



2005/2006 Catalog

Ai The Art Institute of Portland®

At The Art Institute of Portland we see our role as providing education that helps you develop your potential. Education at The Art Institute is not a one-way process where teachers hand students skills and knowledge. You must take responsibility and get involved. Here, you learn from artists and professionals in a hands-on environment. You have the opportunity to make both professional contacts and lifelong friends. On your part it means engaging fully, eyes and mind open and focused.

There's a vibrant energy at The Art Institute, one that fuels a desire to do your best. You are supported by a close and caring community bound by mutual respect for individuality and creativity. You are also part of the Portland creative community and can contribute to the texture that makes Portland one of the nation's most livable cities. Education at The Art Institute of Portland also has a practical focus. We have a reputation within the design community for graduates who make a real contribution to the firms that employ them. We are here to make sure your educational experience is the best that it can be. Join us, seek us out, tell us how we can enrich your learning experience and help you achieve your career goals.

The Art Institute of Portland Executive Committee

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Vice President/Dean of Academic Affairs - Karen Habblitz

Director of Admissions - Lori Murray

Director of Administrative and Financial Services - Terry Marlink

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Director of Human Resources - Susan Morris

Catalog Preparation

The information contained in this catalog is accurate at the time of publication. However, conditions can and do change. The Art Institute of Portland reserves the right to make changes in the information contained herein, including its curricula, course content, calendar, procedures, policies, and costs.

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Mission Statement

The Mission of The Art Institute of Portland is undergraduate design education. Degree programs at the College include both liberal education and professional education. Instructional programs require coursework in communications, the humanities, the social sciences, in natural science and mathematics; they also prepare students for entry-level positions in design fields by focusing on the demands of professional practice. The College is dedicated to personal service. The College seeks to be an innovative center for design, a lively supporter of the arts, and a positive community partner in the city of Portland, the state of Oregon, and the greater Pacific Northwest.

Introduction

Accreditation

The Art Institute of Portland is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the United States Department of Education. NWCCU may be contacted by writing: Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981; or by calling 1-425-558-4224. Accrediting guides and manuals are available in the Registrar's Office for review.

The Art Institute of Portland welcomes student inquiries about its approval by federal and state agencies, and its accreditation by NWCCU. Contact the President's Office at 1-503-228-6528 for further information.

Memberships and Affiliations

The Art Institute of Portland is a member of the American Institute of Graphic Artists, the International Textile Association of America, The Northwest Society of Interior Design, the International Interior Design Association, the National Trust for Historic Preservation, the American Association of Collegiate Registrars and Admissions Officers, the Fashion Group International, the Pacific Northwest Association for College Admissions Counseling, the National Association of College and University Business Officers, the National Association for College Admission Counseling, the National Council for Marketing and Public Relations, the National Association of Student Financial Aid Administrators, the Northwest Private Career Schools Association, the Career College Association, the Portland Advertising Federation, the Pearl District Business Association, the Portland Oregon Visitors Association and the Oregon Media Production Association.

Ownership

The Art Institute of Portland is a wholly-owned subsidiary of The Art Institutes International, Inc., which is a wholly owned subsidiary of Education Management Corporation. The Art Institutes and Education Management Corporation are based at 210 Sixth Avenue, 33rd floor, Pittsburgh, Pennsylvania 15222.

The Art Institutes Board of Directors

The Art Institutes has a three-member Board of Directors, located in the 210 Sixth Avenue, Pittsburgh office listed above. The members are: John R. McKernan, Jr., J. William Brooks, Jr., and Robert T. McDowell.

Academic Freedom

The Art Institute of Portland strives to protect the academic freedom of its faculty. Within the constraints of The Art Institute's mission and consistent with sound educational practice, faculty are encouraged to develop creative and individualized methods for the delivery of program content.

Our Purpose

The purpose of The Art Institute of Portland is to educate future design professionals. The Art Institute offers quality educational programs created to instruct students in skills useful in everyday performance in the workplace. The Art Institute of Portland faculty bring knowledge of subject fields from education and work experience to their instruction. Students graduating from The Art Institute of Portland can expect to be prepared to perform in entry-level positions in their chosen fields.

Nondiscrimination Statement

The Art Institute of Portland is committed to providing equal opportunity in its recruitment, admission, educational programs and employment without discrimination on the basis of age, disability, national origin, ancestry, race, color, creed, religion, sexual orientation, gender, or any other characteristic protected under state, local or federal law.

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The City

Visual arts, a vibrant music scene, endless outdoor recreation opportunities, cool restaurants, retail stores and hangouts: Portland, Oregon is a thriving metropolis that keeps the creative spirit alive.

Located in the northwest part of Oregon along the Willamette River, near its junction with the Columbia River, Portland is the largest city in the state. Founded in 1845 near the last leg of the historic Oregon Trail, Portland began as a lumber-exporting port and supply point for the California and Alaska gold fields.

Since 1888, when Georgiana Pittock and friends staged the first rose show on the grounds of her Washington Street home (now the historic Pittock Mansion), Portland has been known as the “Rose City.” From late May through October, tens of thousands of flowers bloom on the terraced slopes of the city’s Washington Park, which is part of more than 37,000 acres of parks in the metro area.

The surrounding area has much to offer too, including the Columbia River Gorge, where basaltic cliffs rise to 3,000 feet above the water; Multnomah Falls, Oregon’s tallest waterfall; and the snow-capped peak of Mount Hood, the site of America’s longest ski season and a mecca for snow boarders, skiers, ice climbers and hikers. Today, with a

population of 1.95 million within the metro area and 538,180 within the city limits, Portland flourishes as a vibrant, creative and active city.

It’s not surprising to find a wide array of hip coffee shops, Native American art galleries, bookstores and brew pubs.

Food and drink are revered in the city, reflected in the profusion of world-class restaurants, wineries and micro breweries.

The first museum in the Northwest opened in Portland in 1909, and since then, the city has thrived as a cultural center. Enjoy the Oregon Symphony, the Portland Opera, the Baroque Orchestra, Northwest African American Ballet, Oregon Ballet Theatre and more.

The city is also known to attract indoor and outdoor sports enthusiasts. *Bicycling* magazine ranks Portland the number one cycling city in the nation. The Portland Waterfront and Eastbank Esplanade offer walking/running/cycling trails that boast great views of the Willamette River and city skyline. The Portland Trail Blazers play at the 21,000-seat Rose Garden, and the Portland Beavers minor league baseball team provides family-friendly summer entertainment for baseball fans.



The College

The Art Institute of Portland is a member of The Art Institutes, a leader in career preparation in the visual and practical arts. The Art Institute of Portland offers bachelor's degree programs in Advertising, Apparel Design, Design Management, Digital Media Production, Game Art & Design, Graphic Design, Interactive Media Design, Interior Design, Media Arts & Animation, Visual & Game Programming and Visual Effects & Motion Graphics. Associate's degrees are offered in Apparel Design, Apparel Accessory Design, Graphic Design, Interactive Media Design and Interior Design. Each program is offered year-round, allowing students to continue to work uninterrupted toward their degrees.

The Art Institute of Portland is a lively community of teachers, artists and designers, administrators and counselors and, most of all, students. The community exists for the benefit of students and takes seriously its responsibility to prepare students for their chosen careers.

Programs are carefully defined and include contributions from leading members of the professional community. Industry professionals periodically review and critique student work, providing important opportunities for student interaction with practitioners. Curricula are reviewed periodically to ensure they meet the needs of a changing marketplace to prepare graduates for entry-level positions in their chosen fields.

The Art Institute's library, computer lab environments, and classroom technology are designed to keep pace with trends in the design fields.

Internet capability and access add to students' academic experiences and strengthen research skills.

The Art Institute of Portland, formerly Bassist College, has served the Pacific Northwest for more than 40 years, and enjoys a reputation for innovative and practical education. Since 1963, the school has produced skilled alumni who have achieved success in their respective career fields. In 1998, Bassist College joined The Art Institutes system of schools, headquartered in Pittsburgh, Pennsylvania, and was renamed The Art Institute of Portland.

The Art Institute of Portland's location in the city's historic Pearl District places students, staff and faculty in the heart of Portland's creative community. The Pearl District is a lively neighborhood filled with many of the city's most talked about restaurants, galleries, retail stores, coffee shops, cafes and design firms. The Art Institute of Portland building is flanked by the country's largest independently-owned bookstore, Powell's Books; the world's largest retailer of natural and organic foods, Whole Foods Market; Utrecht Art Supply; and the Portland-based advertising powerhouse Wieden + Kennedy. Students can also shop nearby at fashionable boutiques such as Diesel and Anthropologie, load up with outdoor gear at REI, and pick up stylish gifts at Urbane Zen or Oblation. The Pearl District is a one-stop shopping, living and eating destination, and The Art Institute of Portland is right in the middle of the action.



General Requirements for Associate's Degrees

The Art Institute of Portland grants the Associate of Arts (AA) degree. Candidates for associate's degrees must fulfill the following requirements. Students must have earned a minimum of 105 credits to be granted an Associate of Arts degree from The Art Institute of Portland. Of the 105 credits, all candidates must have earned a minimum of 45 credits at The Art Institute of Portland. As part of the general requirements for graduation from the associate's-level program, the student

must meet all program-specific portfolio presentation requirements. The student must also display an approved final portfolio in the Graduate Portfolio Show event conducted at the end of the respective quarter of graduation. Individual academic departments may have additional general education requirements in addition to those outlined here.

Associate of Arts General Education Requirements

For students who may continue on to pursue the **Bachelor of Science** degree:

Humanities:	12
Principles of Visual Communication	3
Color Theory	3
Drawing	3
Art History Elective	3
Social Sciences:	12
Freshman Seminar	3
History of Material Culture I, II, III	9
Science:	12
College Mathematics	3
Computer Science Elective	3
Natural Science Elective	6
Written Communication:	9
English Composition I	3
Argumentation & Research	3
Writing & the Literary Arts	3

Associate of Arts General Education Requirements

For students who may continue on to pursue the **Bachelor of Fine Arts** degree:

Humanities:	18
Principles of Visual Communication	3
Color Theory	3
Drawing	3
From Caves to Cathedrals	3
The Rise of Artistic Individuality	3
Revolution: the Roots of	
19th & 20th C. Art	3
Social Sciences:	3
Freshman Seminar	3
Science:	9
College Mathematics	3
Computer Science Elective	3
Natural Science Elective	3
Written Communication:	9
English Composition I	3
Argumentation & Research	3
Writing & the Literary Arts	3
Liberal Studies Electives	6

General Requirements for Bachelor's Degrees

The Art Institute of Portland grants the Bachelor of Science (BS) and the Bachelor of Fine Arts (BFA) degrees. Candidates for bachelor's degrees must fulfill the following requirements. Students must have earned a minimum of 180 credits to be granted a Bachelor of Science or a Bachelor of Fine Arts degree from The Art Institute of Portland. A minimum of 60 credits in upper-division courses (numbered 300 or above) is required for a bachelor's degree. Of the 180 credits, all candidates must

have earned a minimum of 45 credits at The Art Institute of Portland. Additionally, 24 of the 45 credits in residence must be earned at the upper division. As part of the general requirements for graduation from the bachelor's-level program, the student must meet all program-specific portfolio presentation requirements. The student must also display an approved final portfolio in the Graduate Portfolio Show event conducted at the end of the respective quarter of graduation.

Bachelor of Science

General Education Requirements:	69
Humanities:	15
Principles of Visual Communication	3
Color Theory	3
Drawing	3
Art History Elective	3
Humanities Elective	3
Social Sciences:	30
Freshman Seminar	3
History of Material Culture I, II, III	9
Senior Seminar	3
Social or Natural Sciences Electives	15
Science:	15
College Mathematics	3
Laboratory Science	3
Natural Science Elective	3
Computer Science Elective	3
Written Communication:	9
English Composition I	3
Argumentation & Research	3
Writing & the Literary Arts	3

Bachelor of Fine Arts

General Education Requirements:	69
Humanities:	18
Principles of Visual Communication	3
Color Theory	3
Drawing	3
From Caves to Cathedrals	3
The Rise of Artistic Individuality	3
Revolution: the Roots of 19th & 20th C. Art	3
Social Sciences:	15
Freshman Seminar	3
Cultural History Elective	9
Senior Seminar	3
Science:	15
College Mathematics	3
Laboratory Science	3
Natural Science Elective	6
Computer Science Elective	3
Written Communication:	9
English Composition I	3
Argumentation & Research	3
Writing & the Literary Arts	3
Liberal Studies Electives	12
Choose from approved courses in the Humanities, Social or Natural Sciences	

Program Requirements for the Second Bachelor's Degree

Often students may decide to take up a new major field of study after completing a Bachelor of Arts or Bachelor of Science degree at a regionally accredited institution. The Art Institute of Portland's Second Bachelor's Program allows such students an opportunity to complete a second bachelor's degree in a timely manner. Each student in the Second Bachelor's Program must complete the following requirements:

1. The student must have earned a Bachelor of Arts or a Bachelor of Science degree from a regionally accredited institution.
2. The student must complete a minimum of 45 credits in residence at The Art Institute. Of these, 24 must be completed at the upper division.
 - a) For students seeking the Bachelor of Science: The visual arts sequence (9

credits), a course in art history (3 credits), a computer science elective (3 credits), and Senior Seminar (3 credits) must be included in the student's program.

b) For students seeking the Bachelor of Fine Arts: The visual arts sequence (9 credits), two courses in art history (6 credits), and Senior Seminar (3 credits) must be included in the student's program.

3. The student must fulfill The Art Institute's requirements for the major field of study.
4. Additional courses may be required to fulfill prerequisites for major concentration coursework.

General Education Courses Distributed by Discipline

Humanities

ART 204	From Caves to Cathedrals
ART 205	The Rise of Artistic Individuality
ART 206	Revolution: The Roots of 19th & 20th C. Art
ART 348	Theory of Comedy
ART 351	History of Photography
ART 356	History of Film
PHL 101	Intro to Philosophy
PHL 311	Aesthetics
PHL 490	Seminar: Philosophy

Social Sciences

ANTH 103	Intro Cultural Anthropology
HST 173	Topics in Western Civilization
HST 174	Topics in Eastern Civilization
HST 311	History Material Culture I
HST 312	History Material Culture II
HST 313	History Material Culture III
HST 316	Dress & Soc I
HST 317	Dress & Soc II
HST 318	Tribal Soc & Dress
HST 321	Pharaohs & Philosophers: Ancient Civilizations
HST 323	The Medieval Mind
HST 325	The Age of the Renaissance
HST 327	Courtly Splendor & Power: The Baroque & Rococo Periods
HST 329	Revolutions in Society & Design
HST 331	Theories of Design in Early 20th Century
HST 333	Late 20th Century Theories of Design
HST 345	American Social Cultural History
HST 346	Chinese Japanese Cultural History
HST 373	Topics in Cultural History
ICOR 101	Freshman Seminar
ICOR 490	Senior Seminar
PS 101	Modern World Governments
PS 105	American Politics & Power Structures
PS 107	World Economic Systems
PS 273	Area Studies
PSY 204	General Psychology
PSY 335	Psychology of Creativity
PSY 345	Psychosocial Aspects of Dress
SOC 204	General Sociology
SOC 403	Design & Propaganda

Natural Sciences

BI 131	Anatomy & Movement
EVS 111	Environmental Science
GEOL 111	Introduction to Earth Science
PHL 120	Symbolic Logic
PHY 101	Basic Physics
PHY 111	Physics with Lab
PHY 131	Astronomy
PHY 325	Dynamic Simulations
GEOG 101	Introduction to Geography

Mathematics

MTH 104	College Mathematics
MTH 116	Algebra & Trigonometry
MTH 243	Statistics
MTH 251	Calculus I
MTH 252	Calculus II
MTH 330	Linear Algebra & Geometry

Computer Science

CS 100	Computer Fundamentals
CS 111	Digital Principles
CS 112	Intro to Programming
CS 211	Intermediate Computer Science
CS 212	C++ Programming
CS 312	Advanced Programming
CS 341	Intro Computer Architecture
CS 342	Computer Engineering

Written Communication

WR 121	English Composition
WR 125	Argumentation & Research
WR 126	Writing & the Literary Arts

General Education

The liberal arts are the foundation for a good designer. General Studies courses at The Art Institute of Portland provide students with the mental discipline to generate, evaluate and communicate ideas. Through these courses, students will learn to reflect analytically and comparatively upon their academic and worldly experiences, helping them develop their full potential as designers and citizens.

Course Descriptions

Institute Core

ICOR 100 Freshman Seminar (3)

Students will consider the social, cultural, and traditional beliefs that underlie the creative process. Students will be asked to explore their role as cultural agents in the design community and the community at large. The course will focus on critical thinking and collaborative skills, as well as how design information is transmitted.

ICOR 490 Senior Seminar (3)

This course examines the inter-relationship of culture and values and the effect of changing technology on values. Students will explore the relationship of their own work to current values and develop plans for senior projects. *Prerequisite: Senior Standing*

Computer Science

CS 100 Computer Fundamentals (3)

Students learn basic computer theory and applications. Emphasis is on the development of the basic skills needed to use an operational interface and an integrated software package featuring word-processing, spreadsheet, and database tools. This course may be challenged.

CS 111 Digital Principles (3)

Students will learn intermediate computer theory and applications. Emphasis will be the development of skills applicable to digital media and the interaction of these components. *Prerequisite: Permission of Academic Department Director*

CS 112 Introduction to Programming (3)

This course is an introductory class into the fundamentals of programming. Topics covered include: fundamental concepts, functions, and structures of compilers, basic program optimization techniques, the interaction of theory and practice, and using tools in building software.

CS 211 Intermediate Computer Science (3)

This course will provide an overview of the field and include topics such as arithmetic for computers, interfacing peripherals, and enhancing performance. *Prerequisite: College Mathematics*

CS 212 C++ Programming (3)

This is an object-oriented programming course that introduces students to the latest C++ programming language. *Prerequisite: Programming for the Artist*

CS 312 Advanced Programming (3)

An advanced study into the application of the concepts covered in the C++ programming course. *Prerequisite: C++ Programming*

CS 341 Introduction to Computer Architecture (3)

This course is the evolutionary study of computer architecture and the factors that influence the design of hardware and software elements of computer systems.

CS 342 Computer Engineering I (3)

This course will introduce the student to the fundamental ideas of systems engineering and their application to design and development of various types of engineered systems. *Prerequisite: Introduction to Computer Architecture*

History

HST 173 Topics in Western Civilization (3)

An overview of crucial moments or turning points in the development of Western culture, politics, and economics. Important individuals and paradigm changes will be emphasized. Topics include The Ancient Middle East, The Classical World, The Medieval World, and The Age of the Renaissance.

HST 174 Topics in Eastern Civilization (3)

Highlights in the development of Eastern culture, including the Near East, India, Southeast Asia, China, Korea, and Japan. Significant individuals and the effects of geography, technology, and religion will be explored. Topics include The Silk Road.

HST 311 History of Material Culture I (3)

This series of courses is designed to introduce Western material culture. Students will discover how that culture reveals the political, economic, and religious outlook of each period of history. They will become familiar with basic forms of architecture, interior design, ornamentation, and other decorative arts found in the Western world and learn how available materials and technology shape those forms. *Note: It is highly recommended that History of Material Culture I, II, and III be taken in sequence.* I. Ancient Near East, Greece, and Rome through the Baroque (c. 1700). II. The Rococo and the First Industrial Revolution through the 19th century, including the ideas of reformers and the introduction of Japanese design to the West. *Prerequisite: Argumentation & Research III.* 20th century design: from early 20th century reform groups such as the German *werkbund*, Art Nouveau designers, and American Arts and Crafts designers, through the major design movements and the development of industrial design to the present. *Prerequisite: Argumentation & Research*

HST 312 (see HST 311 above)

History of Material Culture II (3)

Prerequisite: Argumentation & Research

HST 313 (see HST 311 above) History of Material Culture III (3)

Prerequisite: Argumentation & Research

HST 316 Dress and Society I (3)

The organizing thesis of this pair of courses is that dress mirrors society: its economics, technology, religious beliefs, layers of stratification, and treatment of women. These courses begin with the ancient Egyptians and Sumerians and continue into the present era. Students will become familiar with the basic articles of dress for each period and the available materials and technologies that shaped those items. I. Ancient Near East and Egypt up to the French Revolution. II. The French Revolution to the present period. *Prerequisite: Argumentation & Research*

HST 317 (see HST 316 above)

Dress and Society II (3)

Prerequisite: Argumentation & Research

HST 318 Tribal Society and Dress (3)

This course focuses on tribal/non-Western societies and their dress, in view of economic, technological, religious, social, and gender issues. *Prerequisite: Argumentation & Research*

HST 321 Pharaohs & Philosophers Ancient Civilizations (3)

The ancient city-states of Sumaria and the development of Egypt. Other civilizations considered will be Greece, from the republic to Alexander's empire, and Rome, from the republic through early Christianity, the silk road, and the fall of the empire in 476 AD. *Prerequisite: Argumentation & Research*

HST 323 The Medieval Mind (3)

Developments in the West during the period from the fall of Rome (476 - 1400). Topics covered include the growth of the church, rise of the monarchy, emblems of nationalism and power, Viking invasions, China and the silk road, and changes in technology. *Prerequisite: Argumentation & Research*

HST 325 The Age of the Renaissance (3)

Rediscovery of the classics, growth of the city-states in Italy, the role of the popes, nationalism in France and England, printing and the beginning of modern science. *Prerequisite: Argumentation & Research*

HST 327 Courtly Splendor & Power: the Baroque & Rococo Periods (3)

The nation state: Richelieu and Louis XIII, Mazarin and Louis XIV, the English Commonwealth and Cromwell, expansion of trade and colonization of the New World, India, and SE Asia; mercantilism, banking and Colbert's theories of economics; city development and the middle class; continued development of modern science, and John Locke and his theories of government. Period: 1610-1750. *Prerequisite: Argumentation & Research*

HST 329 Revolutions In Society & Design (3)

Theory and culture: French philosophies, science: classification of plants and animals, Neoclassicism,

American and French revolutions, Manchester and the industrial revolution, trade, the Grand Tour, cultural activities for the middle class, the Crystal Palace and other world's fairs, the discovery of Japan, philosophies of reform. *Prerequisite: Argumentation & Research.*

HST 331 Theories of Design in the Early 20th Century (3)

Romantic Nationalism, including Art Nouveau, Gaudi, Mackintosh, Scandinavian approaches; American Arts and Crafts, European theorists: constructivists, futurists, de stijl, Bauhaus, Le Corbusier, etc., Art Deco, early International style. Period: 1892-WWII. *Prerequisite: Argumentation & Research*

HST 333 Late 20th Century Theories of Design (3)

International style, Frank Lloyd Wright, Cranbrook Academy, Saarinen, Eames, Bertoia, organic style, Noguchi, op/pop, universal design, modernism, green design/sustainability, post-modernism, deconstructivism. Period WWII-present. *Prerequisite: Argumentation & Research*

HST 345 American Social and Cultural History (3)

In this course, students study selected topics including labor, religion and politics, leading thinkers and modes of thought, the arts and popular culture. Special emphasis is on the emergence of "diversity" as a driving force behind social and cultural change. *Prerequisite: Argumentation & Research*

HST 346 Chinese and Japanese Cultural History (3)

This course provides an overview of Chinese and Japanese societies. Students will examine how each society has interacted with the other and the world and how each has influenced cultural growth and expression. Students will also study the role fine and applied arts played in the development of China and Japan. *Prerequisite: Argumentation & Research*

HST 373 Topics in Cultural History (3)

This class will focus on the cultural, social, and technological aspects of a focused period of history in order to fully appreciate the zeitgeist or spirit of the particular age. Topics will vary and could include the Renaissance in Italy, the 1950s in the U.S., the 1920s and the post-WWII period, the Great Depression, Elizabethan England, Islamic culture, African cultures, and the Native North and South American cultures. May be repeated with different topics. *Prerequisite: Argumentation & Research. Topics offered: Uppity Women Make History, City Development (offered in conjunction with European trip).*

HST 473 Topics in Intellectual History (3)

Topics could include the following: Darwin, Marx, and Nietzsche, Reading of their work, discovery of the effect of their ideas upon their contemporaries and the uses to which their ideas have been put; La Belle Epoch, London, Paris, and Vienna 1890-WWI: intellectual developments in these cities in

the areas of psychology, city planning, and the arts. Problems within areas of nationalism, imperialism, and racial attitudes; Beginnings of Modernism, theories about modernity and its interpretation in politics, art, and design beginning in late nineteenth century writers and continuing into the 1930s. *Prerequisite: Argumentation & Research*

Mathematics

MTH 081 Basic Mathematics (3)

Designed for students who need to bring their mathematical skills up to college level. Topics include arithmetic, fractions, decimals, ratios, percentages, solving linear equations, angles, similar and congruent triangles, and geometry of perspective. (Entry by placement. May be repeated for a maximum of nine credits.)

MTH 082 Pre-College Mathematics (3)

This course reviews the mathematics needed to pursue further courses at The Art Institute. Topics include measurements, decimals, fractions, ratios, percents, proportions, unit conversions, plus an introduction to formulas, algebra and planar geometry. Grading: Pass/No Pass only. *Prerequisite: Basic Mathematics or entry by placement. May be repeated for a maximum of nine credits*

MTH 104 College Mathematics (3)

This course is a study of the basic concepts of mathematics. Students will learn how to solve algebraic equations and story problems; solve quadratic equations and systems of equations; make graphs and solve equations graphically; solve basic geometric problems; and solve applied problems using ratios and proportions. This course may be challenged. *Prerequisite: Pre-College Mathematics or placement*

MTH 116 Algebra & Trigonometry (3)

This course creates a solid foundation in basic geometry and trigonometry. The course is focused towards technical artists who want to develop further studies in computer graphics, advanced mathematics, and physics. *Prerequisite: College Mathematics or equivalent*

MTH 243 Statistics (3)

A study of the tools needed to understand the statistical world. Methods of characterizing data are studied with emphasis on proper data display. Permutations, combinations and probability are used to analyze normally distributed data. Correlation and regression analysis are employed to detect and describe linear trends. *Prerequisite: College Mathematics*

MTH 251 Calculus I (3)

Introduction to differentiation: techniques and applications. This course will focus on algebraic equations and their relationship to basic geometric planar primitives. *Prerequisite: Algebra & Trigonometry*

MTH 252 Calculus II (3)

This course builds on knowledge gained in Calculus I. It is devoted to multi-variable calculus: the theory of differentiation and integration of functions. The course will cover the theory and application of partial differentiation, the theory and application of multiple integrals, and line and surface integrals. *Prerequisite: Calculus I*

MTH 330 Linear Algebra & Geometry (3)

Basic subject on matrix theory and solving linear algebra equations. *Prerequisite: Calculus I*

Philosophy

PHL 101 Introduction to Philosophy (3)

This course provides an introduction to the discipline of philosophy; the nature and methods of philosophical inquiry; philosophical systems and movements.

PHL 120 Symbolic Logic (3)

This course introduces the student to elementary symbolic logic. Students will become familiar with the development, application, and theoretical properties of an artificial symbolic language, which allows them to clearly show the logical structure of deductive arguments. *Prerequisite: College Mathematics*

PHL 311 Aesthetics (3)

This course examines the philosophy of art. Topics include perception, imagination, beauty, high art, mass art, and art's role in society. *Prerequisite: Argumentation & Research*

PHL 490 Seminar in Philosophy (3)

Subject matter will vary in this course. *Prerequisite: Introduction to Philosophy or Symbolic Logic*

Science

BI 131 Anatomy and Movement (3)

Students will learn the entire human skeleton, including bone structure and variation, joint structures and functions, and gender/age variations. The skeletal muscular system will be added with the study of each body region. Musculature involved in obvious structural changes will be emphasized. Lecture material will be supplemented by drawing from the live model. *Prerequisite: Drawing I*

EVS 111 Environmental Science (3)

This course examines the contributions of natural science in the analysis of environmental problems. Topics include biological processes, ecological principles, chemical cycling, ecosystem characteristics, and natural system vulnerability and recovery. This is a laboratory science. *Prerequisite: College Mathematics, Argumentation and Research*

GEOG 101 Introduction to Geography (3)

An introduction to the principal physical, economic, and cultural characteristics of the major geographical

regions of the world.

