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## IMPACT YOUR WORLD

The world we live in is driven by design. Having the communication and critical thinking skills necessary to effectively shape the world we live in, is absolutely critical. At The Art Institute of Seattle you can explore the path to becoming a creative professional with programs that provide an outlet for your ideas. You can learn to refine your talent and gain an education that's rooted in the real world. Whether you're interested in design, media, fashion or culinary, as a student at The Art Institute of Seattle you have an opportunity to change the world with the work you do. We offer a long tradition of academic excellence and career-focused education.

## WELCOME TO THE ART INSTITUTE OF SEATTLE

### The Art Institute of Seattle South Campus:

2323 Elliott Avenue  
Seattle, WA 98121  
206-448-0900

### North Campus Building:

2600 Alaskan Way  
Seattle, WA 98121  
206-448-0900

### Lenora Housing Facility:

211 Lenora Street  
Seattle, WA 98121  
206-239-0789

*The Art Institute of Seattle Academic Catalog & Handbook* consists of this publication and quarterly course schedules. Up-to-date information on specific courses and faculty for a given quarter is contained in the course schedules. The information contained herein was published in October 2010 and applies to the academic years 2010–2011. The Art Institute of Seattle reserves the right to change the policies contained within this academic catalog & student handbook. Notice is not required for a new policy to take effect, however The Art Institute of Seattle will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the college administration.

For more information, write to the above address or phone 1-206-448-0900 or 1-800-275-2471.

## ABOUT THE ART INSTITUTE OF SEATTLE

The Art Institute of Seattle is located on Seattle's waterfront in the heart of downtown. We're an urban campus composed of two facilities in which you will find creative environments designed to bring out our students' best.

The South Campus is located at 2323 Elliott Avenue and the North Campus is located two blocks north in the Seattle Trade and Technology Center at 2600 Alaskan Way.

The South Campus building houses classrooms, the Industrial Design Technology Shop, audio and video studios, photography studios and labs, fabric and interior design sample room, airbrush studio, a student lounge, a student print center, the Student Store and Café. There is also a gallery in which student, faculty, alumni and touring exhibits bring art into the campus 12 months a year. The South Campus also includes the Administration, Admissions, Student Financial Services, Student Accounting, Registrar, Human Resources, Communications, Property Management, Technology Support, the main Academic Affairs offices, and Academic Advising.

The Art Institute of Seattle North Campus occupies the fifth floor, first floor and the ground floor/Alaskan Way level of the Seattle Trade and Technology Center. The fifth floor contains classrooms, sewing rooms, fashion display windows, Library, Career Services Department, Student Affairs Department and The Art Institute of Seattle Culinary facilities including professionally equipped kitchens, pantries and "Portfolio," our public restaurant. The first floor is shared by Argosy University, Seattle and the Art Institute of Seattle, housing Argosy University, Seattle offices and classrooms. The ground floor/Alaskan Way level contains the Technology Center (including computer labs), additional Academic Affairs offices, student lounge, student print center, and the Computer Services Resource group.

## SQUARE FOOTAGE

### South Campus

6th floor: 37,150 sq. ft.  
7th floor: 37,985 sq. ft.

### North Campus

Ground floor/Alaskan Way level: 19,000 sq. ft.  
1st floor: 19,000 sq. ft.  
5th floor: 35,250 sq. ft.

### TOTAL

129,385 sq. ft.

## A MESSAGE FROM THE EXECUTIVE COMMITTEE

**You enter college with your talents and career goals.** At The Art Institute of Seattle, we see our role as providing educational services that help you develop your potential.

An Art Institute of Seattle education is not a process in which we hand you skills and knowledge. You must take responsibility and get involved. Here, you have the opportunity to 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 wide open.

There's a vibrant energy here, 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 Seattle creative scene and can contribute to the texture that makes it one of the nation's most livable cities. An education from The Art Institute of Seattle means something. We have a reputation within the business community for graduates who are assets to the companies which employ them.

We are here to make sure that your college experience is the best it can be. Join us, seek us out, tell us how we can help you achieve your educational goals.

**Elden Monday**  
*President*

**Scott Carnz, Ed.D.**  
*Dean of Academic Affairs*

**Jim McGuire**  
*Director of Career Services*

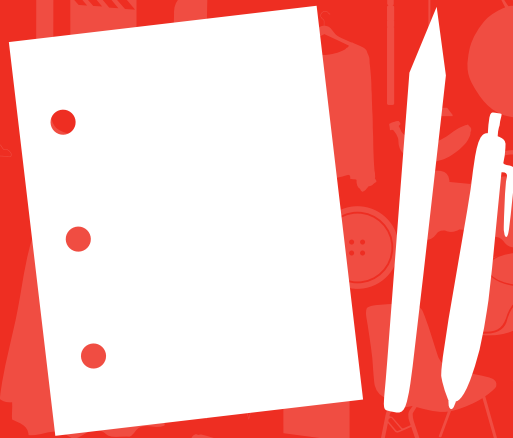
**Liane Soohoo**  
*Senior Director of Admissions*

**James Robson**  
*Dean of Student Affairs*

**Natasha Oilar**  
*Director of Human Resources*

**Greg Woodard**  
*Director of Administrative & Financial Services*





# LIBERAL ARTS

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## LIBERAL ARTS COURSES

The mission of the liberal arts courses at The Art Institute of Seattle is to provide a competency-based, learning-centered curriculum in the major areas of knowledge that support the overall mission of The Art Institute of Seattle. The goal of the Liberal Arts courses is to contribute to the student's personal and career development by fostering an attitude of intellectual inquiry and an appreciation of lifelong learning.

## WHY LIBERAL ARTS?

As an integral part of students' collegiate education, the liberal arts curriculum builds a solid foundation for the fundamental skills and knowledge needed for entry into the marketplace by exposing students to the broad domains of: communication skills, quantitative/symbolic reasoning skills (mathematics), humanities, the natural sciences, and the social sciences.

Qualified faculty help students to develop independent learning skills in written and oral communication, reasoning, logical thinking, literacy and problem solving. This broader scope of knowledge allows students to better understand their art and industry, and enables them to expand their technical expertise within social, cultural, historical and political contexts.

Liberal Arts courses are required for students to attain their degrees because these courses will expand their human potential, enhance their understanding of the world, and broaden their professional possibilities in their programs of study.

*Additional Liberal Arts electives may be offered online. Please see the Online Advocate for more information.*

**NOTE: COM101, MAT100 and MAT112 must be completed within a student's first three quarters of study.**



Required Courses (Credits)				Required Courses (Credits)			
CATEGORY	BFA	BS	AAA	CATEGORY	BFA	BS	AAA
<b>COMMUNICATIONS</b>	3 (9)	3 (9)	2 (6)	<b>SOCIAL SCIENCES</b>	4 (12)	3 (9)	1 (3)
<b>Required Courses (2):</b> COM101 English Composition				HUM120 World Civilization			
<b>One of the following:</b> COM102 Analytical Writing COM201 Creative Writing COM221 Technical Writing				HUM150 Introduction to Philosophy			
<b>Other Courses:</b> COM109 Speech Communications COM250 Argumentation & Debate COM401 Research Seminar				SS120 Economics			
				SS130 Introduction to Political Science			
				SS202 Cultural Theory			
				SS210 United States History			
				SS220 Modern Asian History			
				SS230 Psychology			
				SS240 Sociology			
				SS265 Ethics			
				SS400 Advanced Topics in the Social Sciences			
<b>QUANTITATIVE &amp; SYMBOLIC REASONING</b>	2 (6)	4 (12)	2 (6)	<b>NATURAL SCIENCES</b>	3 (9)	4 (12)	1 (3)
<b>Required Courses (2):</b> MAT100 Critical Thinking & Reasoning MAT112 College Math				SCI101 Biology			
<b>Other Courses:</b> MAT121 Algebra MAT131 Trigonometry MAT201 Calculus				SCI105 Chemistry			
				SCI110 Nutritional Science			
				SCI201 Anatomy			
				SCI205 Environmental Science			
				SCI220 Physics of Sound			
				SCI230 Mechanics of Motion			
				SCI301 Advanced Topics in Natural Sciences			
<b>HUMANITIES</b>	5 (15)	3 (9)	2 (6)	<b>TOTAL REQUIRED</b>	17 (51)	17 (51)	8 (24)
COM109 Speech Communications				<b>DEVELOPMENTAL COURSES</b>			
COM250 Argumentation & Debate				MAT82 Basic Mathematics			
HUM106 Art History I				COM83 College Preparatory Writing			
HUM110 Literature							
HUM120 World Civilization							
HUM150 Introduction to Philosophy							
HUM170 French I							
HUM171 Spanish I							
HUM172 Japanese I							
HUM206 Art History II							
HUM262 World Mythology							
HUM270 French II							
HUM271 Spanish II							
HUM272 Japanese II							
HUM286 Art History III							
HUM290 Contemporary Art & Design							
HUM301 Advanced Topics in Humanities							
SS210 United States History							
SS220 Modern Asian History							

\* Bachelor degree students must complete at least three credits in a 400-level liberal arts course.



# GRAPHIC DESIGN

## BACHELOR OF FINE ARTS

**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

Our Graphic Design degree program is designed for individuals interested in fonts, colors, and designs on posters, publications, packages, labels, motion graphics, and other mediums. The Graphic Design bachelor's degree program teaches students to express themselves creatively while visually communicating a message. The Graphic Design bachelor's degree program is designed to emphasize critical thinking and creative problem solving with hands-on learning. Students in the Graphic Design bachelor's degree program use industry-related technology and software. Course topics in the Graphic Design bachelor's degree program include typography, illustration, publication layout and design, web and package design. Graduates are prepared to seek entry-level jobs like graphic designer, computer artist, and production artist.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate competencies in industry-specific computer software programs within the context of producing concrete projects. This includes technical aspects of prepress, output, and quality reproduction, as well as web design.
- incorporate formal concepts of layout and design. This includes spatial relationships; communication legibility and effectiveness; interrelationships among imagery and text; balance; typography; and color theory.
- understand and apply basic research methods in graphic design, including research, design, data analysis, and interpretation. demonstrate professional presentation and articulation of knowledge of graphic design.
- demonstrate and integrate knowledge of the major concepts, theoretical perspectives, empirical findings, and historical trends in graphic media.
- demonstrate experience in working within a team environment to execute on the creative strategy for projects by creating viable design schemes.
- apply advanced skills and critical thinking in the principles of form and function to produce design and business solutions appropriate to a particular client or target audience.
- apply their personal vision and skills toward particular interests in relation to the graphic design field, whether in print, motion design, web design, typography, environmental design or other forms of message making.





Required courses (all courses are 3 credits unless otherwise noted).

#### 41 COURSES (123 CREDITS) REQUIRED.

CC315 Business Law and Professional Practices  
 FND100 Color Theory  
 FND101 2D Design  
 FND102 Drawing & Perspective  
 FND103 Concepts in Computer Graphics  
 FND106 Analysis of Form  
 GD104 Survey of Design  
 GD108 Typography  
 GD117 Design Layout  
 GD202 Illustration Styles & Techniques  
 GD208 Computer Drawing  
 GD218 Concept Development  
 GD223 Type & Letterform  
 GD226 Electronic Print Production  
 GD229 Art Direction  
 GD272 Conceptual Illustration  
 GD290 Career Development  
 GD292 Internship  
 GD297 Portfolio I  
 GD309 History of Graphic Design  
 GD310 Digital Grid Systems  
 GD312 Promotional Design  
 GD322 Graphic Symbolism  
 GD327 Advanced Electronic Print Production  
 GD330 Corporate ID  
 GD336 Publication Design  
 GD337 Advanced Design  
 GD352 Expressive & Experimental Typography  
 GD392 Portfolio II  
 GD426 Senior Studio  
 GD432 Design Production Team  
 GD448 Senior Thesis  
 GD450 Digital Photographic Art Direction  
 GD458 Senior Project  
 GD460 Portfolio Presentation  
 IM103 Fundamentals of Web Page Scripting  
 IM107 Computer Animation for Multimedia  
 IM207 Web Scripting for Designers  
 IM211 Writing for Interactive Media  
 IM231 Interface Design  
 PHO119 Digital Illustration I

#### RECOMMENDED TECHNICAL ELECTIVES

##### 2 COURSES (6 CREDITS) REQUIRED

AN208 Figure Construction  
 AN271 Concept Art & Visual Development  
 CC280 Student Studio  
 FND131 3D Design  
 GD405 Advanced Advertising Campaign  
 GD412 Editorial Illustration  
 GD422 Environmental Design  
 GD455 Independent Study  
 IM110 Integrated Information Design  
 IM200 Intermediate Web Page Scripting  
 IM205 Advanced Web Page Scripting  
 IM209 Advanced SVG  
 IM225 Usability Testing  
 IM352 Design for Mobile Devices  
 IM328 Advanced Motion Scripting

#### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

##### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

COM101 English Composition  
 COM109 Speech Communications  
 HIS106 Art History I  
 HIS206 Art History II  
 HIS286 Art History III  
 MAT100 Critical Thinking & Reasoning  
 MAT112 College Math



# GRAPHIC DESIGN

ASSOCIATE OF ARTS

**COURSE LENGTH:** 120 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 2 YEARS

As they pursue an associate's degree in Graphic Design, students are taught about design, typography, and color theory. Students will have the opportunity to develop skills in drawing, design, composition, color, and type. Students pursuing an associate's degree in Graphic Design learn in a hands-on environment, using industry-related technology and software that prepares them for the rigors of working in the industry. They take courses on topics like layout, typography, and advertising. With an associate's degree in Graphic Design, graduates are prepared to seek entry-level jobs like assistant designer, graphic designer, and web layout artist.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate competencies in industry-specific computer software programs within the context of producing concrete projects. This includes technical aspects of prepress, output, and quality reproduction, as well as web design.
- incorporate aesthetics and formal concepts of layout and design. This includes spatial relationships; communication legibility and effectiveness; interrelationships among imagery and text; balance; typography; and color theory.
- be able to verbally articulate the vision behind their creative work and explain and promote their solutions.
- demonstrate professional presentation; articulation of knowledge of graphic design.





Required courses (all courses are 3 credits unless otherwise noted).

### 32 COURSES (96 CREDITS) REQUIRED.

CC315	Business Law and Professional Practices
FND100	Color Theory
FND101	2D Design
FND102	Drawing & Perspective
FND103	Concepts in Computer Graphics
FND106	Analysis of Form
GD104	Survey of Design
GD108	Typography
GD117	Design Layout
GD202	Illustration Styles & Techniques
GD208	Computer Drawing
GD218	Concept Development
GD223	Type & Letterform
GD226	Electronic Print Production
GD229	Art Direction
GD272	Conceptual Illustration
GD290	Career Development
GD292	Internship
GD297	Portfolio I
GD309	History of Graphic Design
GD312	Promotional Design
GD327	Advanced Electronic Print Production
GD336	Publication Design
GD337	Advanced Design
GD352	Expressive & Experimental Typography
GD392	Portfolio II
IM103	Fundamentals of Web Page Scripting
IM207	Web Scripting for Designers
IM211	Writing for Interactive Media
IM231	Interface Design
PHO119	Digital Illustration I

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 8 COURSES (24 CREDITS) REQUIRED, INCLUDING:

COM101	English Composition
COM109	Speech Communications
HIS106	Art History I
HIS206	Art History II
HIS286	Art History III
MAT100	Critical Thinking & Reasoning
MAT112	College Math



# DIGITAL DESIGN

## DIPLOMA

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**COURSE LENGTH:** 36 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 1 YEAR

The Digital Design diploma program teaches students technical and creative skills. The Digital Design diploma program is designed to emphasize drawing, design fundamentals, typography, and graphic design. Students in the Digital Design diploma program have the opportunity to learn hands on, using industry-related technology and software. Students in the Digital Design diploma program will be required to create a portfolio to showcase their work to potential employers. Graduates of the Digital Design diploma program are prepared to seek entry-level work in production and design positions.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate competencies in industry-specific computer software programs within the context of producing concrete projects. This includes technical aspects of prepress, output, and quality reproduction, as well as web design.
- incorporate aesthetics and formal concepts of layout and design. This includes spatial relationships; communication legibility and effectiveness; interrelationships among imagery and text; balance; typography; and color theory.



Required courses (all courses are 3 credits unless otherwise noted).

**12 COURSES (36 CREDITS) REQUIRED:**

CC250 ePortfolio  
DZ200 Portfolio  
FND101 2D Design  
GD108 Typography  
GD208 Computer Drawing  
GD220 Digital Typography  
GD226 Electronic Print Production  
GD327 Advanced Electronic Print Production  
GD336 Publication Design  
IM211 Writing for Interactive Media  
IM231 Interface Design  
PHO119 Digital Illustration I

*\* Students in the Digital Design diploma program must have prior imaging software experience*



# INDUSTRIAL DESIGN

## BACHELOR OF SCIENCE

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

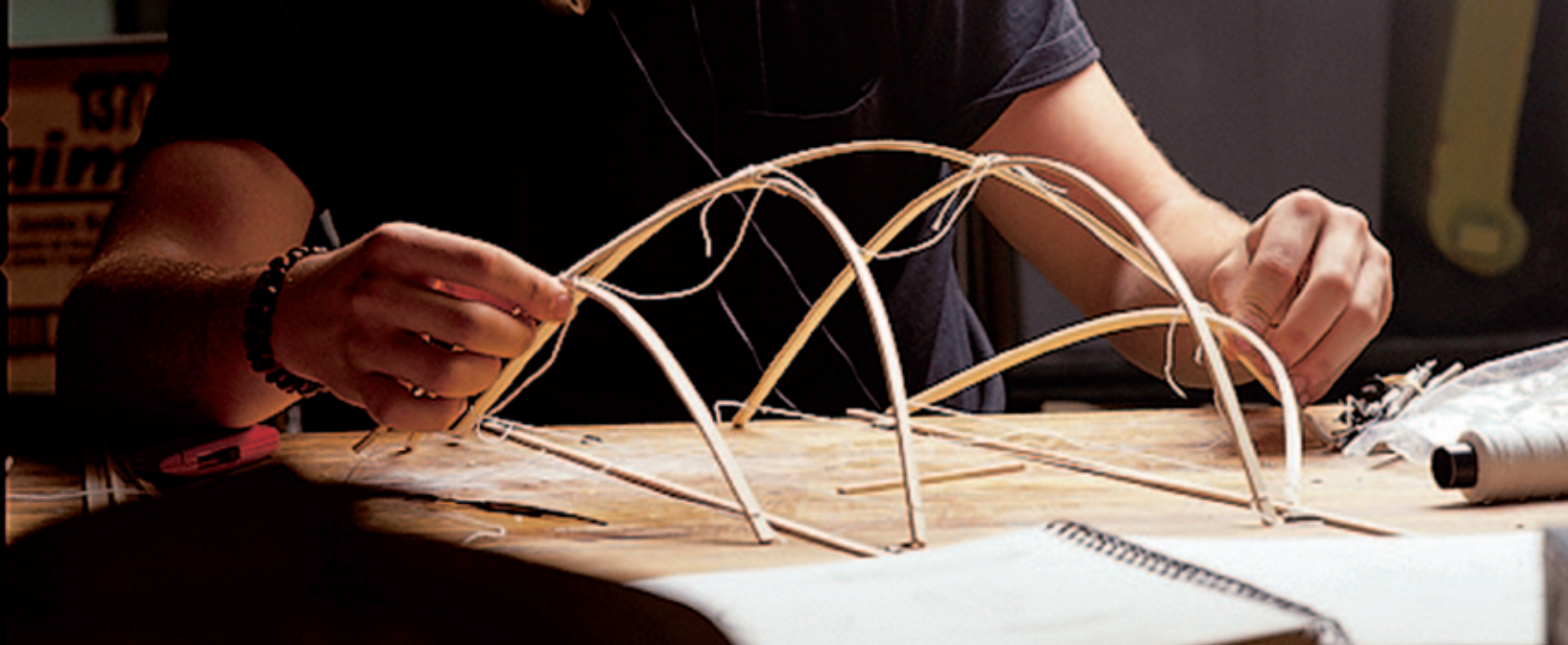
Our Industrial Design degree program emphasizes the creative process. Industrial Design degree students are taught to design products to fit consumer need. The Industrial Design degree program is for creative individuals who can envision design solutions with considerations for function and appearance. The Industrial Design degree program teaches students to bring their ideas to fruition. Industrial Design degree students learn in a hands-on environment, using industry-related technology and equipment. Course topics in the Industrial Design degree programs include modelmaking, product design, and human factors. With an Industrial Design degree, graduates can pursue entry-level jobs like consultant designer, furniture designer, and toy designer.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- design products that accommodate the capabilities and the needs of the intended user population.
- implement the design principles that can be practically applied to current industry standards.
- demonstrate how products work and how they are manufactured.
- select and use industrial design tools, materials and techniques.
- exhibit professionalism through their understanding of intellectual property law, social responsibility, marketing strategies, project management and the team dynamic.





Required courses (all courses are 3 credits unless otherwise noted).

### 39 COURSES (117 CREDITS) REQUIRED:

CC315 Media Business Law & Professional Practices  
 FND101 Two-Dimensional Design  
 FND102 Drawing & Perspective  
 FND131 Three-Dimensional Design  
 GD320 Graphic Package Design  
 IND102 Survey of Industrial Design  
 IND111 Fabrication Techniques  
 IND119 Rapid Visualization  
 IND122 Mechanical Drafting  
 IND126 Introduction to Model Making  
 IND133 Human Factors  
 IND135 Materials & Manufacturing  
 IND175 CAD 1 (Intro to Rhino)  
 IND219 Industrial Rendering  
 IND225 CAD 2 (Advanced Rhino)  
 IND235 Computer Graphics for Industrial Design  
 IND236 History of Industrial Design & Invention  
 IND240 Product Design  
 IND242 Graphics  
 IND258 Structures & Mechanisms  
 IND260 Advanced Model Making  
 IND270 Intermediate Product Design  
 IND275 CAD 3 (Intro to Solid Works)  
 IND285 CAD 4 (Rapid Prototyping)  
 IND301 Product Psychology  
 IND315 Advanced Product Design  
 IND335 Digital Sketching  
 IND357 Exhibit & Trade Show Design  
 IND369 Sustainable Materials  
 IND372 Custom Furniture Design  
 IND375 Design for Manufacturing  
 IND400 Graduate Project Research  
 IND401 Graduate Project Concept & Development  
 IND404 Internship  
 IND411 Career Development  
 IND412 Portfolio 1  
 IND440 Graduate Project Presentation & Defense  
 IND493 Portfolio 2  
 INT109 Concept Sketching

### RECOMMENDED TECHNICAL ELECTIVES

#### 4 COURSES (12 CREDITS) REQUIRED:

IND203 Environmental Design  
 IND265 Toy Design  
 INT273 Lighting (Fixturing)  
 IND283 Clay Model Making  
 IND362 Light Metal Design  
 IND365 Soft Goods Design  
 IND367 Transportation Design  
 INT239 Architectural Model Making

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

COM109 Speech Communications  
 ENG101 English Composition  
 MAT100 Critical Thinking & Reasoning  
 MAT112 College Mathematics  
 PHY217 Mechanics of Motion



# INDUSTRIAL DESIGN TECHNOLOGY

ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 120 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 2 YEARS

With an industrial design education, students learn to balance aesthetics and engineering. Those interested in an industrial design education want to learn how products work and are made. An industrial design education at The Art Institute of Seattle allows students to learn in a hands-on environment, using industry-related software and technology. Our industrial design education teaches drawing, designing, and building. As part of their industrial design education, students build prototypes and full-scale environments and take courses on drafting, modeling, and product design. Graduates of this program are prepared to pursue entry-level jobs like model maker and product fabricator.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- design products that accommodate the capabilities and the needs of the intended user population.
- implement the design principles that can be practically applied to current industry standards.
- demonstrate how products work and how they are manufactured.
- select and use industrial design tools, materials and techniques.
- exhibit professionalism in a basic understanding of how the industrial design field operates.



Required courses (all courses are 3 credits unless otherwise noted).

### 30 COURSES (90 CREDITS) REQUIRED

FND101 Two-Dimensional Design  
 FND102 Drawing & Perspective  
 FND131 Three-Dimensional Design  
 GD320 Graphic Package Design  
 IND102 Survey of Industrial Design  
 IND111 Fabrication Techniques  
 IND119 Rapid Visualization  
 IND122 Mechanical Drafting  
 IND126 Introduction to Model Making  
 IND133 Human Factors  
 IND135 Materials & Manufacturing  
 IND175 CAD 1 (Intro to Rhino)  
 IND219 Industrial Rendering  
 IND225 CAD 2 (Advanced Rhino)  
 IND235 Computer Graphics for Industrial Design  
 IND236 History of Industrial Design & Invention  
 IND240 Product Design  
 IND242 Graphics  
 IND258 Structures & Mechanisms  
 IND260 Advanced Model Making  
 IND270 Intermediate Product Design  
 IND275 CAD 3 (Intro to Solid Works)  
 IND285 CAD 4 (Rapid Prototyping)  
 IND301 Product Psychology  
 IND315 Advanced Product Design  
 IND335 Digital Sketching  
 IND369 Sustainable Materials  
 IND411 Career Development  
 IND412 Portfolio 1  
 INT109 Concept Sketching

### RECOMMENDED TECHNICAL ELECTIVES

#### 2 COURSES (6 CREDITS) REQUIRED, INCLUDING:

IND203 Environmental Design  
 IND265 Toy Design  
 INT273 Lighting (Fixturing)  
 IND283 Clay Model Making  
 IND357 Exhibit & Trade Show Design  
 IND362 Light Metal Design  
 IND365 Soft Goods Design  
 IND367 Transportation Design  
 IND372 Custom Furniture Design  
 INT239 Architectural Model Making

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 8 COURSES (24 CREDITS) REQUIRED, INCLUDING:

COM109 Speech Communications  
 ENG101 English Composition  
 MAT100 Critical Thinking & Reasoning  
 MAT112 College Mathematics  
 PHY217 Mechanics of Motion



# INTERIOR DESIGN

## BACHELOR OF FINE ARTS

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

Our Interior Design degree program teaches students to take human elements into consideration when designing a space for living. The Interior Design degree program attracts creative individuals who want to improve quality of life through their designs. The Interior Design degree program emphasizes the design process with students developing concepts into functional designs. Interior Design degree students are taught in a hands-on environment with industry-related equipment and technology. The Interior Design degree program teaches traditional and computerized design skills. Course topics in the Interior Design degree program include space planning, textiles, and lighting. Interior Design degree students develop a portfolio to showcase their work to potential employers. Graduates of the Interior Design degree program are prepared to pursue entry-level jobs like interior designer, space planner, and draftsman.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- analyze and apply design elements and principles; demonstrate theories of composition; utilize accurate craftsmanship; identify and relate historical knowledge of art, design, architecture and furniture.
- apply the design process to research, analyze and synthesize client needs and program parameters; use methodology and current concepts in interior design, i.e. sustainability, barrier-free and universal design; differentiate needs of special populations; coordinate and apply appropriate, aesthetic functional furnishings and materials; produce lighting design for interior applications.
- communicate visually, orally and in writing using variety of media; articulate design ideas in systematic fashion; accurately employ CAD and other graphics-application and word-processing software to produce, present and document design ideas.
- assess building and interior systems, materials, and environmental factors; produce properly formatted, cross-referenced working drawings; research, interpret, and comply with codes, regulations, and standards as they apply to affect health, safety, and welfare; utilize system to estimate costs and quantities, and record construction specifications, and the physical characteristics of materials and furnishings.
- apply processes and procedures for project management and contract administration of interior design; work cooperatively in a team and adhere to time frames; adhere to professional ethics and standards; evaluate personal and professional skills and interests for job searching and interviewing.





Required courses (all courses are 3 credits unless otherwise noted)

### 38 COURSES (123 CREDITS) REQUIRED:

FND100 Color Theory  
 FND101 Two-Dimensional Design  
 FND102 Drawing & Perspective  
 FND131 Three-Dimensional Design  
 IND133 Human Factors  
 INT104 Drafting I  
 INT109 Concept Sketching  
 INT110 Introduction to Interior Design  
 INT119 Sketching & Rendering  
 INT120 Drafting II  
 INT175 Computer Aided Design I  
 INT180 Materials & Sources  
 INT207 History of Interior Design 1  
 INT220 Textiles & Fabrics  
 INT236 Studio 1: Programming & Space Planning  
 INT242 Computer Rendering for ID  
 INT247 Building Codes & Universal Design  
 INT248 Building Systems & Materials  
 INT249 Lighting Design  
 INT257 Computer Graphics for ID  
 INT260 History of Interior Design 2  
 INT270 Computer Aided Design II  
 INT279 Studio 2: Kitchen & Bath Design  
 INT284 Studio 3: Residential Design  
 INT301 Sustainable Design  
 INT303 Project Management  
 INT305 Detailing  
 INT317 Construction Documents  
 INT345 Building Information Modeling  
 INT373 Studio 4: Advanced Residential Design  
 INT374 Studio 5: Commercial Design  
 INT377 Studio 6: Advanced Commercial Design (6 credits)  
 INT404 Internship  
 INT411 Career Development  
 INT412 Portfolio 1  
 INT432 Studio 7: Commercial Design  
 INT432 Construction Documents (6 credits)  
 INT480 Studio 8: Senior Project (6 credits)  
 INT493 Portfolio 2

### RECOMMENDED TECHNICAL ELECTIVES

#### 2 COURSES (6 CREDITS) REQUIRED:

INT239 Architectural Model Making  
 INT291 Advanced Kitchen & Bath Design  
 INT347 3D Computer Modeling  
 INT365 Advanced Building Information Modeling

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

COM109 Speech Communications  
 ENG101 English Composition  
 ENV215 Environmental Science  
 MAT100 Critical Thinking & Reasoning  
 MAT112 College Mathematics



# INTERIOR DESIGN

ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 120 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

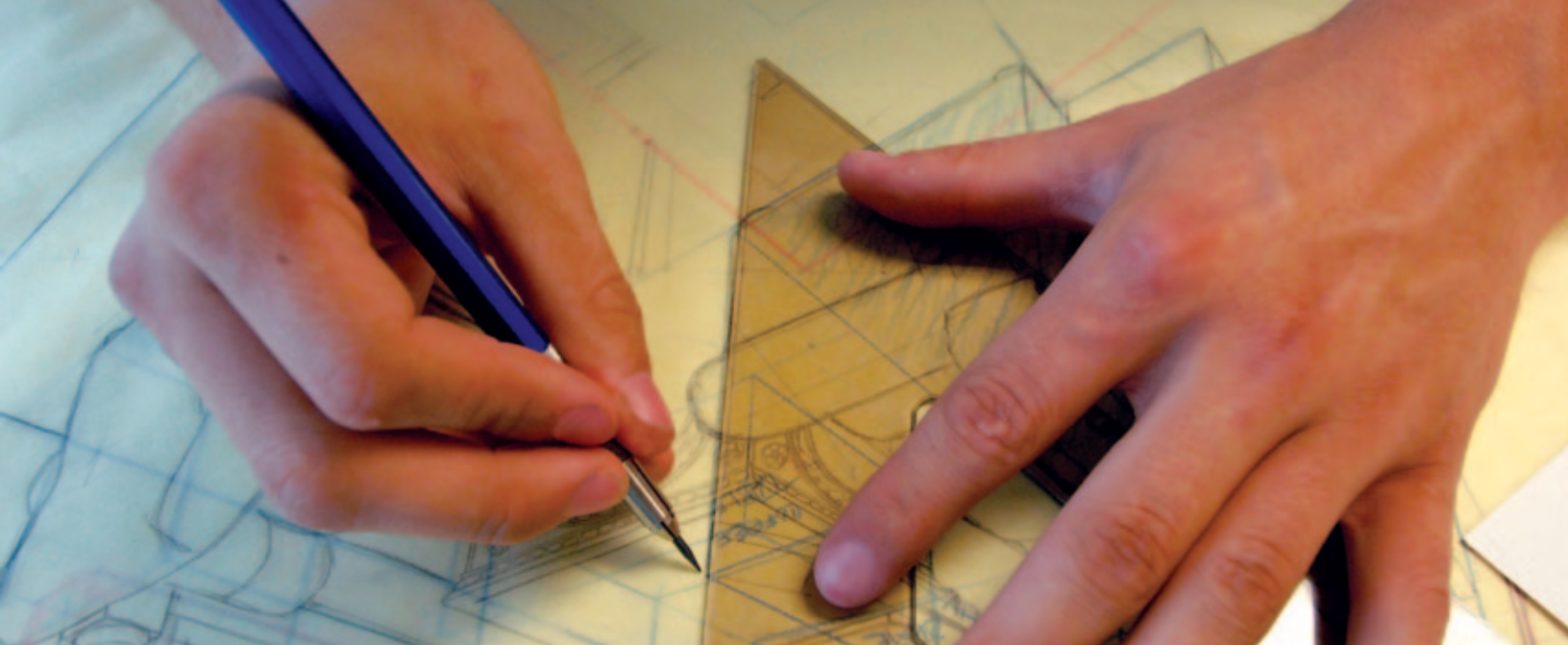
**AVERAGE PROGRAM LENGTH:** 2 YEARS

Those working toward a degree in Interior Design are creative individuals who desire to improve quality of life through design. To receive a degree in Interior Design at The Art Institute of Seattle, students must demonstrate knowledge of essential elements for residential and commercial space design. With a degree in Interior Design, individuals might work for a design firm, open their own company, or freelance. Students pursuing a degree in Interior Design learn hands on, using industry-related technology and software. They attend courses to receive a degree in Interior Design covering topics such as drafting, lighting, and drawing. With a degree in Interior Design, graduates can pursue entry-level jobs such as draftsman, assistant designer, and space planner.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- analyze and apply design elements and principles; demonstrate theories of composition; utilize accurate craftsmanship; identify and relate historical knowledge of art, design, architecture and furniture.
- apply the design process to research, analyze and synthesize client needs and program parameters; use methodology and current concepts in interior design, with an awareness of sustainability, barrier-free and universal design; coordinate and apply appropriate, aesthetic functional furnishings and materials; produce lighting design for interior applications.
- communicate visually, orally and in writing using variety of media; articulate design ideas in systematic fashion; accurately employ CAD and other graphics-application and word-processing software to produce, present and document design ideas.
- assess building and interior systems, materials, and environmental factors; produce properly formatted, cross-referenced working drawings for residential designs; research, interpret, and comply with codes, regulations, and standards as they apply to affect health, safety, and welfare; utilize system to estimate costs and quantities, and record construction specifications, and the physical characteristics of materials and furnishings.
- apply processes and procedures of interior design; work cooperatively in a team and adhere to time frames; adhere to professional ethics and standards; evaluate personal and professional skills and interests for job searching and interviewing.



