Course Information Form (CIF)

Course Code: COM 293

Course Title: Portfolio Seminar

Department: Arts, Media, and Social Sciences
PCS Code: 1.2 - Occupational/Technical Instruction
CIP Code: 09.0402
Repeatability: 0

Effective Date: Summer 2026

Credit Hours

Catalog Notation: 2-2-3
Credit Hour Distribution:

Lecture: 2	Lab: 2	Clinical: 0	**Total: 3**

General Course Information

Catalog Description

Students fine tune and edit their portfolios, outline a promotional campaign including internet presence, and develop resumes. Includes lectures on professionalism and presentation skills, demonstration of portfolio production, seminars with industry professionals, and faculty reviews of final portfolio.

General Course Objectives

To assist students in editing and improving their portfolios; to outline self-promotion goals; to introduce students to local/regional employment and business opportunities in Radio/TV and Photography.

Minimum Placement Levels

English	Reading	Math
None	Placement out of CCS 098	None

Prerequisites

Approval of instructor or department chair
Sophomore standing

Methods of Evaluation

At least 2 exercises will be given to introduce and develop the students' understanding and proficiency of course concepts and skills. A minimum of 3 projects will be given to apply the concepts. Weekly discussions will cover material presented in lectures, demonstrations, exercises, readings, and professional presentations. Final portfolio and campaign review by faculty, seminar and class attendance and participation.

Instructional Materials and Additional Supplies

No textbook required, learning materials provided by instructor.

Course Content

General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.
- Creativity and Innovative Thinking: Students will design, present, and interpret materials, information, and ideas in innovative ways.
- Global Awareness and Cultural Reasoning: Students will demonstrate their understanding of global issues, gender and sexual orientation, and multicultural perspectives.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Orientation	1. Identify course requirements and expectations.	1	0	0
Initial Portfolio Review	1. Identify strengths and weaknesses in initial portfolios.	2	4	0
Resume Writing	1. Create a professional resume.	1	4	0
Self-promotion Outline	1. Research and outline self-promotional campaign, including internet presence such as website development or social networking opportunity.	4	8	0
Seminars	1. Identify the different kinds of employment and business opportunities in Mass Communications: Radio/TV and Photography. 2. Demonstrate professionalism required for success.	10	0	0
Employment Search	1. Identify skills and knowledge needed for employment in the industry. 2. Set personal goals for employment or business.	3	4	0
Edit Portfolios	1. Create and edit portfolios specifically designed for various interview/client situations.	1	4	0
Presentation and Interview Skills	1. Verbally present portfolios in both an employment interview and client/sales situation.	2	6	0
Final Portfolio Review by Industry Advisers	1. Identify strengths and weaknesses in final portfolios.	6	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
30	30	0