GEOL 111 Introduction to Earth Science (3)

This course will introduce the systems that have shaped the physical features of the earth and the disciplines of geology, biogeography, and ecology. The student will become familiar with the major principles of earth science and how they relate to the environment of the Pacific Northwest. This class is taught as a laboratory science. *Prerequisite: College Mathematics*

PHY 101 Basic Physics (3)

This course provides an overview of the field and includes such topics as mechanics, optics and thermodynamics. Students may take either PHY 101 or PHY 111, but not both. *Prerequisite: College Mathematics or equivalent*

PHY 111 Applied Physics (3)

A general survey of physics supplemented with the analysis of laboratory and field experiences. Academic topics include light, celestial and classical mechanics, impulse, rotation, hydrodynamics, aerodynamics, electricity, waves, energy, optics and problem solving. Laboratory/field experiences are selected from creative problem solving and the analysis of static forces, collisions, flight, celestial bodies, perception, light, optical paths, and falling water. Students may take either PHY 101 or PHY 111, but not both. *Prerequisite: College Mathematics or equivalent*

PHY 131 Concepts in Astronomy (3)

This course presents an overview of the cosmos, from the sun and our planetary system to the more distant galaxies. The physical principles that govern life on earth will be seen in operation throughout the universe. The origins and evolution of the Universe, along with changing theories of this process, are also topics of study. *Prerequisite: College Mathematics or equivalent*

PHY 325 Physics and Dynamic Simulations (3)

Elementary mechanics as they relate to natural phenomena are presented. This is a laboratory science. *Prerequisite: Calculus II*

Social & Behavioral Sciences

ANTH 103 Introduction to Cultural Anthropology (3)

This course analyzes a variety of ethnographic examples from various world cultures to understand the diverse aspects of language, technology, social structure, governance, and artistic and design expression.

PS 101 Modern World Governments (3)

Introduction to the political systems, practices, and institutions of major modern governments, including Britain, Russia, France and China as well as examples drawn from Africa and Latin America.

PS 105 American Politics and Power Structures (3)

Students will develop an understanding of local, state, and federal political structures and their interrelationships. Topics will include the election cycle, methods of proposing legislation, and the role of the judiciary.

PS 107 World Economic Systems (3)

An introduction to the major economic systems of the world: capitalism, socialism, communism, etc. Students will explore the various systems and their interactions.

PS 273 Area Studies (3)

This course focuses upon a particular region of the world, such as Africa, the Middle East, Latin America, SE Asia, or Russian and Eastern Europe. Students will develop an understanding of how the physical aspects of a region, such as its geography, climate, and resources will affect its religions, social structures, economics, and political systems. This course may be repeated for a maximum of nine credits. Topics include Modern Japan, Africa, The Middle East.

PSY 204 General Psychology (3)

The scientific study of behavior and experience, reviewing biological, social and dynamic bases for behavior; motivation and emotion; learning theory and perception.

PSY 335 Psychology of Creativity (3)

This class is an exploration of the creative process, the dynamics of motivation, the challenges of creative expression and the creative personality. Classes will include lecture, discussion, and group exercises. Writing intensive course. *Prerequisite: Argumentation & Research, General Psychology*

PSY 443 Psychosocial Aspects of Dress (3)

This course examines psychological and sociological theory as it applies to dress. Students will study how various social subgroups use dress to express their particular culture, social structure, and place in the whole of an economy. This class will also review the psychological aspects and aesthetic approaches to dress. *Prerequisite: Argumentation & Research*

SOC 204 General Sociology (3)

This course provides an introduction to the field and involves fundamental concepts, theories, and methods of research.

SOC 403 Design & Propaganda (3)

This course will be based upon the analysis of design and its role in shaping thought: political, social, and religious thought. The course will focus the question of how the design arts have influenced elections, governing, religious practices, gender roles, family structure, etc. Students will examine (read, discuss, and write about) theoretical works as a basis for carrying out their own analyzes of the built, constructed, printed, and/or

videographed environment. *Prerequisite: History of Material Culture III*

Writing

WR 091 English Preparation (3)

A comprehensive preparatory course for all credit courses at The Art Institute, with emphasis on grammar and punctuation, paragraph construction, and short-essay development. Grading: Pass/No Pass only. Entry by placement or referral.

WR 092 Advanced Grammar and Style Review (3)

A review for students who have already completed coursework in writing but who have more trouble than desirable with grammar, usage punctuation, and controlling their writing style. Students work on reducing the quantity and seriousness of the mechanical errors in their professional and academic writing. Grading: Pass/No Pass only. *Prerequisite: English Preparation, placement or referral*

WR 121 English Composition (3)

This course covers the basics of English grammar and the various modes of discourse. Student will write in a number of rhetorical modes, to culminate in the writing of argumentative essays. Students will gain experience communicating ideas in clear, concise English. This course may be challenged.

WR 125 Argumentation and Research (3)

This course focuses on the argumentative essay, culminating in a substantive piece of researched writing. Methods of academic research will be covered, including practice in proper citation style. This course is a prerequisite for all upper division General Studies courses. *Prerequisite: English Composition*

WR 126 Writing and the Literary Arts (3)

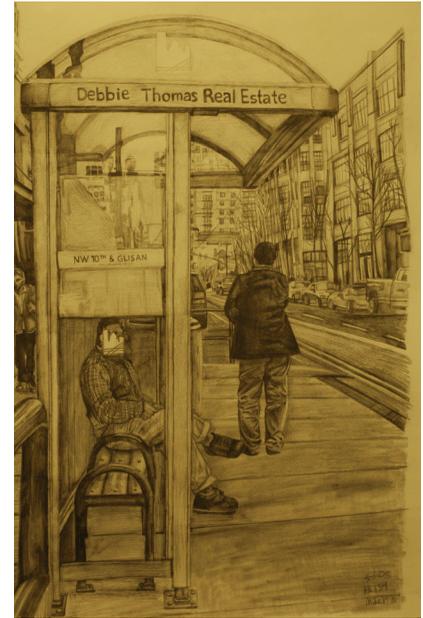
This course focuses on literature, emphasizing techniques of reading and literary interpretation. Students will be expected both to discuss and write about literary texts using concepts learned in class. Topics for this course will vary — check current course listings for details. *Prerequisite: Argumentation and Research*

GS 189, 289, 389, 489 Independent Study (3)

This course is designed around a student's area of major interest and features extensive and intensive self-directed study, supervised by the appropriate academic department and/or faculty member(s). *Prerequisites vary from case to case, and prior approval must be obtained through the Dean of Academic Affairs' Office.*

GS 193, 194, 293, 294, 393, 394, 493, 494 Special Topics (3)

This seminar or tutorial course focuses on topics of special interest to students and faculty.



Artwork by Elizabeth Stege

Foundation Art

Foundation art is at the core of all artistic endeavors. The Foundation Art courses at The Art Institute of Portland help students learn to think conceptually at the highest level, critically analyze art and gain valuable tools that will help deepen and broaden the student as artist throughout his or her life. Through the pursuit of these studies, students' creative abilities can develop and flourish.

Course Descriptions

Art & Design

ART 101 Principles of Visual Communication (3)

An introduction to the universal elements and principles common to all visual forms, this class focuses on strategies for controlling visual space and achieving successful communication in 2-D forms. It also examines a broad range of design and artistic endeavors from a variety of cultures. Students acquire a set of language and conceptual skills that provide a basis for continuing exploration in their majors.

ART 102 Color Theory (3)

Students develop a strong understanding of the interaction and application of color in a variety of fine and applied art contexts. Exercises emphasize strong organizational control of color systems, value keys, pigment mixing, and expressive properties of hue, value, and intensity. The course examines the properties and characteristics of light. Students gain a historical introduction to color in aesthetic movements throughout history and in a variety of cultures. *Prerequisite: Principles of Visual Communication*

ART 131 Drawing I (3)

Students develop perceptual and conceptual drawing skills through exercises, critiques, slide lectures and strong drawing practice. Basic exercises stress line, texture, volume, proportion, and perspective. Students strengthen observational skills and handling of drawing media. The course emphasizes the exploration and visualization of ideas through drawing practices. Students study drawing as a method of communication in contemporary, historic, and cultural contexts. This course may be challenged.

ART 134 Intermediate Drawing (3)

Students continue to develop, at an advanced level, the basic drawing skills introduced in Drawing I. Special emphasis will be placed on drawing from observation - the ability to accurately render on a 2-dimensional plane what is observed in space. Students will continue to develop the ability to visually analyze their work and the work of others. Fundamentals of perspective and ideation drawing skills for concept development will be stressed. *Prerequisite: Drawing I*

ART 141 Basic Photographic Techniques (3)

The student is introduced to the basic function of a camera and the techniques used to make photographs. The course will explore camera positions, color theory, studio lighting and grip equipment and demonstrate basic lighting set-ups.

ART 204 From Caves to Cathedrals (3)

This course examines art forms from the Paleolithic period (30,000 - 10,000 BC) through the Romanesque (10th C.). The role of the artisan in the community as well as the relation of cultures to the art produced within them will be examined. *Prerequisite: Argumentation & Research*

ART 205 The Rise of Artistic Individuality (3)

This course examines the development of Romanesque art forms from the 10th C. through the Renaissance and into the Baroque and Rococo eras. Objectives will center on analysis of art forms within an historical context. *Prerequisite: From Caves to Cathedrals*

ART 206 Revolution: The Roots of 19th and 20th Century Art (3)

This course begins with an examination of art prior to the French Revolution and follows the art which reveals cultural changes through the 20th Century. *Prerequisite: The Rise of Artistic Individuality*

ART 231 Figure Construction (3)

Students continue to develop drawing skills by drawing the human figure. Emphasis will be placed on drawing from observation to produce proportionate and accurate renderings of the human form in space. Students will draw the nude as well as the clothed figure and will be introduced to the basic elements of artistic anatomy. Students will continue to develop skills in value distribution, line control, positive/negative shape relationship and compositional emphasis. *Prerequisite: Drawing I*

ART 232 Figure Modeling (3)

This is a hands-on course teaching students to create physical 3-dimensional models of the human figure using various modeling tools to sculpt figures in clay. *Prerequisite: Figure Construction*

ART 241 Figure Construction II (3)

Students will develop drawing skills in this advanced life drawing class which includes an artistic anatomy component. Students will continue to work on drawing realistic, dimensional figures. Students will draw the nude as well as the clothed model. Emphasis will be placed on producing well composed, finished drawings. *Prerequisite: Figure Construction*

ART 255 Art History: Art and Ideas (3)

This course examines the roots and influences of contemporary concepts in 20th century art. Cultural and artistic developments are traced through an examination of the variety of artistic expressions in the 20th century. *Prerequisite: Argumentation & Research*

ART 272 Textile Design: History, Composition and Pattern (3)

This course introduces the history of textile design and combines research and development of design motifs for use individually and with various pattern formats. It also examines the history of textile patterns, printing techniques, dyeing techniques, and motif development throughout a variety of cultures and time periods. *Prerequisite: Principles of Visual Communication, Color Theory*

ART 281 Printmaking (3)

Students learn basic methods of printmaking. Students learn to apply the elements and principles of design as well as drawing and painting concepts to the art of printmaking. By studying aspects of the historic and aesthetic development of the print form, students will develop critical awareness. *Prerequisite: Principles of Visual Communication, Drawing I, and Color Theory*

ART 283 Sculpture (3)

Students learn to apply basic elements and principles of design and color theory to sculptural problems. They also deal with the unique concerns of sculptural spatial relationships: solids and voids. Student work will address additive and subtractive construction methods while emphasizing both conceptual and formal aspects of the sculptural form. Students consider the relationship of time and site specificity to the development of sculptural expression in the arts. *Prerequisite: Principles of Visual Communication, and Color Theory*

ART 331 Advanced Drawing (3)

Students continue to develop drawing abilities through close observation of all manner of things. Colored media will be introduced to heighten observational skills and develop emotive qualities in the student's work. Students will study the work of master delineators as a way of refining and developing individual methods of mark making while learning about drawing as a method of communication in contemporary, historic and cultural contexts. Students will continue to develop their creative "voice" through discussion and critiques. *Prerequisite: Figure Construction or Graphic Communication*

ART 334 Painting (3)

Students develop an understanding of the behavior of painting media, ground supports and the tools used in painting. Students apply the principles of color theory to painting and demonstrate an advanced level of understanding of the interaction of color and form. *Prerequisite: Color Theory and Advanced Drawing, or approval of Academic Department Director*

ART 348 Comedy: Theory and Practice (3)

What makes people laugh? Various theories, dramatic techniques, and examples from ancient through modern writers will be read and discussed. *Prerequisite: Argumentation & Research*

ART 351 History of Photography (3)

This course offers a survey of fine arts photography from the 1830s through the 1990s. It will examine aesthetic movements, compositional and narrative qualities, and the language of photographic criticism. This is not a darkroom class. *Prerequisite: Argumentation & Research*

ART 356 History of Film (3)

This class will be a broad survey of cinematic history. Students will be introduced to relevant factors that impinge on the evolution of narrative filmic form. The topics are international; students will be exposed to many of the "classics" of world cinema. *Prerequisite: Argumentation & Research*

ART 440 Ethnographic Art (3)

This course is a survey of the architecture, painting, sculpture, and decorative arts of non-western cultures. Topics will vary and may include India, Africa, Southeast Asia, and the indigenous people of North and South America. *Prerequisite: Argumentation & Research. May be repeated with different topics.*

ART 193, 194, 293, 294, 393, 394 Special Topics (3)

This studio or tutorial course focuses on topics of special interest to students and faculty.

Advertising

Advertising is the art of persuasion. In the Advertising program at The Art Institute of Portland you will learn how to craft advertising that informs, invites, intrigues and motivates an audience. You'll learn the fundamental business of advertising and marketing: the history, the product, technique, impact and the challenges facing an industry that dramatically influences our daily lives.

FACULTY PROFILE:

Gary Cox | Adjunct Faculty

With national clients like Campbell Soup, Gallo, Henry Weinhard's, Microsoft and others in his portfolio, Gary Cox is a "been-there-done-that" veteran.



He is an articulate and expert copywriter, an inspiring creative director and a breakthrough branding strategist. As an adjunct instructor at The Art Institute of Portland, his extensive experience is balanced by a personal focus on filmmaking, ceramic design and literature. He helps students see their creative lives as not only part of a profession, but also as a lifelong source of satisfaction and enjoyment.

Advertising

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Bachelor of Fine Arts Degree

Major Courses Credits:	111
Lower Division Required Courses	48
Concept Development	3
Copywriting	3
Basic Photographic Techniques	3
Digital Layout and Design	3
Typography I	3
Image Manipulation	3
Introduction to Business	3
Print Production	3
Principles of Marketing	3
Media Design	3
Introduction to Computer Graphics	3
History of Graphic Design	3
Fundamentals of Advertising	3
Dynamics of Mass Communication	3
Advertising Design	3
Persuasive Techniques	3
Upper Division Required Courses	63
Art Direction	3
Advanced Art Direction	3
Copy and Scriptwriting	3
Writing for Digital Media	3
Portfolio Presentation	3
Internship/Major Elective	3
Portfolio & Professional Development	3
Copy and News Writing	3
Consumer Behavior	3
Advertising Sales and Ratings	3
Introductory Advertising Campaign	3
Intermediate Advertising Campaign	3
Advanced Advertising Campaign	3
Media Buying and Planning	3
Account Planning	3
Public Relations and Promotion	3
Global Business Perspectives	3
Market Research	3
Foundation Portfolio	3
Digital Illustration	3
Corporate Identity	3
Total Credits, Bachelor of Fine Arts Degree	180

Course Descriptions

ADV 101 Fundamentals of Advertising (3)

This course is a basic introduction to advertising, its history, potential and limitations. Students examine different methods of communication, advertising objectives, and advertising copy. In addition students look at how advertising has changed over the years and been affected by the culture that has produced it. Learning about the major events, trends, and influences on advertising will help the student place current events in context and help nourish the student's understanding of the possibilities of various types of ads and advertising campaigns.

ADV 151 Dynamics of Mass Communication (3)

This course explores the theory and application of the new media environment that is currently taking shape. Students will be introduced to the major forms of mass communication, including television, radio, books, newspapers, magazines, the recording industry, the film industry, and the Internet. Students will examine a model of mass communication and analyze its application to technology. The course will also highlight the interrelationships among media industries.

ADV 201 Advertising Design (3)

This course will further define the role of graphic design in an advertising context. Students will be introduced to informational and administrative approaches to the development of advertising. Campaign strategies, based on media and marketing realities, will also be defined and applied. *Prerequisite: Fundamentals of Advertising*

ADV 227 Persuasive Techniques (3)

This course studies persuasive communication techniques of all kinds, including those used in advertising. The course begins with an introduction to the subject via logic and psychology. Among topics to be covered are the framing effect, emotional hot buttons, mass appeal, snob appeal, subliminal messages, and the bandwagon effect. Maslow's hierarchy of needs, emotional reactions and means of achieving them and various types of media to achieve appropriate and desired responses are also covered. *Prerequisite: Fundamentals of Advertising or approval of Academic Department Director*

ADV 261 Copy Writing (3)

Students are introduced to the unique characteristics, style, and techniques of writing basic advertising copy. It grounds the student in the skills necessary to write attention-getting, relevant, "sticky" and memorable copy for a broad spectrum of consumer communications.

ADV 301 Introductory Advertising Campaign (3)

Students in the course research, create, and present, mixed-media campaigns. The students learn the fundamentals of conceiving and executing an integrated local/regional advertising campaign that utilizes major advertising media. *Prerequisite: Fundamentals of Advertising*

ADV 311 Advertising Sales and Ratings (3)

This course focuses on a review of advertising fundamentals, their potential and limitations, advertising methods, objectives, copy, federal regulations, salesmanship, and the proper positioning of a client. Servicing accounts and interfacing with advertising agencies will also be covered.

ADV 327 Copy and News Writing (3)

This course addresses the need to communicate in writing on the job. A variety of materials must be written for a business: memos, letters, news summaries, proposals, presentations, and copy for advertising or marketing. Students will learn to identify the requirements of different types of writing and to prepare material to communicate clearly and effectively.

ADV 351 Intermediate Advertising Campaign (3)

Students during this course create a promotional/advertising campaign for an organization with publishing as a goal. The student designs and develops multiple projects from concept to final comp based on the specific needs of the client. Students value the importance of deadline, budget, client relationship, presentation and its relationship to the design process. *Prerequisite: Introductory Ad Campaign*

ADV 361 Copy and Scriptwriting (3)

This course expands on the skills necessary to recognize, write and edit effective, motivating promotional copy. Included are press releases and descriptive product copy for print and media advertising, as well as a further exploration into crafting effective headlines.

ADV 401 Advanced Advertising Campaign (3)

Students research and develop a fully integrated advertising/promotional campaign for a national name brand account in this course. The student's senior project documents, supports and argues the rationale and effectiveness of the campaign in written form. Students prepare, present and defend a graduate project suitable for a professional audience. *Prerequisite: Introductory Ad Campaign*

ADV 411 Media Buying and Planning (3)

Media as part of a delivery channel for a marketing message will be the focus of this course. Topics include media as critical to the fulfillment of the overall marketing strategy, cost effectiveness, and alternative and new media.

ADV 421 Account Planning (3)

Account planning demands a mixture of account services and research. Stated simply, an account planner frequently takes responsibility for ensuring that the client's needs are met. This usually requires managing communication between departments in an advertising agency as well as being the point of contact between an agency and the client. Inside the agency, an account planner helps choose and integrate research and considers proposed advertising decisions from the perspective of consumer behavior. This course helps the student understand these functions and integrate them into a successful approach to advertising and advertising campaigns. *Prerequisite: Media Buying and Planning*

ADV 431 Public Relations and Promotion (3)

This course examines the historical development of public relations, showing the principles, methods, and means of influencing public opinion. *Prerequisite: By approval of Academic Department Director*

ADV 441 Global Business Perspectives (3)

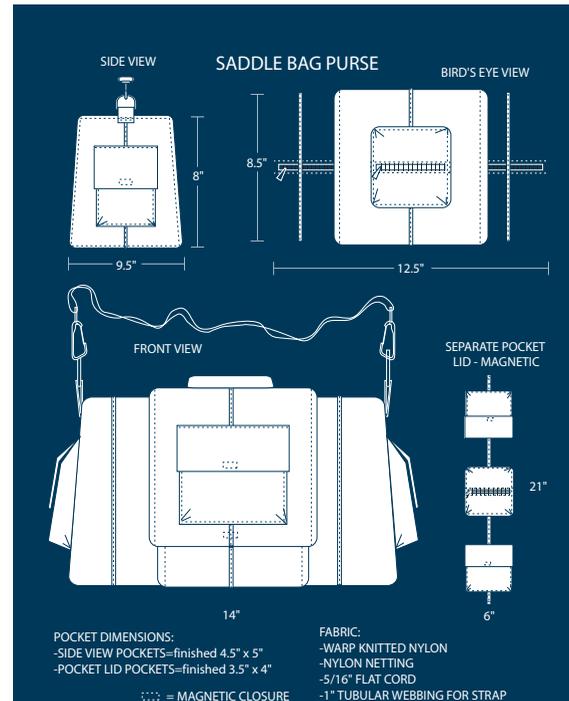
This course offers an analysis of world markets, consumer behaviors, advertising, foreign environments, and the marketing management required to meet the demands of dynamic global markets. The problems of foreign competition, diminishing US market share and the US economy's independence of world markets will be the focus of this course. In addition, different foreign market entry strategies will be analyzed.

ADV 461 Writing for Digital Media (3)

This course concentrates on writing strategies and techniques for communicating via the Internet. Students explore how this medium has affected copy writing style and content.

ADV 463 Consumer Behavior (3)

This course examines the cultural, social, and individual variables involved in consumer behavior. It also reviews how they are incorporated into buyer decision processes and marketing practices.



Artwork by Stina Johnson

Apparel Accessory Design

An outfit just isn't complete without the right accessories. The Apparel Accessory Design program at The Art Institute of Portland gives students the tools they need to learn how to design stylish accessories that combine form and function. Using fabric, plastic, stone, metal and other materials, our students learn to create dynamic yet functional accessories from concept to finished prototype.

ALUMNI PROFILE:

Nicole Flood | Apparel Program

Nicole Flood started her own apparel and accessories company, Flood Clothing, in January 2005. Her one-of-a-kind hats, made from acrylic yarn and other materials, and women's clothing, made from 100% recycled materials, now are sold all over the United States. As of summer 2005, she was getting ready to launch a catalog, a Web site, and also a stand at Portland's Saturday Market. Oh, and did we mention she made dresses for two VIPs who attended the 2005 Grammy Awards? Nicole is a successful entrepreneur following her passion and making her dreams come true.



Apparel Accessory Design

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Associate of Arts Degree

Major Courses Credits:	60
Design and Illustration	39
Introduction to Apparel Design	3
Introduction to Computer Graphics	3
Concept and Development I	3
Concept and Development II	3
Introduction to Fashion Sketching	3
Product Sketching	3
Scarf, Tie & Hosiery Design	3
Belt, Umbrella & Glove Design	3
Hat Design	3
Jewelry, Watch & Eyewear Design	3
Handbag Design	3
Shoe Design	3
Sculpture	3
Materials	12
Textiles I	3
Surface Design	3
Materials I: Fur & Leather	3
Materials II: Stones & Metals	3
Professional Development	9
Foundation Portfolio	3
Fashion Buying and Merchandising	3
Business Administration Elective	3
Total Credits, Associate of Arts Degree:	105

Course Descriptions

AD 221 Product Sketching

This course will focus on quick sketching and product rendering. Students will use pencil, ink, and marker to illustrate a wide variety of objects. Emphasis will be placed on keeping a sketchbook as well as producing finished color illustrations. *Prerequisite: Drawing, Color Theory*

AD 261 Materials I: Fur and Leather

This course is a basic introduction to the structure, properties and performance characteristics of fur and leather. Students will learn terminology and the use and care of these materials as they relate to accessory design. Special emphasis will be placed on the appropriate choices for a design. *Prerequisite: Introduction to Apparel*

AD 262 Materials II: Stones and Metals

This course is a basic introduction to the structure, properties and performance characteristics of various stones and metals. Students will learn terminology and the use and care of these materials as they relate to accessory design. Special emphasis will be placed on the appropriate choices for a design. *Prerequisite: Introduction to Apparel*

AD 251 Scarf, Tie, and Hosiery Design

This course explores the creative and technical concerns surrounding the design of scarves, ties, and hosiery. Students will solve specific design problems, and produce computer-generated designs based on current trends. *Prerequisite: Concept & Development II, Textiles I, Product Sketching*

AD 252 Belt, Umbrella, and Glove Design

This course explores the basic processes, materials, and techniques used to design belts, umbrellas, and gloves. Students will solve specific design problems, and produce computer-generated designs based on current trends. *Prerequisite: Concept & Development II, Textiles I, Materials I: Fur and Leather, Product Sketching*

AD 253 Hat Design

This course explores the creative and technical processes used to design hats. Students will develop computer-generated designs based on current trends. Simple prototypes will be developed using a variety of hat-making materials. *Prerequisite: Apparel Construction I, Textiles I, Concept & Development II, Product Sketching, Sculpture*

AD 254 Jewelry, Watch, and Eyewear Design

This course explores the basic processes and techniques used in jewelry, watch, and eyewear design. Students will develop computer-generated designs based on current trends. Prototypes will be produced using a variety of media. *Prerequisite: Concept & Development II, Materials II: Stones & Metals, Product Sketching, Sculpture*

AD 351 Handbag Design

This course explores the creative and technical processes used to design handbags. Students will solve specific design problems, explore outsourcing options for production, and produce computer-generated designs based on current trends. Simple prototypes will be developed. *Prerequisite: Concept & Development II, Textiles I, Product Sketching*

AD 352 Footwear Design

This course explores the creative and technical processes used to design footwear. Students will solve specific design problems, and produce computer-generated designs based on current trends. Emphasis will be placed on producing layouts ready to be prototyped. *Prerequisite: Concept & Development II, Materials I: Fur and Leather, Product Sketching, Sculpture*

Apparel Design

Apparel design is about the marriage of fabulous style and precise construction. The Apparel Design program at The Art Institute of Portland helps students develop skills in design, sketching and illustration, patternmaking, garment construction, critical analysis, sewing, draping and computer-aided design. The curriculum offers exposure to business practices, marketing, presentation and entrepreneurship. Students will learn to develop their own collections and have opportunities to exhibit their creations in fashion shows and competitions.



Designed by Gregory Camlin

EVENT PROFILE:

Fashion Show

CUT: A Fashion and Film Event

Lights! Camera! Fashion!

The Art Institute of Portland's Annual Fashion show rocked the Crystal Ballroom. More than 750 people watched as over 100 designs created and produced entirely by Apparel Design students at The Art Institute of Portland paraded down the runway. The show raised just over \$7400 for the Creative Arts Scholarship fund, which provides scholarships for students at The Art Institute of Portland.



Photo by JasminePhotography.com

Apparel Design

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Associate of Arts Degree

Major Field Credits:	60
Design and Illustration	24
Introduction to Apparel Design	3
Concept and Development I	3
Concept and Development II	3
Introduction to Fashion Sketching	3
Fashion Sketching and Illustration I	3
Foundation Portfolio	3
Textiles	6
Textiles I	3
Textiles II	3
Technical	27
Introduction to Computer Graphics	3
Apparel Construction I	3
Apparel Construction II	3
Advanced Techniques for Construction	3
Patternmaking I	3
Patternmaking II	3
Draping I	3
Draping II	3
Introduction to Knitwear	3
Principles of Fit	3
Introduction to Studio	3
Business	3
Fashion Buying and Merchandising	3
Total credits, Associate of Arts Degree:	105

Bachelor of Fine Arts Degree

In addition to meeting the Associate of Arts degree requirements, Bachelor of Science degree candidates must complete the following coursework and additional General Education requirements outlined in the Programs of Study section of the Catalog:

General Education Courses:	6
Dress and Society I	3
Dress and Society II	3
Major Field Credits:	50
Design and Illustration	3
Concept and Development III	3
Textiles	6
Surface Design	3
Computer Textile Design	3
Technical	6
Apparel Product Development	3
Apparel Development Practices	3
Professional Development	12
Apparel Design Internship	3
Portfolio/Career Development	3
Senior Collection I	3
Senior Collection II	3
Business Elective	3
Upper Division Major	
Concentration Electives	21
Total credits, Bachelor of Fine Arts Degree:	180

Course Descriptions

AD 205 Apparel Construction I (3)

This course introduces apparel construction basics including seam types, edge finishing, facings and garment assembly. The student will become familiar with industrial sewing equipment and its applications.