Required courses (all courses are 3 credits unless otherwise noted)

### 31 COURSES (93 CREDITS) REQUIRED

FND100 Color Theory  
 FND101 Two-Dimensional Design  
 FND102 Drawing & Perspective  
 FND131 Three-Dimensional Design  
 IND133 Human Factors  
 INT104 Drafting I  
 INT109 Concept Sketching  
 INT110 Introduction to Interior Design  
 INT119 Sketching & Rendering  
 INT120 Drafting II  
 INT175 Computer Aided Design I  
 INT180 Materials & Sources  
 INT207 History of Interior Design 1  
 INT220 Textiles & Fabrics  
 INT236 Studio 1: Programming & Space Planning  
 INT242 Computer Rendering for ID  
 INT247 Building Codes & Universal Design  
 INT248 Building Systems & Materials  
 INT249 Lighting Design  
 INT257 Computer Graphics for ID  
 INT260 History of Interior Design 2  
 INT270 Computer Aided Design II  
 INT279 Studio 2: Kitchen & Bath Design  
 INT284 Studio 3: Residential Design  
 INT301 Sustainable Design  
 INT305 Detailing  
 INT317 Construction Documents  
 INT373 Studio 4: Advanced Residential Design  
 INT374 Studio 5: Commercial Design  
 INT411 Career Development  
 INT412 Portfolio 1

### RECOMMENDED TECHNICAL ELECTIVES

#### 1 COURSE (3 CREDITS) REQUIRED

INT239 Architectural Model Making  
 INT291 Advanced Kitchen & Bath Design  
 INT347 3D Computer Modeling  
 INT365 Advanced Building Information Modeling

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 8 COURSES (24 CREDITS) REQUIRED, INCLUDING:

MAT100 Critical Thinking & Reasoning  
 COM109 Speech Communications  
 ENG101 English Composition  
 MAT112 College Mathematics  
 ENV215 Environmental Science



# RESIDENTIAL DESIGN

## DIPLOMA

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**COURSE LENGTH:** 36 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 1 YEAR

The Residential Design program at The Art Institute of Seattle teaches students how to plan residential spaces. Students in the Residential Design program have little or no previous art or design experience. Students in our Residential Design program are taught about space planning, textiles, furnishings, and more. Residential Design students learn in a hands-on environment, using industry-related technology and software. Graduates of the Residential Design diploma program are prepared to seek entry-level work as residential planner or designer.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- apply basic design processes to research client needs and program parameters, develop space plans, and complete kitchen, bath, and residential design solutions.
- communicate visually, orally and in writing to articulate design ideas in systematic fashion.
- utilize basic drafting and CAD skills, and selection of materials and furnishings to solve client problems in a residential environment.
- apply processes and procedures of interior design; work cooperatively in a team and adhere to time frames; adhere to professional ethics and standards; evaluate personal and professional skills and interests for job searching and interviewing.





Required courses (all courses are 3 credits unless otherwise noted)

**12 COURSES (36 CREDITS) REQUIRED**

FND100 Color Theory  
FND102 Drawing & Perspective  
INT104 Drafting I  
INT110 Introduction to Interior Design  
INT175 Computer Aided Design I  
INT220 Textiles & Fabrics  
INT236 Studio 1: Programming & Space Planning  
INT242 Computer Rendering for ID  
INT260 History of Interior Design 2  
INT279 Studio 2: Kitchen & Bath Design  
INT284 Studio 3: Residential Design  
INT411 Career Development



# AUDIO DESIGN TECHNOLOGY

BACHELOR OF SCIENCE

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

The Audio Design Technology degree program at The Art Institute of Seattle teaches students theoretical concepts as well as technical skills. Individuals who want to pursue an Audio Design Technology degree are interested in the field of audio engineering and production. Instructors in the Audio Design Technology degree program show students how to record, edit, mix, and master audio. Students pursuing an Audio Design Technology degree do so in a hands-on environment, using industry-related equipment and technology. Course topics in the Audio Design Technology degree program include music theory, electronics, and recording techniques. In the Audio Design Technology degree programs, students can learn that audio is involved in many mediums — video, Web, film, music. Instructors in the Audio Design Technology degree program bring their real-world industry experience into the classroom. Through rigorous study of theoretical concepts, industry practices, and hands-on production techniques, students work to develop the technical skills and aesthetic sensibilities needed to achieve entry-level positions such as Automated Dialogue Replacement (ADR) Recordist or Editor, Boom Operator, Dialogue Editor, Foley Recordist or Editor, Music Editor, Remote Broadcast Engineer, Sound Designer, Sound-effects Editor, or Theater Sound Designer for plays and musicals.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- conceptualize, plan, execute, and deliver quality music recordings and post-production projects, demonstrating industry standards and using industry-related tools.
- present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.
- efficiently troubleshoot and solve problems typically encountered by audio professionals.
- apply peer and professional critique as well as self-evaluation to continuously improve the quality of their work.
- apply the business and economic principles and practices of the audio industry while maintaining legal and ethical standards.



Required courses (all courses are 3 credits unless otherwise noted)

#### 40 COURSES (123 CREDITS) REQUIRED

ADT105 Audio Technology  
 ADT110 Audio Industry Survey  
 ADT120 Digital Audio I  
 ADT130 Audio Applications & Techniques (6 credits)  
 ADT140 Music Theory I  
 ADT150 Audio Recording Sessions  
 ADT160 Digital Audio II  
 ADT180 Electronics I  
 ADT200 Digital Audio III  
 ADT220 Live Sound I: AV Systems  
 ADT225 Acoustics  
 ADT230 Business & Culture of Audio  
 ADT235 Sound for Film and Video  
 ADT245 Electronics II  
 ADT260 MIDI Systems I  
 ADT265 Sound Design I  
 ADT280 Advanced Recording Techniques I  
 ADT290 Internship I  
 ADT299 Portfolio I  
 ADT310 Digital Audio IV  
 ADT315 Music Theory II  
 ADT320 Listening & Analysis  
 ADT325 Audio Post for Film and Video  
 ADT350 Advanced Recording Techniques II  
 ADT365 MIDI Systems II  
 ADT375 Sound Design II (Gaming Audio)  
 ADT400 Senior Project I  
 ADT435 Senior Project II  
 ADT440 Internship II  
 ADT445 Audio Delivery Systems & Distribution  
 ADT450 Portfolio II  
 ADT296 Portfolio Preparation  
 DFVP102 Fundamentals of Editing  
 DFVP218 Media Delivery Systems and Distribution  
 DFVP220 Media Theory & Criticism  
 DFVP326 History of Media & Communication  
 DFVP421 DVD Authoring  
 DFVP428 Media Business Practices & Law  
 FM223 Digital Marketing Strategies

#### RECOMMENDED TECHNICAL ELECTIVES

##### 2 COURSES (6 CREDITS) REQUIRED

ADT250 Live Sound II: Reinforcement Systems  
 ADT275 Analog Systems  
 ADT370 Acoustic Recording and Production  
 ADT285 Music Production  
 ADT380 Independent Study  
 DFVP110 Intermediate Video Production  
 DFVP111 Intermediate Editing

#### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

##### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

COM101 English Composition  
 MAT100 Critical Thinking & Reasoning  
 MAT112 College Mathematics  
 MAT121 Algebra  
 MAT131 Trigonometry  
 SCI220 Physics of Sound





# AUDIO PRODUCTION

ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 90 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 18 MONTHS

Students pursuing a degree in Audio Production through The Art Institute of Seattle receive audio production training using industry-relevant technology and equipment in a hands-on environment. The Audio Production training at The Art Institute of Seattle is designed to prepare students to work with a variety of mediums such as the Web, film, and video. Our program provides Audio Production training through courses that address the fundamental and advanced aspects of the industry. Upon completion of this program and its Audio Production training, graduates are prepared to seek entry-level employment positions as Assistant, setup, or second engineer, Concert Sound Reinforcement Engineer, Board Operator, Radio Production Engineer, live sound technician or A/V technician.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- conceptualize, plan, execute, and deliver quality music recordings, voice-overs and post-production projects, demonstrating industry standards and using industry-related tools.
- present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.
- demonstrate the ability to work under pressure, meet deadlines and efficiently troubleshoot and solve problems typically encountered by audio professionals.
- apply peer and professional critique in the articulation and justification of aesthetic decisions as well as self-evaluation to continuously improve the quality of their work.





Required courses (all courses are 3 credits unless otherwise noted)

#### 20 COURSES (63 CREDITS) REQUIRED

ADT105 Audio Technology  
 ADT110 Audio Industry Survey  
 ADT120 Digital Audio I  
 ADT130 Audio Applications & Techniques (6 credits)  
 ADT140 Music Theory I  
 ADT150 Audio Recording Sessions  
 ADT160 Digital Audio II  
 ADT180 Electronics I  
 ADT225 Acoustics  
 ADT230 Business & Culture of Audio  
 ADT220 Live Sound I: AV Systems  
 ADT200 Digital Audio III  
 ADT235 Sound for Film and Video  
 ADT256 Live Sound III; Event Productions  
 ADT280 Advanced Recording Techniques I  
 ADT240 Internship I  
 ADT296 Portfolio Prep  
 ADT250 Live Sound II: Reinforcement Systems  
 ADT299 Portfolio I  
 DFVP102 Fundamentals of Editing

#### RECOMMENDED TECHNICAL ELECTIVES

##### 1 COURSES (3 CREDITS) REQUIRED

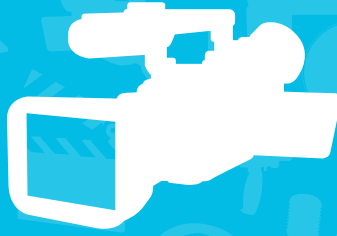
ADT245 Electronics II  
 ADT260 MIDI Systems I  
 ADT265 Sound Design I  
 ADT315 Music Theory II  
 ADT325 Audio Post for Film and Video  
 ADT275 Analog Systems  
 ADT370 Acoustic Recording and Production  
 ADT285 Music Production  
 ADT380 Independent Study  
 DFVP110 Intermediate Video Production  
 DFVP111 Intermediate Editing

#### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

##### 8 COURSES (24 CREDITS) REQUIRED, INCLUDING:

COM101 English Composition  
 MAT100 Critical Thinking & Reasoning  
 MAT112 College Mathematics  
 MAT121 Algebra  
 MAT131 Trigonometry  
 SCI220 Physics of Sound



# DIGITAL FILMMAKING & VIDEO PRODUCTION

BACHELOR OF FINE ARTS

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

The Digital Filmmaking program at The Art Institute of Seattle is taught by professional faculty with industry experience. The program teaches the students a range of skills necessary for digital film production. The Bachelor of Fine Arts in Digital Filmmaking attracts individuals who can combine creative, technical, and managerial skills with their passion for visual storytelling. Students are taught in the traditional filmmaking and broadcast areas such as scriptwriting, producing, directing, camera operation, editing, and motion graphics. While in the program, students learn hands on, using industry-related technology and equipment. Students spend one year working on their capstone portfolio piece, their calling card for the industry. Graduates of the program are prepared to seek entry level positions such as Assistant Producer, Assistant Director, Camera Operator, Editor, and Motion Graphics.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- conceptualize, plan, execute, and deliver a production utilizing digital filmmaking and video techniques, and demonstrating technical proficiency that meets industry standards.
- apply peer and professional critiques in the articulation and justification of aesthetic decisions in their own projects and in the evaluation of other media work.
- present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.
- apply business and economic principles and practices in the media industry while maintaining legal and ethical standards.
- apply effective media-related research, writing, and verbal communication skills to their work.



Required courses (all courses are 3 credits unless otherwise noted)

### 38 COURSES (114 CREDITS) REQUIRED

ADT105 Audio Technology  
 ADT120 Digital Audio I  
 ADT235 Sound for Film & Video  
 DFVP100 Fundamentals of Video Production  
 DFVP102 Fundamentals of Editing  
 DFVP103 Fundamentals of Lighting  
 DFVP104 Fundamentals of Scriptwriting  
 DFVP106 Survey of Digital Filmmaking & Video Production  
 DFVP110 Intermediate Video Production  
 DFVP111 Intermediate Editing  
 DFVP121 Digital Image Illustration  
 DFVP123 Peer Practicum  
 DFVP200 Studio Production  
 DFVP201 Motion Graphics I  
 DFVP202 Advanced Editing  
 DFVP203 Digital Cinematography  
 DFVP204 Producing & Directing  
 DFVP210 Commercial Production  
 DFVP215 Motion Graphics II  
 DFVP218 Media Delivery Systems & Distribution  
 DFVP220 Media Theory & Criticism  
 DFVP226 Script Analysis  
 DFVP300 Scriptwriting  
 DFVP311 Short Media Production  
 DFVP324 Advanced Cinematography  
 DFVP325 Directing the Digital Film  
 DFVP326 History of Media & Communication  
 DFVP327 Art Direction  
 DFVP328 Revolutionary Studios  
 DFVP400 Senior Project Pre-Production  
 DFVP410 Senior Project Production  
 DFVP411 Special Effects for Digital Filmmaking  
 DFVP420 Senior Project Post-Production  
 DFVP421 DVD Authoring  
 DFVP426 Career Development  
 DFVP427 Internship  
 DFVP428 Media Business Practices & Law  
 DFVP430 Senior Portfolio & Defense  
 FND102 Drawing & Perspective  
 PHO106 Photography for Non Majors

### RECOMMENDED TECHNICAL ELECTIVES

#### 3 COURSES (9 CREDITS) REQUIRED

DFVP211 Multi Camera Field Production  
 DFVP212 Documentary Production  
 DFVP216 Viral Video Production  
 DFVP214 Digital Filmmaking  
 DFVP227 Independent Study  
 DFVP310 Advanced Scriptwriting  
 DFVP413 Special Topics

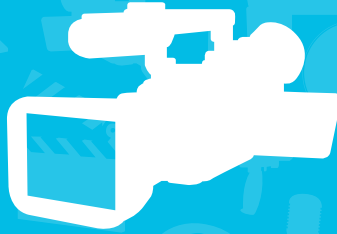
### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

MAT100 Critical Thinking and Reasoning  
 COM101 English Composition  
 COM109 Speech Communications  
 MAT112 College Mathematics





# VIDEO PRODUCTION

ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 90 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 18 MONTHS

With an Associate of Applied Arts degree in Video Production, graduates can seek entry-level positions in the broadcast and cable industries as well as the entertainment and corporate fields. Instructors in the Video Production degree program bring their professional experience into the classroom. Students learn hands-on using industry-related technology and equipment. Course topics include lighting, camera, and post production. Before graduating, students compile work they created into a portfolio to show potential employers. Graduates seek entry-level positions such as Production Assistant, Camera Operator, and Editor.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- conceptualize, plan, execute, and deliver a production utilizing digital filmmaking and video techniques, and demonstrating technical proficiency that meets industry standards.
- apply peer and professional critiques in the articulation and justification of aesthetic decisions in their own projects and in the evaluation of other media work.
- present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.





Required courses (all courses are 3 credits unless otherwise noted)

### 19 COURSES (57 CREDITS) REQUIRED

ADT105 Audio Technology  
 ADT120 Digital Audio I  
 DFVP100 Fundamentals of Video Production  
 DFVP102 Fundamentals of Editing  
 DFVP103 Fundamentals of Lighting  
 DFVP104 Fundamentals of Scriptwriting  
 DFVP106 Survey of Digital Filmmaking & Video Production  
 DFVP110 Intermediate Video Production  
 DFVP111 Intermediate Editing  
 DFVP121 Digital Image Illustration  
 DFVP200 Studio Production  
 DFVP201 Motion Graphics I  
 DFVP203 Digital Cinematography  
 DFVP204 Producing & Directing  
 DFVP218 Media Delivery Systems & Distribution  
 DFVP220 Media Theory & Criticism  
 DFVP228 Internship  
 DFVP230 Portfolio I  
 DFVP231 Portfolio II

### RECOMMENDED TECHNICAL ELECTIVES

#### 3 COURSES (9 CREDITS) REQUIRED

DFVP202 Advanced Editing  
 DFVP210 Commercial Production  
 DFVP211 Multi-Camera Field Production  
 DFVP212 Documentary Production  
 DFVP216 Viral Video Production  
 DFVP214 Digital Filmmaking  
 DFVP215 Motion Graphics II  
 DFVP227 Independent Study

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5  
 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 8 COURSES (24 CREDITS) REQUIRED, INCLUDING:

COM101 English Composition  
 COM109 Speech Communications  
 MAT100 Critical Thinking and Reasoning  
 MAT112 College Mathematics



# GAME ART & DESIGN

BACHELOR OF FINE ARTS

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

In the Game Art & Design program at The Art Institute of Seattle, students can take their creativity and imaginations to a new level. Game Design is for students who want to learn the art and design skills necessary to pursue work within the gaming field. Game Design students learn hands on, using industry-related software and technology. Students in Game Design are taught to combine their artistic and digital skills with their passion for gaming. The Game Design program first teaches basics like drawing, color theory, and 2-D design. Game Design students then progress to modeling and animation. Finally, the most advanced coursework in the program is taught including scriptwriting, storyboarding, character animation, and production. Before they graduate, students develop a portfolio of their work from the program to show potential employers. Graduates of this program in game design can pursue entry-level jobs like character animator, modeler, game tester, and game designer.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- develop concept and storyboards for game ideas.
- create 3d high/low poly models of props, vehicles, buildings and landscapes.
- create UV maps and textures for all game assets.
- rig and animate all sorts of two- and multi-legged creatures.
- light environments and burn textures with light for optimal game use.
- develop a game using existing game engines.
- learn professional practices while working in a team: communication, development of pipeline, problem solving, and product delivery.



Required courses (all courses are 3 credits unless otherwise noted)

#### 42 COURSES (126 CREDITS) REQUIRED

AN105 Introduction to 2-D Animation  
 AN106 Principles of 3-D Modeling  
 AN208 Figure Construction  
 AN221 Advanced Life Drawing  
 AN231 Digital Media Production I  
 AN232 Hard Surface & Organic Modeling  
 AN234 Digital Paint  
 AN252 Materials & Lighting  
 AN260 Three-Dimensional Animation  
 AN271 Concept Art & Visual Development  
 AN304 Cartooning & Character Design  
 AN312 Background Design & Layout  
 AN315 Advanced 3-D Animation  
 AN341 Portfolio Foundations & Career Development  
 AN375 Character Modeling  
 AN380 Advanced Lighting Techniques  
 AN402 Character Animation  
 AN414 Internship  
 AN455 Portfolio Presentation  
 CC315 Business Law & Intellectual Property  
 FND101 Two-Dimensional Design  
 FND102 Drawing & Perspective  
 FND103 Concepts in Computer Graphics  
 FND106 Analysis of Form  
 GAD101 Introduction to Game Development  
 GAD102 Game Design & Game Play  
 GAD216 Game Modeling  
 GAD219 Game Level Design  
 GAD225 Principles for Programming  
 GAD226 Interactive Storytelling  
 GAD235 Two-Dimensional Scripting  
 GAD302 Figure Sculpture  
 GAD309 Three-Dimensional Character Rigging  
 GAD318 Game Prototyping  
 GAD319 Interior Spaces & Worlds  
 GAD337 Casual Games  
 GAD386 Advanced Level Design  
 GAD409 Interface Design for Games  
 GAD411 Team Production Planning  
 GAD416 Advanced Game Prototyping  
 GAD425 Mod Team I  
 GAD426 Mod Team II

#### RECOMMENDED TECHNICAL ELECTIVES

##### 1 COURSE (3 CREDITS) REQUIRED

AN305 Modular Cities  
 AN411 Special Effects  
 GAD305 Unreal Engine  
 GAD310 Zbrush

#### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

##### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

MAT100 Critical Thinking and Reasoning  
 COM101 English Composition  
 MAT112 College Mathematics





# MEDIA ARTS & ANIMATION

BACHELOR OF FINE ARTS

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

Media arts and animation is used in various industries including architecture, television, advertising, education, and forensics. The Art Institute of Seattle offers a bachelor's degree in Media Arts & Animation. Skills needed in the media arts and animation industry, and taught through this program, include design, illustration, compositing, and 3-D computer modeling. Students are taught other aspects of media arts and animation like story development, background design, scenic layout, and special effects. Students learn about media arts and animation in a hands-on environment, using industry-related technology and software. They also assemble a portfolio demonstrating their knowledge of media arts and animation to show potential employers. Armed with their knowledge of media arts and animation, graduates of this program are prepared to pursue entry-level jobs like animator, 3-D modeler, and computer artist.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- develop concept and storyboards for 2d and 3d animations.
- create 3d high/low poly models of props, vehicles, buildings and landscapes.
- rig and animate all sorts of two- and multi-legged creatures.
- light environments and scenes for presentational moods and drama.
- learn professional practices while working in a team: communication, development of pipeline, problem solving, product delivery.
- work in teams to produce professional level animations.





Required courses (all courses are 3 credits unless otherwise noted)

#### 41 COURSES (123 CREDITS) REQUIRED

AN105 Introduction to 2-D Animation  
 AN106 Principles of 3-D Modeling  
 AN107 Audio for Animation  
 AN113 Language of Animation & Film  
 AN208 Figure Construction  
 AN221 Advanced Life Drawing  
 AN226 Sequential Art & Storytelling  
 AN231 Digital Media Production I  
 AN232 Hard Surface & Organic Modeling  
 AN234 Digital Paint  
 AN235 Acting & Movement  
 AN251 Special Topics in Animation I [or AN414]  
 AN252 Materials & Lighting  
 AN260 Three-Dimensional Animation  
 AN261 Accelerated Animation  
 AN271 Concept Art & Visual Development  
 AN301 Advanced 2-D Animation [or AN315]  
 AN304 Cartooning & Character Design  
 AN312 Background Design & Layout  
 AN313 Writing for Animation  
 AN315 Advanced 3-D Animation [or AN301]  
 AN323 Digital Media Production II  
 AN341 Portfolio Foundations & Career Development  
 AN375 Character Modeling  
 AN380 Advanced Lighting Techniques  
 AN388 Animal Anatomy & Locomotion  
 AN402 Character Animation [or AN415]  
 AN408 Kinetic Anatomy  
 AN413 Compositing  
 AN414 Internship [or AN451]  
 AN415 Classical Animation Techniques [or AN402]  
 AN428 Pre-Production for Animation I  
 AN431 Post-Production for Animation I  
 AN445 Pre-Production for Animation II  
 AN449 Post-Production for Animation II  
 AN451 Special Topics in Animation II [or AN414]  
 AN455 Portfolio Presentation  
 CC315 Business Law & Intellectual Property  
 FND101 Two-Dimensional Design  
 FND102 Drawing & Perspective  
 FND103 Concepts in Computer Graphics  
 FND106 Analysis of Form  
 GAD302 Figure Sculpture  
 GAD309 3-D Character Rigging

#### RECOMMENDED TECHNICAL ELECTIVES

##### 2 COURSES (6 CREDITS) REQUIRED

AN305 Modular Cities  
 AN411 Special Effects  
 GAD310 Zbrush

#### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

##### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

MAT100 Critical Thinking and Reasoning  
 COM101 English Composition  
 MAT112 College Mathematics



# ANIMATION ART & DESIGN

ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 120 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

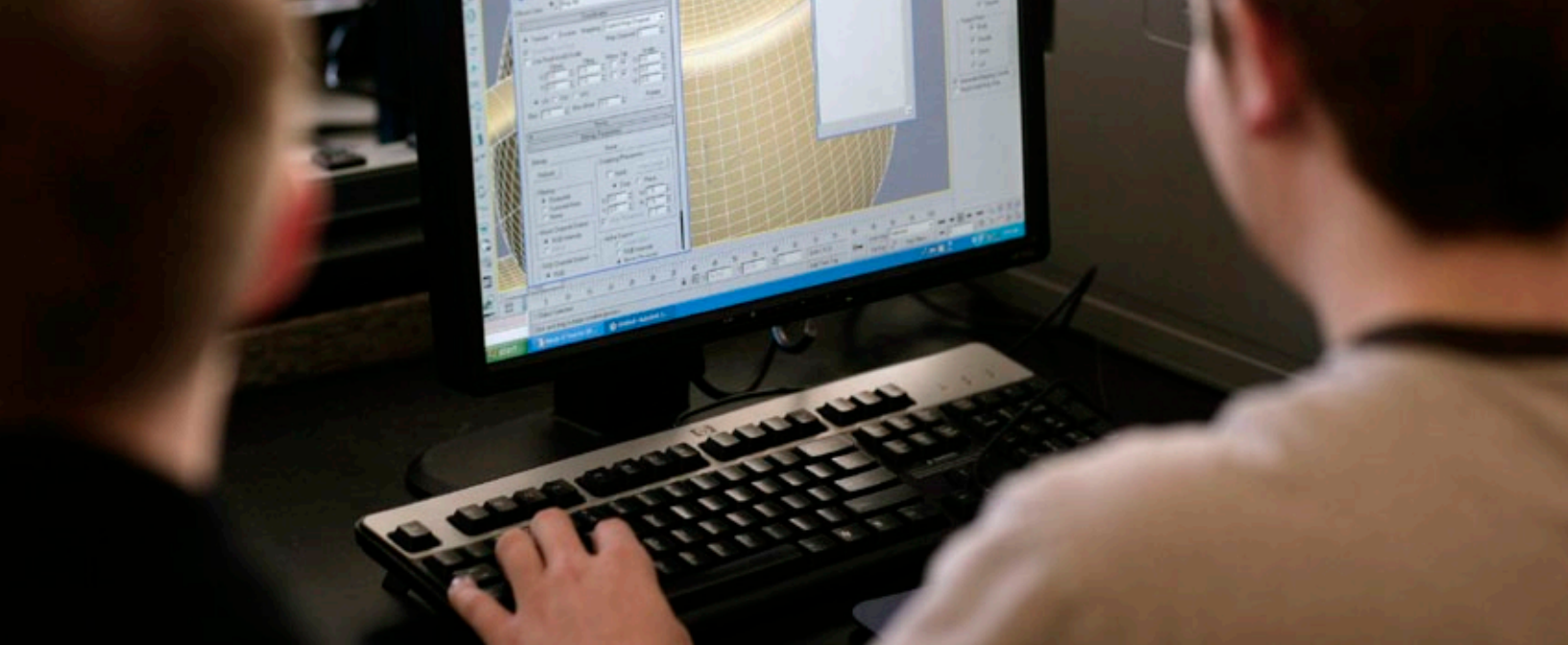
**AVERAGE PROGRAM LENGTH:** 2 YEARS

Students pursuing an Animation Art & Design degree at The Art Institute of Seattle take a variety of animation courses. The animation courses, along with the rest of the curriculum, teach students to conceive and design 2-D and 3-D images. All classes, including animation courses, emphasize hands-on learning, with students utilizing industry-related technology and software. Through animation courses, students are taught to understand the art of animation across different mediums. Animation courses cover topics such as writing for animation and 3-D animation. Course topics other than animation courses for this program include digital paint, character modeling, and lighting. After successfully completing this program, including its required animation courses, graduates are prepared to seek entry-level jobs such as modeler, character designer, and storyboard artist.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- develop concept and storyboards for 2d and 3d animations.
- create 3d high/low poly models of props, vehicles, buildings and landscapes.
- rig and animate all sorts of two- and multi-legged creatures.
- light environments and scenes for presentational moods and drama.
- learn professional practices while working in a team: communication, development of pipeline, problem solving, product delivery.



Required courses (all courses are 3 credits unless otherwise noted)

### 32 COURSES (96 CREDITS) REQUIRED

AN105 Introduction to 2-D Animation  
 AN106 Principles of 3-D Modeling  
 AN107 Audio for Animation  
 AN113 Language of Animation & Film  
 AN208 Figure Construction  
 AN221 Advanced Life Drawing  
 AN226 Sequential Art & Storytelling  
 AN231 Digital Media Production I  
 AN232 Hard Surface & Organic Modeling  
 AN234 Digital Paint  
 AN235 Acting & Movement  
 AN251 Special Topics in Animation I [or AN414]  
 AN252 Materials & Lighting  
 AN260 Three-Dimensional Animation  
 AN261 Accelerated Animation  
 AN271 Concept Art & Visual Development  
 AN301 Advanced 2-D Animation [or AN315]  
 AN304 Cartooning & Character Design  
 AN312 Background Design & Layout  
 AN313 Writing for Animation  
 AN315 Advanced 3-D Animation [or AN301]  
 AN323 Digital Media Production II  
 AN341 Portfolio Foundations & Career Development  
 AN375 Character Modeling  
 AN380 Advanced Lighting Techniques  
 AN388 Animal Anatomy & Locomotion  
 AN414 Internship [or AN251]  
 CC315 Business Law & Intellectual Property  
 FND101 Two-Dimensional Design  
 FND102 Drawing & Perspective  
 FND103 Concepts in Computer Graphics  
 FND106 Analysis of Form  
 GAD302 Figure Sculpture  
 GAD309 3-D Character Rigging

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

**8 COURSES (24 CREDITS) REQUIRED, INCLUDING:**

COM101 English Composition  
 MAT100 Critical Thinking and Reasoning  
 MAT112 College Mathematics



# PHOTOGRAPHY

## BACHELOR OF FINE ARTS

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

Students who pursue their Bachelor of Fine Arts degree in Photography are taught both technical and creative skills. The program provides students with an opportunity to communicate their creativity through compelling visual images. As they work toward their degree, students are taught the best ways to capture a moment in time through a single image or a series of images. Students learn in a hands-on environment, using industry-related equipment and technology. On their way to earning a degree, students learn about shooting on location and in the studio. The program teaches students about color and design, equipment use, lighting, composition, and digital darkroom techniques. Students also learn about the business side of the photographic industry. Before they complete the program, students assemble a portfolio to showcase their work to potential employers. Graduates can pursue entry-level positions in a variety of disciplines, including commercial, product, and fashion photography.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- produce a portfolio of original work for current media and multiple platforms, demonstrating industry standards, personal interest and career specialization.
- articulate how they place themselves and their work within a historical and cultural context.
- use problem-solving processes to produce visually compelling imagery reflective of their personal styles and visions.
- demonstrate the ability to conceptualize, plan and implement marketing strategies and a business model reflective of industry standards, while demonstrating personal motivation and ethical practices.





Required courses (all courses are 3 credits unless otherwise noted)

#### 40 COURSES (120 CREDITS) REQUIRED

CC250 e-Portfolio  
 FND100 Color Theory  
 FND102 Drawing & Perspective  
 GD450 Digital Photographic Art Direction  
 PHO101 Principles of Photography  
 PHO102 Survey of Photography  
 PHO104 Photographic Design  
 PHO107 Lighting  
 PHO111 Image Manipulation  
 PHO114 History of Photography I  
 PHO119 Digital Illustration I  
 PHO123 Peer Practicum  
 PHO205 Advanced Lighting  
 PHO206 Printing  
 PHO207 Studio Photography  
 PHO208 Location Photography  
 PHO211 Video for Photographers  
 PHO214 History of Photography II  
 PHO216 Photojournalism  
 PHO219 Digital Illustration II  
 PHO220 Portraiture  
 PHO300 Business of Photography  
 PHO306 Internship  
 PHO311 Portfolio Exploration  
 PHO313 Editorial Photography  
 PHO316 Architectural Photography  
 PHO317 Corporate/Industrial Photography  
 PHO319 Marketing & Promotions  
 PHO320 Photo Criticism  
 PHO321 Portfolio Expansion  
 PHO325 Digital Publishing  
 PHO326 Innovation Studios  
 PHO327 Creative Concepts  
 PHO328 Photo Essay I  
 PHO400 Photo Essay II  
 PHO401 Exhibition Printing  
 PHO402 Business Operations & Management  
 PHO411 Portfolio Refinement  
 PHO421 Portfolio Thesis Exhibition

#### RECOMMENDED TECHNICAL ELECTIVES

##### 3 COURSES (9 CREDITS) REQUIRED

PHO209 Fashion Photography  
 PHO222 Alternative Processes I  
 PHO291 Fashion Photography (Advanced)  
 PHO292 Portraiture (Advanced)  
 PHO305 Special Projects  
 PHO314 Digital Illustration III  
 PHO315 Product Photography  
 PHO318 Special Topics  
 PHO329 Alternative Processes II

#### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5  
 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

##### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

MAT100 Critical Thinking and Reasoning  
 COM101 English Composition  
 COM109 Speech Communications  
 MAT112 College Mathematics



# PHOTOGRAPHY

## ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 90 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 18 MONTHS

With an Associate of Applied Arts degree in Photography, graduates possess the skills and knowledge to pursue a career in commercial photography. Individuals who want to pursue a degree in Photography should be creative and imaginative with an eye for color and an attention to detail. As they work toward their degree in Photography, students learn in a hands-on environment, using industry-related equipment and technology. To earn a degree in Photography, students complete courses covering topics such as design, lighting, and image manipulation. Before graduating, students compile work they created into a portfolio to show potential employers. Graduates seek entry-level positions such as Photographer's Assistant and Digital Retoucher.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- produce a basic portfolio of original work demonstrating industry standards.
- use problem-solving processes to produce visually compelling imagery reflective of their personal styles and visions.
- demonstrate the ability to conceptualize, plan and implement marketing strategies and a business model reflective of entry-level standards, while demonstrating personal motivation and ethical practices.



