility for the course work assigned and/or due during his/her absences. A student who does not attend class during the first week of school or starts late is still held responsible for his/her absences.

- A student who is absent for *three cumulative weeks** will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid-quarter ground term) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. A student is allowed only one appeal per class. In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the Registrar's Office.

- It is your responsibility to stay in communication with your instructor about absences in order to stay current with assignments. **You are expected to spend the entire amount of scheduled class time in the classroom**. If you are dropped from the class and you have a documented mitigating circumstance, you may have the opportunity to appeal. It is your responsibility to ensure that your attendance in class is brought to the faculty member's attention if you arrive late.

- Students who are not marked present in <u>any</u> of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid-quarter ground term), will be withdrawn from the Institute and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid-quarter ground term) students will be withdrawn from the Institute and will receive WF's (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

- Students are encouraged to make all schedule changes early in the first week of the quarter to minimize absences. Failure to sit in all classes during the first two weeks of school will result in termination from school for the quarter. Detailed information about scheduled adjustment periods can be found on the back of your official schedule or in the local Ai campus catalog.

- If you are going to miss class, regardless of the reason, you should notify your instructor. You are responsible for gathering any information from the missed class period in a timely manner.

Ai Unearned F (UF) Grade Definition

Unearned F Grade: students who failed the course AND did not complete the final assignments in the course. Final assignment include, but is not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate.

The Art Institute of Philadelphia

Academic Integrity Policy

The Art Institute of Philadelphia recognizes that any form or degree of academic dishonesty challenges the principles of truth and honesty, which are among the cornerstones of the college. Consequently, the college treats academic dishonesty as a serious violation of academic trust. All students found to have engaged in such behavior will be penalized.

Acts of academic dishonesty include but are not limited to the following:

1. The illegitimate use of materials in any form during a quiz or examination.

2. Copying answers from the quiz and/or examination of another student.

3. Plagiarizing or falsifying materials or information used in the completion of any assignment.

4. Obtaining or otherwise improperly securing an examination paper prior to the time and date for the administration of the examination.

5. It is presumed that material submitted by a student for an assignment is original to that assignment and therefore submitting the same work for more than one course without the consent of the instructors of each course in which the work is submitted is considered dishonest.

6. Intentionally interfering with any student's scholastic work, for example, by damaging or stealing their intellectual property, computer files, project, etc.

7. Stealing and submission of another student's work as your own.

8. Aiding or abetting any of the above.

The Art Institute will impose the following sanctions when a student is found to have committed any of the above infractions:

1st offense = failure of class *****
2nd offense = suspension for two (2) quarters
3rd offense = expulsion

* EXCEPTION: Any students found cheating/plagiarizing on their final senior portfolio will be expelled from the college and will not receive their degree.

A faculty member who believes a student has committed academic dishonesty will contact the Dean of Students and will also file an incident report with the Dean of Students. The Dean of Students will contact the student and will meet with the student and the faculty member prior to the next scheduled class session. If it is determined that the student did indeed commit academic dishonesty, the Dean of Students will inform the student of the penalty. The Dean of Students will hold records of academic dishonesty.