AD 206 Apparel Construction II (3)

In this course, students will apply industrial methods to construction techniques for such things as collars, sleeves and zippers. *Prerequisite: Apparel Construction I or previous experience with industrial machinery and approval of department director*

AD 210 Introduction to Fashion Sketching (3)

The student will be introduced to the specifics of fashion drawing. This course will cover the various levels of fashion communication – the quick idea sketch, the accurate trade sketch, and drawing for illustration purposes. *Prerequisite: Drawing I or approval of instructor*

AD 217 Draping I (3)

This course introduces the principles of draping as a 3-D means of pattern development for women's apparel. Each student will work with an individual dress form to learn the draping of basic silhouettes and the manipulation of darts. *Prerequisite: Apparel Construction I or equivalent*

AD 218 Draping II (3)

Students will build on principles learned in Draping I. They will work with collars, sleeves and slacks, solving more complex problems in 3-D pattern development. *Prerequisite: Draping I and Apparel Construction II*

AD 219 Fashion Sketching and Illustration I: Figure and Garment Development (3)

In this course, students will build on techniques learned in Introduction to Fashion Sketching (AD 210). They will develop a variety of fashion poses through structural studies and render garment and accessory details and fabric types. *Prerequisite: Introduction to Fashion Sketching*

AD 220 Fashion Sketching and Illustration II: Illustration and Rendering Techniques (3)

The student will continue to study the illustrative techniques introduced in Fashion Sketching and Illustration I. He or she will be exposed to and work with additional illustration media, fabric rendering techniques, and basic layout strategies. Forms of portfolio presentation will be explored with regard to career objectives. *Prerequisite: Fashion Sketching and Illustration I*

AD 228 Introduction to Apparel (3)

This course provides an overview of the apparel industry, examining how clothes are created, produced and marketed. Students will study how 19th and 20th century designers influenced the fashion industry.

AD 229 Apparel Design Concept and Development I (3)

In this course, students apply design principles derived from the study and practices of the apparel industry. Emphasis is on clothing concepts, designs, and communication and presentation skills. This course may not be challenged. *Prerequisites: Introduction to Apparel and Fashion Sketching I*

AD 230 Apparel Design Concept and Development II (3)

In this course, students apply concepts learned in Apparel Design Concept and Development I. Emphasis is on rendering design sketches and presentation materials utilizing computer-aided design technology, such as Adobe Illustrator and Photoshop programs. *Prerequisite: Apparel Design Concept Development I and Introduction to Computer Graphics*

AD 233 Patternmaking I (3)

This course introduces the principles of patternmaking. Working from the flat pattern, students will draft basic blocks and manipulate darts. *Prerequisite: Apparel Construction II or approval of instructor*

AD 234 Patternmaking II (3)

Students will build on basic flat pattern skills developed during Patternmaking I. Emphasis will be on the manipulation of patterns for more complex design lines. *Prerequisite: Patternmaking II or approval of instructor*

AD 240 Fashion Buying and Merchandising (3)

This course provides an overview of fashion apparel retailing. Students will examine forecasting and purchasing techniques and buying methods. They will produce an optimal buying or merchandising plan. *Prerequisite: Introduction to Apparel, College Mathematics or equivalent*

AD 250 Computer Patternmaking I (3)

This course involves computer-aided patternmaking utilizing Gerber software, widely used in the apparel industry. Students will become familiar with the program by developing a set of basic sloper blocks and will be introduced to pattern manipulation to achieve desired fit. *Prerequisite: Patternmaking I or approval of Department Director*

AD 261 Introduction to Knitwear (3)

This course introduces students to the process of creating fully fashioned knitwear. Through the creation of a sample notebook, students will explore the various techniques and processes needed to create finished knit apparel. Techniques are applied to produce a finished knit garment. *Prerequisite: Concept Development I, Fashion Sketching I, Patternmaking II and Draping I*

AD 268 Textiles I: Fiber and Yarns (3)

This course examines natural and human-made fibers. Students will learn how to identify, process, use, and care for various fibers. They will also study the structure, performance characteristics, and end uses of yarn.

AD 269 Textiles II: Structures, Dyes, and Finishes

This course examines the structures, coloration methods, and finishes applied to yarns and fibers. Students will study wovens, knits, specialty textiles, and their end-uses. *Prerequisite: Textiles I: Fiber and Yarns*

AD 270 Introduction to Studio (3)

Students further develop their technical knowledge and skills for designing apparel. Students will be introduced to design problems and challenges in a studio setting. *Prerequisite: Introduction to Knitwear, Principles of Fit, Apparel Design Concept and Development II*

AD 272 Studio: Activewear (3)

Students apply technical knowledge to the development of original activewear coordinates designs utilizing knits and specialty fabrics. This course includes research, design, pattern, and prototype development to achieve a perfected final sample. *Prerequisite: Introduction to Studio*

AD 277 Foundation Portfolio (3)

Students develop individual portfolios, resumes, and cover letters. Job search techniques, interviewing skills, internships, and approaches to networking will be explored. Students at the Associate's degree level will use this class as preparation for the Portfolio Show. Bachelor's degree candidates will use this class to start their work on a more advanced portfolio to be completed during their senior year. *Prerequisite: Concept Development II*

AD 303 Advanced Techniques for Construction (3)

In this course, students learn complex garment construction techniques including edge treatments, lining, underlining, and finishing methods. They also undertake a construction project. *Prerequisite: Apparel Construction II*

AD 310 Apparel Internship (3)

With assistance from the Apparel Design faculty, degree candidates will obtain a position in an apparel development or production firm to gain 90 hours of field experience. Students may take this course repeatedly to earn a total of nine credits. *Prerequisite: Third year standing and approval of Department Chairperson. Pass/No Pass only*

AD 325 Fashion Event Production (3)

This course introduces students to the process required to plan and stage a fashion show. Working in committees, students will manage, promote, and stage the annual fashion show. This course may be repeated for a maximum of six credits. *Prerequisite: Approval of Academic Department Director*

AD 327 Introduction to Couture Techniques (3)

This course introduces the basics of couture sewing techniques. Students will study cutting, marking, hand sewing, construction and finishing techniques. They will produce a simple garment project. *Prerequisite: Apparel Construction II or equivalent*

AD 329 High Fashion / Couture Techniques (3)

Building on the skills learned in Introduction to Couture Techniques, students concentrate on underlining, marking, inner construction, hand sewing, and finishing techniques. They will use fine fabrics to produce a garment project. *Prerequisite: Introduction to Couture Techniques*

AD 330 Apparel Design Concept and Development III (3)

Students will build on techniques and skills developed in Concept and Development I & II. Students will explore more advanced computer design and rendering techniques. *Prerequisite: Concept Development II, Surface Design and Computer Textile Design*

AD 332 Apparel Pattern Grading (3)

This course focuses on the principles of grading production-ready patterns to achieve size variations for men's and women's clothing. Students will develop a grade table based on specifications and practice their application to different clothing categories. They will also be introduced to pattern grading using pattern drafting computer software. *Prerequisite: Patternmaking II and Computer Patternmaking I*

AD 341 Principles of Fit (3)

This course focuses on developing a fitted sloper by addressing a variety of fit problems found in a nonstandard figure. *Prerequisite: Apparel Construction II, Patternmaking II and Draping II*

AD 342 Fit Engineering for the Apparel Industry (3)

This course applies basic principles to production and mass marketing challenges. *Prerequisite: Principles of Fit*

AD 343 Custom Fitting and Alteration (3)

Students focus on advanced problem-solving in garment fit, and alteration techniques for custom fit and ready-to-wear. *Prerequisite: Principles of Fit*

AD 347 Apparel Product Development (3)

This course provides an analysis of the manufacturing system in the sewn products industry. Students will focus on the study of product development, quality management, sourcing, costing, pricing, production planning and management, equipment, and materials. *Prerequisite: Intro to Studio, Fashion Buying and Merchandising I*

AD 348 Apparel Development Practices (3)

This course continues to build on the learning acquired in Apparel Product Development. Students will work in teams to research, design, and develop a line of clothing to "sell" to a local buyer. *Prerequisite: Apparel Product Development*

AD 350 Computer Patternmaking II (3)

Building on their experiences in CAD for Apparel: Patternmaking I, students develop apparel designs through basic sloper manipulation. Emphasis is placed on adjusting existing patterns for fit and styling. Markermaking will be introduced. *Prerequisite: Computer Patternmaking I*

AD 355 Experimental Design in Clothing (3)

Students will create original designs for apparel using alternatives to traditional methods, silhouettes, and materials. *Prerequisite: Introduction to Studio*

AD 368 Computer Textile Design (3)

Students will build on their knowledge of textiles using computer software. Students will learn how to create prints, patterns, textures, embroidering, etc., for apparel and interiors. *Prerequisite: Surface Design and Concept Development II*

AD 371 Tailoring (3)

In this course, students will work with wool to achieve a tailored ensemble. Trend research, design and technical development, and construction techniques are emphasized. *Prerequisite: Introduction to Studio*

AD 372 Resortwear (3)

Using specialty fabrics, students will employ construction techniques to create resortwear ensembles. Emphasis is on market trend, fit and function research. Prototypes and final samples are reviewed by an industry critic. *Prerequisite: Introduction to Studio*

AD 373 Men's Wear (3)

This studio will focus on various categories of men's wear. Students will develop slopers for men and design and create apparel for men. Prototypes and final samples will be reviewed by an industry critic. *Prerequisite: Introduction to Studio*

AD 374 Women's Ready to Wear (3)

Students will create original designs for various categories of apparel for women. They will design and develop apparel that can be produced in a manufacturing environment. Prototypes and final samples will be reviewed by an industry critic. *Prerequisite: Introduction to Studio*

AD 375 Children's Wear (3)

Students will create and develop apparel for children from newborn to teen. They will acquire an understanding of the children's wear market through research, trend forecasting, shopping, etc. Prototypes and final samples will be reviewed by an industry critic. *Prerequisite: Introduction to Studio*

AD 376 Outerwear (3)

Focusing on technical fabrics and handling techniques, students will create ski wear or technical outerwear. Prototypes and final samples will be reviewed by an industry critic. *Prerequisite: Introduction to Studio and Studio: Activewear*

AD 377 Luxurywear (3)

Using either ready-to-wear or couture techniques, students will produce luxury wear from fine fabrics. *Prerequisite: Introduction to Studio and Introduction to Couture*

AD 416 Advanced Draping (3)

Students will develop original designs working with a variety of fabric challenges, including bias, knits, and stripes, and will work with complex design details. *Prerequisite: Draping II*

AD 430 Portfolio/Career Development (3)

Students will develop individual portfolios using and improving previous class and professional work; resumes and cover letters; job search techniques, interviewing skills, and approaches to networking. *Prerequisite: To be taken within last three quarters of degree completion*

AD 432 Computer Patterngrading and Marking (3)

Students will build on their knowledge of computer-aided pattern drafting and develop skill in industry applications of patternmaking, including revising style lines, grading production-ready patterns, and making markers. *Prerequisite: Computer Pattern II and Apparel Pattern Grading*

AD 433 Advanced Patternmaking (3)

Applying techniques covered in Patternmaking I and II, the student will work with patterning of complex garments, patternmaking production issues, and knock-off techniques. *Prerequisite: Patternmaking II and Advanced Techniques for Construction*

**AD 455 Wardrobe and
Costume for Film and TV (3)**

Students will explore design concepts related to film, video, and commercial wardrobe and costume. Script analysis, production management, and crew organization will be addressed. Students will develop an understanding of the history of the industry and its relationship to fashion. Students will be responsible for a design project. *Prerequisite: advanced standing*

AD 456 Wardrobe and Costume for Theatre (3)

Students will explore design concepts related to theatre productions. Script analysis, production management, and crew organization will be addressed. Students will develop an understanding of the history of theatre and study the varieties of costumes and wardrobes in theatrical productions. Students will be responsible for a design project. *Prerequisite: advanced standing*

AD 471 Senior Collection I (3)

A line of apparel of the student's choice will be designed, developed, and produced. Focus is on design, research, and concept development through the first prototype. Project may be managed on an individual or team basis. *Prerequisite: to be taken within the last three quarters of degree completion*

AD 472 Senior Collection II (3)

Building on developmental work done in Senior Collection I, students focus on producing prototypes and final samples for their own apparel lines. *Prerequisite: Senior Apparel Studio I*

AD 289, 389, 489 Independent Study (3)

This course is designed around a student's major area of interest and features extensive and intensive self-directed study. It is supervised by the appropriate Academic Department Director and/or faculty members). *Prerequisites vary from case to case, and prior approval must be obtained through the Dean of Academic Affairs Office*

**AD 193, 194, 293, 294, 393, 394,
493, 494 Special Topics**

This seminar or tutorial course focuses on topics of special interest to students and faculty.

Design Management

Design Management is about managing the creative process and helping businesses to maximize their creativity. An increasing number of businesses across the board understand the importance of design to the bottom line. The Design Management program at The Art Institute of Portland is a multi-disciplinary program for people who want to work in a design environment but don't necessarily want to be designers. In this program, you'll be able to choose two different studios to study as well as a sequence of business and management classes.



Artwork by Sara Johnson

FACULTY PROFILE:

Tim Mantz | Adjunct Instructor Design Management/Advertising

Chances are, you've seen Tim Mantz's handiwork. He was one of the creative forces behind the Chili's restaurant launch ad campaign, the "All of the pleasure, none of the guilt" TCBY campaign, and the "You'll find it at Fred Meyer's" campaign. He's won hundreds of awards for his marketing genius, including the prestigious Addy and Telly awards. As an adjunct instructor at The Art Institute of Portland, he brings his wealth of experience to the classroom and helps students understand what they need to know to someday become their own masters of marketing.



Design Management

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Bachelor of Science Degree

Major Courses Credits:	111
Lower Division Required Courses	63
Intro to Design Management	3
Concept Development	3
Introduction to Business	3
Technology & Productivity	3
Business Communications	3
Principles of Marketing	3
Principles of Accounting	3
Ethical Issues in Business	3
Business Finance	3
Managing People in Organizations	3
Special Topics Elective	3
Lower Division Studio Sequence	30
Upper Division Required Courses	48
Managing Creativity & Innovation	3
Information Technology & Databases	3
Project Management	3
Public Relations & Promotions	3
Internship	3
Entrepreneurship	3
Brand Strategy	3
Design Management Studio	3
The Business Plan	3
Seminar: Strategic Design	3
Market Research	3
Upper Division Studio Sequence	15
Total Credits, Bachelor of Science Degree:	180

Course Descriptions

DMG 101 Introduction to Design Management (3)

This overview of the field of design management introduces the student to how design is managed within organizations to further business objectives. Covered topics include managing creativity, the value of branding, and the strategic use of design.

DMG 213 Business Finance (3)

A survey of financial issues that a design manager can expect to encounter, as well as the larger issues that effect the business environment. *Prerequisite: Principles of Accounting or Permission of Academic Department Director*

DMG 236 Technology and Productivity (3)

Students will learn how businesses use technology to help achieve their objectives. Also, students will become familiar with current business productivity software and its application to design and business today.

DMG 310 Design Management Internship (3)

In a process coordinated with the Academic Department Director, the student engages in a field-based activity that relates directly to his/her field of study. This course involves a minimum of 90 hours of participation.

DMG 311 Brand Strategy (3)

Although good brands are easy to identify, they are hard to create. This course addresses the factors that make a brand successful, and then approaches the factors-like price pressure, fragmented markets and media and proliferating competition that businesses must control to build a strong, successful brand.

DMG 336 Information Technology and Databases (3)

This course will equip the student with the basic knowledge and skills needed to integrate information technology into businesses and organizations. Covered will be basics of operating systems, networking and troubleshooting, as well as an introduction to databases and their use.

DMG 373 Managing Creativity and Innovation (3)

Students will examine the underlying theoretical foundations of creativity and innovation and the role in creating business value.

DMG 430 The Business Plan (3)

In this course students will learn how to develop a comprehensive business plan for a business organization. The business plan will include items such as the following: the marketing plan, the financial plan, the human resources plan, the store design and the merchandising plan.

DMG 473 Seminar: Strategic Design (3)

This seminar course prepares students for entering the field of design management by gaining knowledge of current thinking and practices through the examination of case studies and the development of scenarios.

DMG 481 Design Management Studio (3)

Students will work on a real-life job for a non-profit organization, using both their studio skills and business knowledge to add value to the client's organization.

DMG 193, 293, 393, 493 Special Topics (3)

Current trends in technology, business, and art, as these relate to the design management field, are identified and examined. Emphasis is on the development of techniques and/or projects based on the analysis of industry dynamics.

Business Administration

BA 121 Introduction to Business (3)

This course provides an overview of the principles of business, from economic systems, global markets and technological change, to marketing, operations management, human resources and finance.

BA 224 Managing People in Organizations (3)

This course is a comprehensive analysis of human resource functions and performance. The students will examine problems in human resource management and seek to discover acceptable solutions to these problems.

BA 226 Business Law (3)

This course is an introduction to the study of legal principles that govern the conduct of business. Included in this study are surveys of the essential elements of the law, including contracts, employment and agency relationships, business organizations, real and intellectual property, insurance and consumer protection. Special attention will be paid to how the law impacts design professionals.

BA 227 Business Communications (3)

This course focuses on written and communication skills as used in a business setting, from team communication to report writing and presentation. Special attention will be paid to those types of communication important in design, such as the creative brief and presentations to clients. *Prerequisite: English Composition*

BA 241 Principles of Marketing (3)

This course provides an overview of the principles of marketing and an introduction to the tools and techniques of marketing research. Emphasis will be placed on understanding marketing's role in capturing business opportunities and achieving business objectives, and defining and developing the marketing mix appropriate to target markets. *Prerequisite: College Mathematics*

BA 250 Principles of Accounting (3)

An introduction to the basic principles of accounting. Topics include the accounting cycle, general and special journals, subsidiary ledgers, end-of-period operations, worksheets, entries, financial terminology and statements. *Prerequisite: College Mathematics*

BA 261 Ethical Issues in Business (3)

Several traditional approaches to ethical problems such as virtue ethics and contract ethics and utilitarianism are applied to ethical problems such as a design manager may face: approximation v. precision, truth in advertising, affirmative action and hiring policies, profitability v. responsibility, taxation, wages and prices.

BA 292 Job Search Skills (3)

Students focus on the development, assembly, and refinement of the instruments and techniques used to obtain jobs and grow careers in their chosen industries. *Prerequisite: Completion of 75 credits*

BA 347 Market Research (3)

Students will expand their understanding and analysis of market research by identifying management challenges and converting these into research objectives, exploring research techniques and methods to collect information, and interpreting research findings in order to make business decisions. *Prerequisite: Principles of Marketing*

BA 430 Entrepreneurship (3)

This course focuses on small business entrepreneurship. Students will learn to identify and develop marketing opportunities. *Prerequisite: Principles of Marketing*



Still from "Fortune," by Jonny Hamilton

Digital Media Production

Tell us a story. Open our eyes, our ears, our minds and speak to us through the art of filmmaking. Only hold the film. The Digital Media Production program at The Art Institute of Portland is a film program, without the film. Students in this program work closely in teams on projects that include shooting video, editing, audio, storyboarding, concept development, casting, psychology, writing and producing.

ALUMNI PROFILE:

Tyson Steigers | Winter 2005 graduate

"As a Digital Media Production student, I was able to find my own niche within the industry. I got an internship working as a motion graphic designer through The Art Institute of Portland and that led to a job doing what I love to do. While in school, I made some great contacts within the industry as well as the opportunity to work with a number of talented people."



Digital Media Production

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Bachelor of Fine Arts Degree

General Education Courses	9	Upper Division Required Courses	63
History of Photography	3	Production Planning	3
History of Film	3	Foundation Portfolio	3
General Psychology	3	Nonlinear Editing	3
		Advanced Camera & Lighting Techniques	3
Major Field Credits:	111	Sound Design	3
		Motion Broadcast Graphics	3
Lower Division Required Courses	48	Directing	3
Principles of Digital Media Production	3	Aesthetics: Critical Thinking in the Digital Realm	3
Introduction to Computer Graphics	3	Multi-Camera Studio Production	3
Introduction to Audio	3	Advanced Nonlinear Editing	3
Introduction to Video Production	3	Studio Sound Recording	3
Basic Photographic Techniques	3	Digital Short	3
Storyboarding	3	Marketing & Distribution	3
Fundamentals of Scriptwriting	3	Media Compositing	3
Scriptwriting.	3	Digital Portfolio & Professional Development	3
Introduction to Editing	3	Senior Project Studio I: Preproduction	3
Digital Video Production	3	Senior Project Studio II: Production & Post-Production	6
Image Manipulation	3	Upper Division Elective Courses	9
Acting Fundamentals	3		
Story Development & Ideation	3		
Lower Division Major Elective Courses	9		
		Total Credits, Bachelor of Fine Arts Degree:	180

Course Descriptions

DMP 101 Principles of Digital Media (3)

An overview of the characteristics and principles in Digital Media Production. This introductory course will introduce students to the industry, career paths, technology trends and fundamental aesthetics of the digital video industry.

DMP 131 Introduction to Audio (3)

This introductory course will introduce students to the principles of sound recording including the study of sound characteristics, basic acoustics, and waveform physics.

DMP 134 Acting Fundamentals (3)

This course is a practical exploration of basic elements of the actor's craft: methods of approach to material, terminology, relation to character and situation, and a working relationship with director/ animator. The course will focus on live-action and animation acting techniques. *Prerequisite: Permission of Academic Department Director*

DMP 141 Introduction to Video (3)

This course will introduce students to single camera digital video production. Students will gain a foundation of general video knowledge through lectures, equipment exercises and project-based work. Students will work on a series of short projects culminating in a rough cut.

DMP 211 Digital Video Production (3)

This course is an intermediate video production course. Students will hone their production skills and improve the production values of their video work. Students will work collaboratively in crews and produce several video projects. *Prerequisite: Introduction to Video*

DMP 212 Introduction to Editing (3)

This course introduces the principles of video editing. Students explore techniques, theory and aesthetic considerations of the post-production process. *Prerequisite: Introduction to Video*

DMP 251 Storyboarding (3)

Students will focus on the development of clarity and action for various aspects of storyboarding. Focus will be placed on framing shots, building tension and moving the emotional content of a story forward. *Prerequisite: Drawing I*

DMP 252 Fundamentals of Scriptwriting (3)

This course is designed to introduce basic scriptwriting fundamentals, the three act structure and character development that drives action, conflict, resolution and change through character growth. *Prerequisite: Writing & The Literary Arts*

DMP 253 Scriptwriting (3)

Students learn the unique characteristics and techniques of scriptwriting. Students will apply these techniques to the creation of scripts and adaptations of original works and nonfiction work for media productions. They also learn how to conduct research for the writing process. Students will also write original work, including a treatment and first draft of a short screenplay. *Prerequisite: Fundamentals of Scriptwriting*

DMP 255 Story Development and Ideation (3)

This course fosters creativity and critical thinking through written, oral, individual and collaborative exercises and projects. Students will examine and investigate their own creative processes, generate story ideas and develop an understanding of narrative structure. *Prerequisite: Storyboarding and English Composition*

DMP 281 Digital Documentary Production (3)

This course trains students in the production of digital documentaries and/or other information programs. The class covers all stages of production from the idea through development, marketing, shooting, editing, and post-production. *Prerequisite: Introduction to Video and Introduction to Audio*

DMP 301 Digital Short (3)

This course focuses on short form as a genre of media production. Students learn to produce short-form news, information, and dramatic content for a variety of delivery methods. *Prerequisite: Digital Video Production & Introduction to Editing*

DMP 302 Marketing & Distribution (3)

This is a marketing course for digital media production. Students learn aspects of distribution for the digital industry.

DMP 303 Multi-camera Studio Production (3)

Students work in teams to execute a production, typically of a live performance or function. Emphasis is placed on operating multiple pieces of equipment simultaneously and working as a production team. *Prerequisite: Digital Video Production*

DMP 310 Internship (3)

In a process coordinated by the Academic Department Director, the student engages in a field-based activity that relates directly to his/her field of study. The student is required to work a minimum of 12 hours a week for 10 weeks in an established business. Grading: Pass-No Pass only. *Prerequisite: 6th quarter standing, approval of Academic Department Director*

DMP 313 Non-Linear Editing (3)

This course is an intermediate nonlinear editing. Students explore the post-production process from digitizing to mastering. *Prerequisite: Introduction to Editing*

DMP 323 Advanced Camera and Lighting Techniques (3)

This course explores the various camera and lighting techniques used in digital video production. Focus will be placed on applying lighting techniques and camera moves to create the desired visual effects. *Prerequisite: Basic Photographic Techniques, Introduction to Video*

DMP 330 Production Planning (3)

This course introduces the student to the process of production planning. Students will learn the intricacies of producing video projects and acquire the skills needed when managing the production, crews and time lines. *Prerequisite: Principles of Digital Media, Introduction to Video*

DMP 331 Motion Broadcast Graphics (3)

This course studies the nature and attributes of motion and broadcast graphics. Students will learn to generate, select and manipulate still and motion graphics for broadcast and other media delivery. *Prerequisite: Advanced Image Manipulation*

DMP 332 Aesthetics: Critical Thinking in the Digital Realm (3)

This course will focus on the conceptual elements of the digital media production industry. Students will identify technological and aesthetic trends.

DMP 333 Sound Design (3)

This course explores the various methods and techniques for digital sound composition and design. Students focus on using digital sound systems and manipulation sound elements for intended effects. *Prerequisite: Introduction to Audio*

DMP 334 Studio Sound Recording (3)

The goal of this course is to learn how to operate multi-track recording studio for narration, dialogue, and music. Students focus on automated dialogue replacement, sound effects creation and the final layering and mixing process. *Prerequisite: Sound Design*

DMP 351 Directing (3)

This course takes an in-depth look at the director's world in television and film and at the director's work with on-camera talent. It explores the director's role, responsibilities and methods of working in all phases of production.

DMP 373 Production Topics: Experimental Video (3)

This course allows each student to establish an individual aesthetic and develop a working methodology to suit their personal vision. Students will work in a physical mix-media and enhance their work through the use of digital tools. *Prerequisite: Image Manipulation, Introduction to Editing or by permission of Department Director*

DMP 374 Production Topics: Music Video (3)

This course will explore the process of creating music videos. Students will gain a broad understanding of the music video industry and gain practical experience in producing music videos. *Prerequisite: Image Manipulation, Introduction to Editing, Introduction to Audio or by permission of the Department Director*

DMP 377 Foundation Portfolio (3)

Students produce a "work ready" portfolio that represents both their personal visions and their entry-level digital media production expertise. *Prerequisite: Approval of Academic Department Director*

DMP 402 Media Compositing (3)

Students will learn entry-level compositing skills needed to start in a production environment. The course will focus on integrating live action and animated sequences, compression and interlacing techniques and how to present the final product in a production ready format. *Prerequisite: Advanced Image manipulation and Motion Broadcast Graphics*

DMP 413 Advanced Non-Linear Editing (3)

This is an advanced non-linear editing course. Students learn to utilize creative problem solving skills through editing process by manipulating approach, pacing, tone, rhythm and style. Students will learn to manage and process digital media files to finalize the content. *Prerequisite: Non-linear Editing*

DMP 417 Digital Portfolio & Professional Development (3)

Students will complete a final demo-reel, build a professional resume and continue to work on the job-search process. Students are required to present in the Portfolio Show. *Prerequisite: Approval of Academic Department Director*

DMP 490 Senior Project/Studio I: Script and Pre-production (3)

This studio course will be able to give the student the ability to create an original digital production to add to their portfolio. *Prerequisite: Approval of Academic Department Director*

DMP 491 Senior Project/Studio II: Production & Post-Production (6)

This course is a continuation of Senior Project/Studio I. *Prerequisite: Approval of Academic Department Director*

Game Art & Design

Exciting environments are emerging that engage our senses and entertain us in innovative ways. Artists in the Game Art & Design industry understand not just the traditional forms of media to communicate their ideas, but also the technology that helps drive it. The Game Art & Design program at The Art Institute of Portland strives to develop students who are passionate for computer and video gaming, game play, character animation, character and prop modeling, virtual environment creation and the technical challenges related to game development.