Required courses (all courses are 3 credits unless otherwise noted)

### 29 COURSES (87 CREDITS) REQUIRED

CC250 e-Portfolio  
 FND100 Color Theory  
 FND102 Drawing & Perspective  
 GD450 Digital Photographic Art Direction  
 PHO101 Principles of Photography  
 PHO102 Survey of Photography  
 PHO104 Photographic Design  
 PHO107 Lighting  
 PHO111 Image Manipulation  
 PHO114 History of Photography I  
 PHO119 Digital Illustration I  
 PHO123 Peer Practicum  
 PHO205 Advanced Lighting  
 PHO206 Printing  
 PHO207 Studio Photography  
 PHO208 Location Photography  
 PHO214 History of Photography II  
 PHO216 Photojournalism  
 PHO219 Digital Illustration II  
 PHO220 Portraiture  
 PHO300 Business of Photography  
 PHO305 Special Projects [or PHO306]  
 PHO306 Internship [or PHO305]  
 PHO311 Portfolio Exploration  
 PHO313 Editorial Photography  
 PHO316 Architectural Photography  
 PHO317 Corporate/Industrial Photography  
 PHO319 Marketing & Promotions  
 PHO321 Portfolio Expansion

### RECOMMENDED TECHNICAL ELECTIVES

#### 3 COURSES (9 CREDITS) REQUIRED

PHO209 Fashion Photography  
 PHO211 Video for Photographers  
 PHO222 Alternative Processes I  
 PHO291 Fashion Photography (Advanced)  
 PHO292 Portraiture (Advanced)  
 PHO314 Digital Illustration III  
 PHO315 Product Photography  
 PHO318 Special Topics  
 PHO326 Innovation Studios  
 PHO329 Alternative Processes II

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 8 COURSES (24 CREDITS) REQUIRED, INCLUDING:

MAT100 Critical Thinking and Reasoning  
 COM101 English Composition  
 COM109 Speech Communications  
 MAT112 College Mathematics



# WEB DESIGN & INTERACTIVE MEDIA

## BACHELOR OF SCIENCE

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

Web sites are necessities for most businesses today and Web design training teaches students how to meet that demand. The Web Design & Interactive Media program teaches students how to create Web content, utilize user-friendly design, produce high-quality programs that are functional and interactive, and work with clients. Students have the opportunity to learn hands on, using industry-related technology and equipment. Before they graduate, students are required to compile a portfolio showcasing the products of their training to show potential employers. Upon successfully completing this program, students are prepared to seek entry-level jobs like interactive designer, animator, and computer artist.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate and integrate knowledge of the major concepts, theoretical perspectives, empirical findings, and historical trends in interactive media.
- understand and apply basic research methods in interactive media, including research, design, data analysis, and interpretation.
- understand and apply the language and concepts of the field of interactive design, through effective communication and design.
- demonstrate the ability to acquire and disseminate digital information and use computers and other technology for a variety of purposes.
- demonstrate a strong foundation in color theory, design, digital image manipulation, usability, information architecture, video, animation, web programming and interface design for the purposes of branding and business optimization.
- demonstrate experience in working within a team environment to execute on the creative strategy for projects by creating viable design schemes
- apply advanced skills and critical thinking in the principles of form and function to produce design and business solutions appropriate to a particular client or target audience.
- apply their personal vision and skills toward particular interests in relation to the graphic design field, whether in print, motion design, web design, typography, environmental design or other forms of message making.





Required courses (all courses are 3 credits unless otherwise noted)

### 39 COURSES (117 CREDITS) REQUIRED

CC315 Media Business Law & Professional Practices  
 DFVP326 History of Media & Communication  
 GD108 Typography  
 GD292 Internship  
 GD432 Design Production Team  
 FND100 Color Theory  
 FND101 2D Design  
 FND102 Drawing and Perspective  
 FND103 Concepts in Computer Graphics  
 GD208 Computer Drawing  
 GD218 Concept Development  
 GD220 Digital Typography  
 GD290 Career Development  
 GD426 Senior Studio  
 GD448 Senior Thesis  
 GD458 Senior Project  
 GD460 Portfolio Presentation  
 IM103 Fundamentals of Web Page Scripting  
 IM107 Computer Animation for Multimedia  
 IM109 Concepts in Motion Graphics  
 IM120 Desktop Video  
 IM200 Intermediate Web Page Scripting  
 IM205 Advanced Web Page Scripting  
 IM209 Advanced Scalable Vector Graphics  
 IM211 Writing for Interactive Media  
 IM225 Usability Testing  
 IM231 Interface Design  
 IM241 Integrated Information Design  
 IM245 Interactive Motion Graphics I  
 IM272 Audio for Interactive Media  
 IM301 Advanced Scripting Languages  
 IM306 Interactive Motion Graphics II  
 IM320 Dynamic Site Design  
 IM328 Interactive Motion Scripting  
 IM335 Project Management  
 IM350 Portfolio Design  
 IM351 Design for Mobile Devices  
 IM360 Portfolio  
 PHO119 Digital Illustration I

### RECOMMENDED TECHNICAL ELECTIVES

#### 4 COURSES (12 CREDITS) REQUIRED

AN208 Figure Construction  
 AN271 Concept Art & Visual Development  
 CC280 Student Studio  
 FND131 3D Design  
 GD226 Electronic Print Production  
 GD320 Graphic Package Design  
 GD327 Advanced Electronic Print Production  
 GD336 Publication Design  
 GD405 Advanced Advertising Campaign  
 GD412 Editorial Illustration  
 GD455 Independent Study

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

COM101 English Composition  
 COM109 Speech Communications  
 HIS106 Art History I  
 HIS206 Art History II  
 HIS286 Art History III  
 MAT100 Critical Thinking and Reasoning  
 MAT112 College Mathematics



# WEB DESIGN & INTERACTIVE MEDIA

ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 120 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 2 YEARS

Web design classes are at the core of the Web Design & Interactive Media associate's degree program at The Art Institute of Seattle. Web sites are necessities for most businesses today and Web design classes teach students how to meet that demand. In the Web Design & Interactive Media program, students are taught to combine design and technology to create a site that is dynamic, appealing, interactive, and user friendly. This is a constantly evolving industry and the Web design classes utilize industry-related technology and software. Classes are taught by professional faculty members, some with industry experience. Classes in the program are designed to focus on layout, typography, navigation, scripting, streaming video, interactive graphics, and more. In addition to Web design classes, students take business and marketing courses. Before they graduate, students compile a portfolio showcasing the work they did to show potential employers. Upon successfully completing this program graduates are prepared to seek entry-level jobs like web designer, production artist, and content manager.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate and integrate knowledge of the major concepts, theoretical perspectives, empirical findings, and historical trends in interactive media.
- understand and apply basic research methods in interactive media, including research, design, data analysis, and interpretation.
- understand and apply the language and concepts of the field of interactive design, through effective communication and design.
- demonstrate the ability to acquire and disseminate digital information and use computers and other technology for a variety of purposes.
- demonstrate a foundation in color theory, design, digital image manipulation, usability, information architecture, video, animation, web programming and interface design for the purposes of branding and business optimization.



Required courses (all courses are 3 credits unless otherwise noted)

### 32 COURSES (96 CREDITS) REQUIRED

CC315 Media Business Law & Professional Practices  
 DFVP326 History of Media & Communication  
 FND100 Color Theory  
 FND101 2D Design  
 FND102 Drawing and Perspective  
 FND103 Concepts in Computer Graphics  
 GD108 Typography  
 GD208 Computer Drawing  
 GD218 Concept Development  
 GD220 Digital Typography  
 GD290 Career Development  
 GD292 Internship  
 IM103 Fundamentals of Web Page Scripting  
 IM107 Computer Animation for Multimedia  
 IM109 Concepts in Motion Graphics  
 IM120 Desktop Video  
 IM200 Intermediate Web Page Scripting  
 IM205 Advanced Web Page Scripting  
 IM209 Advanced Scalable Vector Graphics  
 IM211 Writing for Interactive Media  
 IM225 Usability Testing  
 IM231 Interface Design  
 IM241 Integrated Information Design  
 IM272 Audio for Interactive Media  
 IM301 Advanced Scripting Languages  
 IM320 Dynamic Site Design  
 IM328 Interactive Motion Scripting  
 IM335 Project Management  
 IM350 Portfolio Design  
 IM351 Design for Mobile Devices  
 IM360 Portfolio  
 PHO119 Digital Illustration I

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 8 COURSES (24 CREDITS) REQUIRED, INCLUDING:

COM101 English Composition  
 COM109 Speech Communications  
 HIS106 Art History I  
 HIS206 Art History II  
 HIS286 Art History III  
 MAT100 Critical Thinking and Reasoning  
 MAT112 College Mathematics



# FASHION DESIGN

## BACHELOR OF FINE ARTS

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

The bachelor's degree program in Fashion Design at The Art Institute of Seattle takes a well-rounded approach to the fashion industry. It offers an expanded curriculum that allows students to develop the knowledge and skills necessary to create products that can be produced and marketed in today's global environment. Beginning with an understanding of fashion history and design principles, students learn to push their creativity while developing skills in patterndrafting, sewing, artistic and computerized illustration, textile and technical product design. In addition understanding of the product development cycle, students also learn how to market themselves and their ideas through courses, internships and field trips which expose them to industry professionals and their business practices. The Fashion Design program prepares graduates to seek entry-level positions such as assistant designer, colorists, trend forecasters, and illustrators. More technical career options might include manufacturing production assistant, computer marking and grading technician, patternmaker, and technical designer.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate advanced skills in construction, draping, fitting, and patternmaking as well as in specialty textile design, costume design, and product and concept development.
- use industry software to create, grade, and mark patterns; use business software to develop specification sheets; and develop advanced knowledge of technical sketching and computer design.
- explain connections between world events and design, color, and forecasting trends in the apparel industry.
- apply market research and trend forecasting to the development of product lines in markets such as children's wear, menswear, costume, formal wear, active and outerwear.
- demonstrate a knowledge of apparel production processes from concept development through finished product.
- use industry terminology to analyze and meet client needs including trend forecasting, textile evaluation and usage for specific markets needs.





Required courses (all courses are 3 credits unless otherwise noted)

#### 41 COURSES (123 CREDITS) REQUIRED

CC370 e-Portfolio  
 FD112 Technical & Product Sketching  
 FD125 Design for Apparel  
 FD127 Survey of the Fashion Industry  
 FD130 Fundamentals of Construction  
 FD131 Intermediate Construction  
 FD134 Draping  
 FD135 Fundamentals of Patternmaking  
 FD155 Early History of Fashion  
 FD234 Computer Apparel Design  
 FD239 Fashion Illustration  
 FD251 Textiles & Fabrics for Fashion  
 FD259 Advanced Construction  
 FD260 Design Trends & Forecasting  
 FD261 Applied Textiles  
 FD262 Intermediate Patternmaking  
 FD263 Introduction to Product Development  
 FD265 Modern History of Fashion  
 FD273 Advanced Technical & Product Sketching  
 FD275 Junior Collection Concept Development  
 FD285 Junior Collection Concept Production  
 FD290 Portfolio I  
 FD307 Computer Patternmaking  
 FD308 Computer Production Systems  
 FD310 Advanced Concept Development  
 FD315 Technical Design  
 FD320 Advanced Fashion Illustration  
 FD334 Advanced Computer Apparel Design  
 FD350 Digital Textile Design  
 FD370 Fit Analysis  
 FD400 Design Specialties: Menswear  
 FD401 Design Specialties: Outerwear & Gear  
 FD408 Applied Product Development  
 FD436 Fashion Entrepreneurship  
 FD443 Senior Collection: Concept Development  
 FD446 Senior Collection: Production  
 FM450 Career Preparation  
 FM451 Internship  
 FD455 Portfolio II  
 FM184 Marketing  
 FND100 Color Theory

#### RECOMMENDED TECHNICAL ELECTIVES

##### 2 COURSES (6 CREDITS) REQUIRED

FD270 Patternmaking: Specialized Fabrics  
 FD305 Draping II  
 FD322 Advanced Sewing Techniques  
 FD327 Surface Design  
 FD403 Design Specialties: Children's Wear  
 FM305 Cultural Components of International Business  
 FM451 Internship

#### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

##### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

COM101 English Composition  
 MAT100 Critical Thinking and Reasoning  
 MAT112 College Mathematics



# FASHION DESIGN

ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 90 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 18 MONTHS

The Art Institute of Seattle offers fashion design classes that introduce students to the basic skills of construction in sewing, flat pattern drafting, and draping. Our associate's degree program in Fashion Design allows students to examine their own work and the work of their peers. Students learn to think critically about design. Students can move on to the development of collections, with opportunities to present their work in fashion shows and competitions. Business practices, agency procedures, marketing, and client relations are studied to support the creative side of design and provide students with a realistic view of the world of business. The Fashion Design program can prepare students with the creative skills required to seek entry-level positions such as assistant designer, colorists, assistant technical designers and illustrators.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate skills in construction, draping, fitting, and patternmaking as well as knowledge of textile basics. Graduates will apply common industry software used for patternmaking, grading, marker making, design software, and common office software.
- explain connections between world events and trends in the apparel industry, as well as apply the implications of current events to business trends as they affect apparel design.
- develop and present a concept line through which they will demonstrate their knowledge of historical fashion design, its impact on current trends; knowledge of textiles as well as their illustration and technical drawing abilities.



Required courses (all courses are 3 credits unless otherwise noted)

## 22 COURSES (66 CREDITS) REQUIRED

FD112	Technical & Product Sketching
FD125	Design for Apparel
FD127	Survey of the Fashion Industry
FD130	Fundamentals of Construction
FD131	Intermediate Construction
FD134	Draping
FD135	Fundamentals of Patternmaking
FD155	Early History of Fashion
FD234	Computer Apparel Design
FD239	Fashion Illustration
FD251	Textiles & Fabrics for Fashion
FD259	Advanced Construction
FD260	Design Trends & Forecasting
FD261	Applied Textiles
FD262	Intermediate Patternmaking
FD263	Introduction to Product Development
FD273	Advanced Technical & Product Sketching
FD275	Junior Collection Concept Development
FM275	Internship
FD285	Junior Collection Concept Production
FD290	Portfolio I
FND100	Color Theory

## REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

### 8 COURSES (24 CREDITS) REQUIRED, INCLUDING:

COM101	English Composition
MAT100	Critical Thinking and Reasoning
MAT112	College Mathematics



# FASHION MARKETING

## BACHELOR OF SCIENCE

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

Our bachelor's degree program in Fashion Marketing takes a well-rounded approach to fashion, offering an expanded curriculum that allows students to develop the necessary knowledge and skills in business, marketing, fashion, and design to be competitive in today's fashion market. The fashion industry's growing need for employees educated in computer technology, advanced-level business, and sales marketing is at the core of this program. Students are offered the opportunity to enhance their skills in product development, consumer behavior, appropriate technology and software, graphic communications, and trends and concepts in fashion. Graduates are prepared to seek entry-level positions such as a buyer, stylist, merchandiser, special events coordinator, visual merchandiser, as well as positions in management and sales promotion.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate proficiency with common business computer programs including inventory management, presentation, spreadsheet, and Web software.
- use industry terminology to analyze and meet client needs including trend forecasting, textile evaluation and usage for specific markets.
- plan and analyze key marketing and management processes including event planning, product development, target market identification, market research strategies, and supply chain distribution.
- demonstrate knowledge of visual merchandising as a communication tool to market the merchandise to the consumer.
- demonstrate professional presentation skills to include appropriate interpersonal communication skills, articulation of knowledge of fashion marketing and management, and mastery of industry standards, professional practices and ethics.





Required courses (all courses are 3 credits unless otherwise noted)

#### 40 COURSES (120 CREDITS) REQUIRED

CC315	Business Law & Professional Practices
CC370	e-Portfolio
FD112	Technical & Product Sketching
FD125	Design for Apparel
FD127	Survey of the Fashion Industry
FD155	Early History of Fashion
FD234	Computer Apparel Design
FD251	Textiles & Fabrics for Fashion
FD260	Design Trends & Forecasting
FD265	Modern History of Fashion
FD334	Advanced Computer Apparel Design
FM120	Retail Math
FM121	Principles of Accounting
FM181	Business Fundamentals
FM183	Merchandise Presentation
FM184	Marketing
FM201	Advertising
FM219	Store Operations
FM223	Digital Marketing Strategies
FM238	Merchandise Buying Techniques
FM239	Marketing Research Portfolio
FM241	Business Financial Portfolio
FM243	Inventory & Stock Control
FM245	Business Portfolio I
FM305	Cultural Components of International Business
FM308	Store Planning
FM310	Event Production
FM312	Supervisory Management
FM327	Fashion Styling
FM341	Brand Strategy
FM401	Product Development
FM405	Writing for Fashion Publications
FD400	Design Specialties: Menswear
FM420	International Marketing
FM430	Business Entrepreneurship
FM435	Consumer Behavior
FM450	Career Preparation
FM451	Internship
FM455	Business Portfolio II
FND100	Color Theory

#### RECOMMENDED TECHNICAL ELECTIVES

##### 3 COURSES (9 CREDITS) REQUIRED

FD261	Applied Textiles
FM108	Visual Merchandising
FM309	Event Planning and Promotion
FM451	Internship

#### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

##### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

COM101	English Composition
MAT100	Critical Thinking and Reasoning
MAT112	College Mathematics



# FASHION MARKETING

ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 90 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 18 MONTHS

The associate's degree program in Fashion Marketing at The Art Institute of Seattle can teach students fashion coordination, buying and textiles, small business management, advertising and retail management, and visual merchandising. Fashion marketing courses place emphasis on basic skills and fundamental techniques in the specialized areas of business, sales, and marketing. Students will have the opportunity to learn how to develop, analyze, and implement effective sales strategies. They will graduate prepared to seek entry-level positions in retail or wholesale sales and management, and as consultants and stylists for clothing wholesalers and manufacturers.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate knowledge and proficiency in current industry technology.
- apply the many facets of marketing and be able to plan and implement strategies to accommodate change in the industry.
- demonstrate knowledge of visual merchandising as a communication tool to market merchandise to the consumer.
- apply industry standards and business concepts related to retail and fashion industries.



Required courses (all courses are 3 credits unless otherwise noted)

## 22 COURSES (66 CREDITS) REQUIRED

FD112	Technical and Product Sketching
FD125	Design For Apparel
FD127	Survey of the Fashion Industry
FD155	Early History of Fashion
FD234	Computer Apparel Design
FD251	Textiles and Fabrics for Fashion
FD260	Design Trends & Forecasting
FM120	Retail Math
FM121	Principles of Accounting
FM181	Business Fundamentals
FM183	Merchandise Presentation
FM184	Marketing
FM201	Advertising
FM219	Store Operations
FM223	Digital Marketing Strategies
FM238	Merchandise Buying Techniques
FM239	Marketing Research Portfolio
FM241	Business Financial Portfolio
FM243	Inventory & Stock Control
FM245	Business Portfolio I
FM451	Internship
FND100	Color Theory

## REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

### 8 COURSES (24 CREDITS) REQUIRED, INCLUDING:

COM101	English Composition
MAT100	Critical Thinking and Reasoning
MAT112	College Mathematics



# CULINARY ARTS MANAGEMENT

BACHELOR OF SCIENCE

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**COURSE LENGTH:** 180 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 3 YEARS

A bachelor's degree in Culinary Arts Management at The Art Institute of Seattle is designed for students who are passionate about their careers, who appreciate food, want a well-rounded education, and understand the rigors and the rewards of this ever-growing industry. Graduates of the Culinary Arts Management degree program are prepared to seek entry-level management positions in restaurants and hotels within the food service industry such as Baking/Pastry Cook, Line Cook and Banquet and Catering Cook.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- identify and list challenges to effective organizational management.
- describe and articulate wine culture and perform food and wine pairing.
- develop a business plan that is agile and appropriate for the business and the market, which includes appropriate integration of the key financial statements and how the financial statements interrelate.
- define and articulate the professional values of the culinary profession including the standards for presenting themselves to employers in a professional manner, personal commitments to respect co-workers, employers, and equipment, well-defined career goals, and the value of life-long professional development.
- demonstrate professional leadership skills including the ability to define professional ethics, supervision skills, and a plan for professional growth within the culinary field.





Required courses (all courses are 3 credits unless otherwise noted)

### 35 COURSES (126 CREDITS) REQUIRED

BP101	Introduction to Baking
BP102	Introduction to Pastry
CL101	Sanitation & Safety
CL110	Concepts & Theories of Culinary Techniques
CL112	Fundamentals of Classical Techniques (6 credits)
CL129	Purchasing & Product Identification
CL141	American Regional Cuisine (6 credits)
CL152	Cost Control & Planning
CL211	Management by Menu
CL215	Garde Manger (6 credits)
CL221	Asian Cuisine
CL223	Latin Cuisine
CL224	Classical European Cuisine
CL225	World Cuisine
CL228	Management, Supervision & Career Development
CL255	Food & Beverage Operations Management
CL256	Restaurant Cooking Operations - À La Carte (9 credits)
CL275	Catering & Event Management
CL310	Introduction to Accounting Principles
CL312	Art Culinaire (6 credits)
CL315	Human Resource Management
CL320	Etiquette for Today's Professional
CL325	Foodservice Technology & Information
CL330	Leadership & Organizational Development
CL360	Facilities Management & Design
CL371	Externship
CL375	Foodservice Financial Management
CL380	Legal Issues & Ethics for Culinaricians
CL385	Quality Service Management & Training
CL410	Hospitality Marketing
CL420	Exploring Wines & Culinary Arts
CL450	Management Externship
CL460	Innovation & Entrepreneurship
CL470	Global Management & Operations in the Hospitality Industry
CL480	Senior Culinary Practicum (6 credits)

### RECOMMENDED TECHNICAL ELECTIVES

#### 1 COURSE (3 CREDITS) REQUIRED

BP130	European Cakes & Tortes
CL142	Northwest Cuisine
CL231	Advanced Asian Cuisine

### REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

#### 17 COURSES (51 CREDITS) REQUIRED, INCLUDING:

COM101	English Composition
MAT100	Critical Thinking and Reasoning
MAT112	College Mathematics

*Culinary students must also complete a minimum of 3 credits in a foreign language*



# CULINARY ARTS

ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 108 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 2 YEARS

Our Culinary Arts associate's degree program will first teach you the basics, including knife and hand skills, and then you'll delve into specialty areas like baking and pastry, garde manger, international and American cuisines, and à la carte. You will be prepared to seek entry-level positions including prep cook, line cook, and first cook.

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate the ability to professionally prepare standardized recipes using a variety of cooking techniques as well as the appropriate equipment and cooking skills.
- describe and perform tasks related to common business practices within the culinary industry including inventory, menu planning, cost control, and food purchasing.
- describe the principles of food and beverage management as well as the functions essential to the operation of the dining room in a restaurant through developing an appropriate business for a specific market.
- define and articulate the professional values of the culinary profession including the standards for presenting themselves to employers in a professional manner, personal commitments to respect co-workers, employers, and equipment, well-defined career goals, and the value of life-long professional development.



Required courses (all courses are 3 credits unless otherwise noted)

## 20 COURSES (81 CREDITS) REQUIRED

BP101	Introduction to Baking
BP102	Introduction to Pastry Techniques & Artistry (6 credits)
CL101	Sanitation & Safety
CL110	Concepts & Theories of Culinary Techniques
CL112	Fundamentals of Classical Techniques (6 credits)
CL129	Purchasing & Product Identification
CL141	American Regional Cuisine (6 credits)
CL152	Cost Control & Planning
CL211	Management by Menu
CL215	Garde Manger (6 credits)
CL221	Asian Cuisine
CL223	Latin Cuisine
CL224	Classical European Cuisine
CL225	World Cuisine
CL228	Management, Supervision & Career Development
CL255	Food & Beverage Operations Management
CL256	Restaurant Cooking Operations - À La Carte (9 credits)
CL312	Art Culinaire (6 credits)
CL351	Capstone/Portfolio
CL371	Externship

## RECOMMENDED TECHNICAL ELECTIVES

### 1 COURSE (3 CREDITS) REQUIRED

BP130	European Cakes & Tortes
CL142	Northwest Cuisine
CL231	Advanced Asian Cuisine
CL420	Exploring Wines and Culinary Arts

## REQUIRED COURSES IN LIBERAL ARTS

(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):

### 8 COURSES (24 CREDITS) REQUIRED, INCLUDING:

COM101	English Composition
MAT100	Critical Thinking and Reasoning
MAT112	College Mathematics

*Culinary students must also complete a minimum of 3 credits in a foreign language*



# BAKING & PASTRY

ASSOCIATE OF APPLIED ARTS

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**COURSE LENGTH:** 108 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 2 YEARS

In the Baking & Pastry associate's degree program, our students have the opportunity to gain hands-on baking skills. Emphasis is placed on fundamental pastry and bread-baking techniques, in addition to all-purpose baking, desserts, cake decoration, and pastry arts. Students have the opportunity to create from scratch a variety of baked delicacies such as breads, cookies, pies, tarts, cakes and other desserts. To complement their culinary techniques, students can learn critical thinking and business essentials, and receive a solid foundation designed to enhance their knowledge and skills in the kitchen. Graduates are prepared to seek entry-level employment in positions such as line cook and pantry cook (garde manger).

## PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate the ability to professionally prepare standardized recipes using a variety of cooking techniques as well as the appropriate equipment and cooking skills.
- describe and perform tasks related to common business practices within the culinary industry including inventory, menu planning, cost control, and food purchasing.
- describe the principles of food and beverage management as well as the functions essential to the operation of the dining room in a restaurant through developing an appropriate business for a specific market.
- define and articulate the professional values of the culinary profession including the standards for presenting themselves to employers in a professional manner, personal commitments to respect co-workers, employers, and equipment, well-defined career goals, and the value of life-long professional development





Required courses (all courses are 3 credits unless otherwise noted)

**19 COURSES (84 CREDITS) REQUIRED**

BP101	Introduction to Baking
BP102	Introduction to Pastry Techniques & Artistry (6 credits)
BP130	European Cakes & Tortes
BP131	Artisan Breads & Baking Production (6 credits)
BP205	Advanced Patisserie & Display Cakes (6 credits)
BP230	Individual Desserts, Patisserie, & Friandise (6 credits)
BP301	Chocolate, Confections & Centerpieces (6 credits)
CL101	Sanitation & Safety
CL110	Concepts & Theories of Culinary Techniques
CL112	Fundamentals of Classical Techniques (6 credits)
CL129	Purchasing & Product Identification
CL141	American Regional Cuisine (6 credits)
CL152	Cost Control & Planning
CL211	Management by Menu
CL228	Management, Supervision & Career Development
CL255	Food & Beverage Operations Management
CL256	Restaurant Cooking Operations - À La Carte (9 credits)
CL351	Capstone/Portfolio
CL371	Externship

**REQUIRED COURSES IN LIBERAL ARTS**

**(PLEASE SEE LIBERAL ARTS COURSE LISTING ON PAGE 5 FOR COMPLETE LIBERAL ARTS COURSE REQUIREMENTS):**

**8 COURSES (24 CREDITS) REQUIRED, INCLUDING:**

COM101 English Composition  
MAT100 Critical Thinking and Reasoning  
MAT112 College Mathematics

*Culinary students must also complete a minimum of 3 credits in a foreign language*



# BAKING & PASTRY

## DIPLOMA

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**COURSE LENGTH:** 36 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 1 YEAR

The Baking & Pastry diploma program at The Art Institute of Seattle has the right ingredients to prepare you for careers in the baking arts and pastry arts. The program focuses on the art and preparation of breads, cookies, pies, tarts, cakes, and other desserts and baked goods. Instruction is delivered through lecture and hands-on kitchen experiences with students developing the skills, coordination, and teamwork required in the baking and pastry industry. Topics such as the preparation of cakes, pastries, frozen desserts, chocolate, regional desserts, as well as classical and artisan bread baking techniques are taught. Graduates are prepared to seek entry-level employment in bakeries, restaurants, catering houses and institutional settings in entry-level positions such as assistant bakers and pastry cooks.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate the knife skills, use of mis en place, appropriate use and care of equipment, selection of appropriate cooking techniques, and other recipe preparation skills (measuring and product identification) to successfully follow directions orally and from recipes.
- plan, prepare, produce, and professionally present dishes while consistently maintaining a safe and sanitary work environment as defined by HACCP standards.
- demonstrate the ethical and professional values of the culinary profession (including demonstrating the ability to conform to professional standards of conduct related to timeliness, appearance, behavior in a kitchen, especially in relating to diverse populations among coworkers and customers) through successful preparation of a resume and cover letter and the completion of team oriented tasks.



Required courses (all courses are 3 credits unless otherwise noted)

**9 COURSES (36 CREDITS) REQUIRED**

BP101	Introduction to Baking
BP102	Introduction to Pastry Techniques & Artistry (6 credits)
BP130	European Cakes & Tortes
BP131	Artisan Breads & Baking Production (6 credits)
CL101	Sanitation & Safety
CL110	Concepts & Theories of Culinary Techniques
CL112	Fundamentals of Classical Techniques (6 credits)
CL129	Purchasing & Product Identification
CL228	Management, Supervision & Career Development



# THE ART OF COOKING

## DIPLOMA

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**COURSE LENGTH:** 36 CREDITS

**METHOD OF INSTRUCTION:**

CLASSROOM, LAB AND COMPUTER ASSISTED

**AVERAGE PROGRAM LENGTH:** 1 YEAR

Students in The Art of Cooking diploma program at The Art Institute of Seattle can learn cooking skills, baking and pastry, and American regional cuisine with emphasis on plating, presentation, and production. The program also offers courses on sanitation and safety, garde manger, management, supervision, and career development, purchasing and product identification, food and beverage operations management, and menu management. Students in The Art of Cooking program can also learn cooking skills in weight and measures, knife skills, equipment and tools identification, plating and presentation, cost control, and ingredient mixing methods. Graduates of The Art of Cooking diploma program will be prepared to seek entry-level employment in the food service industry, such as prep cook, short-order cook, and line cook.

### PROGRAM OBJECTIVES

Upon completion of this program, graduates will:

- demonstrate the knife skills, use of mis en place, appropriate use and care of equipment, selection of appropriate cooking techniques, and other recipe preparation skills (measuring and product identification) to successfully follow directions orally and from recipes.
- plan, prepare, produce, and professionally present dishes while consistently maintaining a safe and sanitary work environment as defined by HACCP standards.
- demonstrate the ethical and professional values of the culinary profession (including demonstrating the ability to conform to professional standards of conduct related to timeliness, appearance, behavior in a kitchen, especially in relating to diverse populations among coworkers and customers) through successful preparation of a resume and cover letter and the completion of team oriented tasks.





Required courses (all courses are 3 credits unless otherwise noted)

**9 COURSES (36 CREDITS) REQUIRED**

BP101	Introduction to Baking
CL101	Sanitation & Safety
CL110	Concepts & Theories of Culinary Techniques
CL112	Fundamentals of Classical Techniques (6 credits)
CL129	Purchasing & Product Identification
CL141	American Regional Cuisine (6 credits)
CL215	Garde Manger (6 credits)
CL223	Latin Cuisine
CL228	Management, Supervision & Career Development

# COURSE DESCRIPTIONS

All courses three credits unless otherwise noted

## AN261 Accelerated Animation

Students work with advanced animation software to produce complex models and animation sequences. Emphasis is on the conceptual and technical skills associated with advanced scene construction and character development.

*Prerequisite: AN260 3-D Animation*

## ADT370 Acoustic Recording & Production

This course is a study in the recording and editing of classical music and jazz. The scope of the course will include studio and location digital recording of music in real time. Students will practice their skills using computer based wave form editing using music scores and recording notes to create a seamless master from multiple takes.

*Prerequisite: ADT 350 Advanced Recording Techniques II*

## AN235 Acting & Movement

This course is an introduction to acting as a tool of research through studies of animated movement. Characters' personalities, expressions, motivations, body language, and posture will be studied through classroom exercises in a variety of media.

## GD405 Advanced Advertising Campaign

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: GD337 Advanced Design*

## CL231 Advanced Asian Cuisine

This course is a continuation of Asian Cuisine for students with an acquired competency and an interest in pursuing advanced methodologies. The class will explore in-depth the flavor profiles of the various regions, as well as the practical and social rituals associated with the cuisines. Students will further their understanding of how religion and geography shape the pantry of ingredients. On occasion, students will utilize a "market basket" approach to preparing dishes. Emphasis will continue to be made on sourcing of authentic ingredients.

*Prerequisite: CL221 Asian Cuisine*

## INT365 Advanced Building Information Modeling

This course furthers student capabilities in working with 3-D modeling in a building information modeling (BIM) environment. Using computer software, students are able to develop more advanced skills in blending floor plans, elevations, sections, and other building information into an integrated system that culminates in a 3-D assembly.

*Prerequisite: INT345 Building Information Modeling*

## DFVP324 Advanced Cinematography

Moving beyond three-point lighting and variations of the five general lighting patterns, this course introduces additional lighting principles and techniques to achieve desired effects and mood. The roles of the Director of Photography, Gaffer, and Best Boy are stressed.

*Prerequisite: DFVP203 Digital Cinematography*

## FD334 Advanced Computer Apparel Design

Students acquire additional skills for developing computer based technical sketches and producing surface designs and garment draping simulations for use in their portfolios.

*Prerequisite: FD234 Computer Apparel Design*

## FD310 Advanced Concept Development

Students will practice advanced design processes and presentation skills to include multiple deliveries or target markets utilizing computer aided design technology.

*Prerequisite: FD285 Junior Collection Concept Development*

## FD259 Advanced Construction

Advanced construction techniques are applied in the production of a structured garment.