Artwork by Travis Carstensen

PROJECT PROFILE:

D.O.U.G. (Dynamic, Opposition, Unification, Gadget)

Game Art & Design students Ezra Hardman and Robert Blake, along with Digital Media Production student Scott Graves, created an animation short about a conflict resolution robot named D.O.U.G. The story was developed during a workshop with The Art Institute of Portland Artist-in-Residence, Will Vinton, and was then pitched to Disney executives in Los Angeles.



Game Art & Design

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Bachelor of Fine Arts Degree

General Education Courses	3
Anatomy and Movement	3
Major Field Credits:	111
Lower Division Required Courses	54
Introduction to Game Development	3
3-D Modeling & Animation I	3
Introduction to Computer Graphics	3
3-D Modeling & Animation II	3
Texture & Lighting I	3
Intermediate Drawing	3
Figure Construction	3
Figure Modeling	3
Image Manipulation	3
Quick Sketch	3
Storyboarding	3
Game Art Pre-production	3
Intro to Editing	3
Experimental Video	3
Intermediate 3-D Modeling	3
Intermediate Animation Techniques	3
Programming for the Artist	3
Game Design and Game Play	3
Upper Division Required Courses	57
Foundation Portfolio	3
Mapping for Digital Media	3
Advanced 3-D Animation	3
Advanced 3-D Modeling	3
Level Design	3
Designing Spaces and Worlds	3
Interactive Game Prototyping	3
Advanced Level Design	3
Advanced Character Animation	3
Advanced Game Prototyping	3
Advanced 3-D Texture II	3
Portfolio and Professional Development	3
Game Production Team	6
Advanced Game Production Team	6
Portfolio Presentation	3
Upper Division Elective Courses	6
Total Credits, Bachelor of Fine Arts Degree:	180

Admissions requirements:

- a. 2.5 High School GPA requirement
- b. Portfolio Review

Please see page 67 or speak to your Assistant Director of Admissions for specific requirements

Course Descriptions

GA 101 Introduction to Game Development (3)

Introduction to basic game theory (including game play and strategy) as well as the historical development of all types of games (sports, board games, video games, etc.) under historical and market conditions.

GA 131 3-D Modeling & Animation I (3)

Students develop the foundation concepts and skills related to 3-D modeling and animation using a computer. Emphasis is placed on mastering concepts and procedures related to modeling, material and texture editing, and beginning animation principles.

GA 132 3-D Modeling & Animation II (3)

Students will develop advanced techniques in modeling, rigging, texturing, lighting, and animation. Students will use these skills to develop a short animation by the end of the term. *Prerequisite: 3-D Modeling and Animation I*

GA 205 Game Design and Game Play (3)

Students learn the fundamentals of what makes a game enjoyable, playable, challenging, and marketable through practical examples and applications.

GA 206 Programming for the Artist (3)

This course introduces students to production scripting programming. Topics covered will be script development, system management and data manipulation inside and outside a major 3-D software package. The emphasis will be to introduce students to the basics of a programming that allows them to build fast, portable and efficient code used in a production environment. *Prerequisite: 3-D Modeling and Animation I*

GA 233 Quick Sketch (3)

This is a quick sketching drawing course intended to help students develop the skills necessary to communicate conceptual ideas quickly and easily. *Prerequisite: Figure Construction*

GA 252 Game Art Pre-Production (3)

Students learn the fundamentals of pre-production for game, film and animation. Students will develop a full 3-D game proposal, focusing on their cinematic to tell the story. Color studies, character model sheets, environment sketches, 2-D animatic and a full 3-D pre-visualization of the game story will be the focus of the course. Fundamentals of camera layout, pacing and camera movement to tell the story will also be explored.

GA 262 Lighting & Texture I (3)

Students will learn the essential skills and concepts that go into the creation of a real-time gaming environment. Students will be encouraged to think creatively and solve problems that every artist must face in any production pipeline. *Prerequisite: 3-D Modeling and Animation I*

GA 301 Mapping for Digital Media (3)

Students will create bitmaps and procedural maps and learn how to apply them to simulate textures, applied designs, reflections, and other effects. *Prerequisite: 3-D Modeling and Animation II*

GA 310 Internship (3)

Through practical field experience, students will be able to apply their skills in a real and practical situation. Grading PA/NP only. *Prerequisite: Approval of the Academic Department Director*

GA 311 Level Design (3)

Students will analyze the game play needs of a game project in order to create 2-D maps, design level elements, how to add structures and objects and create balanced game play through combining functions. *Prerequisite: 3-D Modeling and Animation II*

GA 312 Advanced Level Design (3)

Building on abilities gained in the Level Design, students will create more intricate designs for levels, characters, and objects. Emphasis is on interesting game play and producing an early testable prototype. *Prerequisite: Level Design*

GA 331 Interactive Game Prototyping (3)

Students design and produce a stand-alone game prototype by fine-tuning their design, production, scripting and storyboarding skills.

GA 341 Advanced Character Animation (3)

Students apply techniques learned in character modeling and animation courses to create a short animated film. *Prerequisite: Advanced 3-D Animation*

GA 362 Advanced 3-D Texture II

Students will learn the advance skills and concepts that go into the creation of a real-time gaming environment. Developing professional quality images will be the focus of this class as they relate to texture and lighting. Realistic environments and/or character creations will be included. *Prerequisite: Advanced 3-D Texture*

GA 377 Foundation Portfolio (3)

The student produces a "work-ready" portfolio that represents both their personal vision and their level of entry-level computer animation expertise. *Prerequisite: 90 credits and approval of Academic Department Director*

GA 410 Designing Spaces and Worlds (3)

This course provides the opportunity for students to create architectural spaces and worlds. Students will focus on creating "background" digital paintings to be used in games, film, or animation. *Prerequisite: 3-D Modeling and Animation II*

GA 412 Game Production Team (6)

Each student will have a specific role on the production team and, acting in a timely and professional capacity, ensure that the Game Demos are completed using the game production document, level designs, basic 3-D art and 3-D models. *Prerequisite: 150 credits or Academic Department Director approval*

GA 413 Advanced Game Production Team (6)

Students work in teams to create a playable Game Demo. Emphasis is on developing collaborative approaches to the design and production of games. Assignment work and functional roles are based on industry structures and practices. *Prerequisite: 150 credits or approval of Academic Department Director*

GA 417 Portfolio and Professional Development (3)

Projects and artwork are assembled and evaluated for their potential use as final portfolio samples. The continued development of professional practices related to portfolio production for the Game Art & Design industry is also a focus. *Prerequisite: 150 credits or approval of Academic Department Director*

GA 427 Portfolio Presentation (3)

Students put the finishing touches to their graduation portfolio, and prepare for their portfolio review and the formal portfolio show. Emphasis is on professional level finishing and presentation skills. *Prerequisite: Portfolio and Professional Development, and approval of Academic Department Director*

GA 431 Advanced Game Prototyping (3)

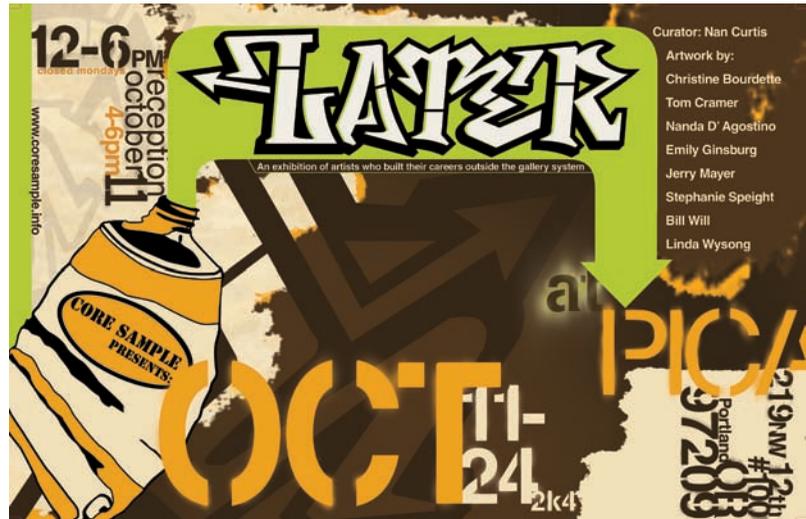
Students use advanced problem-solving and conceptual skills to produce game prototypes. Emphasis is on concept development, story telling, interactivity, and game development. *Prerequisite: 150 credits or Academic Department Director approval*

GA293,393,493 Special Topics/Game Art & Design (3)

Current trends in technology and art as these relate to the Game Art & Design field, are identified and examined. Emphasis is on the development of techniques and/or projects based on the analysis of industry dynamics. *Prerequisite: Approval of Academic Department Director*

GA 189, 289, 389, 489 Independent Study (3)

This course is designed around a student's area of interest and features extensive self-directed study supervised by the appropriate Academic Department Director and/or faculty members). *Prerequisite: Approval of Academic Department Director and the Dean of Academic Affairs*



Artwork by Ben Guernsey

Graphic Design

Graphic design is the universal visual language. It is an art that is present in nearly everything we see, nearly everywhere we go. The Graphic Design program at The Art Institute of Portland will challenge you to foster creative insight, develop technical acumen, and understand the business objectives of your client. You'll learn how to observe consumer behavior, spot trends, and to creatively, effectively, and articulately deliver compelling, visual messages across a diverse audience.

ALUMNI PROFILE:

Bill Arnold | Graphic Design

"Portland is very culturally diverse. It is also a city that thrives on the new and the innovative. We seem to have a greater acceptance for trying different and experimental approaches to design. As a result, the agencies, studios and firms here often break out and lead the way in design success. On top of all this Portland supports and encourages the arts and design!"



Graphic Design

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Associate of Arts Degree

Major Field Credits:	60
Lower Division Required Courses	51
Basic Photographic Techniques	3
Concept Development	3
Digital Layout and Design	3
History of Graphic Design	3
Illustration	3
Image Manipulation	3
Introduction to Computer Graphics	3
Graphic Signs and Symbols	3
Print Production	3
Principles of Graphic Design	3
Typography I	3
Typography II	3
Intermediate Drawing	3
Web Design for Graphic Artists I	3
Lower Division Elective Courses	6
Upper Division Required Courses	12
Digital Illustration	3
Publication Design	3
Foundation Portfolio	3
Typography III	3
Total Credits, Associate of Arts Degree:	105

Bachelor of Fine Arts Degree

In addition to meeting the Associate of Arts degree requirements, Bachelor of Science degree candidates must complete the following coursework and additional General Education requirements outlined in the Programs of Study section of the Catalog:

Major Field Credits:	51
Upper Division Required Courses	51
Advanced Art Direction	3
Advanced Print Production	3
Environmental Graphic Design	3
Advanced Image Manipulation	3
Art Direction	3
Collateral Advertising	3
Corporate Identity	3
Package Design	3
Portfolio and Professional Development	3
Portfolio Presentation	3
Student Studio	3
Consumer Behavior	3
Web Design for Graphic Artists II	3
Business Administration Elective	3
Upper Division Elective Courses	9
Total Credits, Bachelor of Fine Arts Degree:	180

Course Descriptions

GD 101 Principles of Graphic Design (3)

This introductory course provides the student a practical and theoretical overview of the graphic design profession. The student will be introduced to the basic principles of design and layout.

GD 121 Introduction to Computer Graphics (3)

This overview course in digital tools will introduce basic page layout, digital illustration, and image manipulation skills. Using various software applications, students will learn to do the following: compare and contrast vector graphics with raster graphics, scan images, retrace a template image, color correct raster images, place images into a page layout program and create basic multiple page documents. This course may be challenged. *Prerequisite: Computer Fundamentals*

GD 123 Typography I (3)

Foundation typographic skills are applied to situations involving the use of type in design and illustration applications. Emphasis is on style and composition as these are influenced by project function and technological criteria. *Prerequisite: Introduction to Computer Graphics*

GD 127 Concept Development (3)

This course focuses on the development of creative problem-solving techniques within the context of industry applications of art in support of commerce. Emphasis is on familiarization with, and application of, the various individualized and team-based methods used in advertising and other graphic design applications. *Prerequisite: Principles of Visual Communication and Survey of Media Technology*

GD 131 Print Production (3)

In this course, the terminology and process of preparing designs for reproduction will be defined and demonstrated. In addition, this course covers the preparation of mechanical art for print reproduction utilizing computer-generated skills and materials as an extension of basic principles and procedures in the industry. *Prerequisite: Introduction to Computer Graphics*

GD 221 Web Design for Graphic Artists I (3)

This overview course introduces Graphic Artists to basic Web page design. Emphasis will be on effective visual communication for the Web utilizing industry standard Web tools. Students will gain experience using a Web editor and HTML. In addition, students will learn how to add a basic animation to a Web page. *Prerequisite: Color Theory, Concept Development, Typography and Image Manipulation*

GD 242 Typography II (3)

Students pursue problems in typographical design. The course deals with the broader issues of typographical "voice." Students learn to control the communicative personality of letterforms. *Prerequisite: Typography I*

GD 243 Graphic Signs and Symbols (3)

This course examines the importance of symbolism and its expression in the field of graphic design. Symbolic imagery will be examined in historic and contemporary contexts. Graphic elements such as typography, simplified imagery, and abstract shapes will be utilized by students to create individual logo designs, trademarks, and icons. *Prerequisite: Typography I and II*

GD 251 Digital Layout and Design (3)

Instructors guide students through hands-on graphic design exercises utilizing the computer. Students learn to create page layouts, pictorial images and designs. They also study the practical uses of computer-generated design in a variety of media applications. *Prerequisite: Introduction to Computer Graphics*

GD 253 Illustration (3)

This course focuses on a variety of painting and drawing styles used in contemporary illustration. *Prerequisite: Drawing*

GD 281 History of Graphic Design (3)

This survey course will examine the history of Graphic Design. Upon completion of this course, students will be able to recognize and describe major designers, their work, and specific design movements. Illustration, and other media, will be discussed as they relate to the field of Graphic Design. *Prerequisite: English Composition I*

GD 310 Internship (3)

In a process coordinated with the Academic Department Director, the student engages in a field-based activity that relates directly to his/her field of study. This course involves a minimum of 90 hours of participation in the work activities of an established business. Grading: Pass/No Pass only. *Prerequisite: Approval of the Academic Department Director*

GD 321 Web Design for Graphic Artists II (3)

This course introduces Graphic Artists to intermediate Web design techniques. Emphasis will be on combining these intermediate Web techniques with advanced design concepts to create sophisticated imagery and animations for the Web. Students will learn how to optimize images, slice images, create rollovers and construct advanced animations. *Prerequisite: Web Design for Graphic Artists*

GD 331 Advanced Print Production (3)

Students will apply concept, design, and critical thinking to an array of graphic production challenges. The nine phases of graphic production are emphasized. A strong focus on print technology, proper file preparation, report reading, color management and color correction will be taught. Students will explore Adobe InDesign. *Prerequisite: Digital Layout and Design and Print Production*

GD 341 Corporate Identity (3)

Students create and refine a variety of logo designs. Emphasis is on how visual identities are created for businesses, and how these identities relate to corporate marketing strategies. *Prerequisite: Foundation Portfolio*

GD 343 Advanced Typography (3)

Further explorations into the principles, techniques, and visual form of typography. Students will learn to develop typographic originality through exploration of the traditions, essential elements, and craft of typographic design. Problems in legibility, form, and aesthetics will be addressed. *Prerequisite: Typography I and Typography II*

GD 357 Environmental Graphic Design (3)

Students will study a range of examples of exhibition/environmental design measured against conventions of 2D display/information systems. *Prerequisite: Foundation Portfolio*

GD 371 Publication Design (3)

This course focuses on the application of graphic design principles to the communication issues involved in corporate environments. Emphasis is placed on the development of "identity" programs, publication design, and the other vehicles used to express marketing data through visual concepts. *Prerequisite: Digital Layout and Design*

GD 373 Digital Illustration (3)

Students apply concept, design, and drawing skills utilizing the computer as a drawing and illustration tool. In addition to the development of artistic skill, the development of vector-based drawing techniques are emphasized. *Prerequisite: Introduction to Computer Graphics, Illustration and Image Manipulation*

GD 377 Foundation Portfolio (3)

Students compile a portfolio of their best work. Emphasis is on the identification of individual strengths and directions. Production qualities and professional presentation of supporting documents (resumes, business cards, and promotional pieces) are also stressed. *Prerequisite: 3-D Design, and completion of 90 credits and approval of the Academic Department Director*

GD 381 Collateral Advertising (3)

Students study and apply to assignments the various advertising and promotional vehicles graphic designers use for sales promotions. They also examine the role collateral materials play in communications campaigns.
Prerequisite: Media Design

GD 386 Art Direction (3)

This course provides a comprehensive overview of the role art directors play in their design of advertising.
Prerequisite: Foundation Portfolio

GD 391 Advanced Art Direction (3)

Building on foundation skills acquired in previous design, production, and art direction courses, the student develops project solutions to fit case studies from the field. Emphasis is on developing and relating project criteria and materials to client needs.
Prerequisite: Art Direction

GD 405 Package Design (3)

This course will define the role of packaging in product identification, presentation, and production. The unique challenges of adapting typography, illustration, design and materials to three-dimensional form will be explored. Research will include marketing objectives, structural integrity, and display aesthetics. *Prerequisite: Media Design*

GD 417 Portfolio and Professional Development (3)

This course focuses on the completion of the student's portfolio. With guidance from the instructor and Department Director the student will select and refine work for his or her portfolio and create additional pieces as necessary to build a complete, unified portfolio. *Prerequisite: Completion of 165 credits*

GD 427 Portfolio Presentation (3)

In this course, students will prepare a final resume, cover letters, and other self-promotional pieces. Coursework focuses on the business portion of self-promotion including negotiation, contracts, networking, and other guidelines for graphic artists. Particular emphasis is placed upon identifying near and long-term professional employment goals as well as related strategies and resources. *Prerequisite: Completion of 150 credits*

GD 431 Student Studio (3)

Students gain practical work experience in advertising and design through involvement in team projects designed to service the needs of community service organizations. *Prerequisite: Approval of Academic Department Director*

GD 293, 393, 493 Special Topics/ Graphic Design (3)

Current trends in technology and art, as these relate to the graphic design field, are identified and examined. Emphasis is on the development of techniques and/or projects based on the analysis of industry dynamics.



Artwork by Dan Chapman

Interactive Media Design

Interactive designers and developers are the people who help make connections between the digital world and the human world possible. The Interactive Media Design program at The Art Institute of Portland merges technical knowledge with business, psychology and marketing savvy to help students learn how to build interactive programs. Students also learn how to combine elements of video, audio, graphics and their own ideas, then meet with clients to demonstrate how their solutions work.

EVENT PROFILE:

Web Raising 2005

Web Raising is The Art Institute of Portland's modern day take on good ol' fashioned barn raising. Teams of students and faculty help raise Web sites for local non-profit organizations from sunrise to sunset on one day. In 2005, students raised Web sites for the Oregon Council for Hispanic Advancement, the Asian Reporter Foundation and Outrigger Sports USA.



Interactive Media Design

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Associate of Arts Degree

General Education:	3
Logical Thought & Programming	3
Major Field Credits:	60
Lower Division Required Courses	57
Introduction to Interactive Digital Media	3
Principles of Marketing	3
Basic Web Design	3
Web Design & Layout	3
Concept Development	3
Digital Layout & Design	3
Introduction to Video	3
Fundamentals of Authoring	3
Interactive Authoring	3
Web Scripting I	3
Introduction to User Centered Design	3
Web Scripting II	3
Usability Testing	3
Interactive Motion Graphics	3
Introduction to Audio	3
Introduction to Editing	3
Introduction to Computer Graphics	3
Image Manipulation	3
Typography I	3
Upper Division Required Courses	3
Foundation Portfolio	3
Total Credits, Associate of Arts Degree:	105

Bachelor of Science Degree

In addition to meeting the Associate of Arts degree requirements, Bachelor of Science degree candidates must complete the following coursework and additional General Education requirements outlined in the Programs of Study section of the Catalog:

Major Courses Credits:	51
Upper Division Required Courses	51
Project Management	3
Interactive Motion Scripting	3
Information Design	3
Website Development	3
Designing Internet Text	3
Fundamentals of Computer-Based Training	3
Database Management Concepts	3
Advanced Scripting Language Topics	3
e-Commerce Business	3
Senior Studio	3
Production Team	3
Portfolio & Professional Development	3
Digital Portfolio	3
Upper Division Elective Courses	12
Total Credits, Bachelor of Science Degree:	180

Course Descriptions

IMD 101 Introduction to Interactive Media Design (3)

Students explore the current state and rapidly evolving nature of interactive digital media as a specific field and in relation to the fields of animation, graphic design, photography, videography and gaming. Future trends in design, commercialization and program delivery will also be covered.

IMD 111 Basic Web Design (3)

This course will introduce students to basic HTML Web coding.

IMD 121 Fundamentals of Authoring (3)

This course focuses on digitizing and importing media elements into a flowline and building interactivity. *Prerequisite: Intro to Computer Graphics*

IMD 146 Multimedia Tools (3)

Students learn to use scripting tools and techniques for a broad range of multimedia applications. Emphasis is on combining design and concept skills with technical applications of code.

IMD 151 Designing for MM Display (3)

Focus is on transferring foundation design theories to the digital realm and file optimization.

IMD 161 Web Scripting I (3)

Principles and survey of scripting languages, development of HTML skills, and an introduction to JavaScript. *Prerequisite: Basic Web Design*

IMD 246 Introduction to User Centered Design (3)

Introduction to concepts and processes of developing Web sites which address and solve user needs. By exploring the process step-by-step, students will identify where user issues are raised and how they are answered. Students will create a Web site or prototype addressing these principles. Students will present and defend their decisions. *Prerequisite: Fundamentals of Authoring and Designing for Multimedia Display*

IMD 247 Usability Testing (3)

This course introduces students to the concepts and techniques used in usability testing. Through theories presented in the course, students learn common ways to locate errors or problems with interactive products. This course will focus on Web design usability testing. *Prerequisite: Introduction to User Centered Design*

IMD 253 Web Design & Layout (3)

Students learn how to apply layout concepts to digital imagery and structure Graphic User Interfaces. *Prerequisite: Web Scripting I*

IMD 261 Interactive Authoring (3)

Building upon basic and foundation skills to develop projects with conditional and variable statements.

IMD 262 Web Scripting II (3)

Use of scripting tools to create intermediate and advanced Web sites. *Prerequisite: Web Design & Layout*

IMD 263 Scripting Language Topics (3)

Survey and comparison of multiple scripting language techniques to varying web solutions.

IMD 264 Concepts In Motion Design (3)

An introduction to Motion Design, concepts and techniques. Students create interactive motion using basic principles of design for timeline-based media. *Prerequisite: Fundamentals of Authoring and Designing for Multimedia Display*

IMD 274 Interactive Motion Graphics (3)

An intermediate course focusing on motion graphics and interactive design solutions. *Prerequisite: Concepts in Motion Design*

IMD 301 Project Management (3)

Study and development of techniques and skills necessary for the successful completion of any multimedia project.

IMD 327 Fundamentals of Computer Based Training (3)

The design and development of training techniques in an interactive environment.

IMD 328 Designing Internet Text (3)

Journalistic and copy techniques applied to writing in the new Internet medium.

IMD 341 E-commerce Business (3)

Survey of e-commerce strategies, study the development of a fundamental e-commerce site.

IMD 363 Advanced Scripting Language Topics (3)

Exploration and practice of latest scripting languages and survey of future trends based upon prior developments in scripting techniques.

IMD 374 Interactive Motion Scripting (3)

An advanced course that applies motion graphics as an integrated interactive solution; students will script interaction, sequencing, and motion for interactive projects. Optimization is a critical consideration in the creation of the user-centered experience. *Prerequisite: Interactive Motion Graphics or permission of Department Director*

IMD 375 Information Design (3)

This course examines the process of conceptualizing and designing information. It focuses on the creation, arrangement and planning of the information design process.

IMD 377 Foundation Portfolio (3)

Students produce a "work-ready" portfolio that represents both their personal visions and their entry-

level multimedia and Web page expertise. *Prerequisite: seventh quarter standing*

IMD 387 Animation for Multimedia (3)

Development of skills in a vector-based program for the creation of animation in an interactive setting.

IMD 391 Advanced Authoring Systems (3)

Development of skills to link external databases to web or CD driven sites.

IMD 411 Production Team (3)

Students learn to work together fulfilling the roles of technical, creative, management, and client liaison functions in the development of a real-world software product for a public-oriented group or corporation.

IMD 417 Portfolio & Professional Development (3)

This course focuses on the completion of the print portion of a student's portfolio as well as professional development. The student will select and refine work for his or her portfolio and produce a professional level Web site. He or she will also complete job search requirements.

IMD 427 Digital Portfolio (3)

Completion of the final portfolio, along with appropriate support materials.

IMD 428 Intermediate Computer Based Training (3)

Building upon developed skills, students will create more sophisticated training tools including assessment feedback.

IMD 451 Website Development (3)

Design and implementation of a complete multiple page Web site.

IMD 453 Database Management Concepts (3)

File management, data integrity and protection, development of library and linked file structures.

IMD 489 Independent Study (3)

Working in conjunction with a supervising instructor, students develop and carry out a term of study designed to further develop a special interest within their field of study. *Prerequisite: 9th quarter standing*

IMD 491 Senior Studio (3)

Building upon the principles developed in Senior Seminar, students will develop their own project under strict guidelines. *Prerequisite: Senior Seminar*

IMD 293, 393, 493 Special Topics/Interactive Media Design (3)

Current trends in technology and art, as they relate to multimedia in general and authoring specifically, are identified and examined. Emphasis is placed on the development of techniques and/or projects based on the analysis of industry dynamics.



Artwork by Liza Warren

Interior Design

Interior Design impacts the places we live, work and play. The Interior Design program at The Art Institute of Portland helps students learn how to create a total environment for various users and purposes. With an emphasis on team building and collaboration that will help students excel in the workplace, the curriculum includes the study of textiles, computer modeling, building codes, rendering, finishes and products. The program also incorporates timely industry trends in its curriculum, such as the rising role of sustainability in design.

ALUMNI PROFILE:

Dina Melhaff | 2005 Graduate

“It is great to be in a school full of designers of one form or another. Whether it is computer graphics, apparel or interior design, we are all designers and that makes for a very creative and interesting atmosphere. I have learned a great deal from my peers. It is amazing to see how differently everyone thinks and sees things, which only broadens my mind and my creativity.”



Interior Design

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Associate of Arts Degree

Major Field Credits:	60
Design Sequence	27
Fundamentals of Interior Design	3
Spatial Composition	3
Space Planning	3
Lighting Techniques	3
Universal Design	3
Residential Design and Documentation	6
Commercial Design and Documentation	6
Technical and Communication Sequence	24
Drafting	3
Construction Documents	3
Graphic Communication	3
Perspective and Rendering	3
Introduction to Computer Graphics	3
AutoCAD I, II	6
Specifications and Codes	3
Materials Sequence	6
Materials and Sources	3
Textiles for Interior Design	3
Professional Development	3
Portfolio and Career Development	3
Total Credits, Associate of Arts Degree:	105

Bachelor of Fine Arts Degree

In addition to meeting the Associate of Arts degree requirements, Bachelor of Science degree candidates must complete the following coursework and additional General Education requirements outlined in the Programs of Study section of the Catalog:

Major Field Credits:	51
Required Courses	51
Building Systems	3
Interior Detailing	3
Furniture Design	3
Digital Media	3
Materials and Estimations	3
History of the ID Profession	3
Professional Practices	3
Advanced Studio Concepts I	6
Advanced Studio Concepts II	6
Interior Design Internship	3
Thesis Programming	3
Senior Studio I and II	6
Elective Courses	6
Students choose two of the following courses:	
Green Design.	3
Surface Design	3
Current Trends	3
Advanced Rendering	3
Art and Interiors	3
Image Manipulation	3
Business Law	3
Basic Web Design	3
Basic Photographic Techniques	3
Interior Design Analysis	3

Total Credits, Bachelor of Fine Arts Degree: 180

Course Descriptions

ID 107 Materials and Sources (3)

Students study the physical properties of and learn appropriate applications for materials, developing an understanding of the supply side of the interior design industry through visits to professional showrooms and manufacturers. A journal of resource information is created for future reference.