*Prerequisite: FD131 Intermediate Construction*

## GD337 Advanced Design

The role of graphic design in collateral materials will be introduced and explored with a focus on brochures, billboards, posters, transit cards, point of sale materials, direct mail pieces, sales promotion materials, etc. The process of developing unified advertising collateral materials involving multiple presentations will be emphasized.

*Prerequisite: GD229 Art Direction; GD327 Advanced Electronic Print Production*

## DFVP202 Advanced Editing

Focused on advanced editing systems and methods, this course enables students to process audio and video elements in

media content and organize such content for total effect and final delivery. Students apply a comprehensive set of critical and evaluative skills to make sound judgment calls and sophisticated editing decisions.

*Prerequisite: DFVP111 Intermediate Editing*

## GD327 Advanced Electronic Print Production

Students complete multiple-page electronic pre-press documents that include scanned and edited images, object-defined graphics, and text through the integration of a variety of file types. Students examine the place of electronic page make-up in modern print production.

*Prerequisite: GD226 Electronic Print Production*

## GAD416 Advanced Game Prototyping

In this course, students will perform as members of a pre-determined team to create a game level within an existing engine. Students will continue to develop a project that was begun in the Game Prototyping class by a different team of students. The final will be the complete delivery of the project through a presentation and use of marketing materials.

*Prerequisite: GAD318 Game Prototyping*

## FD320 Advanced Fashion Illustration

This course focuses on advanced drawing techniques for rendering the fashion figure. Students will utilize a variety of media to render garment and fabric types.

*Prerequisite: FD239 Fashion Illustration*

## INT291 Advanced Kitchen & Bath Design

This course provides further study of kitchen and bath design further developing students' skills in the design of these spaces using NKBA guidelines. Students design a sophisticated kitchen or bath space with a complete presentation.

*Prerequisite: INT281 Kitchen & Bath Design*

## GAD386 Advanced Level Design

Building on abilities gained in the Level Design course, students will create playable levels incorporating more intricate design elements and using an industry standard level editor and tools. Emphasis is on implementation of the design and assets.

*Prerequisite: GAD219 Level Design*

## AN221 Advanced Life Drawing

Continuing to develop the various drawing skills from the first and second drawing courses, students will focus on depicting gesture

and motion and capturing the essence of movement and form in space. Professional practices and habits leading to self-sufficiency in life drawing study are established.

*Prerequisite: FND102 Drawing and Perspective; AN208 Figure Construction*

### **PHO205 Advanced Lighting**

The course expands on the Lighting Design course, with an emphasis on lighting for products and people in both the studio and on location. Students are introduced to the correct utilization of electronic flash and lighting tools in the studio and on location.

*Prerequisite: PHO107 Lighting*

### **AN380 Advanced Lighting Techniques**

In this course students will continue to develop lighting, camera, and texturing skills. Students work with advanced lighting simulations to create realistic indoor and outdoor lighting. Techniques to simulate artificial and natural light are explored.

*Prerequisite: AN252 Materials & Lighting*

### **IND260 Advanced Modelmaking**

Students explore and execute complex and technically sophisticated methods of constructing models and prototypes.

*Prerequisite: IND126 Introduction to Model Making*

### **BP205 Advanced Patisserie & Display Cakes** **6 credits**

This course explores the techniques of plated desserts and the theory behind building edible art for À La Carte service, competition, or banquet functions. Methods and procedures for producing high quality specialty decorated cakes, as well as the design, assembly, and decorating of wedding cakes, will be introduced.

*Prerequisite: BP131 Artisan Breads & Baking Production; BP130 European Cakes & Tortes*

### **IND315 Advanced Product Design**

This course is an advanced study of product design and processes. Students learn product development and teamwork processes and focus on developing and completing a model or prototype.

*Prerequisite: IND270 Intermediate Product Design, IND301 Product Psychology*

### **ADT280 Advanced Recording Techniques I**

This course covers the techniques and technology typical to professional music recording and mixing using advanced large format consoles. Topics include: studio procedures and professionalism, SSL Console operation, advanced signal flow, signal processing, analytical and critical listening skills, close, distant and stereo mic techniques for a variety of musical instruments, and basic mixdown strategies.

*Prerequisite: ADT200 Digital Audio III and ADT150 Audio Recording Sessions*

### **ADT350 Advanced Recording Techniques II**

This course provides the student a greater understanding of SSL consoles and VCA automation systems. Students use SMPTE Time Code for synchronization to a variety of multitrack formats, use digital audio sampling for sound replacement, and integrate Pro Tools and MIDI sequencers into the analog studio mixing environment. Critical listening skills and critical analysis of master tapes are emphasized. Students participate in in-class recording sessions and engineer recording projects during and out of class hours, which may be included in their portfolio.

*Prerequisite: ADT299 Portfolio I*

### **FD322 Advanced Sewing Techniques**

Couture sewing and patternmaking techniques involving fitting, fabric selection, proper cutting techniques, and inner construction methods are practiced.

*Prerequisite: FD259 Advanced Construction*

### **IM209 Advanced Scalable Vector Graphics**

The intent of this course is to build on the Computer Animation for Multimedia course. Website and multimedia presentations will gain greater functionality using the scripting capability of any particular SVG program.

*Prerequisite: IM107 Computer Animation for Multimedia*

### **IM301 Advanced Scripting Language**

Students will be introduced to dynamic scripting skills to develop complex interactivity and applications. The course also examines client-side forms in conjunction with server-side scripting applications.

*Prerequisite: IM205 Advanced Web Page Scripting*

### **DFVP310 Advanced Scriptwriting**

Students write multiple drafts of a script in their chosen genre for possible production. Scene analysis and character development are emphasized. Students must be able to articulate their work based on screenwriting principles and objectively revise their work.

*Prerequisite: DFVP300 Scriptwriting*

### **FD273 Advanced Technical & Product Sketching**

This course offers advanced techniques for technical sketching, product illustrations and specification development. Students will develop presentation boards and technical illustrations manually.

*Prerequisite: FD112 Technical & Product Sketching; FD239 Fashion Illustration*

### **COM301 Advanced Topics in Communications**

This course delves further into specific subjects in the area of communications that are not necessarily addressed in the curricula. These topics may include areas in writing, presentation, literature, and debate.

*Prerequisite: COM109 Speech Communications; COM102 Analytical Writing; 75 credits completed*

### **HUM301 Advanced Topics in Humanities**

This course delves further into specific subjects in the area of humanities that are not necessarily addressed in the curricula. These topics may include areas in art history or design, art and culture, and humanities in the arts.

*Prerequisite: 6 HUM credits completed*

### **SCI301 Advanced Topics in Natural Sciences**

This course delves further into specific subjects in the area of natural sciences that are not necessarily addressed in the curricula. These topics may include areas in applied physics, applied chemistry, global environments, and natural sciences.

*Prerequisite: 6 SCI credits completed*

### **SS400 Advanced Topics in the Social Sciences**

This course delves further into specific subjects in the area of the social sciences that are not necessarily addressed in the curricula. These topics may include areas in philosophy, ethics, psychology or sociology.

*Prerequisite: 6 SS credits completed*

### **AN301 Advanced 2-D Animation**

Advanced principles and concepts of traditional animation are studied. The scope of the course includes complex motion, synchronized sound, exposure sheets and animation business practices. Students study the basics of timing, weight, and anticipation. Use of a capture device, pencil tests, inking, and other 2-D animation skills will be explored. Students will apply these skills through storyboarding and character studies.

*Prerequisite: AN252 Materials & Lighting; AN107 Audio for Animation, AN221 Advanced Life Drawing; AN231 Digital Media Production*

### **IM205 Advanced Web Page Scripting**

Building upon the skills learned from Fundamentals of Web Page Scripting, the students will add functionality to their basic HTML document by the addition of scripting languages that will make the document more dynamic in nature.

*Prerequisite: IM103 Fundamentals of Web Page Scripting*

### **FM201 Advertising**

Students will develop their skills in advertising with practical application of the strategic tools necessary to build successful and persuasive advertising communications between the client and target audience. Topics include the strategy and analysis of an advertising campaign; building the creative platform; demographic, psychographic and geographic market segmentation; designing a creative brief; writing advertising copy; and the utilization of pitching techniques designed to lead the client to an acceptance of agency recommendations.

*Prerequisite: FM184 Marketing*

### **MAT121 Algebra**

This course covers the use of algebra as a problem solving technique. Mathematical modeling along with manipulation of algebraic equations will be explored. Topics include linear and quadratic functions, functions, polynomials, exponents and logarithms.

*Prerequisite: MAT112 College Mathematics*

### **PHO222 Alternative Processes I**

This course will utilize both traditional and non-traditional photo methods while developing a knowledge of alternative photo processes. Emphasis will be placed on the introduction of processes and methods. Topics include photograms, introduction to digital negatives, salt prints, cyanotypes and Van Dykes, lifts and transfers, and gum prints. Pinhole cameras and image manipulation techniques are also explored.

*Prerequisite: PH114 History of Photography I*

### **PHO329 Alternative Processes II**

This course continues to utilize both traditional and non-traditional photographic principles, expanding on the student's knowledge of alternative photographic processes learned in Alternative Processes I. Projects are primarily student directed with creative expression and technical fluency as the main goals. Topics include intermediate digital negatives, gum prints, B&W film practices, and B&W fiber printing.

*Prerequisite: PHO222 Alternative Processes I*

### **CL141 American Regional Cuisine** **6 credits**

Students will learn the history and styles of cooking in the American regions. Emphasis will be on the seasonality of food indigenous to each region. Students will observe and

exercise sound cooking principals and practice solid cooking methodologies.

*Prerequisite: CL112 Fundamentals of Classical Techniques*

### **ADT275 Analog Systems**

The world may be fully embracing digital technologies, but many industry professionals will tell you analog still sounds better! Students in this course will learn about the history of analog audio production and application in today's industry. Analog tape machine alignment procedures and test equipment are featured as well as mixing techniques on an analog console.

*Prerequisite: ADT200 Digital Audio III*

### **FND106 Analysis of Form**

This course involves the observation and translation of three-dimensional form into two-dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition and line quality through the use of tone, light, and shadow.

*Prerequisite: FND102 Drawing & Perspective*

### **COM102 Analytical Writing**

This course explores the development of analytical and evaluative writing in regard to the art, elements, and techniques of literature and other genres. The emphasis is on the critical evaluation and analysis of various forms of literary and artistic expression such as fiction, poetry, drama, music, film, and visual art. The objective is to discover the communicative personal and public understandings of particular works through writing.

*Prerequisite: COM101 English Composition*

### **SCI201 Anatomy**

This course is a study of the human body and the physical make-up of other species with emphasis on the interdependent relationships of movement, structure, and function. Students will focus on the structural organization of the muscular, skeletal, nervous and vascular systems of various organisms.

*Prerequisite: SCI101 Biology*

### **AN388 Animal Anatomy & Locomotion**

This advanced drawing studio class provides an opportunity for students to study the comparative anatomy of animals. Lectures, field trips, video, and live models will be used to gain a mastery of life drawing and to further understand the structure of animals which are often used as the basis for characters and creatures in animation and games.

*Prerequisite: AN221 Advanced Life Drawing*

### **MAT130 Applied Algebra/Trig I**

This is an activity based math course focusing on mathematical models and their applications. The use of trigonometry as a problem solving technique along with systems of equations, conic sections, and sequences will be covered in this course.

*Prerequisite: MAT121 College Algebra*

### **FD408 Applied Product Development**

Students will simulate, within a group setting, the product development process from concept to consumer using a computerized product development system.

*Prerequisite: FD263 Product Development; FD308 Computer Production Systems; FD315 Technical Design*

### **FD261 Applied Textiles**

This course explores textile development through the use of industry standard design software. Students will develop textiles for manufacturers, presentation boards, catalogs and swatches in this lab class.

*Prerequisite: FD251 Textiles & Fabrics for Fashion*

### **INT239 Architectural Model Making**

Students will build models from floor plans and elevations to finished architectural pieces using a variety of current techniques.

*Prerequisite: IND122 Mechanical Drafting or INT120 Drafting II*

### **PHO316 Architectural Photography**

Students experience the nature and function of commercial architectural photography. This course examines the cameras and materials necessary in architectural and industrial photography. Students photograph exteriors, interiors and industrial installations.

*Prerequisite: PHO205 Advanced Lighting*

### **COM250 Argumentation & Debate**

The purpose of this course is to enable students to develop and improve their abilities to present themselves and argue for their perspective in a variety of contexts. The student will learn how to evaluate the nature of an audience and structure material appropriately, so that ideas and talent are conveyed in the most influential manner possible.

### **CL312 Art Culinaire**

#### **6 credits**

In this course, students will discuss new trends in regional and national cooking and will practice and implement menus. Plate presentation, mise en place, organization and utilization of fundamental techniques of cooking will be reinforced at all times.

*Prerequisite: CL215 Garde Manger; CL224 Classical European Cuisine*

### **DFVP327 Art Direction**

This course examines both the creative and business aspects of the art department as well as how this department interacts with other departments. The roles of production designer, art director, set designer, and sets decorator are also examined.

*Prerequisite: DFVP325 Directing the Digital Film.*

### **GD229 Art Direction**

This course will examine the role of the art director in producing multi-faceted design projects. Working in teams, students will coordinate their creative efforts from concept to finished output. By encouraging a team approach, the course will further enhance students' leadership, communications and negotiation skills.

*Prerequisite: GD218 Concept Development*

### **HUM106 Art History I**

This course is a general historical survey focusing on the aesthetic movements of major civilizations from approximately 25,000 B.C.E. to 330 C.E. Using an interdisciplinary format, the course explores the aesthetic perceptions and the arts of the Paleolithic, Egyptian, Near Eastern, Greek, Roman, ancient Eastern, and ancient African cultures. The integration of art with the socioeconomic, political and philosophical currents of each era is examined as well.

### **HUM206 Art History II**

A general art history survey, this course focuses on major artistic movements throughout the world from the Byzantine Empire through the Renaissance to the Baroque period, from approximately 300 to 1600 C.E. Using an interdisciplinary format, the course explores the aesthetic perceptions and the arts of the eastern and western worlds, including Byzantine, Islamic, Asian, Medieval, Renaissance (Italian and Northern), and ancient American. The integration of art with the socioeconomic, political, and philosophical currents of each era is examined as well.

### **HUM286 Art History III**

This course is a general art history survey focusing on major artistic movements throughout the world from approximately 1600 to 1945 C.E., including the Baroque, Neoclassical, and Romantic eras, as well as early Modernism. Using an interdisciplinary format, the course explores the aesthetic perceptions and the arts of both the eastern and western worlds. The integration of art with the socioeconomic, political, and philosophical currents of each era are examined as well.

### **BP131 Artisan Breads & Baking Production**

#### **6 credits**

This course provides the information, tools and instruction to gain proficiency in the preparation of a variety of artisan breads. Emphasis will be placed upon learning to mix, ferment, shape, bake and store hand-crafted breads. Students will focus on traditional fermentation, as well as the science of the ingredients. Students learn assembly speed and increase their proficiency in meeting production deadlines with quality products.

*Prerequisite: BP101 Introduction to Baking; BP102 Introduction to Pastry Techniques & Artistry*

### **CL221 Asian Cuisine**

Students will prepare, taste, serve and evaluate regional dishes of Asia. Emphasis will be placed on ingredients, flavor profiles, preparations and techniques. Students will learn how to work with culinary tools and utensils that are appropriate for this type of cuisine. Cultural implications in the preparation of foods and the selection of menus will be included.

*Prerequisite: CL141 American Regional Cuisine*

### **FD267 Accessories**

This course introduces students to the accessories industry, providing an overview of all categories. Students will conceptualize and produce a final accessory that is a viable portfolio piece.

### **ADT130 Audio Applications & Techniques**

Students study the principles of audio signals and the equipment used to record, process, and distribute audio content. This course includes basics of critical listening, dynamic range, distortion, console operation, multi-track recorder operation, signal flow, patching, microphone theory, techniques and types, signal processing theory and applications, and general recording studio operation procedures. Special emphasis is placed on system signal flow and troubleshooting.

*Prerequisite: ADT105 Audio Technology; ADT120 Digital Audio I*



### **ADT445 Audio Delivery Systems & Distribution**

This course addresses the end part of media production—delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationship between delivery systems and distribution methods and evaluate the relative efficiency, cost, and effectiveness of each.

*Prerequisite:* ADT245 Electronics II and ADT300 Digital Audio IV

### **AN107 Audio for Animation**

This course presents an in-depth survey of sound as it relates to the field of animation. Topics include sound recording, digitizing sound, mixing audio, synchronizing audio to animation (lip sync), and audio as a storytelling medium.

*Prerequisite:* FND103 Concepts in Computer Graphics; AN105 Introduction to 2-D Animation, AN301 Advanced 2D Animation

### **ADT110 Audio Industry Survey**

Students will examine the various industries that utilize audio professionals. Students will become familiar with the various media of radio (broadcast, cable, satellite, and Internet), television, video games, live sound reinforcement and film as they relate to audio. There will be special emphasis on strategies for networking and utilizing industry organizations. Students will be required to research and present aspects of the industry as it relates to their career goals.

### **IM272 Audio for Interactive Media**

Students will explore the principles and practices of digital audio in an interactive design setting. Students learn to use current digital audio programs for recording, editing, sequencing, and mixing for a variety of outputs and applications.

### **ADT325 Audio Post for Film & Video**

Students learn how to create soundtracks for visual programs. Production dialog editing, automatic dialog replacement, Foley and sound effect editing will be covered. Students will also learn about audio and video machines and computer-controlled synchronization.

*Prerequisite:* ADT235 Sound for Film & Video

### **ADT150 Audio Recording Sessions**

Students will examine the steps involved in a complete recording session from load-in to mixdown. The course focuses on recording techniques used in music production with emphasis placed on signal flow for basic tracks, mixdown, and overdubs. Other topics include close and distant microphone techniques, recording session management, studio documentation, signal processing, and moving fader automation systems. Students will study large format console operation in a 24-track studio.

*Prerequisite:* ADT130 Audio Applications & Techniques

### **ADT105 Audio Technology**

As a study of the principles of the recording of sound, this course includes sound characteristics, basic acoustic principles, and an overview of the techniques and technology used for recording sound in the field and studio.

### **AN312 Background Design & Layout**

In this course, students combine traditional and technical skills to create backgrounds and environments. Various techniques in the use of color, balance and composition

are stressed. In the final project, characters, props, and other foreground objects are combined with background designs.

*Prerequisite:* AN231 Digital Media Production; AN252 Materials & Lighting, AN306 2-D Animation Studio, AN232 Hard Surface & Organic Modeling

### **MAT82 Basic Mathematics**

Students will be assisted in their process of acquiring skills and techniques needed to solve mathematical, logical algebraic and geometric functions. These skills and techniques will include use and meaning of algebraic symbols, percentages, ratios, geometric figures and use of fractions.

### **SCI101 Biology**

This course is an introduction to basic principles of biology, focusing specifically on fundamental processes and concepts of life that apply to all living organisms. Emphasis is placed on contemporary scientific understanding, as well as key issues in biology's application in modern society.

### **FM341 Brand Strategy**

This course addresses the factors that make a brand successful, and then approaches factors like price pressure, fragmented markets and media and proliferating competition that must be controlled to build a strong, successful brand.

*Prerequisite:* FM239 Market Research Portfolio

### **INT247 Building Codes & Universal Design**

This course introduces IBC codes as well as the CSI Specification System. Universal Design is discussed as influences Building and Specialty Codes. The history, organization, and terminology of Codes are presented. Students develop programming and presentation skills as design team members meeting client project needs. Students develop methodology to locate and use relevant data and interact with experts in the field.

*Prerequisite:* INT236 Studio 1: Programming & Space Planning

### **INT345 Building Information Modeling**

This course introduces the student to fundamentals of 3-D modeling in a building information management (BIM) environment. Using this program, students blend floor plans, elevations, sections, and other building information into an integrated system that culminates in a 3-D assembly.

*Prerequisite:* INT270 CAD II

### **INT248 Building Systems & Materials**

This course provides a basic understanding of construction technology and the application and installation of building materials. Students are presented with fundamental information on the forces affecting structures, common building materials, and basic building operating systems: mechanical, electrical, transportation and life safety. Lectures and studio activities are supported by field trips to construction sites allowing students to make a connection between architectural drawings and the built environment.

*Prerequisite:* INT120 Drafting II

### **ADT230 Business & Culture of Audio**

This course looks at the industry from a non-technical perspective. Students will examine the business side of the production facility as well as its role in a changing market and the impact that emerging technologies have on them. Issues of personality and attitude as they relate to working in the culture of an audio

environment will also be covered as this class serves as a prerequisite to the Internship process.

*Prerequisite:* 45 credits completed or Academic Director's approval

### **FM430 Business Entrepreneurship**

Through competencies developed with previous fashion related studies course work, Fashion Marketing students will develop and begin execution of two separate non retail fashion related business concepts—one not for profit and one for profit while maximizing the use of resources: time, money, people and materials. The concepts will be presented to a panel of Fashion Design and Marketing instructors and the Academic Director for approval.

*Prerequisite:* FM245 Business Portfolio I

### **FM241 Business Financial Portfolio**

Students will learn advanced applications of computer usage in sales planning, inventory control, order processing and general business within the merchandising industry. This is the second in a series of three courses that create the Portfolio Business Plan required for graduation.

*Prerequisite:* FM239 Marketing Research Portfolio; *Coresquisite:* CC121 Principles of Accounting

### **FM181 Business Fundamentals**

Students examine structural and dynamic aspects of business, including planning procedures, documentation, business ethics, and macroeconomics.

### **CC315 Business Law & Intellectual Property**

This course covers the multiple facets of business law. Topics include an overview of the legal system, contracts, personal property, intellectual property, copyright, and additional legal and ethical business issues as it applies to industry professionals.

### **PHO300 Business of Photography**

In this course, students learn the basic concepts and principles of running a photographic-related business. Emphasis is placed on the legal and pricing aspects that are specific to the photographic industry.

*Prerequisite:* COM101 English Composition

### **PHO402 Business Operations & Management**

Important business management skills and a range of practical, legal, and ethical issues for the self-employed professional photographer form the basis of this course. Students learn how to set up a business, research potential clients and contacts, put together price lists and invoices, and gain a general recognition of client needs. Course material includes promotion, pricing, accounting, studio overhead, and the development of a business plan.

*Prerequisite:* PHO300 Business of Photography

### **FM245 Business Portfolio I**

This is the last in a series of three courses that create the Portfolio Business Plan required for the AAA degree in Fashion Marketing. The research conducted in Marketing Research Portfolio and financial plans created in Business Financial Portfolio are integrated with management and operations plans created in this class to become the Portfolio Business Plan.

*Prerequisite:* FM241 Business Financial Portfolio

### **FM455 Business Portfolio II**

Through competencies developed with previous fashion related studies course work, Fashion Marketing students will either independently or in a group develop, research, present, and defend a business plan for a non retail fashion related business concept. The concept will be presented to a panel of Fashion Design and Marketing instructors and the Academic Director for approval and again at completion.

*Prerequisite: Graduating students only*

### **IND175 CAD 1 (Introduction to Rhino)**

This course introduces students to computer aided design in 2-D and 3-D using vector based surface modeling software that permits the user to develop 3-D objects from 2-D views. Students acquire basic operational skills using CAD commands and techniques in creating and editing virtual objects.

*Prerequisite: IND122 Mechanical Drafting*

### **IND225 CAD 2 (Advanced Rhino)**

Students further explore Rhino software to generate more sophisticated 3-D shapes and enhance their design capabilities using this software.

*Prerequisite: IND175 CAD 1 (Introduction to Rhino)*

### **IND275 CAD 3**

#### **(Introduction to Solid Works)**

Students are introduced to parametric solid modeling software. Solid Works is a product-engineering oriented software solution that students learn to use in order to develop designs and use its capabilities to easily modify them.

*Prerequisite: IND122 Mechanical Drafting*

### **IND285 CAD 4 (Rapid Prototyping)**

This course further develops students' skills in working with 3-D modeling software. Manufacturing details are incorporated into the models considering requirements such as parting lines, draft angles, and preparation for rapid prototyping. Rapid prototype models are produced.

*Prerequisite: IND275 CAD 3 (Introduction to Solid Works)*

### **MAT201 Calculus**

This is an activity based math course focusing on the calculus of one variable including limits; derivatives; differentiation polynomials; as well as trigonometric, exponential and logarithmic functions. The focus of the course is on the application of calculus to real-world problem solving.

*Prerequisite: MAT121 Algebra*

### **CL351 Capstone/Portfolio**

Through competencies developed with previous related studies course work, students will develop a business plan for a minimum one hundred-seat restaurant. This course must be taken in the last quarter of study. The project will include market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardized recipes and costing for all standardized recipes, and menu and facilities design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan.

*Prerequisite: CL152 Cost Control, CL211 Planning; Management by Menu*

### **DFVP426 Career Development, Career Development & Professional Practices**

These courses prepare students for the business environment and the transition into an applied arts profession. They emphasize the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including résumé and cover letter writing, networking and interviewing skills. Freelance business operating practices such as negotiation of contracts, pricing and estimation of services, ethical guidelines, and pertinent tax laws will be addressed.

*Prerequisite: Varies per program*

### **GD290 Career Development, Career Development & Professional Practices**

These courses prepare students for the business environment and the transition into an applied arts profession. They emphasize the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including résumé and cover letter writing, networking and interviewing skills. Freelance business operating practices such as negotiation of contracts, pricing and estimation of services, ethical guidelines, and pertinent tax laws will be addressed.

*Prerequisite: Varies per program*

### **INT367 Career Development, Career Development & Professional Practices**

These courses prepare students for the business environment and the transition into an applied arts profession. They emphasize the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including résumé and cover letter writing, networking and interviewing skills. Freelance business operating practices such as negotiation of contracts, pricing and estimation of services, ethical guidelines, and pertinent tax laws will be addressed.

*Prerequisite: Varies per program*

### **IND411 Career Development, Career Development & Professional Practices**

These courses prepare students for the business environment and the transition into an applied arts profession. They emphasize the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including résumé and cover letter writing, networking and interviewing skills. Freelance business operating practices such as negotiation of contracts, pricing and estimation of services, ethical guidelines, and pertinent tax laws will be addressed.

*Prerequisite: Varies per program*

### **FM450 Career Preparation**

This course prepares Fashion students for the business environment and the transition into an applied arts profession. It emphasizes the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented including identifying target employers, re-creating targeted resumes and cover letters, networking and interviewing skills.

*Prerequisite: CC250 ePortfolio; 135 credits completed*

### **AN304 Cartooning & Character Design**

This course explores character development for both two-dimensional and three-dimensional animation. Students develop detailed character model sheets in addition to conceptual drawings.

*Prerequisite: AN208 Figure Construction, AN221 Advanced Life Drawing, AN252 Materials & Lighting*

### **CL275 Catering & Event Management**

This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding the caterer's role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project driven and requires significant creative and independent work.

### **AN375 Character Modeling**

This course covers a basic introduction to user interface and advanced modeling techniques used for building a three-dimensional character. Students will explore techniques of character modeling to include various approaches to figure construction and create character models based on anatomy using industry standard techniques.

*Prerequisite: AN221 Advanced Life Drawing, AN232 Hard Surface & Organic Modeling; AN304 Cartooning & Character Design*

### **SS105 Chemistry**

This course introduces students to some basic concepts of chemistry that are particularly useful for everyday living. It builds on earlier experience of science to provide students with a foundation for further learning of the chemical principles pertinent to our ordinary experience. The course includes demonstrations.

*Prerequisite: MAT112 College Mathematics; SCI101 Biology or SCI110 Nutrition Science*

### **BP301 Chocolate, Confections & Centerpieces**

#### **6 credits**

Students are introduced to the fundamental concepts, skills and techniques of chocolates and confections. Students are introduced to the basic techniques used in forming simple centerpieces. Lectures and demonstrations teach chocolate tempering, candy production and the rules that apply when creating centerpieces.

*Prerequisite: BP2-5 Advanced Patisserie & Display Cakes*

### **AN415 Classical Animation Techniques**

This 400-level course focuses on applying the foundational principles of traditional animation to develop professional quality 2-D animation and animated sequences. Under the guidance of veteran animators, students will work to create quality pieces for their portfolios and demo reels and develop character animation skills.

*Prerequisite: AN301 Advanced 2-D Animation*

### **CL224 Classical European Cuisine**

This is an in-depth study of the foundation of classic cookery as we know it today. Included are classical techniques in the preparation of foods and the selection of the historical menu for the cuisines of the British Isles, Italy, France, Germany, Austria, Switzerland, Norway, Sweden, Finland and Russia.

*Prerequisite: CL141 American Regional Cuisine*

### **IND283 Clay Model Making**

This course focuses on designing and making clay models for transportation units. Industry materials and techniques are utilized to establish working skills and competencies.

*Prerequisite: IND126 Introduction to Model Making*

### **MAT112 College Mathematics**

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.

*Prerequisite: MAT82 Basic Mathematics or passing score on approved entrance test*

### **ENG83 College Preparatory Writing**

Students will practice writing skills using proper grammar, spelling and mechanics. Emphasis is placed on writing grammatically correct sentences and constructing coherent paragraphs. The student will examine a variety of sentence and paragraph models, leading to the development of professional standards.

### **FND100 Color Theory**

This fundamental course will provide an introduction to the principles of color and an exploration of color theory as it relates to design. Students will learn how to use color in both traditional and contemporary media and to render color effects for print and electronic production methods. In addition, the psychological and cultural aspects of color will be explored as well as their role in the design process.

### **DFVP210 Commercial Production**

Students will learn the broadcast industry standards of commercial production. Applying both technical and aesthetic knowledge from previous courses, students will produce both studio and location commercials. Producing spots for actual clients with the intent to air will be encouraged. Students will work with the clients from concept development through post-production and help determine optimum distribution channels and broadcast dates.

*Prerequisite: DFVP203 Digital Cinematography*

### **AN413 Compositing**

Students use compositing software to combine various traditional and computer generated artwork. Projects include creating short animations and video clips as well as incorporating title graphics. This course prepares the students for producing their final portfolios.

*Prerequisite: AN323 Digital Media Production II; AN380 Adv. Lighting Techniques*

### **INT175 Computer Aided Design I**

This course introduces interior design students to basic CAD software, commands and techniques used to create and edit architectural drawings for interior spaces. Students create 2-D image files for production plotting.

*Prerequisite: INT104 Drafting I*

### **INT270 Computer Aided Design II**

This course builds on skills acquired in CAD I and Drafting II. Students use CAD software to create drawings commonly used in the interior design industry. A set of drawings is produced for a building project and then plotted.

*Prerequisite: INT120 Drafting II, INT175 CAD I*

### **IM107 Computer Animation for Multimedia**

This course investigates the use of animation in the development of interactive as well as non-interactive digital media art. The class will emphasize the mechanics of two-dimensional animation and sound with interactivity. Focused consideration of the Internet will be conducted by emphasizing related parameters and protocols.

*Prerequisite: FND103 Concepts in Computer Graphics or Academic Director's approval*

### **FD234 Computer Apparel Design**

Students acquire skills for developing computer based technical sketches and producing surface designs and garment draping simulations.

*Prerequisite: FD112 Technical & Product Sketching*

### **GD208 Computer Drawing**

This course helps students communicate and design with the computer as a professional tool. Using different software applications, the student will demonstrate an understanding of electronic illustration. The course will explore vector-based graphic applications that are considered to be industry standard.

*Prerequisite: FND103 Concepts in Computer Graphics*

### **IND235 Computer Graphics for Industrial Design**

This course explores a variety of computer-based drawing and rendering techniques. Additionally the course covers basic presentation methods using vector-based and page layout software.

*Prerequisite: INT109 Concept Sketching*

### **FD307 Computer Patternmaking**

Students will practice computerized patternmaking utilizing industry standard software.

*Prerequisite: FD285 Junior Collection Production*

### **FD308 Computer Production Systems**

This course covers the industrial applications of patternmaking, including revising style lines, grading, and creating production ready patterns and marker making.

*Prerequisite: FD307 Computer Patternmaking*

### **INT242 Computer Rendering for Interior Design**

Students to explore sketching, vector and pixel-based software to generate study models and develop presentation rendering techniques as it applies to interior design concepts. Students create 2-D and 3-D illustrations and render them with attention paid to compositional and lighting issues.

*Prerequisite: INT175 CAD I*

### **AN271 Concept Art & Visual Development**

Concept art is the preliminary visual statement made in entertainment production. Before characters, worlds, or items are created, images are made to show what these things should look like, often based on a writer's description. Concept Art is the illustrated visualization of ideas. Using a variety of traditional and digital media, students will create illustrations to depict various ideas and concepts for animation, theme parks, product and toy design, film, and games.

*Prerequisite: AN231 Digital Media Production I; AN221 Advanced Life Drawing*

### **GD218 Concept Development**

This course will emphasize the conceptualization process of art and its function in solving given problems. The student will use creative problem solving and research techniques, specifically, problem identification, analysis, brainstorming, and idea refinement.

*Prerequisite: FND101 Two-Dimensional Design; GD108 Typography*

### **INT109 Concept Sketching**

This course reviews perspective and axonometric drawing techniques, a variety of sketching methods, and practice drawing observed objects. An emphasis is placed on developing rapid

conceptual sketching techniques to communicate ideas for analysis and presentation to clients.

Freehand sketching, combined with skills in proportioning, help students become more proficient in creating quick, dynamic, conceptual sketches and renderings of space and products for communication with colleagues and clients.

*Prerequisite: FND102 Drawing & Perspective*

### **CL110 Concepts & Theories of Culinary Techniques**

The fundamental concepts, theories, and techniques involved in basic cookery are covered in the course. Through discussions and lectures, the how's and why's of culinary procedures, techniques, concepts and applications are introduced.

### **FND103 Concepts in Computer Graphics**

This course introduces the student to the wide range of applications for computers in industries ranging from computer animation to video production and includes extensive hands-on training in the use of mainstream computer graphics programs. Emphasis is on the development of basic cognitive and critical thinking skills related to the use of tools, menus, and other key features of vector- and raster-based imaging programs.

### **IM109 Concepts in Motion Graphics**

This course is an introduction to the concepts, mechanics and historical context of time-based media. Students will develop sensitivity to composition, structure, and narrative/non-narrative progression that motivate works in various media including literature, storyboards, audio, film/video, digital motion graphics, and animation.

### **GD272 Conceptual Illustration**

This course is an advanced study of illustration focusing on concepts, craftsmanship and creativity while visually communicating an editorial message. Styles, techniques and challenges of editorial and story illustration (such as images for magazines and newspapers) are addressed.

### **INT317 Construction Documents**

Students produce and plot a complete construction drawing set of a previously created residential design project.

*Prerequisite: INT305 Detailing; INT373 Studio 4: Advanced Residential Design*

### **FM435 Consumer Behavior**

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

*Prerequisite: FM219 Store Operations*

### **HUM290 Contemporary Art & Design**

In this course students will concentrate on contemporary art and design issues. They will analyze and evaluate the Post-modern movement in art, architecture, graphic design, film and culture. They will also explore the social, political and cultural environments of existing artistic expressions as they relate to current events.

*Prerequisite: SS202 Cultural Theory*

### **PHO317 Corporate/Industrial Photography**

The special needs and considerations of corporate photographers are examined. Students produce assignments on a variety



of media. Annual report photographs with storytelling qualities are stressed.  
*Prerequisite: PH313 Editorial Photography*

### **GD330 Corporate Identity**

Students will conduct an in-depth systematic study of the creation of a corporate identity. Problem solving, information gathering, system development and application standards are discussed. Students will focus on color, logotypes, symbols, and branding.  
*Prerequisite: GD218 Concept Development*

### **CL152 Cost Control & Planning**

In this course, students will come to understand planning and control concepts in the food and beverage industry. Students will be instructed in purchasing procedures for food service operations, the theory of the flow of goods, and creating and comparing bidding specifications. The application of computer software will be exercised for cost analysis, menu costing, labor cost and yields of food and beverages in relation to purchasing, inventory controls, and trends. The ethical and legal considerations of purchasing will also be discussed.  
*Prerequisite: MAT112 College Mathematics*

### **PHO327 Creative Concepts**

This course concentrates on the exploration of image concepts, content, symbolism, and narrative potential of photography. Emphasis will be placed upon experimenting with alternatives to the single "documentary style" traditional approach to photography. Students will be challenged to develop a wider understanding of possible photographic solutions to problems of communication and self-expression.  
*Prerequisite: PHO311 Portfolio Exploration*

### **COM201 Creative Writing**

This course is an introduction to creative writing of fiction, drama, and poetry. The objective is to provide an understanding of dramatic structure and poetic forms through practical experimentation, in-class discussion and the technical examination of models. Students will develop skills in creative writing through reading, writing and sharing written materials within a workshop environment.  
*Prerequisite: COM102 Analytical Writing; HUM110 Literature*

### **MAT100 Critical Thinking and Reasoning**

This course will acquaint students with basic principles of logic, reason and critical thinking. Students will develop their independent and critical thinking skills and build their abilities in research and information literacy. Students will also develop teamwork strategies that will challenge the student's project management and goal setting skills through individual and group projects.

### **FM305 Cultural Components of International Business**

Students will study the basic elements of culture to understand the differences in people around the world and what creates these differences. This knowledge is applied to the basic principles of working and doing business globally.  
*Prerequisite: HUM202 Cultural Theory*

### **SS202 Cultural Theory**

This course will examine how cultural phenomena shape our world and how, in turn, we shape it. Questions will be raised such as what is the relationship between high

and pop culture; how does culture embody power, gender, race and class; and how does material culture make us who we are? Students will look for answers to these questions from social and cultural criticism, literature, urban planning, architecture, advertising, popular culture and personal experience.  
*Prerequisite: HUM120 World Civilization*

### **IND372 Custom Furniture Design**

This studio course is a survey of the materials and fabrication techniques used in the design and construction of furniture and casework design. The course also focuses on the integration of model building techniques and the communication of three-dimensional designs. Students develop and present a custom furniture piece of their choice.  
*Prerequisite: IND111 Fabrication Techniques*

### **FD125 Design for Apparel**

This course is a study of design as it is related to elements of apparel including color, line, shape, silhouette, texture and pattern. Students will examine the creative process used by clothing designers, engineers, and colorists in today's apparel manufacturing environment.

### **IND375 Design for Manufacturing**

Production and advanced manufacturing and processes are explored in detail, focusing on tolerances, capabilities and limitations of manufacturing processes and materials. Students study the effects of these variables on product costs and viability.  
*Prerequisite: IND135 Materials & Manufacturing*

### **IM351 Design for Mobile Devices**

Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices. Students will work in class with mobile devices to learn needs and restrictions of designing for mobile devices as well as test student-designed interfaces.  
*Prerequisite: 90 credits completed*

### **GD117 Design Layout**

This class will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from roughs to comprehensives, layout, and the use of grid systems for multi-component layouts.  
*Prerequisite: FND101 Two-Dimensional Design*

### **GD432 Design Production Team**

This is a special projects course in which students utilize their knowledge of design, typography, production techniques, video, and audio to execute a team project. Students also apply communications, teamwork, and organizational skills. Students work cooperatively to achieve a common goal, simulating industry experience.  
*Prerequisite: GD297 Portfolio or GD392 Portfolio II*

### **FD409 Design Specialties: Children's Wear**

Fashion Design students will research the children's wear market and conceptualize a line targeted to specific segment of the market and execute garments.  
*Prerequisite: FD285 Junior Collection Concept Production*

### **FD400 Design Specialties: Menswear**

Fashion Design and Marketing students will partner to research the Menswear market, conceptualize and develop a line target to a specific menswear segment. In addition to developing concept, color, illustration and technical flat boards, students will also develop marketing, merchandising, inventory and distribution plans.  
*Prerequisite: FD285 Junior Collection Concept Production*

### **FD401 Design Specialties: Outerwear & Gear**

Fashion Design Students will research the Outerwear/Outdoor market and conceptualize a line targeted to a specific segment of the market and execute garments.  
*Prerequisite: FD285 Junior Collection Concept Production*

### **FD260 Design Trends & Forecasting**

Fashion Forecasting creates a competitive advantage for companies. Students study the theories of fashion change; how to research, organize, analyze, and integrate information to sort hype from directional signals; and to apply your trend knowledge into a forecast presentation.  
*Prerequisite: FD127 Survey of the Fashion Industry; FD234 Computer Apparel Design*

### **IM120 Desktop Video**

Students develop the concepts and skills of desktop editing. Through a series of simple projects, students are introduced to basic commands stressing the functions of desktop.  
*Prerequisite: FND103 Concepts in Computer Graphics*

### **INT305 Detailing**

This course builds on knowledge acquired in Drafting and Building Systems and Materials classes. Students research and design complex interior architectural elements, millwork, and interior construction details used in residential and commercial design settings. They will utilize 2-D & 3-D design drawings to illustrate their concepts and incorporate them into a fully developed set of construction drawings.  
*Prerequisite: INT248 Building Systems & Materials*

### **ADT120 Digital Audio I**

This course introduces students to the theories, practices, and tools used in digital audio production and techniques of non-linear digital audio editing, focusing on the fundamental theories and concepts behind various types of digital audio tools. Through lectures and in-class projects, students develop knowledge and skills needed to operate non-linear audio workstations.

### **ADT160 Digital Audio II**

An exploration of digital audio components used in hardware based digital audio systems. Emphasis will be placed on the interconnection, usage, and signal flow of these systems, as well as proper word-clock synchronization amongst devices. Students will work in groups to complete projects, gaining experience using a Pro Tools system as a multi-track recorder.  
*Prerequisite: ADT130 Audio Applications & Techniques*

### **ADT200 Digital Audio III**

This course focuses on more advanced topics in mixing a multi-track audio project in a digital facility. Students will focus on automation, synchronization, word-clock



comparison and surround sound. Emphasis will be on control surface operation.

*Prerequisite:* ADT150 Audio Recording Sessions; ADT160 Digital Audio II

### **ADT310 Digital Audio IV**

In this course, students explore digital audio theory and interact with analog consoles, digital recorders, external DSP, software signal routing, interfacing equipment, and synchronizing digital audio streams. Topics include analog-to-digital/digital-to-analogue conversion, dithering, error correction and concealment, digital storage media, encoding methods involving data compression, digital audio interface standards, DAW interchange standards and synchronization methods.

*Prerequisite:* ADT200 Digital Audio III

### **DFVP203 Digital Cinematography**

This course explores the various camera and lighting techniques used in digital filmmaking and video production. Discussions will cover the general concepts and principles of camera moves and lighting techniques. Focus will be placed on applying lighting techniques to create the desired visual effects.

*Prerequisite:* DFVP103 Fundamentals of Lighting; DFVP110 Intermediate Video Production

### **DFVP214 Digital Filmmaking**

This course explores producing feature length narrative work for both festivals and distribution. Working in groups of five to ten, students produce the first ten minutes of a feature, a scene sequence, or a short with emphasis on scripting and visual storytelling.

*Prerequisite:* DFVP203 Digital Cinematography

### **GD310 Digital Grid Systems**

This advanced layout course enhances and reflects skills developed in fundamental design courses. Critical analysis will be applied through the usage of type and layout to create clear, communicative design.

### **PHO119 Digital Illustration I**

Students apply the digital image manipulation process to their work, demonstrating strong research, conceptual development, and execution through the use of advanced raster-image software.

*Prerequisite:* FND103 Concepts in Computer Graphics or PHO111 Image Manipulation

### **PHO219 Digital Illustration II**

Students demonstrate more advanced research, conceptual development, and execution skills through the use of industry standard raster-image software. The student applies conceptual and photographic skills to create innovative and compelling visual composites, which portray the visual message of the concept.

*Prerequisite:* PHO119 Digital Illustration I

### **PHO314 Digital Illustration III**

Students demonstrate further advanced use of industry standard raster-image software. The student applies conceptual and photographic skills to create innovative and compelling visual composites, which portray the visual message of the concept, especially as it relates to compositing.

*Prerequisite:* PHO219 Digital Illustration II

### **DFVP121 Digital Image Illustration**

Students apply the digital image manipulation process to their work, demonstrating strong research, conceptual development, and execution

through the use of raster-image software, especially as it relates to integrated media.

### **FM223 Digital Marketing Strategies**

Students learn to conduct online demographic analysis for customer needs, develop marketing strategies to effectively market products, and analyze Internet business models.

*Prerequisite:* FM184 Marketing

### **AN231 Digital Media Production I**

This course focuses on developing skills in using the core creative software packages and hardware used by the animation industry. Drawing with raster and vector software will be introduced as well as basic video editing tools, sound applications, and use of video equipment. Students will gain basic knowledge of a variety of tools and become proficient with video cameras and other hardware and software necessary for the field.

*Prerequisite:* FND103 Concepts in Computer Graphics

### **AN233 Digital Media Production II**

This course focuses on developing advanced skills using the core creative software packages and hardware used by the industry. Video editing will be covered in depth as well as motion graphics, digital image manipulation, and advanced software skills. Technical skills include advanced compositing concepts, motion typography, animation and design.

*Prerequisite:* AN231 Digital Media Production I, AN252 Materials & Lighting

### **AN234 Digital Paint**

Students learn digital ink and paint software as it relates to the production of animation and new media publications. DIP introduces students to the natural media brushes and texture mapping tools that separate ink and paint software from other graphics programs. Specific software and hardware may change as industry and technology advances.

*Prerequisite:* AN231 Digital Media Production I, AN221 Advanced Life Drawing

### **GD450 Digital Photographic Art Direction**

This course introduces students to the fundamental terminology, concepts, and techniques of digital photography. It focuses on the principles of using color, composition, lighting and other techniques for overall thematic and visual effects of photographic images.

*Prerequisite:* PHO119 Digital Illustration I

### **PHO325 Digital Publishing**

As an introduction to typography, layout and digital publishing, this course will examine the fundamentals of typography and layout for publication and web design. Students will explore practical application and use of fundamental typography, layout and digital publishing skills through the use of current software packages.

*Prerequisite:* PHO219 Digital Illustration II

### **IND335 Digital Sketching**

In this course sketching techniques for Industrial Design are transferred to the digital world. Students will focus on sketching and drawing from 2D content while incorporating traditional design rendering skills with digital tablets.

*Prerequisite:* IND219 Industrial Rendering; IND235 Computer Graphics for Industrial Design

### **FD350 Digital Textile Design**

This course focuses on textile print design and yarn dyed fabric development exploring applied and structural techniques using pixel and vector based software.

*Prerequisite:* FD261 Applied Textiles; FD334 Advanced Computer Apparel Design

### **GD220 Digital Typography**

This course is a continuation of the study of the fundamentals of typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem-solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchal skills.

*Prerequisite:* GD108 Typography

### **DFVP325 Directing the Digital Film**

This course focuses on the director's role in all stages of production. Emphasis is on script analysis, pre-visualization, stylistic and framing considerations, rehearsing actors, and blocking.

*Prerequisite:* DFVP204 Producing & Directing

### **DFVP212 Documentary Production**

Students study the theory and practice of documentary production. Class topics include the past, present and future of the documentary as well as developing a proposal, funding, interviewing techniques and ethics. Students produce a short documentary as part of the course assignments.

*Prerequisite:* DFVP203 Digital Cinematography

### **INT104 Drafting I**

This course is an introduction to drafting for the interior designer. The language, tools and techniques of drafting are examined. Line quality and weight, lettering, and scale are primary elements of this study. Students will be introduced to presentation style drawing by preparing floor plans and interior elevations.

### **INT120 Drafting II**

This class introduces the process of producing a set of design development drawings for interior spaces. Students will learn to develop and draft plans, elevations, sections, and details that address architectural standards.

*Prerequisite:* INT104 Drafting I

### **FD134 Draping**

This course is an introduction to the principles and techniques of draping. Students will analyze proportion, line, grain and fit.

*Prerequisite:* FD130 Fundamentals of Construction

### **FD305 Draping II**

Advanced draping techniques are used to develop silhouettes that stress proportion and design detail. Original design projects in fashion fabric or muslin are executed.

*Prerequisite:* FD134 Draping; FD262 Intermediate Patternmaking, Academic Director Approval

### **FND102 Drawing & Perspective**

This course is a fundamental drawing course where the students will explore various art and media and learn to use a variety of drawing tools. The emphasis will be on perspective with the students drawing three-dimensional objects in one-, two-, and three-point perspective.

### **DFVP421 DVD Authoring**

Students create interactive DVDs with focus on the production techniques of DVD authoring, proofing and pre-mastering. Additional emphasis is placed on aesthetics and navigation. Design elements developed in this course are also used in the Senior Portfolio & Defense course.

*Prerequisite:* DFVP218 Media Delivery Systems & Distribution

### **IM320 Dynamic Site Design**

E-Commerce requires more than simply translating the traditional retail or wholesale sales environment to the Web. In addition to reviewing the technical requirements, students need to understand how to assemble the appropriate elements into an effective design, which supports and encourages commerce in an online environment. This course covers the design elements and the software support, which contribute to online success.

*Prerequisite:* IM301 Advanced Scripting Language

### **CC250 e-Portfolio**

Utilizing materials generated in Portfolio class, students will integrate design skills with basic world-wide-web production skills in order to create a professional portfolio website. Emphasis is balanced between the design and technical elements of web page design and production.

### **FD155 Early History of Fashion**

Students will trace the evolution of garments and accessories from the ancient Egyptians through the French Revolution.

### **SS120 Economics**

Microeconomics studies the economic behavior of individuals and firms. The student will examine why firms maximize profits and consumers maximize satisfaction. Students will learn competition, efficiency and market structure.

*Prerequisite:* MAT112 College Mathematics

### **GD412 Editorial Illustration**

Learning to convey complex concepts in an illustrative fashion, students will work on actual magazine and newspaper assignments under the direction of a faculty art director.

*Prerequisite:* FND106 Analysis of Form

### **PHO313 Editorial Photography**

In this course students will learn to photograph people featured in advertising and editorial layouts. Specific subjects covered are the fields of fashion, advertising design, and marketing with concentration on editorial portraits through completion of studio location projects.

*Prerequisite:* PHO216 Photojournalism

### **ADT180 Electronics I**

Students explore the elements of electronics as they relate to the computer, video and audio field. Basic electrical theory of operation including direct current, alternating current and electron flow is featured. Circuit theory and wiring are explored. System troubleshooting is emphasized. Applications to industry are featured.

*Prerequisite:* MAT121 College Algebra

### **ADT240 Electronics II**

In the second electronics course, students explore the concepts, building, and application of transformers and filters. Students learn to read, interpret, and utilize data from schematic circuit diagrams. Emphasis is placed upon applying these electronic devices to the operation and troubleshooting of audio equipment.

*Prerequisite:* ADT180 Electronics I

### **GD226 Electronic Print Production**

This course will introduce the student to the electronic preparation of simple and complex designs. Typesetting, pagination, image reproduction, color specification, trapping procedures, and binding and finishing techniques will be explored.

*Prerequisite:* GD220 Digital Typography

### **COM101 English Composition**

Students will explore techniques for developing and improving written communication skills, including grammar. Emphasis is placed on researching and documenting, on organizing processes such as brainstorming and prioritizing, and on composing and editing several types of written materials.

*Prerequisite:* COM83 College Preparatory Writing or passing score on approved entrance test

### **IND203 Environmental Design**

Environmental displays are designed and built in scale form. Natural and man-made objects are represented using current technology. Projects revolve around entertainment, theme park and outdoor human needs.

### **SCI205 Environmental Science**

This course is an exploration of environmental science as an interdisciplinary field. Students will examine both the natural sciences (biology, chemistry, and geology) and the social sciences (ecology, politics, and ethics), including an understanding of the natural world and its interconnections and the impact each person makes on the environment.

*Prerequisite:* SCI101 Biology

### **SS265 Ethics**

This course is an examination of the moral and ethical complexities of the human experience from a variety of cultural perspectives, including moral theories, moral rights, moral responsibilities, and moral virtues.

*Prerequisite:* COM250 Argumentation & Debate

### **CL320 Etiquette for Today's Professional**

This course presents the fundamentals of business and hospitality etiquette as they are applied to the modern multicultural and global business environments, including importance of the first impression, polite conversation, personal appearance, office politics, diplomacy, telephone and cell phone etiquette, proper oral and written communications, and the protocol of meetings. Students will participate in a formal dining experience.

### **FM309 Event Planning & Promotion**

In this course students will learn how to design and prepare a sales and promotion package for a stage event. The instructor acts as a facilitator and guide to ensure upon completion of this course, students have created a vision as well as marketing and promotional tools for a Fashion Show.

### **FM310 Event Production**

All aspects of producing a fashion show will be covered: planning; marketing; staging; coordinating models; hair and make-up; backstage organization; and working with audio, video, photography, and professional stage crews. The students' final project is a Fashion Show.

### **BP130 European Cakes & Tortes**

Students are introduced to the fundamental concepts, skills and techniques of European cakes, tortes and wedding cakes. Significance

is placed on the study of ingredient functions, product identification, and weights and measures. Lectures and demonstrations teach mixing methods, filling, and techniques on finishing the cakes and tortes with various ingredients such as marzipan, ganache, and glazes.

*Prerequisite:* BP102 Introduction to Pastry Techniques & Artistry

### **IND357 Exhibit & Trade Show Design**

Design and detailing for commercial exhibits are studied. Structural systems are developed with portable components, complete working drawings, and models.

*Prerequisite:* IND260 Advanced Model Making.

*Prerequisite for Fashion Marketing:* FM108 Visual Merchandising; FM223 Digital Marketing Strategies

### **PHO401 Exhibition Printing**

In this laboratory class, participants will produce final portfolio prints as well as final exhibition prints of gallery quality. Special attention will be paid to quality control as demonstrated in effective dust and artifact-aberration control, tonal and color control, archival preparation and gallery-quality presentation.

*Prerequisite:* PHO206 Printing

### **CL420 Exploring Wines & Culinary Arts**

This course provides an introduction to the production of wine from vineyard to bottle, as well as a review of the basic grape varieties that are used to make wine. Through lectures, research and tasting, students are exposed to different types, styles and quality levels of wine. Students will become familiar with the world's most important wine regions and learn the common criteria by which wines from these different regions are evaluated. This course is designed to teach students the applied approach to matching wine and food, using flavors, textures, and components present in food and wine as complementing strategies. The course emphasizes menu planning, preparation of foods, cooking methods, and tasting wines with food.

### **GD352 Expressive & Experimental Typography**

Students will expand typography's expressive and experimental voice by examining the use of type in current market conditions. An emphasis will be placed on the integration of typographic principles within a variety of media delivery systems in a conceptual and creative framework.

*Prerequisite:* GD326 Type & Letterform Design

### **CL371 Externship**

Students will participate in an Internship or Externship program by working part-time (12 hours per week) with cooperating employers. Art Institute faculty advisors help students coordinate with the cooperating food service facilities. The students will earn 3 credits for internship of 132 hours on the job.

### **IND111 Fabrication Techniques**

Students learn the proper use of tools and equipment in a shop environment. The course emphasizes the safe use of hand and power tools and other equipment, and explores best practices techniques for their use.

### **CL360 Facilities Management & Design**

This course provides students with information related to hospitality facility design and maintenance. Food service layout and design is related to operating issues, new building construction, and renovations. Students will examine planning and design

of facilities including equipment, space and functional relationships, cost and operating efficiencies, with emphasis on maintenance programs, safety regulations, building code requirements and energy conservation.

*Prerequisite:* CL211 Management by Menu or Food, CL255 Beverage Operations Management

### **FD436 Fashion Entrepreneurship**

Fashion Design students will develop a business plan which includes financial, marketing, merchandising, inventory and distribution plans for the execution of a design concept.

*Prerequisite:* FM184 Marketing; FD260 Design Trends & Forecasting

### **FD239 Fashion Illustration**

Students will learn to render the fashion figure, garments, details, and fabric types.

*Prerequisite:* FD112 Technical & Product Sketching

### **PHO209 Fashion Photography**

This course provides an overview of the fashion photography industry. Students are directed in the proper use of figure posing as it applies to various advertising formats. The theory of collaborative work among a design team is explored.

*Prerequisite:* PHO205 Advanced Lighting

### **PHO291 Fashion Photography (Advanced)**

This advanced course is designed to continue the study begun in Fashion Photography. Created for those students wishing to focus on fashion as a career, this course more closely examines the specifics of age groupings, campaigns and formats, and the subtleties of contemporary trends in fashion.

*Prerequisite:* PHO209 Fashion Photography

### **FM327 Fashion Styling**

This course provides students with the information necessary to help them understand the concept of stylizing garments or outfits to create a certain image or identify as a marketing tool for businesses, brands and publications. Students will analyze how product is styled in fashion and trade publications, store and brand catalogs and in store advertising and create their own layout on the computer.

*Prerequisite:* FD234 Computer Apparel Design

### **AN208 Figure Construction**

This foundation course in figure drawing focuses on the use of line and tone to create volume and figure/ground relationships. Emphasis is on the examination of proportion and anatomical structure of both the head and figure from perceptual and conceptual perspectives. A variety of traditional and contemporary media are used to depict and interpret the human form.

*Prerequisite:* FND106 Analysis of Form, FND102 Drawing & Perspective

### **GAD302 Figure Sculpture**

This is a foundation course in sculpting the human form with a focus on understanding anatomical structure. Students develop life studies in clay and study human anatomy, with an emphasis on character development.

*Prerequisite:* AN208 Figure Construction, AN221 Advanced Life Drawing

### **FD370 Fit Analysis**

The students will learn principles and techniques for fitting garments on a body and translating changes back to a flat pattern.

*Prerequisite:* FD285 Junior Collection Concept Production; FD315 Technical Design

### **CL255 Food & Beverage Operations Management**

This course addresses front-of-the-house operations and is designed to provide students with an introduction, from a managerial perspective, to providing exceptional service to increasingly sophisticated and demanding guests. Students will survey the world's leading wines classified by type, as well as other distilled beverages, and study the management and training of personnel to be responsible, professional alcohol servers. Topics covered include product knowledge, the income statement, job descriptions, as well as sales forecasting and cost control.

### **CL375 Foodservice Financial Management**

In this course, the students develop a working knowledge of the current theories, issues and challenges involved with financial management. Students are introduced to the tools and skills that financial managers use in effective decision making. Topics include budgeting, cash management, cost concepts and behavior, investment analysis, borrowing funds, and financial forecasting.

### **CL325 Foodservice Technology & Information**

This course is designed to introduce students to the many diverse facets of information systems and technology (IS&T) in the foodservice industry. Current systems and issues of major importance in the field of IS&T will be considered as they relate to the foodservice industry. Emphasis will be placed on the managerial and business aspects of IS&T rather than the technical perspectives. Core topics will include key foodservice systems (e.g., accounting and property management systems, point-of-sale, sales, catering, etc.), guest service and customer relationship management (CRM), IS&T strategy, and knowledge management.

### **HUM170 French**

This course is an introduction to spoken and written French language with an emphasis on contemporary language, travel and cultural life in France, Canada and other French speaking countries.

### **HUM270 French II**

This course is an intermediate level study of spoken and written French language with an emphasis on contemporary language, travel and cultural life in France, Canada and other French speaking countries.

*Prerequisite:* HUM170 French I

### **CL112 Fundamentals of Classical Techniques** **6 credits**

This course will cover the fundamentals of basic cooking. Students practice all commonly used cooking methods and techniques. The course includes study and practice in producing various proteins, vegetables, starches and grains, and solid methodologies in cooking stocks, soups, and sauces. Students will be familiarized with the various equipment used everyday in the industry. Emphasis will be on the safe operation, maintenance and cleaning of machines, appliances, and sharp tools. Students will learn knife skills, including selection, sharpening procedures, basic and advanced vegetable cuts, and basic butchering skills.

*Prerequisite or Corequisite:* CL110 Concepts & Theories of Culinary Techniques

### **FD130 Fundamentals of Construction**

This course is an introduction to apparel industry sewing standards and techniques. Fundamental skills are applied to the construction of a basic garment utilizing industrial equipment.

### **DFVP102 Fundamentals of Editing**

This course introduces the student to the editing of visuals and sound. Topics include the techniques of capturing, dubbing, assembling, inserting visuals from source to record, and basic aesthetic considerations.

### **DFVP103 Fundamentals of Lighting**

Students are introduced to the basic concepts and principles of lighting, including the fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction of lighting and its effect on the image.

*Prerequisite:* DFVP100 Fundamentals of Video Production

### **FD135 Fundamentals of Patternmaking**

Students will be introduced to the principles of patternmaking and the tools, equipment, vocabulary, and process used.

*Prerequisite:* FD134 Draping

### **DFVP104 Fundamentals of Scriptwriting**

Students explore the writing and creative elements needed to create scripts. Emphasis is on format, structure, character development and creativity.

*Prerequisite:* COM101 English Composition

### **DFVP100 Fundamentals of Video Production**

Students study the technical terms and processes of video production as well as learn to operate basic video production equipment using typical industry techniques.

### **IM103 Fundamentals of Web Page Scripting**

Students integrate design skills with the basic computer language skills (HTML) required in order to create web pages. Emphasis is balanced between the design and technical elements of Web Page design and production.

*Prerequisite:* FND103 Concepts in Computer Graphics or Academic Director's approval

### **GAD102 Game Design & Game Play**

A well-designed game is an integration of artistic and technological components that must have a clearly defined goal, set of game criteria and rules for game play. Students learn the fundamentals of what makes a game enjoyable, playable, challenging, and marketable by creating a game document.

*Prerequisite:* GAD101 Introduction to Game Development

### **GAD219 Game Level Design**

Using learned concepts from the Game Design & Game Play course, students will analyze and extract level design needs. Students begin the process of determining the basic design elements and assets necessary to create a level.

*Prerequisite:* AN232 Hard Surface & Organic Modeling, GAD225 Principles of Programming, GAD235 2-Dimensional Scripting

### **GAD216 Game Modeling**

Real-time 3-D animation requires a thorough understanding and ability to create scenes and characters in such a way as to minimize the time it takes for a computer to redraw the scene as it moves in a game. Students will learn level detail



creation techniques using industry-standard 3-D modeling software and computers.

*Prerequisite: AN232 Hard Surface & Organic Modeling*

### **GAD318 Game Prototyping**

In this course, students will perform as members of a pre-determined team to create a game level within an existing engine. Students will implement a pre-existing design determined by the instructor to create the game environment.

*Prerequisite: GAD235 2-D Scripting; GAD225 Principles of Programming*

### **CL215 Garde Manger**

#### **6 credits**

This course will develop the skills needed to prepare a variety of charcuterie and hors d'oeuvres. Proper techniques for fabrication of meat, fish, and poultry, including smoking, curing, and brining, will be covered. Items of the cold kitchen will be introduced. Students will prepare marinades, dressings, salads, and sandwiches. They will learn current display for presentation, a la carte plating and padded service, and will execute a buffet setup.

*Prerequisite: CL112 Fundamentals of Classical Techniques*

### **CL470 Global Management & Operations in the Hospitality Industry**

This course provides students with an introduction to the dimensions and nature of the international hospitality industry. It is designed to review the principles of management and to apply management theory to the global marketplace. Students examine the social, cultural, political and economic environments within which international hospitality operators compete for survival and growth. Topics emphasized include cultural dimensions of management, international management strategy, international marketing and international human resource management.

### **IND401 Graduate Project Concept & Development**

Industrial Design students create and develop the design concept for their senior portfolio project. Students use the research from Graduate Project Research to explore design process and select a final concept as the basis for their project. They begin final design development of the project.

*Prerequisite: IND400 Graduate Project Research*

### **IND440 Graduate Project Presentation & Defense**

Industrial Design students complete their senior portfolio project and present it to a panel of experts for review and critique.

*Prerequisite: IND401 Graduate Project Concept & Development*

### **IND400 Graduate Project Research**

Industrial Design students select a topic from the field of industrial design to use as a foundation for their senior portfolio project. This course is used to develop research, program and schedule the project., Students learn to conduct, understand, and present qualitative research.

*Prerequisite: IND315 Advanced Product Design; IND482 Design for Manufacturing*

### **IND242 Graphics**

Students study graphic design principles and typography for use in 3-D applications including packaging, signage, display exhibits, and product design.

*Prerequisite: FND131 3-D Design*

### **GD320 Graphic Package Design**

Contemporary packaging techniques for product protection and presentation are covered. The use of graphics in support of design is also studied. Students are exposed to international design trends and historical development.

*Prerequisite: GD226 Electronic Print Production*

### **GD122 Graphic Stylization & Symbolism**

This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images.

### **GD322 Graphic Symbolism**

This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images.

### **AN232 Hard Surface & Organic Modeling**

This course focuses on structural, industrial, and prop 3-D modeling. This course covers advanced modeling techniques used for building organic objects and environments. Techniques include creating complex curves and surfaces.

*Prerequisite: AN106 Principles of 3-D Modeling*

### **GD314 History of Advertising**

Students will describe and contrast historic and current periods and styles of advertising design and distinguish and discuss local, regional, national and global design styles and trends.

### **GD309 History of Graphic Design**

This course will examine the influences of social trends, historical events, technological developments, and the fine arts on contemporary graphic design, illustration, typographic design, architectural design, photography and fashionable trends in general. Through lectures, supplied visual examples, independent research and design assessments, the student will gain insight into a variety of major design influences. The student will learn how to research and utilize a wide variety of design styles.

### **IND236 History of Industrial Design & Invention**

This course will examine the influences of social trends, historical events, technological developments, and the fine arts on contemporary industrial design. Through lectures, visual examples, independent research and design assessments, the student will gain insight into a variety of major industrial design influences. The student will learn how to research and utilize a wide variety of design styles.

### **INT207 History of Interior Design I**

This course is a survey of the history of the design of interior environments from the ancient world to the end of the 19th century as it relates to the cultural, political, social and economical conditions of time. Special emphasis is given to the relationship between the history of architecture and the decorative arts to the history of fine arts (painting and sculpture).

### **INT260 History of Interior Design II**

Students survey the history of interior design through the evolution of modern designers from the beginning of the 20th century to present. Contemporary design is studied from its roots, through the Bauhaus, to the impact of technology on designers, including study of the development of the architecture and furniture of several major non-western cultures. Religious, philosophical, and social beliefs and customs are emphasized. Course material includes the history of the profession of interior design and contributions of individual designers to the development of the profession.

### **DFVP326 History of Media & Communication**

This course presents a survey of major events and development in the history of motion media and mass communication. The survey focuses on the relationship between technology and media development and explores the impact motion media and mass communication have on society and the economy.

*Prerequisite: DFVP220 Media Theory and Criticism, or IM109 Concepts in Motion Graphics*

### **PHO114 History of Photography I**

This class introduces the history of photography through the discussion of recognized photographers and their influences and provides a framework for critically considering photographs through describing, interpreting, evaluating and theorizing. Coursework includes research papers and reviewing exhibitions.

### **PHO214 History of Photography II**

This course will examine the emerging photographic styles and perspectives of a new generation of photographers reacting to the cultural revolution of the 60's and 70's, the eruption in the 80's of Post-Modernism and Critical Theory, and the digital revolution of the 90's. Students will further examine contemporary issues focusing on the theoretical swing from Post-Modernism back to Modernist practices. Lastly, students will look at the popular trend of using alternative processes from the nineteenth century.

*Prerequisite: PHO114 History of Photography I*

### **HIS346 History of Political Theory**

This course will examine selected western political theorists. Students will analyze classical political writing for insights on issues such as power, authority, human nature, freedom, justice and the state. Through interpreting the thinking of early theorists, students will explore how these views are important and useful for contemporary life and as creative resources.

*Prerequisite: HUM202 Cultural Theory*

### **CL410 Hospitality Marketing**

This course is an introduction to service marketing as applied to the hospitality industry. This course will cover the application of basic marketing concepts and research methods and the design and delivery of marketing components for a hospitality business. Topics include but are not limited to unique attributes of service marketing, consumer orientation, consumer behavior, market segmentation principles, target marketing, product planning, promotion planning, market research, and competitor analysis.