ID 122 Fundamentals of Interior Design (3)

This course provides an overview of the interior design profession. Students will learn fundamental industry skills, such as space planning, model building and professional presentation.

ID 215 AutoCAD I (3)

This course provides an introduction to the basic principles and applications of computer-aided drafting. Various orthographic drawings such as architectural elevations and plans will be produced. Additionally, file management systems will be incorporated into the development of working drawings. *Prerequisite: Drafting*

ID 216 AutoCAD II (3)

This course offers an in-depth study into the complexities of AutoCAD. Students will develop technical skills enabling them to optimize production in real-world applications. *Prerequisite: AutoCAD I*

ID 222 Drafting (3)

This course introduces the elements of architectural communication, professional drafting instruments, and drafting terminology. Students utilize professional equipment, techniques, and standard practices in course projects. *Prerequisite: Drawing I*

ID 225 Construction Documents (3)

This course provides an introduction to the process of producing and using a set of contract documents for interior spaces. Students will format and cross reference drawings and represent details, sections and legends. *Prerequisite: Drafting*

ID 231 Graphic Communication (3)

This course introduces media and design process skills fundamental to interior design education. Students' drawing and visual presentation skills will be encouraged through a series of exercises involving representational, analytical, symbolic, speculative, and experimental drawing techniques. *Prerequisite: Drafting*

ID 241 Perspective and Rendering (3)

This course is designed to develop the student's skill in construction of axonometric, isometric, and perspective drawings. Drawings will focus on the representation of interior spaces including furniture, materials, objects, and people. *Prerequisite: Graphic Communication*

ID 244 Specifications and Codes (3)

Students develop an understanding of the skills and knowledge necessary for constructing a set of specification documents as used in commercial applications. Also, students develop an awareness of Uniform Building Codes and Americans with Disabilities Act codes. (Formerly ID 243) *Prerequisite: Construction Documents*

ID 266 Textiles for Interior Design (3)

An in-depth study of natural and man-made fibers and structures as applied to the interior design industry. Students will identify the structures of and finishes applied to yarns and fibers to create textiles Durability criteria, ordering specifications and fire-resistive standards will be compared to determine appropriate selection of textiles for use in interior application. *Prerequisite: Materials and Sources*

ID 268 Surface Design (3)

This course is an introduction to the history and application of surface design, including development of a motif, the use of repeats and patterns, classical styles and themes.. Students will use both computer software for the creation of prints, patterns, and textures for specific applications. *Prerequisite: Introduction to Computer Graphics*

ID 271 Spatial Composition (3)

This course examines the elements and principles of the basic design sequence as applied to the design of interior spaces. The theoretical basis for the development of interior space and concepts of interior design is explored as a synthesis of art and technology. *Prerequisite: Drafting*

ID 275 Space Planning (3)

This course will focus on the process of space planning and design programming. Program analysis, identification of client and user needs, functional analysis, and appropriate techniques of communication will be identified and integrated into design projects. Strategies for space planning and furniture layouts will be covered in detail. *Prerequisite: Spatial Composition*

ID 276 Lighting Techniques (3)

This course examines lighting strategies for interior spaces. Lighting will be addressed as a critical component of the design process. This course will also include an introduction to lighting calculations and specific product applications. *Prerequisite: Space Planning and College Mathematics*

ID 277 Universal Design (3)

In this course, interior space planning and furniture design are evaluated for use with diverse populations. Research and discussion on the requirements of the Americans with Disabilities Act are integrated with concepts of ergonomics, anthropometry, proxemics and psychology of the end users. *Prerequisite: Space Planning*

ID 280 Residential Design and Documentation (6)

Exploring the design development phase of the design process, students build on conceptual thought processes as applied to a fully developed, documented, and detailed residential interior. Course content centers on interrelationships of the elements of 3-D space such as scale, proportion, volume, furnishings, psychological, and regulatory needs unique to the residential environment. *Prerequisite: Universal Design*

ID 281 History of the Interior Design Profession (3)

This course will explore the developments of the Interior Design profession from the early 20th century to the present day. Issues of Interior Design practice will design culture, professional development, licensing, and education. *Prerequisite: Fundamentals of Interior Design*

ID 285 Commercial Design and Documentation (6)

Continuing the exploration of design development within the design process, students apply design principles to the development of a commercial or public interior space. Work will incorporate all stages of the design process from conceptualization to presentation drawings. Research will center on the technical elements involved in commercial spaces, corporate furnishings, materials, finishes, building codes, Americans with Disabilities Act, and lighting requirements. *Prerequisite: Residential Design*

ID 310 Interior Design Internship (3)

For this course, a student obtains a position in a store, office, studio, or showroom to gain on-the-job interior design experience. The department chairperson assists the student with obtaining such a position. The student will read works related to the field and write papers relating to the reading and internship experience. Ninety hours of service is required. Grading PA/NP only. *Prerequisite: Third year standing or approval of Academic Department Director.*

ID 334 Building Systems (3)

In this course, principles and terminology of structural systems including wood frame, steel, concrete, and mechanical systems are studied in their relationship to the selection and application of interior finishes. Interior detailing is utilized as a process for developing these relationships. *Prerequisite: Construction Documents*

ID 335 Interior Detailing (3)

This course examines the materials and fabrication techniques involved in the design and construction of basic interior details and how these details are communicated in the documents package. Content includes cabinetry, ceiling, walls, and mill work. *Prerequisite: Building Systems*

ID 337 Digital Media for Interior Design (3)

This course will provide an overview to the digital tools used for design and rendering applications in Interior Design. Page layout, digital illustration, and image manipulation skills will be integrated with architectural software applications. Digital presentation and documentation methods particular to the field of Interior Design will be addressed. *Prerequisite: AutoCAD II and Introduction to Computer Graphics*

ID 338 Advanced Rendering Techniques (3)

This course builds upon the rendering techniques introduced in the first and second year design studios. Students will further refine their visual communication skills as well as explore various techniques and media. *Prerequisite: Perspective & Rendering*

ID 342 Materials and Estimating (3)

An advanced study of interior products and materials will be undertaken as related to the applications and cost factors. *Prerequisite: Commercial Design and Documentation*

ID 344 Art and Interiors (3)

This course will focus on the relationship between art and interior spaces. Methods and issues involved in the selection and placement of artwork will be identified. Processes involved in the procurement of artwork will be explored through visits to galleries and discussions with individual artists. *Prerequisite: Universal Design*

ID 345 Furniture Design (3)

This course examines the contextual values of furniture including the structural and functional attributes as well as aesthetic. Students learn the design and engineering process involved in furniture production through the development of original designs. *Prerequisite: Commercial Design and Documentation*

ID 346 Current Trends in Interior Design (3)

This course examines the work of leading designers and current trends in architecture and, in particular, interior design. *Prerequisite: Universal Design*

ID 347 Interior Design Analysis (3)

This course examines the elements and resources of interior design as they are brought together in professional, finished designs. It relates present with past trends while separating classic style and personal influences in professional designers' works. Students will concentrate on observing and evaluating the use and effectiveness of basic design principles through methods of critical analysis. *Prerequisite: Universal Design*

ID 349 Green Design for The Interiors Industry (3)

In this course, students research and discuss issues regarding environmentally sound product and construction methods in the building industry. Particular focus will be on products and manufacturers specific to the interior design industry. *Prerequisite: Universal Design*

ID 381 Advanced Studio Concepts I (6)

This course expands the understanding and application of technical requirements to the design process. Projects require students to demonstrate the ability to develop diverse space need within the context of a single project, with responsibility for all phases of the design process from programming and identification of user needs to design documentation. Furniture and finish selections will be determined in compliance with regulatory and programmatic requirements. *Prerequisite: Furniture Design*

ID 382 Advanced Studio Concepts II (6)

This course is a continuation of Advanced Studio Concepts I. *Prerequisite: Furniture Design*

ID 429 Portfolio and Career Development (3)

In this course, students will compile a portfolio of their best work. They will also develop job interviewing techniques, a focused résumé, and job search skills. *Prerequisite: Commercial Design and Documentation*

ID 430 Professional Practices (3)

This course examines office organization, design proposals, determination of fees, use of purchase orders, billing, and time and cost issues. Special attention is devoted to the relationship between designer and contractor. *Prerequisite: History of the Interior Design Profession*

ID 480 Thesis Programming (3)

This course will focus on the programming aspects of the design process as preparation for the Senior Studio project. *Prerequisite: Senior standing and approval of Academic Department Director*

ID 481, 482 Senior Studio I, II (3)

With programs developed in Thesis Programming, each student will pursue an individual project or thesis in the design studio. A panel of instructors will regularly oversee work. Students will gain an in-depth understanding of design issues as well as make a comprehensive presentation to obtain the bachelor's degree. Two quarters must be completed for credit. Students may choose to pursue a senior paper as an alternative to the studio project. *Prerequisite: Thesis Programming and approval of Academic Department Director*

ID 189, 289, 389, 489 Independent Study (3)

This course is designed around a student's area of major interest and features extensive and intensive self-directed study supervised by the appropriate academic department director and/or faculty members). *Prerequisite: Vary from case to case, and prior approval must be obtained through the Dean of Academic Affairs office*

ID 193, 194, 293, 294, 393, 394, 493, 494 Special Topics

This seminar or tutorial course focuses on topics of special interest to students and faculty.



Artwork by Sean Noland

Media Arts & Animation

Animators are skilled and specialized visual communicators. Combining individual artistic talent with technological expertise, they create impressions in a moving image format. The Media Arts & Animation program at The Art Institute of Portland helps students develop skills in 2-D and 3-D animation, drawing, color and design, enabling students to produce a digital portfolio that demonstrates their practical and technical skills.

ARTIST-IN-RESIDENCE PROFILE:

Will Vinton

He coined the term "Claymation." He rocked the world with his innovative brand of animation and unique characters such as the California Raisins, the PJ's, the Noid, and the talking M & M's. As Artist-in-Residence at The Art Institute of Portland, Will Vinton facilitated workshops and screenings which highlighted the importance of character and story development.



Media Arts & Animation

Students in the Media Arts & Animation program will first complete 105 credits, or seven terms of foundational coursework in animation and design. From this foundation, students with a 2.5 grade point average of courses taken in the major will be allowed to register for Foundation Portfolio, or they can avail themselves of remedial coursework before taking the Foundation Portfolio course. Following successful completion of Foundation Portfolio, students in the MAA program declare a concentration of major focus in their upper division coursework: Animation or Media Arts. The Animation Concentration focuses on modeling, texturing and

animation in the 3-D CG format, while students choosing the Media Arts Concentration can select from a range of electives related to the areas of motion graphics, digital illustration or 2-D animation. To enter the Animation Concentration, students must pass Foundation Portfolio with a B or better.

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Bachelor of Fine Arts Degree

Major Field Credits: 111

Lower Division Required Courses	63
Light and Texture I	3
Character & Object Design	3
Figure Construction II	3
Image Manipulation	3
Intermediate 3-D Modeling	3
Introduction to Editing	3
Introduction to Computer Graphics	3
3-D Modeling & Animation I	3
3-D Modeling and Animation II	3
2-D Animation	3
Typography I	3
Intermediate 2-D Animation	3
Intermediate Animation Techniques	3
Fundamentals of Scriptwriting	3
Audio For Animation	3
Intermediate Drawing	3
Figure Construction	3
Storyboarding	3
Language of Animation & Film	3
Digital Ink and Paint	3
Background Design & Layout	3

Upper Division Required Courses 48

Animation Concentration	
Advanced 3-D Texturing	3
Animation Production Team	3
Compositing	3
Digital Portfolio	3
Professional Practices	3
Special Topics	3
Web Animation	3
Motion and Broadcast Graphics	3
Animation Pre-Production Team	3
Character Setup	3
Senior Studio I	3
Senior Studio II	3
Foundation Portfolio	3
Animation Elective	3
Internship	3
Hard Surface Modeling	3

Media Arts Concentration	
Advanced Illustration	3
Compositing	3
Digital Portfolio	3
Professional Practices	3
Special Topics/Internship	3
Web Animation	3
Motion and Broadcast Graphics	3
Foundation Portfolio	3
Senior Studio I	3
Senior Studio II	3
Media Arts Electives	18

Total Credits, Bachelor of Science Degree: 180

Course Descriptions

MA 101 Language of Animation & Film (3)

Fundamentals of animated cinematography are addressed through a historical survey. The course will consider trends and genres of animated film in a variety of media.

MA 121 2-D Animation (3)

Students acquire foundation skills in 2-D animation techniques. Emphasis is on concept development, sequencing, timing, and character development using traditional animation materials and techniques.

MA 136 Image Manipulation (3)

Students develop basic image manipulation skills in a raster-based computer environment. Emphasis is placed on mastering the fundamentals of color management, scanning, photo retouching, imaging, special effects, and filters and masks. *Prerequisite: Introduction to Computer Graphics*

MA 221 Intermediate 2-D Animation (3)

Students will apply basic animation principles to produce a sequence. Emphasis will be placed on timing and performance. Use of a capture device, pencil tests, inking, and other 2-D animation skills will be explored. *Prerequisite: 2-D Animation*

MA 231 Audio for Animation (3)

In this introduction to audio production techniques for animation, students will learn how to digitize sound, apply it to audio enhancement of their animations, and how to produce appropriate audio effects and transitions. *Prerequisite: Computer Fundamentals*

MA 251 Background Design and Layout (3)

This course focuses on the fundamentals of background layout with an emphasis on perspective, composition, design basics, staging, mood, texture and lighting. Students will also learn the basics of using props as background and foreground design elements. *Prerequisite: Digital Ink and Paint*

MA 254 Character and Object Design (3)

Students use design, drawing and concept development techniques to create characters for entertainment and commercial promotion of products. Design styles appropriate for various motion requirements in different animation media are considered.

MA 265 Intermediate Animation Techniques (3)

Continued development of skills and techniques used to create animations in a 3-D computer animation application. In this class, students will be introduced to character animation strategies that enhance the mood and attitude of a character's performance. *Prerequisite: 3-D Modeling and Animation II*

MA 266 Intermediate 3-D Modeling (3)

Students will work to develop intermediate modeling skills in a 3-D computer animation program. This course will focus on mastering increasingly complex procedures and techniques involving hard surface modeling. *Prerequisite: 3-D Modeling and Animation II*

MA 271 Digital Ink and Paint (3)

This course is an introduction to the computer as an ink and paint medium for animation. Basics of scanning, clean-up, ink and paint, and camera will be explored. *Prerequisite: Intermediate 2-D Animation*

MA 300 Portfolio Presentation (3)

This course reviews aesthetic and technical issues and presentation practices that prepare the student to enter the Foundation Portfolio CA 377. Topics covered include 2-D and 3-D animation techniques, drawing, design and portfolio presentation. Grading: Pass/No Pass Only. *Prerequisite: 90 completed credits or approval of Academic Department Director*

MA 310 Internship (3)

In a process coordinated by the Academic Department Director, the student engages in a field-based activity that relates directly to his/her field of study. This course involves a minimum of 12 hours of weekly participation in the daily work activities of an established business. Grading: Pass/No Pass only

MA 321 Advanced 2-D Animation (3)

Students develop higher-level 2-D animation skills by working through the development and articulation of complex characterizations of people, animals and objects. Additional emphasis is placed on production values and presentation techniques. *Prerequisite: Upper division standing and 2-D Animation*

MA 351 Pre-Production Team (3)

This course will expose students to the pre-production processes used in the animation and related industries. The primary components of the course will be a thorough review of all pre-production activities and project management. Students will participate in production teams and will focus on planning of all aspects of an animation production.

MA 361 Advanced 3-D Modeling (3)

Students design and produce advanced models using high-end 3-D computer animation technology. Emphasis is on applying foundation modeling concepts and computer skills to the creation of characters and environments.

MA 362 Advanced 3-D Texture (3)

This course familiarizes students with features and processes of texturing, lighting, and rendering in a high-end 3-D animation environment. Emphasis is on applying foundation modeling concepts to the development of highly photorealistic textured and rendered computer graphic imagery. Topics covered include use of shaders, materials, atmosphere, lighting and camera control and rendering optimization.

MA 377 Foundation Portfolio (3)

Students produce a portfolio of their best work. Production qualities and professional presentation of supporting documents (resumes, business cards and promotional pieces) are stressed.

MA 387 Web Animation (3)

Students develop web animations using a 2-D vector animation program. Emphasis is on applying traditional skills of timing, key framing, storytelling, movement, and editing as well as design skills in composition and color to create short 2-D animations. Consideration will also be given to color optimization and control of file sizes needed for delivery on the Web. *Prerequisite: 3-D Animation*

MA 391 Character Setup (3)

Students will use advanced animation techniques for installing animation structures within CG character models to create, design, produce and edit a short project. The role of inverse kinematics, forward kinematics and constraints will be thoroughly explored. *Prerequisite: Advanced 3-D Modeling*

MA 363 Advanced 3-D Animation (3)

Students use computer technology to design and produce advanced models and animation sequences. Emphasis is placed on applying foundation animation concepts and computer skills to the creation of characters, environments and story lines. *Prerequisite: Advanced 3-D Modeling*

MA 403 Professional Practices (3)

Students acquire a working knowledge of specific conditions in the visual arts industries. This course focuses on local, state and federal laws, financial planning and management, pricing, negotiating, project management, client communications, and professional or interpersonal relations.

MA 407 Advanced Image Manipulation (3)

Students develop advanced image manipulation skills in a computer environment. Emphasis is on applying foundation image manipulation skills to the specialized design and illustration requirements associated with motion productions. *Prerequisite: Image Manipulation*

MA 408 Compositing (3)

Students will learn tools that an entry-level compositor will need to start in a production environment. After studying the main features of a compositing software package, students will design and complete projects that explore selected aspects of compositing, such as combining moving image layers.

MA 413 Animation Production Team (3)

This course is a special projects course in which students utilize their collective knowledge of modeling, animation, interactivity, processing and compositing software to create one or more team projects. This course simulates the collaborative environment commonly found in industry today.

MA 421 3-D Visual Effects (3)

Effects animation takes students through the basics of making special effects. Students will use particles, soft bodies, dynamics and expressions to create several scenes.

MA 427 Digital Portfolio (3)

This course focuses on the completion of the digital portion of the student's portfolio as well as professional development. The student will select and refine work for his or her portfolio and produce a professional-level demo tape. He or she will also complete job-search requirements.

MA 491 Senior Studio I (3)

Students refine or complete portfolio projects related to their major area of focus. *Prerequisite: Upper division standing*

MA 492 Senior Studio II (3)

Students continue to refine or complete portfolio projects related to their major area of focus. *Prerequisite: Upper division standing*

MA 293, 393, 493 Special Topics/Animation (3)

Students identify and examine current trends in technology and art that relate to the general animation field. They develop techniques and/or projects based on the analysis of industry dynamics.



Artwork by Tyson Steigers

Visual Effects & Motion Graphics

You get that you live in the real world, but making new worlds is so cool. You want to use your skills, your intense attention to detail and your interest in problem solving technical challenges to create the illusions that bring about the awe inspiring special effects you see on the big and little screen. The Visual Effects & Motion Graphics program at The Art Institute of Portland gives students a base understanding of visual effects creation with a foundation in photography, light, color, shape and form, and also the tools necessary to compile and produce visual effects and motion graphics for the entertainment industries. Upon graduation, students in this program will be qualified for entry-level positions such as motion graphics artist, digital visual effects specialist or rotoscope artist.

Visual Effects & Motion Graphics

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Bachelor of Fine Arts Degree

General Education Courses	6		
Basic Physics	3		
Digital Principles	3		
Major Field Credits:	111		
Lower Division Required Courses	60	Upper Division Required Courses	51
3-D Modeling & Animation I	3	Aesthetics: Critical Thinking in the Digital Realm	3
3-D Modeling & Animation II	3	Advanced Typography	3
Basic Photographic Techniques	3	Designing Space & Worlds	3
History of Visual Effects & Motion Graphics	3	Digital Portfolio	3
Game Art Pre-Production	3	Advanced Image Manipulation	3
Intermediate 3-D Modeling	3	Advanced Camera & Lighting Techniques	3
Introduction to Audio	3	Motion and Broadcast Graphics	3
Introduction to Editing	3	Foundation Portfolio	3
Introduction to Video Production	3	Advanced Visual Effects I	3
Materials, Light & Animation	3	Advanced Visual Effects II	3
Story Development & Ideation	3	Motion & Broadcast Graphics II	3
Storyboarding	3	3-D Effects I	3
Texture & Lighting I	3	3-D Effects II	3
Typography I	3	Production Studio I	3
Typography II	3	Production Studio II	3
Paint & Rotoscoping	3	Upper Division Elective Courses	6
Introduction to Visual Effects	3		
Intermediate Visual Effects	3		
Lower Division Elective Courses	6		
		Total Credits, Bachelor of Fine Arts Degree:	180

Course Descriptions

VEMG 121 Introduction to Visual Effects (3)

Students are introduced to various techniques to create and implement CGI into live action. Specific animation features and functions, as they relate to compositing, will be introduced. Concepts presented will include; various methods of keying, matte extraction, garbage matting, track mattes, traveling mattes, RGB color space, and color correction. *Prerequisite: 3-D Modeling & Animation II*

VEMG 221 Intermediate Visual Effects (3)

This course explores intermediate CGI techniques. Emphasis will be placed on creating CG elements and integrating them into live action. Topics covered will be blue screen photography and keying techniques, multi-pass 3-D animated rendering and integration into live-action background plates. *Prerequisite: Introduction to Visual Effects*

VEMG 271 Paint & Rotoscoping (3)

Utilizing various painting and compositing packages, students will learn the principles of rotoscoping and digital painting, as applied to rig removal and special effects. *Prerequisite: Intermediate Visual Effects*

VEMG 281 History of Visual Effects & Motion Graphics (3)

This survey course will examine the history of visual effects and motion graphics and provide a comprehensive overview of the integration of live action and 3-D/2-D elements.

VEMG 310 Internship (3)

Through the field internship experience, students will be able to apply acquired subject matter and career/professional skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses relation to their field of study. Grading: Pass/No Pass only. *Prerequisite: Approval of Academic Department Director*

VEMG 321 Advanced Visual Effects I (3)

This course focuses on more sophisticated methods in color correcting and adjusting video to produce seamless composites. The class will reinforce compositing concepts, techniques, and vocabulary that students have learned in previous classes. Each student should produce a final project utilizing these skills. *Prerequisite: Intermediate Visual Effects*

VEMG 361 3-D Effects I (3)

Effects animation takes students through the basics of special effects. Students will be using such tools as particles, soft bodies, dynamics and expressions to create several scenes. Special attention will be paid to setting, mood and composition. *Prerequisite: Advanced Visual Effects II*

VEMG 381 Production Studio I (3)

In this course, a single group project will be produced. Students will build upon previously learned foundation skills in broadcast design and visual effects by simulating a real world production environment. Emphasis will be placed on both the competitive and collaborative aspects of broadcast design production, as well as various professional methods, procedures, techniques, skills, resources and equipment required to make a professional visual effect. *Prerequisite: Approval of Academic Department Director*

VEMG 421 Advanced Visual Effects II (3)

This course introduces students to the various methods of matching the motion shot on a live action plate and applying that motion to a digital element. 2-D and 3-D tracking methods will be introduced. Students will learn morphing technology and methods by which elements can be seamlessly blended together within the frame. *Prerequisite: Advanced Visual Effects I*

VEMG 427 Digital Portfolio (3)

In this course, students will compile the digital portion of their portfolio, to assess its strengths and weakness and produce a professional demonstration tape. Students apply time and resource management principles to the development and production of their visual effects and motion graphics reels. *Prerequisite: Approval of Academic Department Director*

VEMG 431 Motion Broadcast Graphics II (3)

This course will expose students to more advanced motion graphics techniques. The class will reinforce compositing concepts, techniques, and vocabulary that students have learned in previous classes. More sophisticated tools and techniques will be introduced. The class will focus mainly on group-oriented projects. Each student will have a vital role in producing a group project involving, animation, live action video, editing, and compositing for a final portfolio piece. *Prerequisite: Motion Broadcast Graphics I*

VEMG 461 3-D Effects II (3)

This course will explore advanced effects animation. *Prerequisite: 3-D Effects I*

VEMG 481 Production Studio II (3)

This course is a continuation of Production Studio I. Students will build upon previously learned foundation skills in broadcast design and visual effects by continuing to simulate a real world production environment. Emphasis will be placed on both the competitive and collaborative aspects of broadcast design production, as well as various professional methods, procedures, techniques, skills, resources and equipment required to make a professional visual effect.

Visual & Game Programming

Required coursework includes the General Education requirements outlined in the Programs of Study section of the Catalog and:

Bachelor of Science Degree

General Education Courses	15
Algebra & Trigonometry	3
Calculus I	3
Calculus II	3
Linear Algebra and Geometry	3
Physics and Dynamic Simulations	3

Major Field Credits: 111

Lower Division Required Courses	51
Introduction to Game Development	3
Digital Principles	3
3-D Modeling & Animation 1	3
History of Visual Effects & Motion Graphics	3
Introduction to Programming	3
3-D Modeling & Animation II	3
Figure Construction	3
Programming for the Artist	3
Figure Modeling	3
C++ Programming	3
Web Scripting I	3
Game Art Pre-production	3
Intermediate Modeling	3
Game Design and Game Play	3
Intermediate 3-D Animation	3
Web Scripting II	3
Lower Division Elective Courses	6

Upper Division Required Courses	60
Database Management Concepts	3
Introduction to Computer Architecture	3
Computer Engineering I	3
Computer Graphics Programming I	3
Computer Graphics Programming II	3
Media Compositing	3
Computer Graphics Programming III	3
Interactive Game Prototyping	3
Sound Design	3
Computer Graphics Programming: Modeling	3
Advanced Game Prototyping	3
Computer Graphics Programming: Advanced Topics	3
Game Production Team	3
Advanced Game Production Team	3
Character Setup	3
Portfolio Presentation	3
Advanced Programming	3
Upper Division Elective Courses	3

Total Credits, Bachelor of Science Degree: 180

Admissions Requirements:

- 2.5 High School GPA, 3.0 Math
 - SAT 500+ Math, 400+ English
- or
- ACT 20+

Students may be provisionally transferred or accepted into the Visual & Game Programming degree if they do not meet the minimum requirements above. Please work with your Assistant Director of Admissions to clarify this process.

Course Descriptions

VGP 351 Computer Graphics Programming I

This course is the first in the Computer Graphics series. It will introduce the student to 2-D and 3-D computer graphics.

VGP 352 Computer Graphics Programming II

This course covers the principles of computer graphics in detail.

VGP 353 Computer Graphics Programming III

This course covers advanced topics in realistic rendering with a focus on fast/interactive techniques.

VGP 363 Computer Graphics

Programming: Modeling

The understanding of the mathematical tool needed for the geometrical aspects of computer graphics.

VGP 463 Computer Graphics

Programming: Advanced Topics

Advanced topics in computer graphics programming will be in the following areas, rotated each quarter: modeling, rendering, shading, real-time interactivity.