### **IND133 Human Factors**

This course offers an introduction to anthropometrics, ergonomics and biodynamics as applied to artifacts and environments. Universal Design/ADA as well as cultural human factors



will also be addressed. Students construct tools and acquire a vocabulary and methodology to locate relevant data for designing and to communicate with experts in the field.

### **CL315 Human Resource Management**

This course introduces the principles and practices of human resources management relevant to hospitality organizations, with emphasis on the entry-level manager's role. Topics will include employment laws, workforce management, compensation and benefits administration, labor unions, employee safety, diversity and ethics.

### **GD202 Illustration Styles & Techniques**

Students will study a variety of styles and techniques utilized while creating illustrations that depict a story or a concept. The basic elements of researching, organizing and designing an illustration are explored while focusing on the development of professional skills.

*Prerequisite: FND100 Color Theory; FND106 Analysis of Form*

### **PHO111 Image Manipulation**

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

*Corequisite: PHO101 Principles of Photography*

### **DFVP227 Independent Study**

This course is intended for those students who wish to work on a project that is not part of the curriculum but is related to the video industry. A detailed, professional proposal must be submitted for consideration prior to the quarter for which the request is made.

*Prerequisite: Minimum 3.5 CGPA; Academic Director's approval*

### **GD412 Independent Study**

This course is intended for honor students who wish to either expand on or enhance their education in preparation for a specific career path.

### **ADT380 Independent Study**

This course is intended for those students who wish to work on a project that is not part of the curriculum but is related to the Audio Industry. A detailed, professional proposal must be submitted for consideration prior to the quarter for which the request is made.

*Prerequisite: Minimum 3.5 CGPA and Academic Director's approval*

### **BP230 Individual Desserts, Patisserie & Friandise**

#### **6 credits**

This course is a continuation of European Cakes and Torts with a focus with plating desserts and cake decorations.

*Prerequisite: BP130 European Cakes & Tortes*

### **IND219 Industrial Rendering**

This course provides an introduction to rendering techniques required by Industrial designers. Students explore various monochromatic and full color media to accomplish value, space, form, shading and composition. In this course, both graphic and 3-D design principles are covered, as well as marker rendering techniques.

*Prerequisite: INT109 Concept Sketching*

### **CL460 Innovation & Entrepreneurship**

This course provides an introductory overview of the knowledge and skills needed for entrepreneurship. The course offers students a chance to gain new knowledge and skills in identifying and pursuing entrepreneurial opportunities that can be applied to a student's own interests. Topics include how entrepreneurs find, screen, and evaluate ideas and new business opportunities.

*Prerequisite: Academic Director's approval*

### **PHO326 Innovation Studios**

Students apply for positions based on their previous work and compete for a roster of clients in a course run as a business, studio operations management are practiced with an emphasis placed on teamwork, professionalism, and customer service skills.

*Prerequisite: PHO317 Corporate/Industrial Photography.*

### **IM110 Integrated Information Design**

Information design is the practice of organizing data within a logical, coherent framework to help people fulfill their information needs. It can be applied to a variety of platforms including websites, handheld devices, way finding systems and editorial info-graphics. Students will create data visualizations that are dynamic, consumable and engaging presentations of information.

### **IM245 Interactive Motion Graphics I**

An intermediate level course focusing on motion graphics as an interactive design solution. Students will create and develop interactive motion graphics that incorporate created or imported original graphics, audio and video elements

### **IM306 Interactive Motion Graphics II**

This class reinforces compositing concepts, techniques and vocabulary from previous courses and introduces more sophisticated tools and techniques. Technical skills utilized will include advanced compositing techniques, typography, animation and design.

### **IM328 Interactive Motion Scripting**

This is 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: IM107 Advanced Scalable Vector Graphics*

### **GAD226 Interactive Storytelling**

Storytelling for games and interactive media operates under a different set of rules than the traditional narrative used for film. Combining traditional storytelling with new technologies creates a storytelling medium where the audience becomes an active participant. This course explores the nuances of creating storylines for games and creating emotional impact. Students will explore both the fundamentals of classic storytelling and game structure.

### **IM231 Interface Design**

Interface Design is an introduction to the preplanning aspects of the design process. Students will formulate design projects specifically for the delivery medium such as the kiosk, the World Wide Web, and other digital media. Parameters relating to color, resolution access speed, and composition will mediate the design process. Students will

also employ principles of interactive design appropriate for the client and target audiences.

*Prerequisite: FND103 Concepts in Computer Graphics*

### **GAD409 Interface Design for Games**

This course explores the technical and visual aspects of designing user interfaces for games and electronic gaming products. Students will learn solid design skills used for creating user-friendly interfaces and will develop technical skills to implement them.

*Prerequisites: GAD225 Principles of Programming, GAD235 Two-Dimensional Scripting*

### **GAD319 Interior Spaces & Worlds**

Most levels of popular games are designed as building interiors and contain characteristics common to interior design layouts. This course provides the opportunity for students to create architectural interiors representing houses, buildings, and entire worlds in which to place animation and game characters.

*Prerequisite: GAD225 Principles of Programming, GAD235 2-D Scripting, AN232 Hard Surface & Organic Modeling, AN252 Materials & Lighting*

### **FD131 Intermediate Construction**

Students will apply intermediate and industrial construction techniques to further refine construction skills.

*Prerequisite: FD130 Fundamentals of Construction*

### **DFVP111 Intermediate Editing**

This course delves deeper in the technical aspects of post production, including managing digital assets. Student learn to utilize creative problem solving skills through editing. Approach, pace, tone, and rhythm of sequences are explored.

*Prerequisite: DFVP102 Fundamentals of Editing*

### **FD262 Intermediate Patternmaking**

Students will practice flat pattern techniques in accordance with garment trade practices. Emphasis will be on the manipulation of patterns for more complex designs.

*Prerequisite: FD135 Fundamentals of Patternmaking; Corequisite: FD259 Advanced Construction*

### **IND270 Intermediate Product Design**

This course continues the product design process. Students conceptualize and design several small products and explore the manufacturing processes required to produce these products.

*Prerequisite: IND240 Product Design*

### **DFVP110 Intermediate Video Production**

Students learn to operate and use cameras as a technical and creative tool for communication. Visual storytelling using ENG and EFP techniques is emphasized. Students create and critique sht composition, scene and action.

*Prerequisite: DFVP100 Fundamentals of Video Production*

### **IM200 Intermediate Web Page Scripting**

Students move beyond basic web design skills and acquire advanced scripting and design skills for web development. Javascript and CSS are applied along with an examination of both the server-and client-side environments in which they occur. Students continue to refine design documentation skills.

### **FM420 International Marketing**

In this upper-level course, students will conduct an in-depth study of international marketing, including the international environment; export processes, taxes, tariffs, licensing,

and pricing of goods; global marketing management and strategic planning; and future trends in international marketing.

*Prerequisite: FM305 Cultural Components of International Business*

#### **AN414 Internship**

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning.

*Prerequisite: Academic Director Approval*

#### **DFVP228 Internship**

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning.

*Prerequisite: Academic Director Approval*

#### **DFVP427 Internship**

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning.

*Prerequisite: Academic Director Approval*

#### **FD451 Internship**

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning.

*Prerequisite: Academic Director Approval*

#### **GD292 Internship**

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning.

*Prerequisite: Academic Director Approval*

#### **GD303 Internship**

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning.

*Prerequisite: Academic Director Approval*

#### **IM240 Internship**

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning.

*Prerequisite: Academic Director Approval*

#### **IND404 Internship**

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning.

*Prerequisite: Academic Director Approval*

#### **INT404 Internship**

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning.

*Prerequisite: Academic Director Approval*

#### **PHO306 Internship**

Students participate in an internship program by working part-time with cooperating employers. Institute advisors coordinate and monitor the program. Practical hands-on experience complements classroom learning.

*Prerequisite: Academic Director Approval*

#### **ADT290 Internship I**

The primary role of the initial internship is to gain an understanding of a professional working environment. Students explore how internships relate to their career goals by meeting weekly to discuss what they are doing and what they are learning. Emphasis in the classroom is on defining career goals and how to achieve them.

*Prerequisite: ADT230 Business & Culture of Audio*

#### **ADT440 Internship II**

Through a field internship experience, students will be able to apply their 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 related to their fields of study. Students will gain the experience they need to enter the field upon graduation.

*Prerequisite: ADT290 Internship I*

#### **BP101 Introduction to Baking**

This course will focus on the large range of baking ingredients as well as the theory and operation of equipment used in bakeries and pastry shops. Through lecture, demonstrations, tasting and testing, students will learn to identify and select quality grains, dairy products, spices, flours, chocolate, and fats used in the baking industry. Students will be introduced to the functions of baking ingredients and mixing methods.

#### **GAD101 Introduction to Game Development**

This course introduces students to the game industries. Specifically, it will focus on entry-level employment opportunities and responsibilities, career paths, and industry products and their characteristics. The course will also expose students to the processes through which games are developed.

#### **INT110 Introduction to Interior Design**

This course surveys the interior design industry examining the various career opportunities in the field, requirements of various states for licensing, and the skills required to be a professional in the field. Students begin to build basic skills in design and selection of materials as well as basic presentation techniques.

#### **IND126 Introduction to Modelmaking**

Fundamental skills with paper, foamboard, styrene, clays and other materials are developed along with technique regarding adhesives, tools, supplies and knowledge of layout, measurement, scale conversion and material constraints. Model finishing is also introduced.

*Prerequisite: IND122 Mechanical Drafting*

#### **BP102 Introduction to Pastry Techniques & Artistry**

**6 credits**

This course will focus on the introduction of creaming, foaming, and blending techniques with an emphasis on preparing unfilled cakes, filled cakes, and tortes. Students will learn to prepare a variety of doughs, batters, fillings and glazes with an emphasis on the formulas and skill involved in preparing cookies, mignardises, and tarts.

#### **HUM150 Introduction to Philosophy**

This is an introductory study of some of the major problems of philosophy including the nature of philosophy, problems of knowledge (questions concerning the origin, nature, and limits of knowledge), and the problem of a worldview (metaphysical questions concerning materialism, idealism, and naturalism). Through class lectures, discussions, and readings, students will become familiar with some of the answers that have been given to a variety of philosophical questions.

#### **SS130 Introduction to Political Science**

This course will examine selected western political theorists. Students will analyze classical political writing for insights on issues such as power, authority, human nature, freedom, justice and the state. Through interpreting the thinking of early theorists, students will explore how these views are important and useful for contemporary life and as creative resources.

#### **FD263 Introduction to Product Development**

Students will analyze the manufacturing systems in the apparel industry, including product development, branding, licensing, quality management, pricing, production planning and management.

*Prerequisite: FD135 Fundamentals of Patternmaking; FD259 Advanced Construction; FD269 Design Trends & Forecasting; FD261 Applied Textiles*

#### **AN105 Introduction to 2-D Animation**

This course explores basic animation theories and techniques. Students will study timing and weight through a series of projects designed to demonstrate the principles of animation. Issues such as keyframing, in-betweening, and cycling will be addressed. Designing and creating basic animation segments are featured.

*Prerequisite: FND102 Drawing & Perspective*

#### **FM243 Inventory & Stock Control**

Students participate in a simulated six-month buy plan using current information and trending for a large multi location store of their choice. Course content includes category planning, justifying and fulfilling customer needs, preparing a budget and placing orders. Students will work through all areas of the buy as "a real life" buyer would.

*Prerequisite: FM238 Merchandise Buying Techniques*

#### **HUM172 Japanese**

This course is an introduction to conversational and written Spanish language. Emphasis is on familiarity with frequently used contemporary vocabulary and cultural understanding of Japan.

#### **HUM272 Japanese II**

This course is an intermediate level study of conversational and written Japanese language. Emphasis is on familiarity with frequently used contemporary vocabulary and cultural understanding of Japan.

*Prerequisite: HUM172 Japanese I*

#### **FD275 Junior Collection Concept Development**

Students will apply design principles to the creation of marketable concepts and designs from research and practices within the fashion industry.

*Prerequisite: FD260 Design Trends & Forecasting*

#### **FD285 Junior Collection Concept Production**

Students will execute a selection of the concepts that were developed in Junior Collection Concept Development.

*Prerequisite: FD262 Intermediate Patternmaking; FD275 Junior Collection Concept Development*

### **AN408 Kinetic Anatomy**

The student will conduct an in-depth study of the mechanics of animal and human movement. Skeletal and muscle structures and their relationships will be examined closely. This class is drawing intensive, and knowledge is applied to advanced three-dimensional rigging, modeling and 2-D animation production.

*Prerequisite:* AN388 Animal Anatomy & Locomotion

### **AN113 Language of Animation & Film**

This course addresses fundamentals of animated cinematography through a historical survey. The course will consider trends and genres of animated film in a variety of media.

### **CL223 Latin Cuisine**

Students will study the cooking methods and pantry of ingredients from the vast world of Latin America. Cuisines studied will include Mexico, Central America, South America, and the Caribbean. The course will cover Pre-Columbian, colonial and modern approaches to Latin cooking methods. An in-depth study of chilies and their role in cuisine will be included.

*Prerequisite:* CL141 American Regional Cuisine

### **CL330 Leadership & Organizational Development**

Students examine leadership, organizational management and culture, focusing on the role of the managers as facilitators of change within the organizations. The course emphasizes the concepts of motivation, interpersonal relationships, group dynamics, leadership, and organization culture. Examination of leadership styles, development of strategic plans, and critical problem solving are covered in the course.

### **CL380 Legal Issues & Ethics for Culinarrians**

The course is designed to give the student an overview of legal issues arising in the foodservice environment. The students will examine laws pertinent to the hospitality/food service industry and will investigate the relationship of these laws to the administration of a service organization. This course also identifies common ethical dilemmas encountered by culinarians and introduces the student to the foundations, purpose, and content of ethical codes and approaches to ethical decision-making.

### **IND362 Light Metal Design**

Design and fabrication of ornament for the home, office or body is introduced through skill-building projects. Use and application of both precious and non-precious metals are explored in conjunction with plastic, resin, stone and wood. Metal smithing techniques taught include piercing, riveting, soldering, roll-printing and hydraulic forming.

*Prerequisite:* IND111 Fabrication Techniques

### **PHO107 Lighting**

Students are will be introduced to the basic concepts and principles of lighting for photography, including the fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality and direction and its effect on the photographic image.

*Prerequisite:* PHO101 Principles of Photography

### **INT249 Lighting Design**

The nature of light is explored as it relates to interior design. Types of light sources, light fixtures, current energy codes and lighting techniques are studied and applied to

projects. Through the study of day-lighting and artificial light, students integrate both sources aesthetically and efficiently into an interior space.

*Prerequisite:* INT236 Studio 1: Programming & Space Planning

### **IND273 Lighting (Fixturing)**

This course provides students the opportunity to conceptualize and design lighting fixtures. Students design, detail and model a custom light fixture with attention paid to lighting quality and energy code requirements.

*Prerequisite:* INT109 Concept Sketching

### **ADT320 Listening & Analysis**

This course introduces the student to ear-training and critical listening from the perspective of the audio engineer and contemporary production techniques. The student will learn to aurally analyze and identify typical contemporary popular song forms and the production techniques used to create them.

*Prerequisite:* ADT315 Music Theory II

### **HUM110 Literature**

Reading and enjoying literature are explored through study and analysis of various forms of literary expression, such as fiction, poetry and drama. The objective is to understand these readings as a source of knowledge and reflection about the human experience and as a source of pleasure in the written word.

*Prerequisite:* COM101 English Composition

### **ADT220 Live Sound I: AV Systems**

In this course students learn to set up and operate various types of audio equipment for a typical live sound reinforcement. Emphasis is on small systems, ranging from corporate A/V to small clubs. Topics include reading block diagrams of audio systems, wiring speakers, connecting powers, testing and adjusting microphones, troubleshooting sound systems, and fine-tuning reinforcement effects.

*Prerequisite:* ADT180 Electronics I

### **ADT250 Live Sound II: Reinforcement Systems**

Students are presented with more sophisticated and complex situations for live sound reinforcement. Through hands-on applications, students learn to operate various mixing consoles and solve various problems. Computer applications are used for system design, analyzation and calibration. Students also learn professional protocols in live performance settings.

*Prerequisite:* ADT220 Live Sound I

### **ADT256 Live Sound III: Event Production**

Hands-on, in the field, live sound reinforcement. Students work within the parameters of professional sound reinforcement companies to improve their audio skills and gain practical show experience. Lighting, video, electrics, rigging, backline and remote recording are explored in both a classroom and lab setting. Students design sound systems using industry standard software

*Prerequisite:* ADT250 Live Sound II

### **PHO208 Location Photography**

This course explores the special needs of location photography. The planning and logistics of shooting on location are covered. Transportation, scouting, permits and billing, in addition to lighting, metering, and other photographic controls will be demonstrated in a variety of assignments related to fashion, portraiture, still life, product, stock, and

architectural photography. Students work alone and in teams, thus sharing a number of photographic and support roles.

*Prerequisite:* PHO205 Advanced Lighting

### **CL211 Management by Menu**

This course prepares future food service managers by giving a clear picture of the important role menu planning plays within operations. Good menu development is crucial to the success of any food service operation, i.e. a planning tool, source of operational information and a merchandising method for reaching patrons. The students will cover topics ranging from menu development, pricing, and evaluation to facilities design and layout.

*Prerequisite:* MAT112 College Mathematics

### **CL450 Management Externship**

Students observe and participate in the supervisory operation of a successful foodservice business. They apply their professional skills to gain experience in order to enter and become successful in the foodservice business. Emphasis is placed on developing hospitality management skills.

*Prerequisite:* Academic Director's approval

### **CL228 Management, Supervision & Career Development**

This course focuses on managing people from the hospitality supervisor's viewpoint. The emphasis is on techniques for increasing productivity, controlling labor costs, time management, and managing change. It also stresses effective communication and explains the responsibilities of a supervisor in the food service operation. Students develop techniques and strategies for marketing themselves in their chosen fields. Students will assess their more marketable skills, develop a network of contacts, generate interviews, write cover letters and resumes, develop a professional appearance, and prepare for their employment interview and follow-up.

### **FM184 Marketing**

Students will examine the social and economic forces of the marketplace and the research and analysis techniques used to make marketing decisions. The course stresses the key role creative marketing specialists are expected to play in all decisions affecting the planning and promoting of products, services and ideas.

### **PHO319 Marketing & Promotions**

This course will explore the techniques used to research and identify target markets, identify efficient ways of selling work through agents, and examine ways to create a successful self-promotion campaign, including résumé, business cards and promo pieces. Students will utilize the Internet and other research instruments to explore the potential benefits of relocation to new market areas.

*Prerequisite:* PHO300 Business of Photography

### **FM239 Marketing Research Portfolio**

This is the first in a series of three courses that create the Portfolio Business Plan required for graduation. Students will study the social and economic forces of the marketplace and the research and analysis techniques used to make marketing decisions and create a complete marketing plan.

*Prerequisite:* FM219 Store Operations

### **AN252 Materials & Lighting**

The skin or finished look of a three-dimensional model is the result of a map or image created



in the computer and wrapped around the model. In this class, students will be introduced to materials, how to create them, and how to map them onto three-dimensional objects. Students will also study techniques and methods for lighting environments.

*Prerequisite: AN232 Hard Surface & Organic Modeling*

### **IND135 Materials & Manufacturing**

This course exposes students to how products are produced. Students tour various manufacturing facilities, workrooms and shops to develop and understanding of the complexities of manufacturing processes as well as how different materials are handled. They study advantages and disadvantages of processes, and record information in a personal journal for future reference.

*Prerequisite: Survey of Industrial Design*

### **INT180 Materials & Sources**

Students study the physical properties, performance characteristics, environmental impacts and applications of basic building and finish materials used in the interior environment. Lectures and studio activities are supported by field trips to suppliers and installations. Students begin to establish a network of professional materials sources

### **IND122 Mechanical Drafting**

This course is an introduction to the conventions of engineering drawing covering lettering, use of tools, title block and layout, geometric construction, isometric and orthographic projections, tolerances and standards. Students complete a drawing package of parts, details, assembly and illustration for final project.

### **SCI230 Mechanics of Motion**

This course will cover laws and principles that govern motion, including frames of reference, vectors, velocity, and acceleration. The student will also look at how forces act to change the equilibrium and the nature of these forces. These factors will then be used to describe what happens in vibration dynamics.

*Prerequisite: MAT112 College Mathematics*

### **DFVP428 Media Business Practices & Law**

Students examine practices and issues associated with media business. Topics include business plans, production budgets, business proposals, business contracts, business ethics, government regulations, copyright and grant writing. Course materials are covered through lecture, discussion, research, writing, and presentation.

*Prerequisite: DFVP401 Media Production Workshop*

### **DFVP218 Media Delivery Systems & Distribution**

This course addresses the end part of digital filmmaking and video production – delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationship between delivery systems and distribution methods and evaluate the relative efficiency, cost, and effectiveness of each.

*Prerequisite: 60 credits completed*

### **DFVP220 Media Theory & Criticism**

Students explore the different theories and approaches to media and their impact on society and culture. Students are expected to apply course materials to personal projects in order to enrich their own work.

### **AN407 Medical, Scientific & Forensic Illustration**

Animation and illustration are widely used in the medical and scientific communities to convey ideas pertaining to all aspects of the human body, and medical and scientific artists are in high demand by pharmaceutical companies, hospitals, entertainment, and scientific communities. Law enforcement also needs skilled artists to recreate crime scenes or depict images to aid them in their work. These artists need a specific understanding of the market for this specialized form of illustration. This class gives a broad overview of the field for students wishing to pursue this challenging and rewarding field.

*Prerequisite: 90 credits completed*

### **FM238 Merchandise Buying Techniques**

This is the study of knowing what, when and how to buy. Covered are merchandise practices, coordination of buyers' activities and pricing.

*Prerequisite: FM120 Retail Math*

### **FM183 Merchandise Presentation**

Exciting field trips combined with in-class assignments will teach students the basics of in-store merchandise presentation. Learning the ropes and language will give students the advantage they need in today's fast-paced retail environment. Floor and wall presentations and development of planograms are covered.

### **ADT260 MIDI Systems I**

A study of Musical Instrument Digital Interface systems (MIDI). This course allows students to develop a working theoretical and skills-based knowledge of the multi-timbral synthesizer and the sequencing environment within the context of the contemporary MIDI production studio. Both live and studio applications are covered, and full use is made of the digital signal processing resources available within the equipment.

*Prerequisite: ADT200 Digital Audio III*

### **ADT365 MIDI Systems II**

In MIDI Systems II students develop a detailed knowledge of the MIDI language and learn to apply more flexible and in-depth uses of sequencers involving graphical and list based editing, static and dynamic parameter and tempo automation, and the basic recording of MIDI messages. Students gain greater proficiency in MIDI production processes through small group and individual production projects.

*Prerequisite: ADT260 MIDI Systems I*

### **GAD425 Mod Team I**

In these courses students apply their knowledge of concept design, game play, level design, modeling, animation, and programming to develop a playable game. Students will work together in small teams to create games using various mod engines and programming tools. The environment will be similar to a professional game development situation, and each team will be responsible for creating a finished mod or playable game.

*Prerequisite for Mod Team I: GAD386 Advanced Level Design; GAD411 Team Production Planning.*

### **GAD426 Mod Team II**

In these courses students apply their knowledge of concept design, game play, level design, modeling, animation, and programming to develop a playable game. Students will work together in small teams to create games using various mod engines and programming tools. The environment will be similar to a professional game development situation,

and each team will be responsible for creating a finished mod or playable game.

*Prerequisite for Mod Team II: GAD425 Mod Team I*

### **SS220 Modern Asian History**

This course is a survey of Asian civilization in the last two centuries with a concentration in the 20th century. The history of West, Central, or East Asia will be investigated, looking at their internal developments as well as their relationship with and influence upon the rest of the world.

*Prerequisite: SS202 Cultural Theory*

### **FD265 Modern History of Fashion**

Continuing the Early History of Fashion, this course traces the evolution of garments and accessories from the French Revolution to the present.

*Prerequisite: FD155 Early History of Fashion*

### **AN305 Modular Cities**

Creating city building for games, with an emphasis on modular construction and lighting for drama. Developing tile-able textures and dirt overlays will be included.

*Prerequisite: AN232 Hard Surface and Organic modeling, AN252, Materials and Lighting*

### **DFVP201 Motion Graphics I**

In this course, students study the nature and attributes of motion and broadcast graphics and learn to generate, select, and manipulate still and motion graphics for broadcast and other media delivery. Students not only produce graphics but also apply them to media content design.

*Prerequisite: DFVP121 Digital Image Illustration or PHO119 Digital Illustration I or AN231 Digital Media Production*

### **DFVP215 Motion Graphics II**

Students explore the disciplines used in finalizing a digital film or video project using compositing software. The class reinforces compositing concepts, techniques and vocabulary from previous classes and introduces more sophisticated tools and techniques. Technical skills utilized will include advanced compositing techniques, typography, animation and design.

*Prerequisite: DFVP201 Motion Graphics I*

### **DFVP211 Multi-Camera Field Production**

Students work together as a team to produce remote live-to-tape multi-camera productions such as concerts, sporting events, and plays. Emphasis is on uniqueness of remote multi-camera productions.

*Prerequisite: DFVP200 Studio Production*

### **ADT285 Music Production**

A study of advanced audio production values and techniques. Knowledge and skills attained in previous courses are added to and refined. Modern production values are explored and compared with techniques of the past, and students gain detailed insight into the arrangement and production of a professionally recorded song.

*Prerequisite: ADT200 Digital Audio III*

### **ADT140 Music Theory I**

A study of the basic music structure and theory as used by engineers in sound recording. Students learn to identify notes and common scales as well as the notation of notes, scales and simple rhythms. The concept and structure of the lead sheet will be introduced. An ear-training component will develop the students' skill in identifying and transcribing simple chords, melodies, and rhythms. The course emphasizes



the skills, terminology and concepts that students need to interact professionally with working musicians, engineers and producers.

### **ADT315 Music Theory II**

This course continues with the development of the rudiments of music theory and expands into an introduction to harmony, voice leading, modes and compound time signatures. Students will learn to create simple lead sheets. An ear-training component will extend the work from Music Theory I to include more complex chords and intervals.

*Prerequisite: ADT140 Music Theory I*

### **CL142 Northwest Cuisine**

Students will develop their skills in the utilization of indigenous ingredients in the preparation of Northwest cuisine. Items prepared in the kitchen follow established culinary principals and are applied to Northwest specialties. Timing and organization skills are emphasized.

*Prerequisite: CL112 Fundamentals of Classical Techniques*

### **SCI110 Nutritional Science**

This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions and sources of nutrients, including carbohydrates, fats, vitamins, minerals and water are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, food pyramid and dietary fats.

### **FD270 Patternmaking: Specialized Fabrics**

This course allows the student to explore specialized patternmaking and construction techniques for stretch fabrics.

*Prerequisite: FD262 Draping; Intermediate Patternmaking*

### **DFVP123 Peer Practicum**

In this course, first year students function as production assistants for final year portfolio students. The goal of the course is to provide a tiered approach from the beginning student experience to the portfolio process to required industry internships while at the same time providing mentoring opportunities for upper quarter students.

*Prerequisites: DFVP110 Intermediate Video Production*

### **PHO123 Peer Practicum**

In this course, first year students function as photography assistants for final year portfolio students. The goal of the course is to provide a tiered approach from the beginning student experience to the portfolio process to required industry internships while at the same time providing mentoring opportunities for upper quarter students.

*Prerequisites: PHO107 Lighting*

### **PHO320 Photo Criticism**

This course will offer an in-depth study into photographic criticism. Students apply contemporary critical thinking so that they can develop a vocabulary for analyzing photographs. Further study will examine how personal beliefs and cultural values are expressed and represented in photography.

*Prerequisite: 90 credits completed*

### **PHO328 Photo Essay I**

Students develop extended photographic narratives via the process of producing sets of imagery that convey a story or ideas that have little written narrative support. Historical

and cultural context, in-depth research and methods of project development will be essential to the success of the essay.

*Prerequisite: PHO313 Editorial Photography*

### **PHO400 Photo Essay II**

Students are involved in advanced visual production by exploring and communicating current opinions, trends and newsworthy events. Photographs are produced and have stand-alone creative content as well as the ability to introduction transition and conclude a picture story with maximum visual effect. Single and multiple narratives, editorial portraiture and illustration will be developed for the purpose of producing a prototype publication.

*Prerequisite: PHO328 Photo Essay I*

### **PHO104 Photographic Design**

This course requires students to demonstrate their ability to define and solve advanced design problems photographically. Students analyze the characteristics and purposes of various problems and then offer clear and creative solutions for each via communication and symbolism.

### **PHO106 Photography for Non-Majors**

In this fundamental course, students learn basic technical skills and composition via practical assignments. Students are expected to enhance the aesthetic qualities of their work by analyzing and applying basic photographic principles.

### **PHO216 Photojournalism**

This course provides students with an accurate picture of photojournalism. Emphasis is placed on creativity, content, information, and layout. Students will learn that this field is one that requires dedication and drive. Students are provided with examples of photojournalism and will be required to produce their own renditions of the picture study, magazine covers, and layouts for all types of print media.

*Prerequisite: PHO104 Photographic Design*

### **SCI220 Physics of Sound**

This course will cover laws and principles that govern sound. This will include sound propagation and transmission, along with wave boundary interactions. These will then be used to describe the reception of sound.

*Prerequisite: MAT112 College Algebra*

### **DD200 Portfolio**

These courses emphasize evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

*Prerequisite: Academic Director Approval*

### **FD290 Portfolio I**

In this course, students will develop a professional portfolio designed to market the skills of an apparel designer.

*Prerequisite: FD273 Advanced Technical & Product Sketching; FD275 Junior Collection Concept Development, FD262 Intermediate Patternmaking*

### **ADT299 Portfolio I**

These courses emphasize evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular

emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

*Prerequisite: Academic Director Approval*

### **DFVP230 Portfolio I**

These courses emphasize evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

*Prerequisite: Academic Director Approval*

### **GD297 Portfolio I**

These courses emphasize evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

*Prerequisite: Academic Director Approval*

### **IM360 Portfolio I**

These courses emphasize evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

*Prerequisite: Academic Director Approval*

### **IND412 Portfolio I**

This course emphasizes evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

*Prerequisite: Academic Director Approval*

### **INT412 Portfolio I**

This course emphasizes evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

*Prerequisite: Academic Director Approval*

### **ADT450 Portfolio II**

This course allows each student to determine and design the final organization and presentation of the graduation portfolio. Project work will focus on bringing out the individual qualities, strengths, and skills of the student as well as the ability to meet demanding industry standards. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources. Each student is expected to verbally present the portfolio and address audience questions as a format of defense.

*Prerequisite: ADT435 Senior Project II*

### **IND493 Portfolio 2**

Industrial Design and Interior Design students work with their portfolio instructors to select and prepare major projects for final portfolio presentation and their professional portfolio. Project work focuses on bringing out individual qualities, strengths, and skills of the student. Emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources. Final resume and marketing materials will be completed, and exhibited on Portfolio Day. Students will be required to have an electronic version of their portfolio available for viewing on a website.

*Prerequisite: Academic Director Approval*

### **INT493 Portfolio 2**

Industrial Design and Interior Design students work with their portfolio instructors to select and prepare major projects for final portfolio presentation and their professional portfolio. Project work focuses on bringing out individual qualities, strengths, and skills of the student. Emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources. Final resume and marketing materials will be completed, and exhibited on Portfolio Day. Students will be required to have an electronic version of their portfolio available for viewing on a website.

*Prerequisite: Academic Director Approval*

### **GD392 Portfolio II**

Interior Design and Graphic Design students work with their portfolio instructor to select seven projects to complete preparation of a professional portfolio. Project work will focus on bringing out the individual qualities, strengths, and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources. Final resume and marketing materials will be completed and exhibited on Portfolio Day.

*Prerequisite: GD297, INT393 Portfolio I*

### **FD455**

This course focuses on the completion of the portfolio. The final portfolio should focus on the student's individual strengths, reflecting the individual student's uniqueness and ability to meet demanding industry standards.

*Prerequisite: Varies per program*

### **DFVP231 Portfolio II**

This course focuses on the completion of the portfolio. The final portfolio should focus on the student's individual strengths, reflecting the individual student's uniqueness and ability to meet demanding industry standards.

*Prerequisite: Varies per program*

### **IM350 Portfolio Design**

This first class in a series of two portfolio classes will assist the students with the overall look and feel of their digital portfolios. The students will design the container for their digital presentations.

*Prerequisite: 90 credits completed*

### **PHO321 Portfolio Expansion**

This course is a continuation of the portfolio process. Students develop their work in a way that supports their professional and creative goals. Students expand their portfolio ideas and concepts and in the process demonstrate program exit competencies.

*Prerequisite: PHO311 Portfolio Exploration*

### **PHO311 Portfolio Exploration**

Students begin the portfolio process by exploring creative and professional possibilities to determine a direction for their work that forms the foundation for their graduate portfolio. Students investigate industry standards and current trends in portfolio presentation.

*Prerequisite: 90 credits completed*

### **AN341 Portfolio Foundations & Career Development**

Students in this course begin to prepare their traditional portfolios and discuss techniques for assembling effective traditional and digital portfolios. Students learn how to present their work to employers including how to articulate methods used, how to arrange their portfolios, and how to gear their portfolios for specific jobs.

*Prerequisite: 75 credits completed; AN231 Digital Media Production II, AN232 Hard Surface & Organic Modeling, AM252 Materials & Lighting*

### **ADT296 Portfolio Preparation**

Students present the basic elements of what will be their professional entry-level portfolio. Successful completion of this course is dependent on the student's ability to demonstrate competence in the music production processes including the proper recording of an acoustic drum kit.