Administration & Faculty

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B.A., St. John's College

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B.F.A., Ringling School of Art and Design

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B.A., Thomas Edison State College

Josh Pattinson
Director of Career Services
B.A., University of California, San Diego

Ron Engeldinger
Dean of Student Affairs
M.S.M., M.B.A., Marylhurst University
A.B., University of Washington

Department Directors

Trevor Edelblute
Registrar
B.A., University of Idaho

Phil Braun
Director of Technology
B.A., California State University

Mickey Jacobson
Director, Student Financial Services
B.A., Western Washington University

Allena Baker
Director, Public Relations
B.A., University of Oregon

Nancy Thurston
Director, Learning Resource Center
M.L.S., University of Portland
B.A., University of Oregon

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Education Management Corporation

Full-Time Faculty

Melanie Andrews
Assistant Department Director,
Apparel Design, Apparel Accessory Design
M.F.A., Savannah College of Art and Design
B.S., University of Cincinnati

Steve Applebaum
Learning Services Coordinator
Instructor, General Studies
M.F.A., University of Portland
M.A., B.A., Occidental College

Janice Archer, Ph.D.
Instructor, General Studies
Ph.D., M.A., University of Arizona
B.A., Seattle Pacific University

Annin Barrett
Instructor, Generalist
M.F.A., University of Arizona
B.A., University of Oregon

Nicole Berg
Instructor, Media Arts and Animation
B.F.A., University of California, Los Angeles

Jaqueline Blain
Instructor, Generalist
M.A., University of Houston
B.A., University of Texas

Susan Bonde
Academic Department Director,
Apparel Design, Apparel Accessory Design
M.F.A., Northern Illinois University
B.F.A., University of Illinois at
Urbana-Champaign

Nancy Breaux, Ph.D.
Instructor, General Studies
Ph.D., University of Oregon
M.A., Southern Illinois University
B.A., University of Southwestern Louisiana

Janet McIntyre
Academic Department Director
Digital Media Production,
Visual Effects & Motion Graphics
M.F.A., Tish School of the Arts
B.F.A., University of Illinois at
Urbana-Champaign

Jane Brown, Ph.D.
Dean of General Studies
Ph.D., University of Wisconsin - Madison
M.S., University of Wisconsin - Madison
A.B., Stanford University

Alan Murdock
Academic Department Director,
Design Management, Online Advocate
M.F.A., M.A., B.A., University of Iowa

Tom Cicchelli
Assistant Department Director,
Graphic Design, Advertising
M.F.A., The University of Arizona
B.F.A., San Francisco Art Institute

Karen Clark
Chair, Foundation Studies
M.F.A., B.F.A., Pratt Institute

Molly Deas
Instructor, Interior Design
B.I.Arch., University of Oregon

Amanda Ferroggiaro
Instructor, Interior Design
M.I.A., University of Oregon
B.F.A., University of Colorado

Susan Frances
Faculty Development Director
M.B.A., B.G.S., Chaminade University
of Honolulu

Dale Gronso
Instructor, Graphic Design
M.F.A., B.F.A., University of Oregon

Ethan Ham
Instructor, Game Art & Design
M.F.A., Portland State University
B.A., University of California, Santa Cruz

Meredith Hamm
Instructor, Generalist
M.F.A., Cranbrook Academy of Arts
B.F.A., Rice University

Arthur Harold
Instructor, Apparel Design
B.A., Lewis and Clark College
A.A., Bassist College

Courtney Hermann
Instructor, Digital Media Production
M.F.A., Columbia College
B.A., James Madison University

Berry Huelsman
Instructor, Generalist
M.A.I.S., Marylhurst University
M.S., Ohio State University
A.B., Miami University

Jamie Hurd
Academic Department Director,
Interior Design
M.A.L.S., Reed College
B.Arch., University of Cincinnati

Joshua Jones
Instructor, Game Art & Design
M.F.A., University of Southern California,
Los Angeles
B.F.A., Syracuse University

Wendy Laraway
Instructor, Interior Design
M.I.A., University of Oregon
B.S., University of Illinois at Urbana-
Champaign

Andy Larkin
Academic Department Director,
Media Arts & Animation
M.F.A., University of Washington
B.A., Carleton College

Full-Time Faculty continued

Kathleen O'Brien, Ph.D.
Instructor, General Studies
Ph.D., University of Oregon
M.A., B.A., California State University,
Sacramento

Yvonne O'Gara
Instructor, Apparel Design
M.S., Drexel University
B.A., Rowan University

Amy Ruedinger
Instructor, Foundation Studies
M.F.A., Portland State University
B.S., University of Wisconsin - Madison

Gregory Tyler
Instructor, General Studies
M.S., B.S., Auburn University

Michael Ward, Ph.D.
Instructor, General Studies
Ph.D., M.A., University of Oregon
B.A., San Francisco State University
B.A., University of California, Davis

Tom Wheeler
Instructor, Interactive Media Design
M.A.ED., Argosy University Seattle
B.F.A., Brigham Young University

Norton Young
Academic Department Director,
Graphic Design, Advertising,
Interactive Media Design
B.A., University of California, Riverside

Adjunct Faculty

Dan Ackerman
Instructor, Digital Media Production
B.F.A., California Institute of the Arts

James Anderson
Instructor, General Studies,
Foundation Studies
M.A.T., George Fox University
B.F.A., University of Oregon

Holly Andres
Instructor, Foundation Studies
M.F.A., Portland State University
B.F.A., University of Montana

Justin Auld
Instructor, Graphic Design
M.F.A., Portland State University
B.F.A., Rhode Island School of Design

Keld Bangsberg
Instructor, Game Art & Design
B.A., University of Washington

John Brehm
Instructor, Interior Design
M. Arch., Pratt Institute
B. Arch., University of Illinois at Chicago
Reg. Architect, Illinois

Colleen Broderick
Instructor, General Studies
M.A., University of Oregon
B.A., Willamette University

Jessica Brown
Instructor, Apparel Accessory Design
B.F.A., Rhode Island School of Design

David Brunn
Instructor, Foundation Studies
M.F.A., B.F.A., University of Oregon

Tracy Bubenik
Instructor, Interior Design, Foundation Studies
M.C.S., B.I.D., University of Oklahoma

Deborah Buchanan
Instructor, General Studies
M. Ed., University of Massachusetts, Amherst
B.A., University of Wisconsin, Madison

Sean Burns
Instructor, Digital Media Production
B.F.A., Emerson College

Kathryn Butler
Instructor, General Studies
M.A., University of Arizona
B.A., Lewis and Clark College

Amery Calvelli
Instructor, Design Management,
Apparel Design
B.A., Washington State University

John Campbell
Instructor, Digital Media Production
B.A., University of Southern California

Gregory Charles
Instructor, Design Management
M.A., American University
B.A., University of Pennsylvania

Sherry Charles
Instructor, Graphic Design
M.S., San Jose State University
M.F.A., University of Washington
B.A., Reed College

Elisabeth Charman
Instructor, Graphic Design
M.F.A., California Institute of the Arts
B.F.A., Florida State University

Patricia Ciliberti, Ph.D.
Instructor, Design Management
Ph.D., Portland State University
M.S.W., Portland State University
B.A., University of Montana - Missoula

Thomas Cobb
Instructor, Graphic Design
B.F.A., Washington University

Jeremy Cohen
Instructor, General Studies
M.A., New Mexico State University
B.A., University of Iowa

Shere Coleman
Instructor, Foundation Studies
M.A.ED., Argosy University Seattle
B.F.A., Pacific Northwest College of Art

Gary Cox
Instructor, Graphic Design, Advertising
B.A., Marylhurst University

Scott Crabtree
Instructor, Game Art & Design
B.A., Vassar College

Patrick Craig
Instructor, Graphic Design
B.F.A., Southwest Missouri State University

Ryan Crisman
Instructor, Digital Media Production
B.F.A., New York University

Patricia Crockett
Instructor, Apparel Design
B.S., University of Montana - Missoula

Ellen Cusick
Instructor, Interior Design
B.S., The Art Institute of Portland

Rebecca Cutter
Instructor, General Studies
M.S., B.A., San Diego State University

Derrick L. Dansby
Instructor, Graphic Design
M.A.ED., Argosy University Seattle
B.S., Portland State University

Matt Demarest
Instructor, Digital Media Production
B.A., Temple University

Roger Devine
Instructor, Interactive Media Design
M.B.A., Portland State University
B.A., Trinity University

Michael DiTullo
Instructor, Apparel Design
B.F.A., Rhode Island School of Design

Adjunct Faculty continued

Sara Dochow
Instructor, Foundation Studies
M.F.A., B.A., Portland State University

John Dougherty
Instructor, General Studies
M.A., University of Washington
B.A., Portland State University

Joshua Echo-Hawk
Instructor, Digital Media Production
B.A., George Fox University

Jacqueline Ehlis
Instructor, Foundation Studies
M.F.A., University of Nevada
B.F.A., Pacific Northwest College of Art
B.A., University of Oregon

Deny Ehrlich
Instructor, Graphic Design
M.S., Pratt Institute
B.S., University of Toronto (Canada)

Anna Elliott
Instructor, General Studies
M.A., American Baptist Seminary of the West
B.S., University of California, Los Angeles

Phillip Fell
Instructor, General Studies
M.Ad., University of California, Riverside
M.A., University of California, Davis
B.A., Miami University

Wayne Fidler
Instructor, Digital Media Production
B.F.A., Syracuse University

Kristie Gitnes
Instructor, General Studies
M.A., B.A., Portland State University

Rochelle Harper
Instructor, Apparel Design
B.A., Portland State University

Stephen Hayes
Instructor, Foundation Studies
B.A., University of California, Los Angeles

Sandra Heidecke
Instructor, Apparel Design
B.S., Northern Illinois University

David Helfrey
Instructor, Graphic Design
B.A., Art Center College of Design
B.F.A., Loyola Marymount University

Liz Holzman
Instructor, Media Arts & Animation,
Game Art & Design
M.F.A., California Institute of the Arts
B.A., Mills College

Walter Horn
Instructor, General Studies
M.S., B.A., Central Washington University

Sondra Huber
Instructor, Apparel Design, Foundation Studies
M.F.A., University of California, Irvine
B.A., California State University, Fullerton

Suzanne Hughes
Instructor, Media Arts & Animation,
Game Art & Design
B.F.A., University of Oregon

Samuel Hull
Instructor, Digital Media Production
M.F.A., University of Florida
B.S., Bradley University

Anouck Iyer
Instructor, Digital Media Production,
Media Arts & Animation
M.F.A., California Institute of the Arts
B.F.A., Rhode Island School of Design

William Joseph
Instructor, Business Administration
J.D., George Washington University
B.A., Boston University

Eileen Kane. Ph.D.
Instructor, Foundation Studies,
General Studies
Ph.D., M.S., Harvard University
A.B., Smith College

Jim Kazanjian
Instructor, Media Arts & Animation
M.F.A., The Art Center, Pasadena
B.F.A., Kansas City Art Institute

Alec Knox
Instructor, Digital Media Production,
Media Arts & Animation
M.F.A., Rochester Institute of Technology
B.A., Southern Illinois University at Carbondale

Brian Larson
Instructor, Foundation Studies
B.F.A., Colorado State University

Cathryn Madsen
Instructor, General Studies
M.A., Western Washington University
B.A., Washburn University

Timothy Mantz
Instructor, Business Administration, Advertising
M.B.A., University of Phoenix
B.F.A., Pratt Institute

Sarah Marcus
Instructor, Digital Media Production
B.A., Portland State University

George Martin
Instructor, General Studies
M.A., Portland State University
B.A., Kentucky Wesleyan College

Joe McMurrian
Instructor, Graphic Design, Interactive Media
Design, Media Arts
M.F.A., Portland State University
B.F.A., Art Center College of Design

Matt Meyer
Instructor, Digital Media Production
M.A., University of Southern California
B.A., University of Oregon

Erin Mick
Instructor, General Studies
M.S., Portland State University
B.S., Oregon State University

Adjunct Faculty continued

Eric Miller
Instructor, Interior Design
M.Arch., University of Wisconsin - Milwaukee
B.A., Wartburg College

C.E. Minchin
Instructor, Foundation Studies
M.F.A., Portland State University
B.F.A., Marylhurst University
B.A., Bassist College

Jason Mitchell
Instructor, Graphic Design
B.F.A., Northern Arizona University

Karen Morgan
Instructor, Apparel Design
B.S., Brigham Young University
A.A., Los Angeles Trade Technical College

Elizabeth Morrow-McKenzie
Instructor, Graphic Design
M.F.A., School of Visual Arts
B.F.A., University of Oregon

Cynthia Mosser
Instructor, Foundation Studies,
Graphic Design
B.A., Whitman College

Andrew Myers
Instructor, Foundation Studies
M.F.A., Portland State University
B.S., Eastern Oregon University

Scott Nadelson
Instructor, General Studies
M.A., Oregon State University
B.S., University of North Carolina

Molly Newgard
Instructor, Foundation Studies
M.A., The School of the Art Institute
of Chicago
B.A., University of California, Davis

Taya Noland
Instructor, General Studies
M.F.A., University of Idaho
B.A., University of Portland

Colin O'Neil
Instructor, Digital Media Production,
Media Arts & Animation
B.A., Carleton College

Cecilia O'Sullivan
Instructor, Apparel Design
M.S., Oregon State University
M.B.A., University of California, Berkeley
B.S., University of California, Davis

Lynn Parsons
Instructor, Business Administration
B.A.S., San Diego State University

Barbara Pierce
Instructor, Apparel Design
B.S., University of North Carolina
at Greensboro

David Poulshock
Instructor, Digital Media Production
B.A., Lewis and Clark College

Luis Ponce DeLeon
Instructor, Digital Media Production
M.F.A., Savannah College of Art & Design
B.F.A., American University

Jon Powell
Instructor, General Studies
B.A., University of Central Oklahoma

Joanna Priestly
Instructor, Media Arts & Animation
M.F.A., California Institute of the Arts
B.A., University of California, Berkeley

Thomas Reardon
Instructor, Game Art & Design
B.F.A., Cleveland Institute of Art

Chris Rohde
Academic Advisor,
Instructor, Interactive
Media Design
B.S., The Art Institute of Portland

Kathleen Schassen
Instructor, Graphic Design
M.A.ED., Argosy University Seattle
B.A., Portland State University

Lee Schulz
Instructor, Graphic Design
M.F.A., California Institute of the Arts
B.F.A., University of Dayton

Robert Shaw
Instructor, Digital Media Production, Media
Arts & Animation, Game Art & Design
B.F.A., University of the Arts

Stephen Slappe
Instructor, Foundation Studies
M.F.A., University of South Carolina
B.F.A., University of North Florida

Melissa Smart
Instructor, General Studies
M.A., Portland State University
B.A., Oregon State University

Frank Spillers
Instructor, Interactive Media Design
M.S., Birmingham University (U.K.)

Catherine Stephenson
Instructor, Apparel Design
B.S., University of Wisconsin - Madison

Beth Stokes
Instructor, Interior Design
B.A., Mount Mary College
B.A., University of Wisconsin - Milwaukee

Aaron Sturgeon
Instructor, Media Arts & Animation
B.S., The Art Institute of Portland

Susan Stutz
Instructor, Graphic Design, Media Arts &
Animation, Interactive Media Design,
Apparel Design
M.A., Syracuse University
B.F.A., Academy of Art College

Adjunct Faculty continued

Adrian Switzer
Instructor, General Studies
B.S., Lehigh University
M.A., Loyola University, Chicago

Janet Tingey
Instructor, Interactive Media Design
M.P.S., New York University
B.F.A., Rhode Island School of Design

Gus Torres
Instructor, Interactive Media Design
B.S., San Jose State University

Tsui Ling Toomer
Instructor, Digital Media Production
M.A., Tisch School of the Arts,
New York University
B.A., Creighton University

Will Vinton
Instructor, Media Arts & Animation
Ph.D., Linfield College, Honoris Causa
B.A., University of California

Janet Vorvick
Instructor, General Studies
M.S., Portland State University
B.A., St. Olaf College

Randy Vralsted
Instructor, Graphic Design
M.F.A., University of Montana - Missoula
B.F.A., Montana State University
B.A., Portland State University

Alissa Warren
Instructor, Apparel Design
B.A. California State University, Fresno

David Webb
Instructor, General Studies
M.A., University of Vermont
B.G.S., B.S., Kansas University

Jon Weigand
Instructor, Media Arts & Animation
B.A., Lewis & Clark College

Jackie Weissman
Instructor, Digital Media Production
M.F.A., Columbia College
B.A., Grinnell College

Barbara Welty
Instructor, Foundation Studies
M.F.A., Central Washington University
B.F.A., University of Colorado

Fred Wilson
Instructor, Foundation Studies,
Digital Media Production
M.A., B.A., Ohio State University

Lynette Xanders
Instructor, Design Management
B.A., Purdue University

Marilyn Zornado
Instructor, Media Arts & Animation
B.A., Portland State University

Admission Policies & Procedures

Admissions Requirements

High school graduation or a GED is a prerequisite for admission. Applicants are evaluated on the basis of their previous education, their background, and their stated or demonstrated interest in our fields of study.

Applicants must provide an **official copy** of their final high school transcript, GED scores, and, if applicable, college transcripts. In addition, applicants must provide a written essay of approximately 150 words describing how they expect their education at The Art Institute of Portland to help them achieve their career objectives. Portfolios are always welcome, but are required only for admission to the Game Art & Animation Design program. Applicants who have taken the Scholastic Aptitude Test (SAT) or American College Test (ACT) are encouraged to submit these scores for evaluation. The Art Institute of Portland does not discriminate on the grounds of race, color, ancestry, creed, national origin, sex, age, disability, sexual orientation, marital status, religion, or any other characteristic protected by state, local or federal law in the administration of its educational programs, activities, admission, and employment.

Admissions Procedures

Each individual who seeks admission to The Art Institute will be interviewed by an Assistant Director of Admissions. The purpose of this interview is to:

1) explore the applicant's background and interests as they relate to the programs offered; 2) assist the applicant in identifying the appropriate area of study consistent with his or her background and interests; 3) provide information regarding curriculum offerings and support services available at The Art Institute. Each applicant, after completing the appropriate application materials, is evaluated by the Admissions Committee. The Admissions Committee is charged with applying The Art Institute's admissions criteria. The committee will review the following for each applicant:

1. The applicant's high school transcripts or GED scores.
2. The written paragraph of approximately 150 words.
3. In some cases, additional information such as college transcripts, letters of recommendation, additional essay, portfolio work, etc.

The goals of the committee are to: 1) determine that the applicant has a reasonable chance to be successful based on past academic records and 2) determine that the program of study chosen by the applicant is appropriate based on the applicant's stated career goals. The committee may request additional information or require that the applicant meet with the Academic Department Director in the chosen program of study in order to make an accurate assessment of the applicant.

Applicants who have not submitted a transcript or GED score two weeks prior to their quarter start date may be required to take additional testing. In those cases, the Admissions Committee will use the results of the testing to evaluate the applicant for purposes of acceptance. The committee may then grant acceptance, although the applicant will still be required to submit proof of high school or college graduation or GED score by a date established by the Director of Admissions in order to achieve full acceptance. Applicants who have not yet submitted all transcripts may be allowed to begin classes, but must provide all required transcripts by a date established by the Director of Admissions, not to exceed thirty (30) days. The Art Institute reserves the right to request any additional information necessary and to require testing to evaluate an applicant's potential for academic success.

Applicants requesting an evaluation of transfer credit must submit all **official college transcripts** before an evaluation will be compiled.

An application for admission and an Enrollment Agreement must be completed and signed by the applicant and parent and/or guardian (if applicable) and sent to The Art Institute with a \$50 application fee. A tuition deposit of \$100 is due within 10 days after the Enrollment Agreement has been submitted.

Prospective students are encouraged to visit The Art Institute, although a visit is not a condition for enrollment. Arrangements for an interview and tour of The Art Institute of Portland may be made by telephone, or by letter to:

Director of Admissions
The Art Institute of Portland
1122 NW Davis Street
Portland, OR 97209

Call toll-free 1-888-228-6528 or 503-228-6528
E-mail ajpdadm@aia.edu

Game Art & Design and Media Arts & Animation Entrance Portfolio Guidelines

Portfolio:

Submit 5-10 observational/life drawings of your best and most recent work and copies of 5-10 pages from your sketchbook. You can include classroom work, studio assignments or personal projects. The majority of the drawings should be done from direct observation. Observational drawings are done by looking at three-dimensional objects, live models, or space. They are not copies of photographs or other artists' works. For example, you may draw landscapes, human figures, portraits, your room, or family pets. If you don't have samples of artwork to submit, you can complete and submit the following exercises so that we can better judge your beginning skills. You are not required to have any drawing skills, but these exercises will allow us to better place you in beginning foundation classes.

Complete EACH assignment on an 8.5" x 11" unmounted sheet of paper.

The Five Exercises

1. Select three to five objects that are familiar to you. Arrange them together, then draw them with consideration to line and tone.
2. Make a free-hand drawing of one corner of a room in your home. Include at least three pieces of furniture.
3. Create a self-portrait in any medium. Do not refer to a photograph. Drawing from a mirror reference is allowed.
4. Using "nature" or "city" as a theme, create a collage by tearing images from a magazine and pasting them on a sheet of paper.
5. Visually interpret and express the word "connection" in a drawing of any medium.

All portfolio pieces should be copies of the student's work, submitted on a 8.5 x 11 unmounted, unframed sheet of paper, or work may be submitted on CD-ROM.

How to Submit:

Label everything you submit with the following:

- Name
- Date completed
- Dimensions and medium if appropriate
- Approximate time to complete

The Art Institute of Portland will make every effort possible to protect your portfolio, but the College is not responsible for loss or damage due to shipping or

evaluating your portfolio. Your portfolio will be returned to you as soon as possible IF you have provided a self-addressed, stamped envelope. Portfolios without return postage will be held for six months after receipt for you to pick up. After that time, they become the property of The Art Institute of Portland. It is highly suggested that you DO NOT SUBMIT ORIGINAL WORK.

If an applicant does not meet the requirements for admission to Game Art & Design, admission to the Media Arts & Animation program is encouraged for extended portfolio development.

Where to submit:

Portfolios should be submitted through an Assistant Director of Admissions at The Art Institute of Portland.

Admissions Process:

1. Student submits official application to the Assistant Director of Admissions. Student has 14 days to submit their portfolio after the application has been received.
2. Student is notified by an Admissions Coordinator of placement into Game Art & Design, Visual & Game Programming, or Media Arts & Animation programs.

Admissions Requirements for Returning Students

The Re-Admissions Office provides assistance to those students wishing to return to school following a leave of absence, withdrawal, or suspension. For a smooth transition back into The Art Institute of Portland, students must contact this office located within the admissions department for all information regarding reentry.

International Admissions Policy

All international (nonimmigrant) applicants to The Art Institute of Portland must meet the same admissions standards as all other students (Please refer to Admissions Requirements for all students in The Art Institute's Catalog).

English Language Proficiency Policy

All applicants to The Art Institute of Portland whose first language is not English must demonstrate competence in the English language. Demonstration that English is an applicant's "first" language can be satisfied if the applicant submits a diploma from secondary school (or above) in a system in which English is the official language of instruction. If English is not the applicant's "first" language, the applicant will need to meet the minimum English Language Proficiency standard through submission of an official minimum score on the written Test of English as a Foreign Language (TOEFL) or its TOEFL computer-based equivalent. The minimum written TOEFL score

required is 480 for diploma programs OR 500 for all associate's and bachelor's level degree programs.

Applicants should contact the Admissions Office to determine other examinations for which official scores, equivalent to TOEFL, are acceptable as an alternative to TOEFL.

The above stated English language proficiency requirements are effective November 1, 2004.

Admissions Requirements for Non-Immigrant Students

Applicants seeking to enroll in valid student nonimmigrant status must submit each of the following items:

- A completed and signed Application for Admission Form including required essay;
- A completed and signed Enrollment Agreement;
- Original or official copies of all educational transcripts (high school and, if applicable, university level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;
- Fee for official credential evaluation of non-American educational credentials, if applicable.
- Proof of English language proficiency (see English language proficiency policy);
- A completed and signed Sponsor's Statement of Financial Support; (This statement is not required if the student is self-sponsored);
- Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
- A U.S. \$50 non-refundable application fee and a U.S. \$100 refundable tuition deposit;
- A photocopy of the student's passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
- For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I/94 arrival departure record (both sides);
- For all nonimmigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to The Art Institute;
- Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant seeking to enroll in valid student nonimmigrant status is transferring from a college or

university in the United States, the International Student Transfer Clearance Form is also required.

If the applicant is accepted, he/she will be sent additional information regarding the student visa application process. The Art Institute of Portland is authorized under federal law to admit nonimmigrant students.

Orientation

A required new student orientation is held each quarter prior to the beginning of classes. Students are advised of the dates and times for all orientation activities. The purpose of orientation is to ensure that all new students receive the information and support necessary for a smooth transition into college. Participation in all orientation activities can play an important role in achieving success as a student.

The Student Body

Students come to The Art Institute of Portland from across the U.S. and abroad. The student body is comprised of men and women who have enrolled directly upon completing high school, transferred from other colleges and universities, and who have left employment situations to prepare for a new career.

The Art Institute of Portland is dedicated to bringing out the professional in each of our students. We're proud that so many graduates have become successful in their fields.

We encourage you to visit the school in person. Talk to our students and our teachers. Tour our facilities. You'll see how people just like you are turning their interests and talents into careers. If you would like to schedule a personal visit, or if you have questions, simply call us. We'll be happy to help you.

Non-Degree Students Seeking Admissions

Students enrolling for personal or professional development purposes are not required to enter as degree-seeking students. Bachelor's degree and permission from the Academic Department Director is required. The Art Institute provides no guarantee to students of a favorable degree-seeking admission decision when enrolled in courses under the non-degree-seeking status.

Non-degree-seeking students may not be entitled to all services provided to degree-seeking students (e.g., employment assistance, housing assistance). Comprehensive instructions for applicants wishing to enter as non-degree seeking students may be obtained through the Admissions Office.

Student Financial Services

Securing the Means to Succeed

The Student Financial Services Department works with students and their families to develop a financial plan to support the completion of the student's program of study. We will help you in the completion of the federal applications for grants and loans applicable to your circumstances. Once your eligibility for financial aid has been determined, a student financial aid officer will help you and/or your family develop a financial plan for meeting direct and indirect educational expenses.

Applicant Responsibilities

A student who receives financial assistance is cautioned to remember his or her various responsibilities.

They are:

- to maintain satisfactory academic progress
- to inform staff of any address changes, schedule/program changes or any other status changes that might affect the student's eligibility for financial aid; and
- to renew financial aid and loan applications in advance of financial aid and academic years, as applicable.

Some students may not have applied for financial assistance initially or do apply and are determined to be ineligible for assistance. Be aware that the federal eligibility criteria is periodically reviewed and modified; therefore, any student whose financial circumstances change, or for whom a financial need arises, should contact the Student Financial Services Department.

Financial Aid Programs

Eligible students may apply for financial assistance under the following federal and state programs:

- Federal Pell Grant
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Alaska State Student Loans
- Federal PLUS (Parent) Loan Program
- Vocational Rehabilitation Assistance
- Veterans Administration Benefits

Awards under these programs are based on individual need and the availability of funds. Private loans are also available through alternative Education Loan Programs (not part of state or federal programs).

Merit Award Program

The purpose of the Merit Award Program is to provide scholarships to Art Institute students who show evidence of merit and the motivation to successfully complete the program, but who are unable to enter classes or continue in the program without financial assistance. Applications for Merit Awards are reviewed by a selection committee. Students must meet and maintain a minimum standard of a 2.5 cumulative grade point average (CGPA) to be eligible for awards.

In order to be considered for a Merit Award, the student must meet the following criteria:

- If less than one year of previous postsecondary education, a final high school cumulative grade point average (CGPA) of at least 2.5, or a GED score of at least 501 or 50.1, as applicable.
- If a minimum of one year of postsecondary education, at least a 2.5 CGPA at the previous institution, or
- If presently an Art Institute student, maintenance of at least a 2.5 CGPA while attending The Art Institute.

Exceptions to the academic criteria will be made by The Art Institute President or designee based on other evidence of talent and motivation. Financial need is demonstrated by completing the required financial aid forms. Merit awards are available on a first-come-first-serve basis with a maximum of \$600 per quarter.

The Art Institute of Portland Creative Arts Scholarships

The Art Institute of Portland Creative Arts Scholarship was established in 2000 to offer scholarship support to students pursuing degree programs at the college (donations to this fund are fully tax deductible). Awards are made in the fall quarter; contact the President's Office for applications.

H.E.L.P. Scholarships

The Art Institute of Portland offers the H.E.L.P. emergency scholarship to students who find themselves in rare financial distress. This fund sponsors emergency aid to students to assist in continuing study despite unforeseen financial circumstances. Students must demonstrate the above-stated financial need and may access this fund only once. Contact the Student Financial Services or the Student Accounting Office for details.

Other Scholarships

The Art Institute of Portland offers a number of scholarships specifically designed for high school seniors.

Applications will be available in the fall through your high school teacher or Career Center. You may also

contact the Admissions Office at The Art Institute of Portland for the qualifications.

The Art Institutes system is a member of various local and national organizations that offer scholarships. Winners are selected by committees of artists and professionals who are independent of The Art Institutes.

These national scholarships include the following:

One full-tuition scholarship awarded annually through the National Art Education Association (NAEA) and one full-tuition Scholastic Arts Scholarship. Two full-tuition scholarships are awarded annually through the national commercial art competition of the Vocational Industrial Clubs of America (VICA). The recipients of these scholarships may enroll at any one of The Art Institutes.