### **GD392 Portfolio II**

Students will incorporate knowledge and techniques acquired during the program to determine specific career goals and begin preparation of a professional entry-level portfolio.

*Prerequisite: Varies per program*

### **AN455 Portfolio Presentation**

This course emphasizes evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

*Prerequisite: Varies per program*

### **GD460 Portfolio Presentation**

This course emphasizes evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

*Prerequisite: Varies per program*

### **IND383 Portfolio Presentation**

This course emphasizes evaluation and coordination of projects by students and instructor for the purposes of preparing a professional portfolio. Coursework focuses on bringing out the individual qualities, strengths and skills of the student. Particular emphasis is placed upon identifying near and long-term professional employment goals, as well as related strategies and resources.

*Prerequisite: Varies per program*

### **PHO411 Portfolio Refinement**

Students continue to refine and edit their work in a continuation of the portfolio process. Students more clearly articulate visually and verbally the underlying themes in their work.

*Prerequisite: PHO321 Portfolio Expansion*

### **PHO421 Portfolio/Thesis Exhibition**

This class concludes the portfolio process. Students assemble portfolios, web sites, resumes, marketing and self-promotion materials into a comprehensive presentation as well as participate in a thesis exhibition.

*Prerequisite: PHO411 Portfolio Refinement*

### **PHO220 Portraiture**

Students learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Course emphasis is on classical portraiture with attention given to the use of lighting, posing, and facial view to create a flattering portraiture.

*Prerequisite: PHO205 Advanced Lighting*

### **PHO292 Portraiture (Advanced)**

Advanced traditional and contemporary portrait techniques are examined in this comprehensive study. Designed for students who are considering a major interest in portraiture, this course examines the changing trends in portrait presentation.

*Prerequisite: Portraiture*

### **AN428 Pre-Production for Animation I**

This course is dedicated to a single project of portfolio quality within a team environment. In the first course, students will form teams, develop stories and concepts, create pre-visualization materials, storyboards and character designs, write budgets and production timelines, and use pre-visualization techniques to come up with viable stories to be animated. Students will create layouts and backgrounds, and incorporate key framing and timing. In the second course, student teams will focus on soundtracks for animation, in-betweening, ink and paint, effects and final output. Editing, final fixes, compositing, packaging will be included. The final teamwork will be prepared for submission to competitions and portfolio segments. The primary emphasis of this two-course project is teamwork as opposed to individual asset creation. The intent is to create a reflection of the workforce of the industry.

*Prerequisite: AN341 Portfolio Foundations & Career Development, AN252 Materials & Lighting, AN375 Character Animation*

### **AN431 Post-Production for Animation I**

This course is dedicated to a single project of portfolio quality within a team environment. In the first course, students will form teams, develop stories and concepts, create pre-visualization materials, storyboards and character designs, write budgets and production timelines, and use pre-visualization techniques to come up with viable stories to be animated. Students will create layouts and backgrounds, and incorporate key framing and timing. In the second course, student teams will focus on soundtracks for animation, in-betweening, ink and paint, effects and final output. Editing, final fixes, compositing, packaging will be included. The final teamwork will be prepared for submission to competitions and portfolio segments. The primary emphasis of this two-course project is teamwork as opposed to individual asset creation. The intent is to create a reflection of the workforce of the industry.

*Prerequisite: AN341 Portfolio Foundations & Career Development, AN252 Materials & Lighting, AN375 Character Animation*

### **AN445 Pre-Production for Animation II**

Students will utilize skills obtained in Pre-Production for Animation I and Post-Production for Animation I to create and finish a second animated work of portfolio quality as a member of a team. Similar to Pre-Production

for Animation I and Post-Production for Animation I, students will go through the same processes to prepare a submission to competitions and portfolio segments. Likewise, the primary emphasis of this second two-course project is teamwork as opposed to individual asset creation. The intent is to create a reflection of the workforce of the industry.  
*Prerequisite:* AN428 Pre-Production for Animation I; AN431 Post-Production for Animation I

**AN449 Post-Production for Animation II**  
Students will utilize skills obtained in Pre-Production for Animation I and Post-Production for Animation I to create and finish a second animated work of portfolio quality as a member of a team. Similar to Pre-Production for Animation I and Post-Production for Animation I, students will go through the same processes to prepare a submission to competitions and portfolio segments. Likewise, the primary emphasis of this second two-course project is teamwork as opposed to individual asset creation. The intent is to create a reflection of the workforce of the industry.  
*Prerequisite:* AN428 Pre-Production for Animation I; AN431 Post-Production for Animation I

**INT257 Presentation Graphics for Interior Design**  
This course introduces the students to the standard vector and raster based graphic and layout computer applications used to create print and digital presentations for interior design projects. Layout design and image enhancement will be explored with hands-on training in the use of mainstream computer graphic programs. Emphasis will be on developing skills related to the interchange and placement of file formats between graphic applications and the use of tools, menus, and other key features of imaging programs used in the field.  
*Prerequisite:* INT175 CAD I

**CC121 Principles of Accounting**  
This course introduces the nature and purpose of accounting, presents the accounting cycle, and explains how to prepare accounting statements.  
*Prerequisite:* MAT112 College Mathematics

**PHO101 Principles of Photography**  
Students learn basic photographic tools and their intended purposes, including the proper use of various camera systems and file formats. Students analyze photographs to determine their positive and negative attributes then apply these principles to produce their own visually compelling images by employing the correct photographic techniques.  
*Corequisites:* Principles of Photography

**AN106 Principles of 3-D Modeling**  
Students in this course learn how to navigate within 3-D space and create simple models using a 3-D software package. Common terminology associated with 3-D modeling and animation is covered.  
*Prerequisite:* FND103 Concepts in Computer Graphics

**PHO206 Printing**  
Students learn then apply the techniques of digital color management to photographic production to execute a variety of output methods commensurate with industry needs. Student refine printing skills and theory to create a benchmark for quality digital outputting which will be carried over into digital printing with ink-jet and other digital out-put systems.

Students develop proficiencies in file preparation, resolution selection, print-profiling, paper selection and soft-proofing techniques.  
*Prerequisite:* PHO119 Digital Illustration I

**DFVP204 Producing & Directing**  
This course focuses on the production processes and performances from the perspectives of a producer and director. The stages of pre-production, production, post-production and distribution are examined as well as the relationship between the producer and director..  
*Prerequisite:* DFVP104 Fundamentals of Scriptwriting

**IND240 Product Design**  
Students work as a product development team that includes engineering, legal and marketing considerations. A project is taken from historical, competitor and trend analysis through concept and form studies into a viable solution with formal presentation. Students explore the complete product design cycle including a finished model and rendering.  
*Prerequisite:* IND126 Introduction to Modelmaking

**FM401 Product Development**  
Students will take product from concept to marketplace, researching materials and analyzing trends for the development of private label or branded merchandise. Prototypes are developed, and manufacturing and budgetary issues analyzed.  
*Prerequisites:* FM341 Brand Strategy

**PHO315 Product Photography**  
The specific needs of a variety of manufacturing and retail clients are examined and photographic solutions are developed. Students create photographs meeting specific market and media needs.  
*Prerequisite:* PHO207 Studio Photography

**IND301 Product Psychology**  
This course introduces students to the visual and functional characteristics that define a product. Students will also explore the designer's ability to create designs that are appropriate to a variety of markets.  
*Prerequisite:* IND240 Product Design

**IM108 Programming Logic**  
This course provides students with an introduction to various logic statements used in all programming languages and provides the skills needed to convert written words into programming logic.  
*Prerequisite:* IM103 Fundamentals of Web Page Scripting

**IM335 Project Management**  
This course focuses on the creation, arrangement and planning of a process which will enhance the capacity of an individual or group to take effective action in a multimedia project.  
*Prerequisite:* IM231 Interface Design

**INT303 Project Management**  
This course focuses on the processes required to analyze, develop, administer, monitor, and control interior construction projects as individuals or groups. Students present information to overall management for a typical building design and construction project. This includes ongoing record keeping and regular detailed team presentations of the project's progress.  
*Prerequisite:* INT284 Studio 3: Residential Design

**GD312 Promotional Design**  
The student explores theories, methods, and strategies for effectively selling a product. This course examines the concepts of product, price, promotion, distribution and benefit as they relate to advertising and examines various management styles, techniques and trends in the industry. Lectures include a review of the target audiences, budgets, strategy and the company vision.  
*Prerequisite:* GD218 Concept Development

**SS230 Psychology**  
This course provides an overview of psychology covering the principles and concepts of human behavior including biological and cultural aspects of development, perception, motivation, personality and social interaction. Human diversity and contemporary issues of psychology are discussed, and psychological research methods are introduced. Societal constructs such as family and daily living are explored.

**GD336 Publication Design**  
Publication design is a mainstay in the study of graphic design. This class will focus on creating a publication, hierarchy, grid, page sequence and spreads. The publication will be typographically oriented with a combination of images, color and texture as well as a typographical relationship to the subject.  
*Prerequisite:* GD327 Advanced Electronic Print Production

**CL129 Purchasing & Product Identification**  
The course is a collaborative exploration of basic principles of purchasing food, equipment, and supplies. The primary focus is on product identification, supplier selection, and the ordering, receiving, storing and issuing process.

**CL385 Quality Service Management & Training**  
This class will examine the role of service in the food service industry and explore how to give quality customer service. Service systems and training programs in quality operations will be examined through the use of case studies and hypothetical scenarios. The course will cover employee training and development from both a strategic and operational perspective. The class will culminate by examining Charlie Trotter's service standards in what is often the best-rated restaurant in the nation.

**IND119 Rapid Visualization**  
This course promotes the skill of drawing quickly by emphasizing visual note taking, generating visual ideas, working from non-visual sources, and establishing a method for accurate freehand and perspective drawing.  
*Prerequisite:* INT109 Concept Sketching

**IND254 Rendering**  
Students use various techniques in creating linear and color images. Media used are markers, pastel, colored pencil, watercolor, acrylics and gouache.  
*Prerequisite:* FND102 Drawing & Perspective

**COM401 Research Seminar**  
In this capstone humanities class, students will build on their previous humanities and general education learning experiences to explore a more advanced specific topic. Students will work in groups to research and prepare a professional presentation.  
*Prerequisite:* 6 COM credits completed



### **FM120 Retail Math**

This course provides an understanding of the various financial tools used by retailers to evaluate performance. Students calculate, analyze, and interpret financial concepts associated with accounting from a merchandising perspective.

*Prerequisite: MAT112 College Mathematics*

### **CL256 Restaurant Cooking Operations – À La Carte** **9 credits**

The emphasis of this course is on quality food preparation and timing to prepare each student for à la carte restaurant and hotel employment. The students will focus on traditional American foods, prepared and cooked à la minute from a menu card. All cooking techniques will be reinforced throughout the class, as well as organization, plate presentation, and proper mise en place. Students will also consider quality dining room management and table service.

*Prerequisite or Corequisite: CL255 Food & Beverage Operations Management; Academic Director's approval*

### **DFVP328 Revolutionary Studios**

Students apply for positions based on their previous work and compete for a roster of clients in a course run as a business. Studio operations management are practiced with an emphasis placed on teamwork, professionalism, and customer service skills.

*Prerequisite: DFVP311 Short Media Production*

### **CL101 Sanitation & Safety**

This course is an introduction to food and environmental sanitation and safety. Attention is focused on food-borne illnesses and their origins and on basic safety procedures followed in the food service industry. Emphasis will be given to food service in all areas of the facility, maintenance costs, flow and production.

*This is a prereq or coreq to all lab classes except CL112 Fundamentals of Classical Techniques*

### **DFVP226 Script Analysis**

This course focuses on deconstructing the main elements of a variety of scripts so students gain a deeper insight as to how the individual parts of a script function as a whole. Examining scripts from the perspective of storyline, action, character, and dialogue will enable students to form creative teams and produce scripts with a unified vision.

*Prerequisite: COM101 English Composition*

### **DFVP300 Scriptwriting**

Students continue to explore the writing and creative elements needed to create scripts with emphasis on format, structure, and character development. Students learn the elements from research, proposal, and treatment to script for a variety of productions. The business side of the different scripting fields is also explored.

*Prerequisite: DFVP103 Fundamentals of Scriptwriting*

### **FD443 Senior Collection: Concept Development**

In this senior course, students will accomplish market research, development of concepts, technical drawings, and the sourcing of materials for the final collection.

*Prerequisite: FD334 Advanced Computer Apparel Design, FD310 Advanced Concept Development; FD320 Advanced Fashion Illustration*

### **FD446 Senior Collection: Production**

This course is the final development phase of the student's collection including the specification package. Emphasis is placed on finish

construction and presentation of the student's original line. Patternmaking and fit analysis of the final collection will also be considered.

*Prerequisite: FD443 Senior Collection: Concept Development; Graduating students only*

### **CL480 Senior Culinary Practicum**

**6 credits**

This course is intended to be a practical capstone for the culinary management curriculum. It will draw on the majority of disciplines presented earlier in the program. In this class students will plan, organize, and execute functions that will be booked and/or sold to the public. Students, in effect, will experience the necessary functions of opening their own restaurant.

*Prerequisite: Academic Director's approval*

### **GD426 Senior Design Studio**

This course provides an in-depth evaluation of projects to be utilized in each student's professional portfolio. Portfolio materials will be evaluated, refined, and finalized. The student also has an opportunity to do individualized research on a topic that is of particular interest to his or her area of study.

*Prerequisite: Academic Director's approval*

### **DFVP430 Senior Portfolio & Defense**

Built on the preliminary collection of work from previous courses, this course allows each student to determine and design the final organization and presentation of the graduation portfolio with faculty guidance. Each student is expected to verbally present the portfolio and address audience questions as a format of defense.

*Prerequisite: DFVP420 Senior Project Post-Production; DFVP426 Career Development*

### **GD458 Senior Project**

Students will develop an independent project supporting their thesis. This course emphasizes developing a long-term assignment and extending the skills learned in previous studio classes.

*Prerequisite: GD448 Senior Thesis*

### **ADT400 Senior Project I**

This course initiates a two quarter long comprehensive project which will be integral to students' final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, multi-track digital audio work. Committee and/or faculty will approve the project content and type of the audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

*Prerequisite: ADT350 Advanced Recording Techniques; 135 credits completed; Academic Director's approval*

### **ADT435 Senior Project II**

This course continues the two-quarter long comprehensive project begun in Senior Project I. Students will employ cumulative skills to produce a significant, sophisticated, multi-track digital audio work. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

*Prerequisite: ADT400 Senior Project I*

### **DFVP420 Senior Project Post-Production**

This course concludes the three-quarter long comprehensive project begun in Senior Project Pre-Production and created in Senior Project Production. Students will employ cumulative skills to post-produce a significant, sophisticated digital film in a chosen genre.

*Prerequisite: DFVP410 Senior Project Production*

### **DFVP400 Senior Project Pre-Production**

This course initiates a three quarter long comprehensive project which will be integral to students' final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, digital film in a chosen genre. Committee and/or faculty will approve the project content and genre of the digital film or video. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

*Prerequisite: DFVP325 Directing the Digital Film*

### **DFVP410 Senior Project Production**

This course continues the three-quarter long comprehensive project begun in Senior Project Pre-Production. Students will employ cumulative skills to produce a significant, sophisticated, digital film or video in a chosen genre. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor.

*Prerequisite: DFVP400 Senior Project Pre-Production*

### **GD448 Senior Thesis**

Students in this course present a comprehensive understanding of their academic experience. Proficiency will be demonstrated in both studio and general education courses through a written document and oral presentation.

*Prerequisite: GD392 Portfolio II or IM360 Portfolio*

### **AN226 Sequential Art & Storytelling**

The course is an introduction to storytelling and the components of story. The goal is to develop storytelling skills and an understanding of story in both written and graphic form. Storytelling fundamentals from various cultures will be discussed and basics of story structure introduced. Students will explore basic forms of writing, comics, and film as methods of delivering story as well as interactive storytelling techniques.

### **INT119 Sketching & Rendering**

Students create quick, professional color renderings of floor plans, elevations and 3-D views for client presentation. Emphasis is placed on good proportion using of a variety of traditional media to create compelling views that can be presented to clients.

*Prerequisite: INT109 Concept Sketching*

### **DFVP311 Short Media Production**

This course discusses short form as a genre of media production and its features in subject matter and style. Students learn to produce short-form news, information, and dramatic content for multiple delivery platforms.

*Prerequisite: DVP300 Scriptwriting*

### **SS240 Sociology**

This course is an introduction to the principles of sociocultural relationships, with the emphasis on human beings as products of society and culture. Focus is on how social forces such as family, friendships, religion, economy, media, technology and education frame society and construct reality.

*Prerequisite: HUM120 World Civilization*

### **IND365 Soft Goods Design**

This course explores design and fabrication techniques for producing gear for the outdoor industry.

*Prerequisite: IND240 Product Design*

### **ADT265 Sound Design I**

Students examine the role sound plays in games, film, video, and interactive media as well as apply skills in the creation of soundtracks



for a variety of productions and applications. Students will also develop advanced skills using synthesizers, samplers and alternative or unconventional approaches to recording.

*Prerequisite: ADT200 Digital Audio III*

### **ADT375 Sound Design II (Gaming Audio)**

This course will survey both commercially available synthesis methods and recent developments at audio research institutes. Students will also survey the current market for hardware and software implementations of various synthesis methods. Analytical listening sessions will expose students to synthesis methods in various musical contexts. Detailed study of subtractive, FM, physical modeling and granular synthesis will culminate in original sound design projects.

*Prerequisite: ADT265 Sound Design I*

### **ADT235 Sound for Film & Video**

This course examines the principles and practices of editing digital audio for a variety of applications including film, video games and the Internet. Students will be exposed to working with audio as a supporting element of a larger project as well as learn about the formats used for various delivery methods.

*Prerequisite: ADT120 Digital Audio I and DFVP102 Fundamentals of Editing*

### **HUM171 Spanish**

This course is an introduction to conversational and written Spanish language. Emphasis is on familiarity with frequently used contemporary vocabulary and cultural understanding of the Spanish speaking countries.

### **HUM271 Spanish II**

This course is an intermediate level study of conversational and written Spanish language. Emphasis is on familiarity with frequently used contemporary vocabulary and cultural understanding of the Spanish speaking countries.

*Prerequisite: HUM171 Spanish I*

### **AN411 Special Effects**

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

*Prerequisites: AN232 Hard Surface and Organic modeling, AN252 Materials and Lighting, AN260 Three-Dimensional Animation*

### **DFVP411 Special Effects for Digital Filmmaking**

This course builds on previous motion graphics and compositing courses emphasizing green-screen techniques and their application to digital video content. Students create pieces to be used specifically in a digital film.

*Prerequisite: DFVP324 Advanced Cinematography*

### **PHO305 Special Projects**

Special projects are learning contracts that are tailored to the needs and major-interest focus of the individual student who is approaching graduation. These projects are arranged through the faculty who sets the learning objectives, designs the assessment criteria and does the final assessment.

*Prerequisite: Academic Director's approval*

### **DFVP413 Special Topics**

These courses delve further into specific subject areas not necessarily addressed in the

curricula. These include topics such as advanced studio production and management of post-production on the digital filmmaking side and sports and nature on the photography side.

*Academic Director's approval; Minimum 3.0 CGPA (DFVP only); PHO313 Editorial Photography (PHO only)*

### **PHO318 Special Topics**

These courses delve further into specific subject areas not necessarily addressed in the curricula. These include topics such as advanced studio production and management of post-production on the digital filmmaking side and sports and nature on the photography side.

*Academic Director's approval; Minimum 3.0 CGPA (DFVP only); PHO313 Editorial Photography (PHO only)*

### **AN251 Special Topics in Animation I**

These courses allow the student to select special topics in animation and produce animations under the guidance of an instructor. The student will be exposed to the various applications of animation and apply their skills to chosen topics.

*Prerequisite for Special Topics I: 60 credits completed.*

### **AN451 Special Topics in Animation II**

These courses allow the student to select special topics in animation and produce animations under the guidance of an instructor. The student will be exposed to the various applications of animation and apply their skills to chosen topics.

*Prerequisite for Special Topics II: 90 credits completed*

### **IND201 Special Topics**

This course is tailored to the needs of students who are approaching graduation. This class will give students an opportunity to look at a topic in-depth and apply their skills in IDT.

*Prerequisite: Academic Director's approval*

### **COM109 Speech Communications**

This course emphasizes the essentials of basic public speaking and professional demeanor in a variety of situational contexts. Time is spent on verbal and nonverbal communication, appropriate appearance, and the use of visual aids.

### **ADT240 Stage Tech**

This course is a study of the occupations involved in stage performance. Concepts in lighting, rigging, instrument tuning, prop cues and system setup will be covered. Emphasis will be on tools, terminology and job skills.

*Prerequisite: ADT220 Live Sound I*

### **FM219 Store Operations**

This course is a study of the non-merchandising functions of a store that must take place to ensure its proper and profitable functioning.

### **FM308 Store Planning**

The course explores the myriad of elements that combine to make a successful store layout: traffic patterns, furnishings, fixtures, security, and signage, as well as looking at the process by which a successful store is designed.

*Prerequisite: FM183 Merchandise Presentation*

### **IND258 Structures & Mechanisms**

Students will study the strengths and properties of materials, basic structures, and single mechanical devices incorporating theory and application.

*Prerequisite: SCI230 Mechanics of Motion*

### **INT236 Studio 1: Programming & Space Planning**

This course introduces students to programming and space planning as key processes used in the development of the design of interior spaces. Lecture, demonstrations and hands-on projects will be used to develop student understanding and skills. This course applies drafting techniques, basic design skills, and an understanding of human factors.

*Prerequisite: INT104 Drafting I*

### **INT279 Studio 2: Kitchen & Bath Design**

Students study the kitchen and bath industry with emphasis on basic design skills, material and product trends, sourcing and specification, as well as spatial and code requirements. NKBA techniques are introduced and students complete basic projects in both a kitchen and bath environment. Lectures, field trips and projects are used to support student learning.

*Prerequisite: INT236 Studio 1: Programming & Space Planning*

### **INT284 Studio 3: Residential Design**

Students study the design process of a residential project by developing a concept and creating a presentation package that conveys that concept to a client. This course emphasizes programming, space planning, fixture and furniture selection and specification, window treatments, design of the kitchen and bath, all within a predefined setting, either condominium or smaller free-standing home.

*Prerequisite: INT236 Studio 1: Programming & Space Planning*

### **INT373 Studio 4: Advanced Residential Design**

Students choose or are given a site to develop a residence. The instructor may assign various client requirements, and the students will locate the home on the site and design it for the client. The design will include solutions for various building systems, consideration of sustainable design, and ADA and code issues. A presentation package will be prepared and presented to the class and professional panel. The design generated in this course will be used to create construction documents in the Construction Documents class following completion of this course.

*Prerequisite: INT284 Studio 3: Residential Design; Lighting Design*

### **INT374 Studio 5: Commercial Design**

Students are introduced to commercial interior design problem solving. Topics may range from retail and hospitality to corporate office environments. Students will complete a design project including specifications for equipment, fixtures, and furnishings. Attention will be paid to ADA and Universal Design issues.

*Prerequisite: INT284 Studio 3: Residential Design; Lighting Design*

### **INT377 Studio 6: Advanced Commercial Design**

**6 credits**

This course demands a comprehensive synthesis of problem identification, research, programming, preliminary design, design development, and presentation in the solution of a commercial interior design problem. Students will apply understanding of all major building systems as part of their design development. Projects may involve working in teams requiring individual time management and self-generated work schedules.

Attention to environmental and sustainability issues will be part of the design process.  
*Prerequisite: INT374 Studio 5: Commercial Design*

### **INT432 Studio 7: Commercial Design Construction Documents** **6 credits**

This course develops a commercial design project resulting in a set of construction documents to communicate the design solution.  
*Prerequisite: INT374 Studio 6: Advanced Commercial Design*

### **INT480 Studio 8: Senior Project** **6 credits**

Students will develop a thesis and complete an independent project supporting it. Taking into consideration global issues and sustainability, the student will conceptualize, develop, and complete a project to present to a panel of professionals.  
*Prerequisite: INT374 Studio 6: Advanced Commercial Design*

### **CC280 Student Studio**

This course gives the honor student practical experience with client communications and the bookkeeping process of billing. Students create work for non-profit organizations, instilling in the students a sense of community and giving while producing portfolio pieces.  
*Prerequisite: Varies per program*

### **PHO207 Studio Photography**

The challenges of studio photography are studied via a variety of assignments that require students to photographically render various subjects with the appropriate clarity and artistry dictated by the assignment criteria.  
*Prerequisite: PHO205 Advanced Lighting*

### **DFVP200 Studio Production**

This course focuses on broadcast studio operation, live production, studio management, lighting, crew, and sound. Students will also explore the theoretical basis of the electronics behind the equipment needed for studio production. Students will produce their own studio multi-camera program.  
*Prerequisite: DFVP110 Intermediate Video Production*

### **FM312 Supervisory Management**

Students will learn to make management decisions and policies based on principles and theories of management. The class covers fundamentals of planning, decision making, problem solving, delegating, communication, motivation, leadership, team building, managing change, and coaching for higher performance.  
*Prerequisite: FM219 Store Operations; FM184 Marketing*

### **FD327 Surface Design**

Students will explore manual design applications of colors, prints, and motifs on a variety of fabrications.  
*Prerequisite: FD261 Applied Textiles; enrollment in bachelor program*

### **GD104 Survey of Design**

An introduction to the history, principles, elements and vocabulary of graphic design. Methods are explored to help identify design objectives and improve communication skills.

### **IND102 Survey of Industrial Design**

This course introduces students to the industrial design field. Industrial design is explored using lecture, site visits and studio projects to enhance student understanding of the contributions that industrial design makes to society.

### **FD127 Survey of the Fashion Industry**

This course provides students with an overview of the fashion industry, examining apparel markets, where designs come from, and how garments are designed, created, produced, marketed, and sold at retail.

### **DFVP106 Survey of Digital Filmmaking & Video Production**

This course presents a survey of the digital filmmaking & video production program and industries. The focus is on entry-level jobs and career paths, as well as the responsibilities and skills necessary for success.

### **PHO102 Survey of Photography**

Students receive an overview of the photographic industry, including specialty fields available to professional photographers and a history of these fields. A working knowledge of these career fields will be obtained through lectures presented by working professionals and field trips to business locations.

### **INT301 Sustainable Design**

This course emphasizes the exploration and integration of sustainable design principles, practices, materials and specifications throughout the design process. The environmental impact of the built environment is addressed through siting, space planning, resource utilization, energy consumption, materials life cycle impact, and interior environmental quality. Sustainable design considerations may be incorporated into studio project or series of projects.  
*Prerequisite: SCI205 Environmental Science*

### **IND369 Sustainable Materials**

Students will examine the consideration and process of selecting, specifying and designing with materials that minimize adverse effects on the earth, including the use of alternatives to non-renewable and recycled products.  
*Prerequisite: IND135 Materials & Manufacturing*

### **FD268 Sweater Design & Construction**

Students will learn the fundamentals of sweater design and construction including knowledge of gauges, different stitch configurations and how to use industrial flat bed machinery.

### **GAD411 Team Production Planning**

During the course, students research a Game Art & Design topic and begin the preproduction process for their team projects. The emphasis is on quantitative and qualitative research, scheduling of the project, methods of presentation, and qualitative results. 150 credits completed

### **FD112 Technical & Product Sketching**

This is a fundamental drawing course in which students will learn to use a variety of drawing tools with an emphasis on technical fashion and product illustration.

### **FD315 Technical Design**

Students will create a computer-generated production package consisting of costing analysis, size specification, construction standards, materials and production methods, and front and back flats.  
*Prerequisite: FD285 Junior Collection Production*

### **COM221 Technical Writing**

This course is an introduction to techniques of technical writing. The objective is to provide an understanding of effective writing techniques to convey processes, mechanisms, business and project proposals and reports. Students will learn through practical experimentation, in-class discussion and the technical examination of models. Students will develop skills in writing through reading, writing and sharing written materials within a workshop environment.  
*Prerequisite: COM101 English Composition*

### **INT220 Textiles & Fabrics**

Students study fabrics from the raw state through processing, construction and finishing investigates textile sources and the appropriate selection of fabrics (including upholstery, wall covering, window covering, carpets and rugs) and evaluation of textile sources, environmental concerns, code compliance, performance and safety factors in today's interior design industry.

### **FD251 Textiles & Fabrics for Fashion**

This study of textiles explores natural and manufactured fibers, structure, production, uses, and characteristics.

### **AN260 Three-Dimensional Animation**

The fundamentals of animation are applied to a computer-generated environment in which students create and animate basic three-dimensional models. Emphasis is on foundation skills related to the creation of motion, camera moves, and basic story line development.  
*Prerequisite: AN232 Hard Surface & Organic Modeling*

### **GAD309 Three-Dimensional Character Rigging**

This course is to introduce the student to fundamentals of character setup. The character setup will be tested by animation assignments. During the course each student will create, set up and test a character model.  
*Prerequisite: AN260 3-D Animation*

### **INT372 Three-Dimensional Computer Modeling**

This course introduces the student to fundamentals of 3-D rendering of architectural objects and interior spaces. Students create renderings using a 3-D software package. Common terminology associated with 3-D modeling and rendering is covered.  
*Prerequisite: INT242 Computer Rendering for ID*

### **FND131 Three-Dimensional Design**

This exploration of form and space involves the formal understanding and manipulation of the basic-organizing principals of three-dimensional worlds as well as the relationship of perceptual issues to manipulate the three-dimensional situation. Point, line, plane, mass, volume, density and form are discussed. Students learn to create and discuss three-dimensional situations using basic hand tools and readily available materials.  
*Prerequisite: FND101 Two-Dimensional Design*

### **IND265 Toy Design**

The special needs of children are considered in the creation of educational or psychomotor skill-based toys. Students do a custom one-of-a-kind piece and a design for mass manufacturing.  
*Prerequisite: INT198 Concept Drawing*

### **GD415 Trade Show & Environmental Graphics**

Students will learn design and production considerations for a variety of large-scale, multiple-use graphics in a studio environment. Projects will develop students' ability to solve of a number of concerns including legibility, durability, and alternative materials production techniques.

*Prerequisite: GD229 Art Direction*

### **IND367 Transportation Design**

Students are exposed to the unique problems involved in land, sea and air transportation. Emphasis is placed on ergonomics, function and appearance.

*Prerequisite: IND335 Digital Sketching*

### **MAT131 Trigonometry**

This is an activity based math course focusing on mathematical models and their applications. The use of trigonometry as a problem solving technique along with systems of equations, conic sections, and sequences will be covered in this course.

*Prerequisite: MAT121 College Algebra*

### **AN306 Two-Dimensional Animation Studio**

Students combine traditional animation techniques with digital manipulation to create two-dimensional animation productions. Computer animation skills are applied to create motion.

*Prerequisite: AN105 Introduction to 2-D Animation, AN208 Figure Construction, AN221 Advanced Life Drawing, AN252 Materials & Lighting*

### **FND101 Two-Dimensional Design**

This introductory course will explore the principles of design and introduce and develop the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication.

### **GAD235 Two-Dimensional Scripting**

This course delves into code, code structure and syntax, and useful applications for programming. Students will put their programming skills to use by creating simple games and interactive applications.

*Prerequisite: GAD225 Principles of Programming*

### **GD326 Type & Letterform Design**

Emphasis is placed on the expressive potential of typography. How the form of the written word(s) affects the meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools.

*Prerequisite: GD208 Computer Drawing*

### **GD108 Typography**

This course is an introduction to lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space and the relationship between the appearance and readability of letterforms are also studied. Students will work in a traditional context of hand-rendering type and also be introduced to contemporary typesetting technology.

### **SS210 United States History**

This course will examine social, political, economic, technological, religious, and intellectual developments in the history of the United States from before European contact to the present. The emphasis of this course will be on exploring how people and institutions have interacted to develop and shape contemporary American society. Throughout the course, students will critically examine historical interpretations of events and issues through primary and secondary source materials.

*Prerequisite: HUM120 World Civilization*

### **GAD305 Unreal Engine**

Students will develop artwork that will be transferred to the Unreal Engine. This is an intermediate approach to the Unreal tools and engine. The concepts used are to create levels for games and simulations. Incorporates a beginning exploration of level design, architectural theory, concepts of critical path, flow, pipeline production, play testing, and storytelling.

### **IM225 Usability Testing**

This course provides an introduction to the central ideas and concepts of Human Computer Interaction (HCI), usability, and User Interface (UI) design. Students will learn to examine cultural disposition and reaction to interactive systems through heuristic evaluations, or some other inspection method, as applied to media such as wireless devices, websites, gaming environments and other media.

*Prerequisite: IM211 Writing for Interactive Media*

### **PHO211 Video for Photographers**

Building on their first year of photography courses, students will apply what they have learned to moving images and also learn about the differences, especially with regard to strobe and continuous lighting. This course also addresses changing technologies and its impact on professional photographers.

*Prerequisite: PHO205 Advanced Lighting*

### **DFVP216 Viral Video Production**

Content created specifically for digital distribution is examined. Productions including band and music promotion, advertising, comedic shorts, trailers, and web series creation are explored as well as legal and societal implications. Students work in small groups to produce a short piece in their chosen genre.

*Prerequisite: Digital Cinematography*

### **FM108 Visual Merchandising**

The underlying philosophy and psychology behind visual presentations is investigated. Students explore contemporary techniques and principles of the visual organization and visual presentation of merchandise in a window.

### **IM207 Web Scripting for Designers**

This course focuses on the student's development and refinement of their digital portfolio. Fundamental knowledge of htm. Is extended through the implementation of CSS and Javascript.

### **HUM120 World Civilization**

Students explore the cultural, intellectual and political traditions that have framed historical developments from the 18th to the 21st centuries. Recognition, investigation and analysis of differing cultural perspectives and approaches to the human dilemma are emphasized.