The Portland Regional Chapter of the Fashion Group International sponsors a yearly scholarship competition for a \$1,000 merit scholarship of which continuing students at The Art Institute of Portland may apply. Application forms are available from the Department of Apparel Design or from The Oregon Student Assistance Commission in the early winter, and judging of each student's work is done during the spring term by The Fashion Group International Scholarship Committee.

Various businesses, state agencies, and interested parties often provide scholarship opportunities for students. We list only a few here, but there are many more resources for information about scholarships. Contact your high school counselor or local library for more private scholarship sources. The Internet has many Web sites for scholarship and financial aid information. We strongly suggest that you do not pay money for companies offering "scholarship search" assistance, since students can often find the same information free of charge.

Web sites to look at:

www.collegeanswer.com
www.finaid.org — The Financial Aid Information
www.fastweb.com
www.supercollege.com
www.getcollegefunds.org

Payment Plans

The Art Institute's Payment Plan is designed to help students and their families if they are not able to meet their educational costs completely with other financial assistance. In the event there remains a balance of costs following the financial aid process, the Payment Plan allows students/families to spread the balance of costs over the length of a quarter or academic year. In order to be eligible for the Payment Plan, students must first apply for and accept all other forms of financial aid for which they may be eligible. To remain

under the Payment Plan, students must adhere to their agreed upon payment schedule. Full details on the Payment Plan will be provided by the student's financial aid officer at The Art Institute.

In consideration of The Art Institute extending credit in the form of a payment plan, the student understands and agrees that s/he will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the school at the end of the prior month, including but not limited to tuition, fees, housing charges, fines, damages, etc. less the total amount paid to the student's account at the end of the current month including financial aid that the student has been awarded but has not been paid for the quarter provided that the student and/or the student's parents) have completed all the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her student payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all the requirements for financial aid.

Student Accounting

The Student Accounting staff is responsible for the following services: maintenance of permanent student financial records; billing of student accounts; endorsement of all student/parent loan checks and issuance of student refunds.

At the time of initial enrollment, the student develops an estimated financial plan to ensure that all direct expenses, tuition and fees related to the educational process are met. The student or parent/guardian, where applicable, will receive payment notices as outlined on his or her estimated financial plan. The payments are due on or before the date noted on the student financial plan. All payments must be current prior to registration and entry for the following quarter.

A service charge of \$25 will be applied to the student's account for each returned check and/or returned automatic debit/credit charge. In addition, unpaid student accounts may be referred to a collection agency or attorney. The student is responsible for any collection agency fees, attorney fees, and court costs associated with the collection of his/her unpaid account. A student's account that is sent to collections will be reported to a credit bureau.

Refund Policy Prior to Matriculation

Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled

starting date indicated on his or her Enrollment Agreement will be considered a student.

1. All monies paid by applicants will be refunded if they are not accepted for admission, less the \$50 application fee.

2. All monies paid by applicants will be refunded if requested within five business days after signing the Enrollment Agreement and making an initial payment, less the \$50 application fee.

3. Applicants requesting cancellation more than five business days after signing this Enrollment Agreement (and making initial payment) but prior to ninety (90) days before the beginning of classes will receive a refund of all monies paid, less the \$50 application fee.

4. All tuition and fees paid by applicants will be refunded (less the \$50 application fee) if requested within three business days after their first tour of the school and inspection of equipment or if requested within three business days of the student's attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.

5. Applicants who give less than ninety (90) days' cancellation notice will be entitled to a refund of all monies paid to The Art Institute, less the \$50 application fee and \$100 tuition deposit.

6. Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within 30 calendar days after his/her first scheduled class day, whichever is earlier.

Refund Policy After Matriculation — All Quarters

In the event of withdrawal by the student or suspension by The Art Institute from all courses registered during any quarter of study:

1. Prepaid tuition for any period beyond the student's current quarter will be refunded in full.

2. The refund shall be paid as required by federal regulations.

3. The student may voluntarily withdraw by notifying the Registrar's Office in person or in writing. For a student who attended a previous quarter of study and did not indicate that he/she was not returning and fails to show up for class, refunds will be made within thirty (30) days following the first missed class day of the quarter in which the student was expected to return.

4. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the quarter, The Art Institute may modify the tuition refund policy as deemed appropriate

to the circumstances.

5. The calculation of refunds is based on the last day of attendance within the quarter.

Return of Federal Title IV Aid

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan. Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter/semester, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

Adjustment of charges

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws:

Week One	20%
Week Two	40%
Week Three	60%
Week Four	80%
After Week Four	100%

The school will first calculate how much needs to be returned under the Federal Return Of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to Federal Loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), the student.

If kits, components of the kit, books, or supplies, are returned to the supply store in re-salable condition within 7 days of withdrawal, a credit will be given. All refunds and return of funds will be made within 30 days of the date that the student notifies the school (e.g., Registrar's Office) of the withdrawal.

Examples of the calculations for this new policy are available in the Student Accounting Office.

**There is no adjustment of charges for a reduction in registration, or carrying load, but only for total reduction to "zero" credits.*

Student Affairs

Housing

The Art Institute of Portland offers housing assistance to all enrolled students. Student housing is available on a first-come-first-serve basis. Living in student housing is an excellent way to become acquainted with other Art Institute students and become involved in campus life. Resident Assistants (RAs) are students who live in the housing, have demonstrated maturity and responsibility, and have been trained by the housing staff. RAs assist residents in becoming acquainted with each other through social and academic activities and can assist in conflict resolution and problem-solving. The Housing Department also employs full-time, professional Residence-Life Coordinators to assist students with all aspects of residential life.

Apartment information and roommate referrals are available to enrolled students who choose to live outside of student housing. For more information on these and other housing options in the Portland area, please call or visit the Housing Department in the Student Affairs Office.

Arbitration

Any dispute or civil claim (other than disputes or claims regarding non-payment, grades or other academic evaluations) between the student and The Art Institute of Portland or any company that is an affiliate of The Art Institute of Portland, or any of its officers, directors, trustees, employees or agents of The Art Institute or such companies that is not resolved with The Art Institute of Portland or regulatory officials shall be submitted to binding arbitration in the City of Portland pursuant to the rules of the American Arbitration Association. No class action or collective action shall be permitted in such arbitration proceedings. Any award entered shall be final and binding on both parties. Information regarding the arbitration process is available in the Office of the President.

Emergencies

Police, fire, emergency ambulance service: 911

Telephone and Fax Usage

The Art Institute cannot operate a telephone message service for students. Only in case of an emergency will a message be taken for a student. Public phones are located in the Student Commons. Administration and faculty phones and fax machines are for office use only.

Property Rights

The Art Institute is not responsible for the personal property of the students (e.g., books, supplies, equipment, clothing). The student should place his/her name and student number on all items of value. Equipment serial numbers should be recorded and kept in a safe place. Students should review their personal property or homeowners insurance and automobile comprehensive insurance policies to determine whether valuable equipment, such as cameras, would be covered in the event of theft or loss.

Property of The Art Institute

The student is responsible for any college books or equipment used or checked out and is responsible for the cost of repair or replacement of such items in the event they are damaged or lost.

Lost and Found

Lost and Found is located in Student Affairs on the second floor.

Illness or Injury

In the event of illness or injury on college premises or at an college-sponsored function, a student may request transportation to a doctor's office or local hospital for examination and treatment. The student should review personal and/or family insurance policies to determine whether appropriate coverage exists. First Aid kits are available in several locations on campus.

Smoking

The Art Institute is a non-smoking environment. There is no smoking in classrooms, hallways, or offices. Smoking is allowed outside and only in designated areas.

Student Health Insurance

Health insurance is available through the Student Accident and Sickness Insurance Program. This plan is available to both domestic and international students and their dependents. Premium payments and medical claims are handled directly by the insurance company. Interested students may obtain information from the Student Affairs Office. International students must provide proof of insurance coverage prior to starting school. If no proof of insurance is given,

the international student must purchase the health insurance plan made available through The Art Institute.

International Student Advising

Students come from all over the world to attend The Art Institute of Portland. The International Student Advisor is the key contact for all international students. The advisor provides assistance and guidance regarding procedures and policies regarding immigration law and serves as the Designated School Official. The International Student Advisor will consult with and advise students in order to help the student maintain compliance with federal regulations and to assist in making this educational and life experience a positive one.

Parking

Parking for students is available in the underground garage, on city streets, and in nearby structures. The Student Affairs Office can provide information on parking options in the area.

Transportation

Since parking is expensive, students are encouraged to use public transportation. The campus is well-served by Tri-Met, with the Max light rail five blocks away, and the Portland Streetcar directly next door. The Student Affairs Office can provide further information on transportation

Counseling and Disability Services

Counseling

Counseling is available to alleviate emotional problems as well as assist students in recognizing and cultivating their own abilities and resources. The role of the counselor in this framework is to facilitate self-awareness of problems that limit or prevent students from achieving academic success and personal satisfaction. Some common concerns confronting students include distressing feelings, low self-confidence, getting along with others, self-defeating behaviors, academic problems, sexual identity concerns, and decision-making dilemmas. The Office of Counseling and Disability Services provides assistance for a variety of concerns through individual and group counseling, workshops/outreach activities, community referrals, advocacy, and crisis intervention.

Disability Services

The Art Institute of Portland provides accommodations to qualified students with disabilities. The Disability Services Office assists qualified students with

disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Portland.

The Art Institute of Portland is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disability Services Office. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs, telephone number (503) 382-4713. Complaints will be handled in accordance with the school's complaint procedures.

Career Services

The Art Institute of Portland has a Career Services Center to assist in-school students in locating and securing part-time and freelance* work, and to later assist eligible graduates in locating and securing full-time, field-related employment.

Career Services also provides workshops on topics such as salary negotiations, resume writing, and job search skills. These workshops are free of charge and are available to students and alumni.

Experienced graduates from The Art Institute of Portland may access our alumni Web site at <http://www.alumniconnections.com/ArtInstitutes/>.

**Students must be in good standing to qualify for freelance work - make an appointment with an advisor for details.*

Full-time Services

Aggressive efforts are made in developing and maintaining employer contacts through research, client visits, promotional materials, and recruiting events. Portfolio shows are held quarterly to enhance employment possibilities for graduates. These services are available as students approach graduation. While The Art Institute provides career services, it cannot guarantee employment or any particular level of compensation following graduation. The Art Institute does, however, offer resources in finding employment to all graduates at no additional charge.

Part-time Services

A Student Employment Advisor is in contact with potential employers in order to assist in-school students with securing part-time jobs. An employment bulletin board listing local part-time jobs is located in

the Student Commons. The student is expected to follow up on all leads accepted and report progress to the advisor. The student also is expected to arrive on time and be appropriately dressed for scheduled interviews.

Additional Services

Other resources such as local career events, information on Internet resources, professional associations and directories are also available. Individual appointments are available during regular business hours: 9 a.m. – 6 p.m. Monday – Thursday; 8 a.m. – 5 p.m. Friday.

Graduate Employment Information

The Art Institute of Portland maintains graduate employment information. For specific employment data, contact Career Services.

Education Administration & Services

The Education Department is the “heart” of The Art Institute of Portland. Department administrators and faculty members have been carefully recruited to assure excellence in the educational process. Faculty members not only have appropriate academic credentials, but also in many cases, professional experience and backgrounds in the career-related areas they teach. Further, they have been selected because they enjoy communicating and working with students. Overall, faculty are selected on the basis of their academic and professional credentials, and must demonstrate that they are capable communicators and conscientious professionals.

Students come to The Art Institute to prepare for employment in the career field of their choice. They do not come only for the purpose of earning credits or degrees. The entire focus of the educational process is devoted to the development of employable skills and professional attitudes so that graduates are prepared for the career field. It is very important that the student use every resource at his/her disposal and get the maximum benefit from every course undertaken. The student should consult with instructors and department administrators any time there is a need for additional support services.

Academic Advising

Academic advising is provided by the Academic Department Directors, two full-time advisors, the Dean of Academic Affairs, and select faculty. The student's academic advisor is his/her Department Director, unless he/she is notified otherwise. Students must consult quarterly with an academic advisor in designing their academic program. New students will receive initial academic advisement by the appropriate Academic Department Director.

Registration Procedures

The continuing enrollment registration for in-school students takes place during the seventh week of each academic quarter. Appropriate notices regarding the time and place are posted in advance. Before registering, a student should consult the schedule of classes. To register, continuing students should select their courses from the schedule with the assistance of their academic advisor and submit their registration forms to the Registrar's Office during the seventh week of classes. New students should select their courses with the assistance of an academic advisor and submit their registration forms to the Registrar's Office. A great amount of course, instructor, and classroom scheduling takes place in the short period between registration and the start of classes. Therefore, it is very important that every student register on time. Students who register late will be subject to schedule delays and course selection on a space-available basis.

Academic Overload

Registration for more than 18 credits per quarter is considered academic overload. Students must justify their need for an overload schedule and obtain approval from their advisor and the Dean of Academic Affairs for the overload. Students who are in their first quarter of coursework will not be permitted to carry an overload.

Responsibility for Maintaining Accurate Registration

It is the student's obligation to add, drop, or withdraw from classes before the published deadlines. This applies even if the student has never attended class. Applicable dates are printed in the Course Schedule, sent via email, and are posted around campus.

Schedule Adjustment

Any request to make a schedule adjustment, e.g., to add or drop a course, must be completed and turned in to the Registrar's Office prior to the end of the designated course adjustment period. There is no fee or grade associated with this procedure if completed during the schedule adjustment period. The schedule adjustment period runs through the first week of classes. To add or drop a course, the student must complete a schedule adjustment form, available from

the Registrar's Office. The signature of the student's academic advisor is required to make any changes to the student's schedule.

A course dropped during the first week of classes will not appear on the student's permanent record, unless the student is withdrawing from the college (see "Withdrawing from School" section below). A course dropped after the first week and by the end of the ninth week of classes will be recorded on the student's transcript as a "W" for withdrawal, and the student will receive no refund of tuition. Courses dropped after the ninth week of classes will be assigned a "WF" code, which indicates withdrawal after the ninth week. Non-attendance of courses does not constitute an official withdrawal. A student who discontinues course attendance without official withdrawal will receive an "F" grade for the course (also see "Automatic Attendance Withdrawal" section).

Both full-time and part-time students receiving financial aid who plan to drop courses must contact the Financial Planning Office because a reduced course load may affect a student's financial aid status and it may change payment arrangements.

International students who plan to drop courses must contact the International Student Advisor prior to making any schedule changes because a reduced course load may affect the international student's legal status with the Department of Homeland Security.

Withdrawing from School

Students withdrawing from school will receive a "W" for a grade ("WF" for students withdrawing in Weeks 10–11). It is the student's responsibility to notify the registrar, either in person or in writing, of intent to withdraw from school. Students should consult their Enrollment Agreement for refund calculation information.

Course Changes

The Art Institute reserves the right to alter or change course titles, course content, or the sequencing of courses at any time necessary for the purpose of enhancing the education program.

Program and Attendance Status Change

A student who alters his or her academic progression in any manner is considered to be making a "status change." Basic status changes include:

- an enrollment change from one program of study to another;
- a withdrawal, leave of absence, suspension, or termination of studies;
- transferring from one Art Institute to another.

Students wishing to request an academic status change must receive approval first. Status Change forms and procedural details are available at the Registrar's Office.

Starting Classes

The Student must clear any holds by the first week of the quarter or the student may not be allowed to attend.

Class Scheduling

The student's class schedule is available on or before the first day of class each quarter. The Art Institute reserves the right to make any schedule changes dealing with courses, room assignments, instructors, session assignments and student reassignment, as deemed appropriate by the Dean of Academic Affairs.

Grade Reports

The student is issued a final grade report at the end of each academic quarter for all courses during that quarter. Grade reports are available at the student's On Line Services (OLS) account. A printed copy is available at the Registrar's Office after the close of each quarter. Grades are not released by telephone. Students who have failed to make payment of tuition, library fines, or other required fees may have grades withheld until total payment is made. If a student has questions about a grade that has been issued, the student should contact the instructor of the course in question immediately. At the latest, questions regarding grade issues should be made in writing to the instructor of the course by the end of the first week of the succeeding quarter (the quarter following the quarter in which the grade was assigned). When writing the request, the student should also submit a copy to the department director supervising that course. Please see the section entitled 'Student Grievance Procedure' for further information.

Online Services

Online Services (OLS) is a dynamic Web site for current students that provides secure, password-protected, Internet-based services. A student can view her/his own grades, schedule and holds – from any location. Students are issued an OLS account, with access to the student and faculty email directories; an email address; and a personal Web site that they can design, present and maintain. Student email is the primary means for distribution and notification of the quarterly Schedule of Classes, textbook lists, important dates and information, and weekly news bulletins. Student OLS email, in turn, can be forwarded to other email addresses.

Field Trips

Field trips are one of many important elements of the educational experience at The Art Institute of Portland. On-site visits allow for first-hand

observation of principles and concepts introduced in the academic environment. Attendance is taken on all field trips, and the standard course rules for absence apply. The field trip is part of the syllabus for the class. Important information may be conveyed only in a field experience as opposed to a lecture or reading assignment. At all times students are representing The Art Institute as well as making important future business contacts for themselves. Since manufacturers, retailers, designers, advertisers, and others willingly give their time for the benefit of our students, it is common courtesy to be prompt and attentive. Students are required to provide transportation to local field trip locations (car, car pool or public transportation). Those students who provide car pool assistance to fellow students should be certain they have adequate insurance coverage. The Art Institute is not responsible in the event of an accident. Field trips outside the local area (more than 75 miles) generally involve prearranged public or private transportation and, in some instances, overnight accommodations. Students who participate in these field trips are required to complete a travel release form to assure their understanding of the conditions established for such a trip.

Inclement Weather Announcements

In the event of inclement weather, please listen to radio and television announcements to determine whether The Art Institute of Portland will be open. Most TV station home pages have a "School Closure" link.

The Art Institute offers both day and evening classes. Even if day classes are cancelled, weather conditions may improve enough to permit evening classes. Classes are canceled when the college is closed; during Finals Week, exams are postponed.

Ultimately, each individual should make his or her own determination about the safety of commuting to The Art Institute in hazardous conditions. If the student chooses not to attend, he or she should take the initiative to make arrangements with instructors to make up missed class or studio hours.

Guests/Visitors

Guests, including a student's family members, are not allowed in the classrooms, labs, library or other work places. Classrooms and labs are professional environments and guests can be a distraction from the educational goals at hand. Classroom space and equipment are for student use only. All guests must sign-in and be issued a visitor's badge while on campus, and be escorted by staff or faculty at all times while on Art Institute property.

Administrative Information

Identification (ID) Cards

All students are issued an ID card which must be worn at all times while on campus. The card is needed for various purposes including checking out books and resource materials from the Learning Resource Center, use of laboratories, facilities access, and checking out training equipment. (See information under "Property of The Art Institute.") There is no charge for the student's first ID card. There is a \$10 replacement charge for each additional ID card.

Change of Address or Phone Number

Students must notify The Art Institute of any permanent or mailing address changes. To do this, a student should complete a change of address form available from the Registrar's Office.

Name Change

Misspelled names on official college documents may be corrected by presenting a current driver's license or passport to the Registrar's Office. A currently enrolled student who wishes to change his/her name must present legal documentation to the Registrar's Office.

Transcript Requests

Official copies of transcripts are available through the Registrar's Office. Requests must be in writing and include the student's name, years attended, ID number, signature, and return address. Transcript request forms are also available in the Registrar's Office. Transcript cost is \$3 each. This cost applies to official and unofficial transcripts. Transcripts will only be issued to students who are in good financial standing with the Administrative and/or Student Financial Services Offices and who do not have an academic hold on their records. (The Art Institute maintains custody of Bassist College academic records.)

Veterans' Information

Programs are approved for the training of veterans and the children of deceased or disabled veterans. Veterans considering entering The Art Institute of Portland are expected to meet admission requirements appropriate for their educational backgrounds and follow the instructions under "Admissions Procedures." Students with questions concerning their eligibility should contact the registrar or their nearest Veterans Administration Office.

Academic Policies & Procedures

The Art Institute of Portland maintains academic policies to assure a quality education process and provide meaningful measurements of student academic progress.

Academic Grading System

The grading system incorporates letter grades and codes with the following numeric equivalents and definitions:

Equivalent Letter Grade	Grade Points	Additional Letter Codes
A	= 4.0	K = External Transfer Credit
A-	= 3.7	P = Proficiency Credit by Exam
B+	= 3.3	S = Suspension from Course
B	= 3.0	T = Termination from Institute
B-	= 2.7	TR = External Transfer Credit
C+	= 2.3	W = Withdrawal from Course (first 9 weeks)
C	= 2.0	WF = Withdrawal (after 9th week)
C-	= 1.7	
D+	= 1.4	
D	= 1.0	
F	= 0.0	

Advance Course Credit (TR or P):

Course credit transferred from another accredited postsecondary institution is assigned a "TR" code. Credit awarded on the basis of an exam is assigned a "P" code. Such credit is applied to the total credits required for graduation, but has no letter point value and is not computed in the cumulative grade point average (see section entitled "Credit by Challenge" for more information).

All transfer credits must be approved by the Education Department.

Pass/No pass (PA/NP) Grading:

Grades of "PA" and "NP" are used for Internships and transitional studies courses. The "PA" grade indicates successful completion (grade "C" or better); the "NP" grade indicates unsatisfactory performance (grade "C-" or less). "PA"/"NP" grades are not calculated into the GPA.

Suspension:

The student who is suspended from a program is effectively dropped from all courses on the date the action takes place. The resulting "W" and "WF" grades may entail additional academic action pursuant to the Satisfactory Academic Progress Policy. The suspended student cannot continue without appeal and approval.

Termination:

A student who is terminated from The Art Institute during the quarter receives "W" or "WF" grades at the time of the action. The terminated student cannot attend.

Withdrawal (W/WF):

The student who withdraws from a course or from the program during the first nine weeks of the quarter will be assigned a "W" code for each course. The "W" code is not used in the computation of the student's grade point average; however, "W" credits are counted toward total credits attempted. The student who withdraws from a course or from the program after the ninth week of the quarter will be assigned a "WF" code for each course. The "WF" code is the equivalent of a grade of "F" and is used in computing the student's grade point average.

Students wishing to withdraw from The Art Institute of Portland must file an official status change form with the Registrar.

Incomplete (I):

A student who, due to medical or other exceptional causes, cannot complete the required class work must document his/her situation and submit a written request for an incomplete grade to be entered. The instructor, the Academic Department Director, and the Dean of Academic Affairs must approve the grade and assign a timeline for the work to be completed. Incompletes must be requested and approved no later than the end of the quarter for which the incomplete is requested. To remove an incomplete, a student must complete the required coursework before the next quarter commences. If a student does not comply within the timeline or does not complete the work, an "F" grade, or the grade calculated by the instructor on the incomplete form, will be entered to replace the incomplete.

To initiate a request for an incomplete grade, the student must fill out an incomplete form and submit it to his/her instructor. The instructor will obtain the required signatures (student, faculty, department director, and Dean of Academic Affairs) and submit the completed form with final grades.

Course Waived (WV):

In certain unusual situations, and through petition of the appropriate academic department director, the Dean of Academic Affairs may waive (WV) a required course.

No course credits are granted for a "WV." Additional coursework must be taken in the same content area of the waived course to earn credit for degree requirements.

Repeated Classes:

Grades of "F," "W," "WF," "S," or "T" are included in the maximum attempted credits calculation and

incremental completion rate (ICR) requirements for academic progress. Grades achieved in repeated classes will replace grades of "F," "W," "WF," "S," or "T." The highest grade earned will be used in computing the GPA and awarding credit toward graduation. Grades of "I" (Incomplete) are calculated as a grade of "F" when determining a student's academic progress.

Academic Performance Measures

Student academic performance is recorded, reported, and monitored by the Registrar on a quarterly basis using the following measurements:

Grade Point Computation:

The grade point for an individual course is computed using the equivalent grade points shown under the Academic Grading System. The total grade points for the individual course are determined by multiplying the letter grade equivalent grade points times the credit hours for the course.

Quarterly Grade Point Average:

The quarterly grade point average (QGPA) is computed by dividing the total grade points earned for all courses attempted in the quarter by the total credits attempted for that quarter.

Cumulative Grade Point Average:

The cumulative grade point average (CGPA) is computed by dividing the total grade points earned for all courses attempted at The Art Institute by the total credits attempted. The resulting CGPA is expressed as a whole number and a tenth, e.g., 2.5, 3.2. The CGPA is used in all evaluations of student academic progress and/or standing.

Faculty Grading Scale

Letter Number	Grade Rating
A =	95–100 = Excellent
A- =	90–94
B+ =	87–89
B =	83–86 = Good
B- =	80–82
C+ =	77–79
C =	73–76 = Satisfactory
C- =	70–72
D+ =	67–69
D =	62–66 = Marginal
F =	Below 62 = Failure

The Art Institute of Portland does not have grades of A+ or D-.

Transfer Credit

Generally, credits and coursework of accepted transfer students are evaluated by the Registrar's Office. Generally, transfer credit is granted only for courses taken prior to matriculation at The Art Institute at other regionally accredited colleges or universities or at international institutions recognized by relevant ministries of education. Grades of "C" or above are accepted for transfer. Transfer credit for courses is allowed to a maximum of 60 credits toward an associate's degree. Transfer credit for courses is allowed to a maximum of 135 credits toward a bachelor's degree; of these credits, a maximum of 90 credits can be from lower division coursework.

Approval of transfer credit toward major requirements for courses taken at another regionally accredited college or university must be made by the Academic Department Director of the subject field in question and/or the Registrar's Office.

Transfer course credit is not calculated in maximum attempted credits or incremental completion rate requirements, but transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit is one and one half times the number of credits required for the individual to complete the program at The Art Institute.

Grades for credits transferred, if applicable to the program, will be recorded as "TR" credit and will not affect the student's CGPA. Grades from classes from another program at The Art Institute of Portland, however, do count toward the student's CGPA (except in cases in which a student has graduated from The Art Institute in one major, then subsequently begins work in a different major; in such cases the previous CGPA in the program from which the student graduated will not be applied to the student's new program CGPA calculation).

Credit Transferability Statement

The Art Institute of Portland is authorized by the Office of Degree Authorization, State of Oregon, to confer the Associate of Arts, Bachelor of Science and Bachelor of Fine Arts degrees, and is accredited at the baccalaureate level by the Northwest Commission on Colleges and Universities (NWCCU). However, the fact that an institution is accredited is not necessarily an indication that credits earned at that institution will be accepted by any other school. In the United States educational system, transferability of credit is determined by the receiving institution. It is the student's responsibility to confirm whether or not credits earned at The Art Institute of Portland will be accepted by another institution. The mission of The Art Institute of Portland is to help students prepare for entry-level employment in their chosen field of study. It is very unlikely that the academic credits students earn at The Art Institute of Portland will transfer to another institution.

Programs offered by one institution within The Art Institutes system will not always be identical to similar programs offered at other institutions within the system, due to differences imposed by state law, differing requirements of different accreditation agencies, use of different instructional models, and regional differences between employers in subject fields taught in the system. Therefore, not all of the credits earned at The Art Institute of Portland may be transferable to another institution within The Art Institutes system. The Art Institute of Portland does not imply, promise, or guarantee transferability of its credits to any other institution.

Non-Regionally Accredited Institutions

The Registrar's Office is authorized to evaluate credits transferred from unaccredited colleges or universities only after a student has completed 15 quarter credits of coursework at The Art Institute of Portland. Such credits are evaluated in accordance with the policies and procedures listed in "Transfer Credit Practices," published by the American Association of Collegiate Registrars and Admissions Officers.

Credit will not be given for courses from business colleges or other schools not officially recognized as institutions of higher learning. Credits earned in trade or technical schools or through the National Home Study Council are not transferable to The Art Institute of Portland. Admitted students from such institutions may challenge course offerings by means of examination.

The Art Institute awards an Associate of Arts, Bachelor of Science or Bachelor of Fine Arts degrees to graduates of its degree programs. To graduate, students must have a cumulative grade point average of not less than 2.0. Students are required to complete the degree requirements listed for their specific degree and major in the Programs of Study section in this catalog. In addition, the candidate for graduation must have fulfilled all financial obligations.

To be qualified to graduate, the student must:

1. receive a passing grade or credit for all required coursework.
2. earn the required credits in each of the disciplines for their major.
3. achieve a minimum CGPA of 2.0.
4. satisfy all financial obligations to The Art Institute.
5. satisfy the residence requirement of 45 credits at The Art Institute of Portland.

Attendance Policies and Procedures

The student is expected to attend all classes as scheduled, on time, and to remain in the classes for the full duration. The attendance recording, monitoring and follow-up procedures are as follows:

Full Absence Definition:

A full day of absence is defined as being absent for the number of hours classes are scheduled each day for the program in which the student is enrolled. Absences are recorded from the first day of the quarter irrespective of the reason for absence.

Partial Absenteeism:

The student who arrives late for class, or leaves class early, is charged with partial absenteeism.

Automatic Attendance Withdrawal

Students who fail to attend class for 10 consecutive regularly scheduled days of a quarter, and fail to notify the Registrar of an intent to withdraw prior to the last day of that period, will be Attendance Suspended and will receive a "W" or "WF" grade depending on the date of suspension. If automatically withdrawn for attendance reasons, the refund policy stated in the Student Financial Services section will apply.

Students who fail to attend class for the first week of the term, and fail to notify with cause the Registrar of a delayed start, will have their registration voided and will be withdrawn from the Institute.

The following policy applies to traditional 10 or 11 week sessions only.

Leave of Absence Policy

Students in good academic standing who have attended The Art Institute for a minimum of one full quarter are eligible for a leave of absence. A student may take two quarters off from The Art Institute in the form of a "leave of absence." A leave of absence may not be taken in lieu of a suspension or termination quarter. A request for a leave of absence is directed to the Assistant Director for Readmissions in the Admissions Office. The request must, in all cases, be made prior to the start of the first quarter the student will not be attending. In such cases, the student must re-enter within two quarters after the quarter the leave of absence began. If, in such cases, the student does not return during the appropriate quarter, the student will be considered to have withdrawn from The Art Institute. Students who take advantage of the leave of absence policy may lose their guaranteed tuition rate.

Note: For federal aid purposes, a student may receive multiple leaves of absences not to exceed 180 days in any twelve month period.

Students pursuing the Bachelor's degree, after completion of three consecutive terms of study, are entitled to a one-term special leave of absence, without increasing their current tuition rate.

Course Information

Quarter Credit Hour

All coursework at The Art Institute is measured in quarter credit hours. One quarter credit hour is awarded for each 10 classroom contact hours of lecture, 20 classroom contact hours of laboratory/studio instruction, or 30 contact hours of internship. One classroom contact hour is defined as 50 minutes within a 60-minute period. The student is assumed to devote appropriate time to preparation and study outside the classroom. Measurements in credit hours or the listing of credits for courses does not imply transferability into programs at other postsecondary institutions.

Student status based on credit hours is defined as follows:

Full-load degree programs:

The full-load schedule for a particular program is 15 credits (12 credits in evening programs).

Full-time:

Financial aid eligible, enrolled in 12 credit hours or more in an academic quarter.

Three-quarter-time:

Enrolled in 9–11 credit hours in an academic quarter.

Half-time:

Enrolled in 6 credit hours in an academic quarter.

Less than half-time: Enrolled in 1–5 credit hours in an academic quarter.

Academic Year:

36 quarter credit hours and 3 quarters.

Course Numbering System

Courses numbered 0–99 are non-credit or pre-college "transitional" courses not applicable toward degree requirements. Course numbers 100–299 are lower-division level. Courses number 300–499 are upper-division level.

Academic Classification

A student has freshman standing until successful completion of 36 credits, sophomore standing for completion of 37–90 credits; junior standing for completion of 91–135 credits, and senior standing when more than 135 credits have been completed.

Prerequisites

A prerequisite indicates an academic requirement that must be met prior to taking particular courses. Prerequisites are noted at the end of course descriptions. Students must earn a passing grade in prerequisite courses before enrolling in subsequent coursework. If relevant knowledge or experience is demonstrated and/or documented, the appropriate department director may waive the prerequisite requirement.

Credit by Challenge

Students who feel they have the requisite experience and skills may seek to challenge certain Art Institute of Portland courses by examination. Under this provision, students are awarded credit by successfully passing an examination composed and administered by a faculty member who is or has been directly involved in teaching the course. Courses that may be challenged are so indicated in the course description. Credit by examination is not offered for internships. Students interested in challenging a course should contact the Academic Department Director of that course to discuss the general content of the exam. It is the student's responsibility to file the appropriate paperwork and follow the procedures below to challenge a course.

In order to pass the challenge examination, the student must receive a grade of "B" or better on the examination. Upon successful challenge of a course, a "P" code is assigned. Such credit is applied to the total credits required for graduation, but has no letter point value and is not computed in the cumulative grade point average. A maximum of nine credits may be earned by challenge exam and applied toward graduation. A student may only attempt a challenge examination one time per course.

The fee for challenging a course is \$100 and is non-refundable. Financial aid recipients cannot use financial aid dollars to challenge classes. Challenge forms are available from the Registrar's Office.

AP and CLEP Programs

Students who have successfully completed Advanced Placement courses in high school, or have earned credits in the College Level Examination Program may be able to use those courses toward graduation requirements for their program. For further information on the evaluation of such credits, contact the Registrar's Office.

Satisfactory Academic Progress Policy

Introductory Summary

Applicable to every student enrolled in a degree program at The Art Institute, the Satisfactory Academic Progress Policy (SAPP) ensures that students make satisfactory progress towards a successful completion of the academic program. The criteria and standards are set to recognize exemplary academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress Policy complies with requirements of The Art Institute's accrediting commissions along with federal regulatory guidelines. A student must demonstrate academic progress by successfully completing the classes attempted. Completing classes with "C" or better grades indicates academic progress. Receiving "C-" or lower grades and/or dropping classes may mean students are academically at risk. Poor academic performance may lead to academic probation and/or termination. It is very important that students attend all registered classes and complete them successfully. Should a compelling reason arise to cease attendance, it is the student's responsibility to immediately contact the academic advisor or department director to discuss best options.

The following criteria are used to determine whether or not a student is making academic progress:

- Maintain a minimum acceptable cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable credit hour time frame.

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. When mitigating circumstances exist, a student may appeal an academic termination. If the appeal is denied, the student will be terminated. The Satisfactory Academic Progress Policy contains the following sections:

- I. Criteria for Honor Designations;
- II. Minimum Standards for Academic Progress;
- III. Consequences for Failing to Meet the Minimum Standards;

IV. Procedure for Appealing Academic Termination;

V. Procedure for Reentry after Academic Termination; and

VI. Explanations of Related Issues. The school has the right to modify the satisfactory academic progress policy at any time.

I. Criteria for Honor Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarterly basis and upon graduation.

A. Quarterly Honor Designations

Any student who enrolls for and completes 12 credits or more of coursework, has no incomplete grades outstanding, and meets the following criteria, may receive the corresponding designation:

Quarter GPA	Honor Designation
4.0	President's Honor Roll
3.7–3.9	Dean's Honor Roll
3.5–3.6	Honor Roll

Once computed for a given quarter, Honor Designations are not recomputed. Late grade changes are, therefore, not reflected in any of the Honor Rolls.

B. Honor Designation at Graduation

Students who graduate with a CGPA of 3.5 to 3.7 will graduate with Honors. Students who graduate with a GPA of 3.8 to 4.00 will graduate with High Honors. (Transitional studies classes are not considered when evaluating honor designations.)

II. Minimum Standards for Academic Progress

To maintain academic progress, each student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average;
- Achieve the minimum incremental completion rate; and
- Complete the program within a maximum allowable time frame.

A. Cumulative Grade Point Average (CGPA)

To continue enrollment in an academic program, a student must:

- Achieve a minimum CGPA of 1.0 at the end of first

quarter of attendance and thereafter.

- Achieve a minimum CGPA of 1.5 at the end of the third quarter of attendance and thereafter.

- Achieve a minimum CGPA of 2.0 at the end of the fifth quarter and each quarter thereafter.

All grades except "W," "P," "TR," and transitional studies courses are calculated into the CGPA. "W" is included in the maximum allowable credit calculation and incremental rate requirements. "P" and "TR" will reduce the maximum allowable time frame.

A new student who withdraws in the first nine weeks of the quarter may return the next quarter in a probationary status. The student must also appeal for financial aid reinstatement with the Director of Student Financial Services.

B. Incremental Completion Rate (ICR)

To continue enrollment in an academic program, a student must also:

- Successfully complete at least 60% of the cumulative attempted course credits at the end of the fourth quarter and any subsequent quarter through the seventh quarter.

- At the end of the student's eighth quarter and thereafter, the student must have successfully completed at least 66.66% of the cumulative attempted course credits.

C. Maximum Allowable Credit Hour Time frame

To be awarded the designated degree of the academic program, the student must successfully complete all the program requirements within 150% of the degree program's required total credit hours. For current programs in this Catalog:

- A student in a 105-credit associate's degree program can attempt no more than 157 credits.
- A student in a 180-credit bachelor's degree program can attempt no more than 270 credits.

A student with transfer credit can attempt no more than 150% of the credits remaining for graduation. Note: The point of evaluation for the student's academic progress is at the end of each quarter.

III. Consequences for Failing to Meet the Minimum Standards

A student failing to achieve any of the minimum standards of the three criteria as described in the preceding section will face the corresponding administrative actions or corrective actions.

A. Academic Probation:

1. Academic Probation for any new student who withdraws in the first nine weeks of the quarter (first nine weeks in a student's first term) may return on a probationary status.

2. Academic Probation for any student who has a CGPA >1.5 and < 2.0 at the end of the third quarter of attendance.

3. Second Academic Probation for any student who fails to achieve a CGPA of 2.0 after the first Academic Probation.

4. Academic Probation for any student who fails to complete at least 55% of all attempted course credits at the end of the second quarter.

5. Academic Probation for any student who fails to complete at least 60% of all attempted course credits at the end of the third quarter of attendance.

6. Second Academic Probation for any student who fails to complete at least 60% of all attempted course credits at the end of the first Academic Probation.

- A student must show improvement in academic progress over the previous quarter or be terminated.
- A student may not be placed on Academic Probation for more than two consecutive quarters.
- A student on academic probation status is deemed to be making satisfactory academic progress.

B. Academic Termination:

A student will be placed on Academic Termination for any of the following conditions:

1. CGPA below 1.0 at the end of the first quarter of attendance and thereafter.

2. CGPA below 1.5 at the end of the third quarter of attendance and thereafter.

3. CGPA below 2.0 at the end of the fifth quarter of attendance.

4. ICR below 60% of the cumulative attempted course credits at the end of the fourth quarter of attendance up through their seventh quarter.

5. ICR below 66.66% of the cumulative attempted course credits at the end of the eighth quarter of attendance and each quarter thereafter.

6. Failing to meet the minimum academic standards) after being placed on Academic Probation for two consecutive quarters.

7. Failing to complete all program requirements within the maximum allowable time frame.

8. Failing to pass a transitional studies course after three attempts.

Please note that a student may be terminated for academic reasons without previous academic action.

C. Denial of Graduation with a Degree

Any student failing to achieve a CGPA of 2.0 at the completion of all required program credits will not be allowed to graduate and will not be awarded a degree.

IV. Procedure for Appealing Academic Termination

Any student wishing to appeal an academic termination may do so in writing to the Dean of Academic Affairs. The written appeal must state the mitigating circumstances that contributed to the termination. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed.

The Dean of Academic Affairs or a committee will review a student's appeal and will determine whether the student's circumstances) and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the Dean or the Committee.

Examples of mitigating circumstances include death in the immediate family; hospitalization of a student; documented medical problems; and other special circumstances such as independently documented work-related transfers, natural disasters, and family emergencies. Mitigating circumstances are generally events that are outside the student's control and are unavoidable.

A student who is granted an appeal may be reinstated and if otherwise eligible, receive financial aid; however, the student will be placed on probation for that quarter.

V. Procedure for Reentry After Academic Termination

A. Termination Re-entry Process

A student terminated for violating the SAPP must appeal in writing to the Dean of Academic Affairs for reentry before the start of the quarter in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her not to meet the minimum standards of the SAPP must go through the same appeal process. The appeal procedure described in the preceding section applies.

If the appeal is granted, the re-entering student will be placed on probation during the quarter of return. The student must meet the minimum standards of the SAPP to continue in the program. The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meets or exceeds the minimum requirements.

Some form of academic evaluation must be conducted by the Dean or review committee to determine that the student has the desire and the academic ability to progress satisfactorily in the program. A student is allowed one and only one reentry appeal after being academically terminated.

B. Art Institute Student Re-entry Process

Any student who has left The Art Institute for any time period must go through the formal reentry process and each student's academic status must be reviewed before they can be considered for reentry. For details, please refer to The Art Institute's procedure for readmission.

VI. Explanations of Related Issues

A. Calculation of CGPA

A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totalling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Art Institutes use a 4.0 scale in assigning grade points.

[The CGPA is calculated by rounding up to the nearest tenth if the last digit is five or greater. It is rounded down to the nearest tenth of the last digit if less than five, e.g., 1.95=2.0; 1.94=1.9]

A term's CGPA does not calculate if there is a missing grade. SAPP is run individually when a missing grade is received.

B. Repeated Courses and Grades

Grades achieved in repeated classes will replace the "F," "W," or "WF." However, original grades for repeated classes remain on the student's transcript. Grades of "F," "W," or "WF" are included in the maximum allowable time frame and incremental completion rate requirements in attempted hours. The grade of "I" indicates Incomplete and is calculated as if it is an "F" until it is changed to another grade.

Students may also retake a class in which they received a passing grade in order to improve their CGPA.

C. Remediation of Academic Deficiencies

It is strongly recommended that any student with "W" or "F" grades register for the same courses in the subsequent quarter to improve academic achievement.

D. Transfer Credits

Credits from transfer courses are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation.

Grades for credits transferred from any postsecondary institution will be recorded as "TR" and will not affect the student's CGPA.

Grades from courses taken in a program at the same Art Institute, if applicable to a transfer program, will be recorded and will affect the student's CGPA.

In cases in which a student has graduated from The Art Institute in one major, then subsequently begins work in a different major, grades used in the CGPA of the previous program will not be applied to the student's new program CGPA calculation.

E. Change of Major

Students are allowed only one change of major. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate's degree program to a bachelor's degree program for the same major is not considered a change of major.

F. Transfers

A student must be in satisfactory academic standing to be allowed the opportunity to transfer from one Art Institute school to another.

G. Merit Award

Students who earn a CGPA of 2.5 or greater are also eligible to apply for the Merit Award Program (see Student Financial Services).

Academic Changes

Students must complete an Academic Change Form when they want to file a change of major, a change of degree (associate to bachelor's or vice versa), or a change of catalog. In all of these cases, students are advised as follows:

1. A re-evaluation of transfer credits and credits taken at The Art Institute will be done in order to fit the new major, degree, or catalog. It is possible that all previous credits may not apply to the student's new degree requirements.
2. In the case of change of catalog, the change is not reversible; the student forfeits all rights and privileges as defined in the older document.
3. The student's financial plan may be affected; the student should contact the Student Financial Planner as part of the inquiry process.
4. The student will have to sign a new Enrollment Agreement, and,
5. The student may only change her/his major once. An Academic Change form may only be completed for majors and

degrees in effect at the time the form is completed and signed by the student. Students may choose to remain on the catalog in effect at the time of their entry or change to the catalog in effect at the time of the change. A student may not change to a major or a degree that is no longer offered.

Degree Requirement Expiration

Students who remain continuously enrolled or take an approved leave of absence may choose to graduate under the degree requirements of the catalog in effect at the time they began their studies (matriculated) at The Art Institute of Portland or under a subsequent catalog's degree requirements after completion of an Academic Change Form. Students must complete all degree requirements within 150% of the standard credit hour program length (defined in terms of number of credits) to stay within the maximum allowable time frame of the Satisfactory Academic Progress Policy. Students who leave the Art Institute for any reason other than an approved leave of absence may lose their right to continue under their initial catalog's degree requirements. If reentry occurs while their original catalog is in effect, students will be allowed to continue on those degree requirements. However, if they reenter when a subsequent catalog is in effect, students will need to fulfill the requirements of the catalog that is in effect when they reenter.

Academic Department Directors, advisers, and other employees are available to help, but students have final responsibility for insuring that all degree requirements for graduation are satisfied.

Academic Resources

Advising Center

The Advising Center supports continuing students by providing additional advising services during the advising and registration periods each quarter. The Advisors assist students on a walk-in basis and sign their course registration forms before they submit their proposed schedules to the Registrar's Office.

Before meeting with an Advisor, students should pick-up their audits and a course registration form from the Registrar's Office. Students select the classes marked on their audits by their Academic Department Director, fill out a registration form and bring it along with their audit to the Advising Center for an Advisor's signature.

The Advising Center is located on the third floor in the Education Department, and Faculty Advisors are available the advising period each term. It is very important that every student register on time. Students who register late will be subject to schedule delays and course selection on a space available basis.

Committee Structure

General academic affairs and course content in particular are continually reviewed by faculty for relevancy to educational objectives. To serve these ends and to ensure a constituent voice in the affairs surrounding education, The Art Institute of Portland has a committee structure in which academic freedom, inquiry, and communication are encouraged and promoted. Four committees – Academic Affairs Committee, Learning Resource Committee, Curriculum Committee, and Technology Committee – are designed to speak to the multiplicity of issues that are a part of a dynamic and changing institution. Other committees and task forces are formed and employed as circumstances require.

Computer Lab

The Art Institute of Portland has computer labs to facilitate instruction in computer applications, including CAD software packages for Interior Design and Apparel Design. Platforms are optimized for memory, storage, AV capability, and processor speed to run computer animation, graphics, design, multimedia, and imaging software. Computer labs are open during day, evening and weekend hours to facilitate student progress.

Learning Resource Center

The Learning Resource Center supports The Art Institute's educational mission of preparing students for careers. As the academic information and research facility for the faculty and student body, it is committed to responding to the highly innovative nature of The Art Institute's diverse and highly specialized technical and creative educational career programs. The goals of the Learning Resource Center are:

- To provide a research and informational environment that fosters creativity, encourages the pursuit of academic and professional excellence, and promotes personal development.
- To house materials in both print and non-print formats and to make available a variety of services to the community supporting and facilitating The Art Institutes' educational objectives.
- To provide high-quality reference service and easy access to the appropriate materials.

The Learning Resource Center's mission is based upon a philosophy endorsing the principles expressed in the American Library Association Bill of Rights and the American Library Association Freedom to Read

Statement: to provide an environment that encourages the free exchange of ideas and access to a broad range of viewpoints and expressions.

Resources include a book collection of over 24,000 volumes, a broad selection of program-related periodicals, an audio/video collection, and Internet access. Significant among the center's resources is an excellent historic costume collection that includes extensive holdings of nineteenth-century publications such as Godey's Lady Book, Peterson's Magazine, and Racinet's encyclopedic *Le Costume Historique*. Cooperative arrangements with other libraries augment the Center's resources. Through membership in the Oregon State Online Information System, The Art Institute may obtain books from other Oregon libraries.

While resources are available to alumni and the broader professional community of the Northwest, only students and faculty may borrow resources. A current student identification card serves as a library card.

Student Rights and Responsibilities

Creative Rights

Students shall retain rights to their creative academic work. The college and its faculty shall give full attributive credit for any student work used in publications, classes, performances, exhibits, or elsewhere. Major portions of student creative work shall not be so used without permission, except that general display may be part of a course or degree requirement. Nonliterary work shall be purchased from the student if it is not returned after a reasonable display period. The College does not assume liability for damage to artwork put on display. Every quarter, The Art Institute of Portland documents student work, student achievement and campus activities. The archive built and maintained by The Art Institute of Portland can be used for editorials, promotions, advertisements, trade, or other purposes. The Art Institute of Portland will not use a student's artwork, image or quote for promotional purposes without the student's prior permission.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act of 1974 as Amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Portland may

disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Registrar, Dean of Academic Affairs, Academic Department, or other appropriate official. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

The Art Institute of Portland generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To The Art Institute of Portland officials who have been determined by the school to have legitimate educational interests in the records. A school official is:

a. a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or

b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official; or

c. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of Portland has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.

3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.

4. To organizations conducting certain studies for or on behalf of the school.

5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.

6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

7. To comply with a judicial order or lawfully issued subpoena.

8. To appropriate parties in health or safety emergencies.

9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.

10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.

11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator—not the name of any other student, including a victim or witness—without the prior written consent of the other students).

12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Art Institute of Portland officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Portland will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

The Art Institute of Portland designates the following information as directory information: (Directory information is personally identifiable information which may be disclosed without the student's consent): student's name, address, telephone number, email address, student Web address, date and place of birth, program of study, participation in officially recognized activities, dates of attendance, degrees and certificates awarded, most recent previously attended school, photograph of the student (if available), and enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.). Notice of these categories and of the right of an individual in attendance at The Art Institute of Portland to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Portland, 1122 NW Davis Street, Portland, OR 97209-2911.

Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the appropriate school official to amend a record. As part of the request, the student should identify the part of the record they want to

have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.

2. The Art Institute of Portland may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

3. Upon request, The Art Institute of Portland will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institute of Portland. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

4. The Art Institute of Portland will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.

5. If, as a result of the hearing, The Art Institute of Portland decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will

- a. amend the record accordingly; and
- b. inform the student of the amendment in writing.

6. If, as a result of the hearing, The Art Institute of Portland decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph six above, The Art Institute of Portland will:

- a. maintain the statement with the contested part of the record for as long as the record is maintained; and
- b. disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Portland to comply with

the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Academic Grievance Procedure

A student with a grievance concerning an academic issue (faculty, plagiarism or other grading issues) has a right to be heard. The Art Institute of Portland abides by the following adjudication process to resolve student academic issues.

Student/Instructor Conference/Academic Department Director Mediation

Grievance procedures regarding a grade should begin with the instructor. Students should discuss the grievance with the instructor. If the issue cannot be resolved, the Academic Department Director will mediate a grade review with both parties.

Written Appeal to the Dean of Academic Affairs

If the grievance still remains unresolved, the student may petition in writing to have his or her grievance heard by the Academic Grievance Committee. Students wishing to file a grievance should appeal directly to the Dean of Academic Affairs in writing with accompanying documentation. Prior to filing a written petition to the Dean, the student must meet with his or her instructor and/or submit to mediation with the Academic Department Director. If the step is not completed, the Academic Grievance Committee will not review the student's appeal.

Academic Grievance Committee will review Student's Appeal

Upon receipt of the formal petition and documentation, the Dean of Academic Affairs will follow the process outline below:

- Forward appeal to the standing Academic Grievance Committee comprised of staff and faculty.
- The Academic Grievance Committee is charged with examining the matter further and recommending a course of action to the Dean of Academic Affairs.
- Student will receive written notification of the Dean's decision. A student is allowed one and only one petition per academic grievance.

External Resources for Adjudication

If a student feels that a concern or a complaint has not been adequately resolved using the procedure described above, the student may direct his/her complaint or concern in writing to the Oregon Office of Degree Authorization, 1500 Valley River Dr., Suite 100, Eugene, OR 97401, or to the Northwest Commission on Colleges and Universities, 8060 175th Ave. NE, Suite 100, Redmond, WA 98052-3981.

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

The Art Institute of Portland does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The Dean of Student Affairs has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether The Art Institute of Portland non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with The Dean of Student Affairs or for academic matters with The Dean of Academic Affairs at 1122 NW Davis Street, Portland OR 97209. The complaint should be presented in writing and it should describe the alleged incidents) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by The Dean of Student Affairs or The Dean of Academic Affairs.

2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to The Dean of Student Affairs or The Dean of Academic Affairs.

3. The Dean of Student Affairs or The Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

4. The Dean of Student Affairs or The Dean of Academic Affairs will determine whether a violation of the Art Institute of Portland non-discrimination policy

has occurred. The Dean of Student Affairs or The Dean of Academic Affairs will issue a written determination as promptly as practicable. If The Dean of Student Affairs or The Dean of Academic Affairs determines that the policy has been violated, The Dean of Student Affairs or The Dean of Academic Affairs will also recommend corrective action.

5. The decision of The Dean of Student Affairs or The Dean of Academic Affairs may be appealed by petitioning the President's Office of The Art Institute of Portland. The written appeal must be made within twenty calendar days of receipt of the determination letter from The Dean of Student Affairs or The Dean of Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at <http://www.ed.gov/ocr>.

Harassment

The Art Institute of Portland is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating,

hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. EDMC prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of harassment or discrimination. Promptly after learning of such alleged conduct, The Art Institute of Portland will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, The Art Institute of Portland will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Responsibility

All employees and students are responsible for implementing this policy and helping create an environment free of harassment. We trust that all employees and students will act responsibly to maintain a respectful working environment, free of discrimination, allowing each employee and student to perform to his or her maximum potential. The Art Institute of Portland encourages any employee or student to bring questions she or he may have regarding any type of discrimination to the Director of Human Resources.

Anti-Hazing Policy

Hazing involving Art Institute of Portland students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or

affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at The Art Institute of Portland. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located at 1122 NW Davis Street, second floor. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

The Art Institute of Portland reserves the right to modify The Art Institute calendar, curriculum, and class schedules as it deems necessary. When size and curriculum permit, classes may be combined to contribute to the level of interaction among students. Days of attendance will vary for students according to their program of study, and may change from quarter to quarter.

Photo credits: Basil Childers, Dave Hecox and Jessica Hecox

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Map and Directions

The Art Institute of Portland 1122 NW Davis Street

From North

On I-5 Southbound
Take I-405 South
Exit at Everett St.
Turn Left onto Everett
Turn Right onto 12th Ave.
Turn Left onto Davis

From South

On I-5 Northbound
Take I-405 North
Exit at Everett St.
Turn Right onto Everett
Turn Right onto 12th Ave
Turn Left onto Davis

From East

On I-84 Westbound
Follow signs to City Center
Cross Morrison Bridge
Go straight onto Washington
Turn right onto 12th Ave
Turn right onto Davis

From West

On Hwy 26 Eastbound
Take I-405 North
Exit at Everett St.
Turn Right onto Everett
Turn Right onto 12th Ave
Turn Left onto Davis

Student Housing The Yards at Union Station 815 NW Naito Parkway



2005/2006

Academic, Holiday and Term Start Calendar

July 05

Independence Day	7/04/05
Summer Term Orientation	7/05/05 - 7/07/05
Summer Term Begins	7/11/05

September 05

Labor Day	9/05/05
Graduation/Portfolio Show	9/16/05
Fall Term Orientation	9/27/05 - 9/30/05

October 05

Fall Term Begins	10/03/05
Institute Day	10/17/05
Open House	10/22/05

November 05

Mid-quarter Start	11/10/05
Thanksgiving	11/24/05 - 11/25/05

December 05

Graduation/Portfolio Show	12/16/05
Fall Term Ends	12/17/05
Christmas	12/23/05 - 12/26/05

January 06

New Year's Day	1/02/06
Winter Term Orientation	1/03/06 - 1/05/06
Winter Term Begins	1/09/06
Martin Luther King, Jr. Day	1/16/06

February 06

Open House	2/11/06
Mid-quarter Start	2/16/06
Presidents' Day (observed)	2/17/06

March 06

Graduation/Portfolio Show	3/24/06
Winter Term Ends	3/25/06
Spring Term Orientation	3/28/06 - 3/30/06

April 06

Spring Term Begins	4/03/06
Institute Day	4/14/06
Open House	4/22/06

May 06

Memorial Day	5/29/06
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June 06

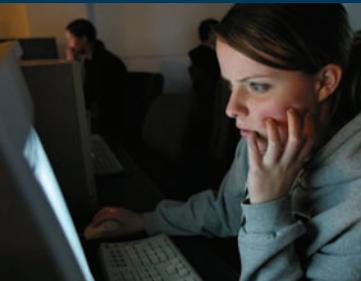
Graduation/Portfolio Show	6/16/06
Spring Term Ends	6/17/06

July 06

Summer Term Orientation	7/05/06 - 7/07/06
Summer Term Begins	7/10/06

August 06

Open House	8/5/06
Mid-quarter	8/17/06



Ai
The Art Institute
of Portland®

1122 NW Davis Street
Portland, OR 97209

local: 503.228.6528
toll free: 888.228.6528
www.aipd.artinstitutes.edu