### **CL225 World Cuisine**

Students will develop their skills by using ingredients to develop dishes and presentations specific to the various cuisines of the world. Cultural implications in the preparation of foods and the selection of menus will be emphasized. Focus will be on the cuisines of Spain, the Middle East, Turkey, Greece, Africa, and India.

*Prerequisite: CL141 American Regional Cuisine*

### **HUM262 World Mythology**

This course will introduce students to mythology from around the world and the ways in which various stories reflect the human experience. Students will examine myths from a variety of cultures including Greek, Roman, Norse, Hebrew, Egyptian, Native American, Chinese, Japanese, Muslim, Mayan, and others. The focus will be to compare these various myths and discuss their impact on the Western tradition and culture.

*Prerequisite: COM101 English Composition*

### **AN313 Writing for Animation**

Live action scripts deal mainly with what is real. Animation is used to create images and present ideas that can't be presented in live-action.

This class focuses on scriptwriting technique, formatting, and presentation of screenplays specific to the animation industry. Character, plot, timelines, arcs, conflict, and archetypes will all be explored as well as the "Hollywood formula" for creating stories that sell.

*Prerequisite: COM101 English Composition, AN105 Introduction to 2-D Animation*

### **FM405 Writing for Fashion Publications**

This course introduces students to the fashion publishing world through development and hands on experience creating fashion stories and press releases, promotional materials, and developing catalog content.

*Prerequisite: COM102 Analytical Writing*

### **IM211 Writing for Interactive Media**

This is a specialized writing course for interactive design. Students will learn the unique characteristics and techniques of media writing and apply them to interactive media production. Students will also learn to conduct research for media writing projects.

### **GAD310 Zbrush**

Sculpting objects and characters in a 3D environment. Students will learn how to transfer high poly to low poly as well as texture directly on developed 3D images.

*Prerequisite: AN232 Hard Surface and Organic modeling, AN252 Materials and Lighting*

# ACADEMIC AFFAIRS LEADERSHIP

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*Dean of Academic Affairs*

Don Schaab  
*Associate Dean of Academic Affairs*

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Andrée B. Carter  
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*Director – Industrial Design, Interior Design, Residential Design*

Douglas Heinlein  
*Director – Graphic Design, Web Design & Interactive Media, Digital Design*

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Andrew Harbison  
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**Instructor – Industrial Design Technology**  
B.A., University of Washington-  
Bothell, Liberal Studies

**Joe Stefanile**  
**Instructor – Industrial Design  
Technology, Interior Design**  
M.Ed., Argosy University-Seattle,  
Instructional Leadership  
B.S., New York University, Industrial Design  
Graduate, Parsons School of Design

**Cathy Stieg**  
**Instructor – Interior Design**  
M.A., Antioch University, Education  
B.F.A., Cornish College of the  
Arts, Interior Design  
B.A., Western Washington  
University, Art, Anthropology

**Sharon Stone-Millican**  
**Instructor – Liberal Arts**  
M.Ed., Antioch University-Seattle, Education  
B.A., Western Washington  
University, Human Services  
A.A., Olympic College, Social Sciences

**Darrell Tsukiji**  
**Instructor – Culinary Arts**  
M.B.A., City University  
B.A., University of Washington-Seattle,  
Communications/Political Science

**Junichi Tsuneoka**  
**Instructor – Animation**  
B.A., Waseda University-Tokyo,  
Japan, English Literature  
B.F.A., Cornish College of the  
Arts, Graphic Design

**Ken Turner**  
**Instructor – Liberal Arts**  
M.Ed., University of Georgia,  
Science Education  
B.S., Georgia Tech., Applied Biology

**Julia Vornbrock**  
**Instructor – Interior Design**  
M.A., Slovak University of Technology-  
Bratislava, Slovakia, Architecture  
B.A., Slovak University of Technology-  
Bratislava, Slovakia, Architecture

**Marilyn Ward**  
**Instructor – Interior Design**  
B.A., University of Washington-  
Bothell, Interdisciplinary Studies  
A.A.A., Colorado Institute of  
Art, Interior Design

**Christine Weiss**  
**Instructor – Culinary**  
M.S., Bastyr University, Nutrition  
B.A., Indiana University, Art History,  
Spanish, Liberal Arts Management

**Nate Weston**  
**Instructor – Liberal Arts**  
M.A., University of Southwestern  
Louisiana, History  
B.A., Hampshire College, History

**Ray Williams**  
**Instructor – Liberal Arts**  
A.B., Harvard College, Biology

**Trish Williams**  
**Instructor – Game Art & Design**  
M.I.T., The Guildhall at Southern  
Methodist University, Digital Game  
Development-Art Creation  
B.F.A., Minnesota State University-  
Moorehead, Illustration

**Gabrielle Wilson**  
**Instructor – Culinary Arts**  
B.S., Johnson and Wales  
University, Culinary Arts

**Seth Zeichner**  
**Instructor – Animation**  
B.F.A., School of Visual Arts,  
Cartooning and Illustration

**NOTE: FACULTY LISTED ARE  
AS OF SUMMER QUARTER 2010.**

# GENERAL INFORMATION

## HISTORY & MISSION

Founded in 1946 as the Burnley School for Professional Art, The Art Institute of Seattle has a proud history as a part of the Seattle community and a contributor to the creative industries in the Northwest.

As Seattle grew, so did the Burnley School. The city saw everything from a World's Fair to exploding new technologies that have changed the face of modern living. All the while, the Burnley School turned out a generation of graduates ready to enter the workforce in a rapidly changing world.

In 1982, the Burnley School joined The Art Institutes system of schools and became The Art Institute of Seattle. In the next few years, The Art Institute of Seattle moved to its present location on Seattle's waterfront (1985) and grew from about 100 students to a Fall 2008 enrollment of nearly 2,300.

## ACCREDITATION & LICENSURE

The Art Institute of Seattle is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. NWCCU can be reached at 8060 165th Avenue NE, Suite 100, Redmond, WA 98052.

The Interior Design program leading the Bachelor of Fine Arts is accredited by the Council for Interior Design Accreditation, [www.accredit-id.org](http://www.accredit-id.org), 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503-4014.

The Associate of Applied Arts in Culinary Arts degree program is accredited by The Accrediting Commission of the American Culinary Federation Education Foundation. The Art Institute of Seattle is licensed under Chapter 28c.10RCW; inquiries or complaints regarding this or any other private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, PO Box 43105, Olympia, WA 98504-3105. 360.753.5662.

The Art Institute of Seattle is authorized to enroll nonimmigrant alien students.

## OWNERSHIP

The Art Institute of Seattle is owned by The Art Institute of Seattle, Inc., a wholly-owned subsidiary of The Art Institutes International LLC; which through two intermediary limited liability companies is a subsidiary of Education Management Corporation, 210 Sixth Avenue, 33rd Floor, Pittsburgh, PA 15222, (412) 562-0900.

## MISSION STATEMENT

The mission of The Art Institute of Seattle is to provide higher education programs that prepare students for careers in design-, technology-, business-, and hospitality-related fields. Graduates are prepared to seek entry-level positions and career/professional advancement in their chosen fields through curricula that emphasize technical and communication skills needed in the field, taught by faculty who are, or have been, working professionals, in an environment that encourages free expression, leadership and responsible decision making.

The Art Institute achieves its mission by supporting the following goals:

- To maintain an educational setting that fosters creativity, critical thinking and innovation.
- To uphold a standard on institutional excellence through the recruitment of experienced professionals to join our faculty and staff.
- To provide student-focused services that enhance student development both personally and professionally.
- To ensure an environment of academic freedom and responsibility, collegiality and professionalism with policies driven by faculty, staff and students.
- To provide content and methodology required of traditional academic offerings in the major areas of knowledge and skills that lead to lifelong learning and careers.
- To deliver learning-centered instruction by faculty who exhibit excellence in teaching and possess appropriate academic credentials and industry-related experience.
- To provide safe, clean and accessible facilities.
- To maintain equipment and technology to program specific standards.

- To develop and revise curricula through regular reviews by a community that involves employers, advisors, faculty, staff, students and alumni.
- To assist graduates in beginning and furthering their careers.
- To achieve institutional objectives of student success, retention, completion, employment and salaries.
- To offer varying lengths of academic programs, which lead to the diploma, the Associate of Applied Arts degree, the Bachelor of Fine Arts degree and the Bachelor of Science degree.
- To annually update strategic plans for institutional development and growth.

The Art Institute of Seattle believes in the worth and potential of each student and strives to provide quality programs and services which foster development of that potential and worth.

## ADMINISTRATION & STAFF

### BOARD OF TRUSTEES

#### Peter Giopulos, Ph.D.

*President, Arts & Cultural Council for Greater Rochester Chair*

#### Tony Digiovanni

*Senior Vice President, Marketing and Advertising, Education Management Corporation*

#### Dennis Fantaski, Ph.D.

*Consultant, Education Management Corporation*

#### Marylouise Fennell, RSM

*Higher Education Services*

#### Carver C. Gayton, Ph.D.

*Executive Director, Northwest African American Museum in Seattle*

#### Sue Shields, Ed.D.

*Principal, Director of Seattle Occupational Skills Center*



## EXECUTIVE COMMITTEE

**Elden Monday**  
President

**Scott Carnz, Ed.D.**  
Dean of Academic Affairs

**Jim McGuire**  
Director of Career Services

**Liane Soohoo**  
Senior Director of Admissions

**James Robson**  
Dean of Student Affairs

**Natasha Oilar**  
Director of Human Resources

**Greg Woodard**  
Director of Administrative & Financial Services

## ACADEMIC AFFAIRS

**Scott Carnz, Ed.D.**  
Dean of Academic Affairs

**Don Schaab**  
Associate Dean of Academic Affairs

**Steve Barsotti**  
Director – Audio Production

**Karin Wu**  
Director – Fashion Design, Fashion Marketing  
& Management, Fashion Marketing

**William R. Edgar**  
Director – Interior Design, Residential Design;  
Industrial Design

**Douglas Heinlein**  
Director – Graphic Design, Web Design  
& Interactive Media, Digital Design

**Ian MacKay, C.E.C., C.C.E.**  
Director – Culinary Arts Management, Culinary  
Arts, Baking & Pastry, The Art of Cooking

**Open**  
Director – Digital Filmmaking & Video  
Production, Photography, Video Production

**Jack Snowden**  
Director – Animation Art & Design, Game  
Art & Design, Media Arts & Animation

**Andrée B. Carter**  
Director – Liberal Arts; Tutoring Services

## DIRECTORS & STAFF

**Allen Herndon**  
Director of Admissions

**Karen Ehnat**  
Director of Disability Services

**Andrew Harbison**  
Director – Library & Learning Resources

**Angela Hedwall**  
Director of Student Financial Services

**Brad Huggins**  
Director of Student Development  
and International Student Advising

**Megan Kijewski**  
Director of Academic Advising

**Mark Livingston**  
Director of Communication

**Mike Reese**  
Registrar

**George Shearer**  
Director Technology

**Yanmei Shi**  
Student Accounting Supervisor

## STUDENT AFFAIRS

Art Institute of Seattle students come from all over the world and from a variety of backgrounds. As such, our students have incredible opportunities to experience many different cultures and perspectives while attending school. Since learning happens in and out of the classroom, make the most of your college education by planning time into your schedule to get involved. Whether you participate in a fun activity, join a club, or take on a part-time job, getting involved in college is a great way to enrich your education. Some students come here fresh out of high school; others have been working for years. Whatever a student's situation or need, they often find that they are not alone; and that there are terrific people employed at the school to help them through some of life's ups and downs. The Office of Student Affairs is here to help you make the most of your educational experience.

### Student Affairs Mission Statement

The Student Affairs department of The Art Institute of Seattle supports The Art Institute of Seattle's mission by providing the following programs and services that foster the success and personal/professional growth of all students:

1. Providing efficient student-centered delivery of services.
2. Providing housing resources and student apartments close to the college.
3. Providing support to students that enhances their traditional academic, study and life skills.
4. Offering personal and emotional counseling services through the Student Assistance Program..
5. Serving as an advocate for student needs and concerns and helping ensure students have input into decisions directly affecting their lives.
6. Encouraging healthy and appropriate behaviors that lead to the development of effective interpersonal skills.
7. Creating and maintaining a campus environment which offers a rich array of intellectual, cultural, social and recreational activities and opportunities for leadership development.
8. Providing support to international students.
9. Providing students with disabilities access to the college's programs and activities

through the authorization of auxiliary aids, academic modifications, support and advocacy.

10. Increasing student appreciation for human diversity including consideration of ethnicity, culture, gender, age, sexual orientation, disability, national origin, religious affiliation, and economic and social background.

### Student Affairs Office

The Student Affairs department of The Art Institute of Seattle is located on the fifth floor of the North Campus at 2600 Alaskan Way, and can be reached by phone at 206-239-2290 or email [ais\\_ssd@aii.edu](mailto:ais_ssd@aii.edu).

### International student services

The International Student Advisors work with international students to ensure a smooth transition to the American educational process. All questions regarding immigration and visa requirements should be directed to the International Student Advisors. They can also provide information about health insurance, housing options, employment and other personal and academic issues that international students face.

For more information regarding International Student Services, please refer to "International Students" on page 100.

### Student Support Services

Student Support Services provides assistance utilizing a wellness approach for the student population, including

- special events/workshops on health or wellness related areas,
- information on human services in the local area,
- assistance with study habits, time management, stress management, communication, problem solving, transition to college, and many other college success topics, and
- referral to short term counseling provided by the Student Assistance Program for students in need of emotional support or guidance.

### The Student Assistance Program:

The Student Assistance Program is a service available at no additional charge to students and provides confidential counseling via telephone 24 hours per day, 7 days a week by calling 800-326-6142; the program counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. The program can assist with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse and any other relevant concerns.

### Disability Services

The Art Institute of Seattle offers academic adjustments/auxiliary aids and support services to students with disabilities. The Disability Services Office assists qualified students with disabilities in identifying reasonable and appropriate academic adjustments/auxiliary aids and in supporting their success at The Art Institute of Seattle.

The Art Institute of Seattle 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 Americans with Disabilities Act, section 504 of the Rehabilitation Act of 1973, and State of Washington laws.

Students who believe they are in need of accommodations are responsible for contacting Karen Ehnat in the Disability Services office at 206-239-2308. If you have an issue or complaint in this regard, please contact the Dean of Student Affairs, North Campus, 5th floor or call (206) 239-2290. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

## STUDENT HOUSING

The Art Institute of Seattle offers housing services to all enrolled students. Living in school-sponsored housing is an excellent way to get acquainted with other Art Institute of Seattle students and the Seattle community and to become involved in college life. The Housing Department employs full-time professional staff, including live-in professional and student staff, to assist students in their transition to their new environment. The main housing office is located on the fifth floor of the North Campus in the Student Affairs / Career Services Office. A satellite office is located on the first floor of the Lenora Apartment building for the convenience of residents residing there.

The cost of student housing is in addition to tuition and fees. Students in school-sponsored housing must sign a separate contract for housing. For more information or to apply online visit our website at [www.artinstitutes.edu/seattle/students\\_housing.asp](http://www.artinstitutes.edu/seattle/students_housing.asp)

## Furnishings

All apartments are equipped with beds, desks, dressers, dinette table and chairs. All apartments have full-size kitchens with refrigerator, stove, dishwasher and appliances. All furnishings are subject to change due to space limitations. Buildings feature secured entrances, security or desk services, lounge, and laundry facilities. In addition, basic utilities are included in rent (electric, water, sewage, and garbage). The Lenora Apartment building also includes wireless internet included in the cost of rent.

## Programs & Activities

The Housing staff provides a wide array of social activities and educational programs for residents (i.e., ice cream socials, movie nights, roommate games, awareness programs, community food drives, exploring Seattle, etc). Most activities are available at no additional charge and often include refreshments.

## Laundry

Each housing facility offers on-site laundry facilities for residents to use, available at no additional charge.

## Parking

Since parking is both limited and costly in the Seattle area, students are discouraged from bringing vehicles with them to Seattle. Parking is not included with school-sponsored housing. Students who bring vehicles to Seattle assume full liability.

## Independent Housing

Housing resources are available to those students who choose to live independent of school-sponsored housing. For more information about independent housing, contact the Housing Department.

## STUDENT LIFE

The Art Institute of Seattle places a high value on the quality of student life both in and out of the classroom setting. We provide an environment that encourages involvement in a wide variety of both academic and non-academic activities including clubs and organizations, student council, community service opportunities, committees, and various leadership opportunities designed to enhance the quality of student life. Students will find a wealth of clubs in which to be involved.

Numerous all-school programs and events are planned throughout the year to meet the needs and desires of students. The Director of Student Development and International Student Advising is available to assist students in the development and implementation of co-curricular activities and events at The Art Institute of Seattle.

## What's Happening at The Art Institute of Seattle?

There are several different ways to find out what's happening at The Art Institute of Seattle.

Weekly announcements are a great way to stay in the loop. Located in various places throughout both campuses, "This Week at The Art Institute of Seattle" details club meetings, events, and other important information. Plasma screens with postings of campus events are located in each building, near the security desk in the South Campus and adjacent to the Alaskan Way entrance in the North Campus.

We also have designated approved posting locations throughout the North and South campuses. In the South Campus, check out the enclosed case by the Registrar, the enclosed case by room 717/718, and the bulletin board near the stairwell across from the Gallery receptionist. In the North Campus, there is an activities case outside of Student Affairs and bulletin boards outside the elevators on the fifth floor and in Student Affairs and in the Alaskan Way level student lounge. Campus flyers will be posted in all of these locations. Check regularly! Each approved posting board displays a copy of the sign posting policy. Please refer to it for more details. All signs to be posted must first be approved and stamped prior to posting by the Office of Student Affairs.

## Student Clubs & Organizations

Note: Active clubs and organizations sometimes change due to interest of participants. A sampling of recent active clubs is listed below:

- Anime & Manga Club
- Ai Soccer Team
- Audio Club
- Club Culinary
- Concept Art Club
- Fashion Network
- Fervent Features
- FUEL (publication)
- Graphic Design Club
- International Networking Club (INC!)
- Industrial Design Society
- Interior Design Networking Group
- The China Connection
- Student Council
- Animation Club

## Student Activities

A variety of activities and events are planned each quarter, such as:

- Barbecue
- Casino Night
- Chinese New Year
- Cultural Event
- Drop-In Tutoring
- Emerging Leaders Program
- Festival of Cultures
- Film Fest
- Harvest Dinner
- Health Food Fair
- Movie & Pizza Parties
- Open Life Drawing Sessions
- Open Mic
- Safety & Self-defense Workshops
- Stress Breaks
- Summer Festival
- Unreal Bootcamp
- Wellness Week
- Yoga classes

*For full student club and organization details, please visit our website. There is a \$50 student activity fee for bachelor's degree seeking students, a \$35 student activity fee for associate degree seeking students, and a \$25 student activity fee for students seeking a diploma. The student activity fee is used to fund extracurricular student activities. It is a one-time, non-refundable fee paid by new and transfer students only.*

## The Student Council

The Student Council is a student governing board dedicated to increasing student participation in the overall decision-making process of The Art Institute of Seattle. The Student Council undertakes the following roles:

1. To provide a forum to discuss student issues
2. To facilitate the exchange of ideas and information among students
3. To act as a liaison between students, faculty and administration
4. To support school clubs and work collaboratively with these organizations
5. To oversee the allocation of funding to student clubs and organizations
6. To organize student activities and events at the school and in the community and to promote to the student body
7. To provide leadership opportunities for students within the school

8. To promote school spirit among the student body and create a sense of community with the school that will result in student success

### Student Health Insurance

A Student Accident and Sickness Insurance Program is available to full-time students from Collegiate Insurance Resources. Premium payments and medical claims are handled directly by the insurance company. Interested students may obtain information from the Student Affairs Department or by visiting them online at [www.cirstudenthealth.com/artinstitutes](http://www.cirstudenthealth.com/artinstitutes). International students must provide proof of insurance coverage prior to starting school. The insurance available through Collegiate Insurance Resources can satisfy this requirement.

## SAFETY

### Personal Safety

Seattle is an urban city and our school is located in the heart of the excitement. While Seattle has many wonderful attractions and opportunities, crime does happen here, as it does in all cities. Thus, it is important to be aware of the safety issues involved when living in a city environment. You can reduce your risk of incident by taking notice of your environment and following these safe practices:

1. Be aware. Pay attention to your surroundings. Take note of who and what is around you.
2. Trust and listen to your instincts. Avoid situations that are uncomfortable.
3. Be confident and street smart. Look and act confident and be aware as you are walking. Avoid looking like a possible victim. (Keep your head up and don't portray a timid or submissive posture.)
4. Walk with a friend or in groups, especially at night. Stick to well lit areas and avoid shortcuts that take you into less inhabited areas.
5. Minimize the opportunity for loss by carrying only a small amount of cash or valuables with you.
6. Keep your valuables within your view (i.e., purse, backpack, laptop, or other belongings). Carry your wallet in a front pocket.
7. Lock your doors to your home and automobile and do not leave valuables out in plain sight.

Staff with security responsibilities and security staff are always on campus during business hours. Persons employed as security personnel represent the school and are instructed to enforce campus security policies. All staff, faculty and students must carry and show their ID badges to security personnel upon entry to Art Institute of Seattle facilities.

If you would like an escort at night to the North or South Campus, or if your car is parked along Elliott Avenue or in the garage, call the Security Guard at 206-571-2706 (South Campus Sixth Floor), 206-571-5880 (South Campus Seventh Floor), 206-571-2458 (North Campus Ground Floor), or 206-571-2703 (North Campus First Floor). Security can also be contacted through an instructor or any administrative staff member. All illegal activities or thefts that occur on campus should be reported promptly to Security.

### Building Evacuation Procedure

In the event the fire alarm sounds, or you are instructed to evacuate the building, please follow these procedures:

- Stay calm. Stop work immediately. Grab your valuables but do not pack up supplies or work in progress.
- Follow directions from the nearest faculty or staff member for exiting your area. Exit building using nearest stairwells only. Do not use elevators.
- Physically challenged individuals are to wait at the top of the stairwell for authorized emergency personnel to assist them. A nearby staff or faculty member should wait with any physically challenged individuals and instruct another employee to notify emergency personnel of their whereabouts. Assistants should not attempt to carry individuals down the stairs unless conditions to the stairwell become threatening; fire department personnel will assist if necessary.
- After exiting, immediately head north or south from the buildings and/or garages.
- Clear the front entrance to the building (from either the North or South campus) by moving at least 100 feet north or south along Elliott Avenue. Do not cross Elliott Avenue or the railroad tracks on Alaskan Way.
- Do not reenter the building or garage until emergency personnel give the "All Clear."
- Emergency routes are posted in classrooms and other occupied areas.

### Earthquake Procedure (drop-cover-hold)

In the event of an earthquake, follow these procedures:

- If indoors, stay there. Crouch (drop & cover & hold) under a desk or table or stand in a corner, away from window glass and outside walls; put your arms over your head and hold. Do not use elevators or rush for the doors. Move away from display shelves containing objects that could fall.
- If outdoors, get into an open area away from trees, buildings, walls and power lines.
- After the shock subsides, if instructed to go outside, stay clear of buildings and trees.
- Dress for possible prolonged time outside and take your valuables with you.
- Proceed calmly to exits. Choose your exits carefully. Follow emergency evacuation procedures.
- Do not reenter the building until advised.

### AlertFind

In the case of emergency or some other urgent situation that requires rapid wide-scale notification of The Art Institute community, The Art Institute of Seattle participates in an emergency notification alert program known as AlertFind. Students, faculty, and staff are strongly encouraged to sign up for the complimentary service. In the event of a non-weather related closing (with the exception of severe and immediate life threatening weather conditions such as an approaching hurricane), an alert can be sent via voice message to home, cell, or other PDA device, personal and school email accounts, and text messages to PDA devices. Sign-up can be done through <https://dalaf.messageone.com>, or login instructions can be obtained through the Department of Student Affairs or by logging on to the college homepage.

## STUDENT AFFAIRS POLICIES

### Student Code of Conduct

Please refer to page 108 of this catalog for the Student Conduct Policy or visit our website at [www.artinstitutes.edu/seattle](http://www.artinstitutes.edu/seattle).

### Drug & Alcohol Policies

In accordance with the Drug-Free School and Communities Act Amendments of 1989, The Art Institute of Seattle has established and will enforce to the best of its ability the following policy: employees, students and visitors are prohibited from the unlawful manufacture, distribution, possession, use of, or being under the influence of illicit drugs or alcohol while on the property of the school or when involved in any institutional activity. Violation can result in many serious consequences including expulsion and loss of grant and loan money.

Drugs can be highly addictive and injurious; a person can pay a price in terms of his or her physical, emotional or social health. There are numerous documented short-term and long-term risks involved with drugs and alcohol use. Counselors can assist students with substance use and abuse concerns and offer confidential short-term counseling and assistance along with referral information for long-term treatment. The Drug-Free School and Communities Act report is currently available on The Art Institute of Seattle's website at [www.artinstitutes.edu/seattle/pdf/drugfreeschools.pdf](http://www.artinstitutes.edu/seattle/pdf/drugfreeschools.pdf). Paper copies of the Drug-Free School and Communities Act report are available in the Student Affairs Office, North Campus, 5th Floor, or by calling The Art Institute at 206-239-2290.

### Jeanne Clery Disclosure of Campus Crime & Security Act Information

The annual Jeanne Clery Disclosure of Campus Crime and Security Act Report is currently available on The Art Institute of Seattle's website at [www.artinstitutes.edu/seattle/pdf/crime\\_report.pdf](http://www.artinstitutes.edu/seattle/pdf/crime_report.pdf).

Paper copies of the Jeanne Clery Disclosure of Campus Crime and Security Act report are available in the Student Affairs Office, North Campus, 5th Floor, or by calling The Art Institute at 206-239-2290.

The annual Crime Report contains the following pertinent information:

- The Art Institute's Safety and Security Policies:
  - The procedures for reporting a crime
  - Security personnel at The Art Institute
  - Missing Person Notification Policies and Procedures
  - Policies for preparing the annual crime report
  - College Policy on Reporting of Fires
  - School Sponsored Housing Fire Safety and Sprinkler Systems
  - Campus and School Sponsored Housing fire evacuation policies
  - Security and access to campus facilities
  - Campus law enforcement
- Programs offered about campus security and the prevention of crime
  - College evacuation procedures
  - Drug and alcohol policies

- Sexual assault policies and the rights of victims
- Information regarding registered sex offenders
- The crime statistics for The Art Institute's Campus, Non-Campus Buildings and Public Property for calendar years 2007, 2008 and 2009.

### Anti-Hazing Policy

Hazing involving Art Institute of Seattle 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.

It is the policy of The Art Institute of Seattle to presume any activity as described in the above definition relating to initiation or admission into or affiliation with a club or organization to be a "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 Seattle. 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 North Campus, 5th 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.

### Non-Fraternization & Consensual Relationships

All employees, especially faculty members and managers, are expected to conduct themselves in a professional manner that contributes to the proper educational, business and employment environment. Due to the inherently unequal relationship that exists between a faculty or staff member and a student, dating, sexual relationships, or other inappropriate intimate social relationships can be problematic. Such relationships can easily degenerate into allegations of sexual harassment, and the real or perceived problem of favoritism can seriously affect the learning process. Accordingly, such relationships between a manager and his or her subordinates and between a faculty or staff member and a student are prohibited.

### Student Grievances Procedures

For procedures regarding internal complaints of discrimination/harassment please refer to page 112 of this catalog. For other grievances, please also refer to page 112.

### No-Harassment

For information about our No-Harassment policy, please refer to page 99 of this catalog.

## CAREER SERVICES

Your career goals are set in motion on the day you enroll at The Art Institute of Seattle. Career Services works with you to help you keep moving toward those goals and helps you lay the foundation for your career. A unique benefit of graduating from The Art Institute of Seattle is that you will be afforded access to Career Services for up to six months after graduation. Career Services markets Art Institute of Seattle graduates to potential employers, generates job leads and matches graduates to them. Most importantly, we provide graduates with the know-how to conduct a successful job search—a skill you will use for a lifetime.

### Pursuing an Entry-Level Career

The Career Services advising team is dedicated to helping new graduates pursue entry-level careers and begin to put their education to work. A Career Services Advisor is assigned to each program and is committed to knowing the industry and establishing relationships with a wide range of employers.

Employers look to the Career Services Advisors as a resource—saving them time by referring graduates who are a good match in skills and abilities to the employers' needs. Career Services Advisors connect with students in the classroom, at mid-program reviews and during career consultations before graduation. They participate in portfolio preparation classes and assist in career development curriculum—all designed to give our graduates the skills they need to enter the job market after graduation.

Memberships in professional organizations, along with attendance at trade shows and other industry events, keep Career Services abreast of market trends and enhance relationships with key employers.

This connection with employers and the ability to match employers' needs with graduates' skills is only part of how the Career Services staff operates. Another very important factor is the active role that Career Services Advisors take in helping graduates help themselves in their own job search. Through coursework, meetings and regular follow-up after graduation, Career Services provides active coaching on how to network, how to research a company, how to write effective cover letters and résumés, and how to perform in job interviews. A job search plan is developed with a Career Services Advisor, and regular progress is tracked and re-directed as needed.

An important occasion for our graduates each quarter is Portfolio Review. This marks the culminating event for graduates to showcase their work to family, friends and employers.

Although The Art Institute of Seattle offers no guarantee of employment, considerable effort is put forth to help every graduate begin an entry-level career in his or her field of study.

### Alumni Services & Benefits

As graduates progress in their careers, alumni from all programs can benefit from continued career assistance facilitated by the Alumni Relations Coordinator. Graduates can take advantage of networking events such as the Annual Alumni Show, alumni panel discussions, and other alumni gatherings and events. The alumni website ([www.alumniconnections.com/artinstitutes](http://www.alumniconnections.com/artinstitutes)) provides services such as résumé posting, a job board dedicated to advanced-level positions, an events calendar, mentoring opportunities and industry information resources. Professional experience combined with Art Institute training make our alumni capable and ready to take on greater challenges as they progress in their careers.

### Part-Time Employment

The Student Employment Advisor helps students find part-time jobs to support themselves while attending school. Many employers work directly with The Art Institute of Seattle to find dependable part-time employees. All students have access to job leads via the online Student Employment blog and website ([www.aiiseattlejobs.blogspot.com](http://www.aiiseattlejobs.blogspot.com)), which posts current part-time openings, upcoming events, on-campus jobs and more.

The Student Employment Advisor can meet with students by appointment to provide résumé and cover letter writing help, interviewing and other tips, and assistance in determining which type of work would best fit the students' needs. Career Services also hosts a part-time job fair each quarter, and hiring managers from a wide variety of employers come to recruit new employees.

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## ACADEMIC AFFAIRS, ADMINISTRATION & SERVICES

Students come to The Art Institute of Seattle for more than credits, diplomas or degrees. They come to get the skills for the career of their choice. That means our educational process is focused on the development of employable skills and professional attitudes. We are devoted to our students' success and encourage the use of every resource at their disposal. We want all our students to derive maximum benefit from every course they take, and if at any time they need additional support, all they need to do is ask their instructors or academic directors. That's why we're here.



### Registrar's Office Transcripts

The Registrar's office issues student transcripts and records. At the time of request official transcripts cost \$5.00 for the first copy and \$1.00 for each additional copy. Students not currently enrolled requesting official transcripts by must be cleared of all financial obligations to The Art Institute of Seattle. Processing usually takes three business days. Unofficial copies of transcripts are free, but requests must still be made through the Registrar. To release a copy of a student's transcript, the Registrar needs the following information in writing.

- Student's name printed clearly
- Student ID number or Social Security Number
- Dates of attendance
- Address where transcripts should be sent
- Student's current phone number
- Student's signature
- Corresponding fee for request

### Registration Procedures

Registration for continuing, in-school students will take place during the sixth and seventh week of each quarter. Advanced notice regarding the dates and time of registration will be announced and posted. To ensure the best class availability, it is important for students to register on time. Students may not register early, and students who register late may be assessed a \$50 late registration fee.

### Course Offerings

The Art Institute of Seattle 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 educational program.

### Class Scheduling

Students' class schedules will be available via their myAiCampus web account one week before the first day of class each quarter. The Art Institute of Seattle reserves the right to make any schedule changes dealing with courses, room assignments, session assignments and student reassignment, as deemed appropriate by the Dean of Academic Affairs.

### Program & Attendance Status Change

Once enrolled, a student is assumed to be in continuous enrollment and attendance and to be making satisfactory progress until graduation. The student who alters this academic progression in any manner is considered to be making a "status change" which will require approval or understanding in advance of the changes. The basic status changes include the following:

- an enrollment change from one program of study to another program of study (termed "internal transfer")
- a change of attendance schedules (from part-time to full-time class attendance or vice versa)
- a withdrawal, suspension or dismissal off/from studies
- a course change, addition or deletion
- transferring from one Art Institutes school to another (termed "external transfer")

Students who wish to request an academic or registration status change as noted above must refer to the Registrar's Office for procedural details.

### Start of Quarter Cut-Off

All students must be registered, cleared by all departments and sitting in class as of their first scheduled course of the second week of every quarter. A student who has not completed the above mentioned tasks will not be allowed to attend classes that quarter.

### Schedule Adjustment Period

During the Schedule Adjustment Period students may change their schedules. The Schedule Adjustment Period begins on Monday of the first week of the quarter and concludes at the end of the first class day of the second week. Tuition is charged based on registered credits at the end of this period. Students are responsible for all charges regardless of attendance. Students who fail to attend any classes or notify Academic Affairs during the Schedule Adjustment Period will be withdrawn from school. Students who fail to attend a class in the first week may be subject to removal from that course should a wait list exist for that course. If a continuing student attends a class and withdraws from school during the Schedule Adjustment Period, the student is financially responsible for all registered courses based on the Refund Policy. For classes beginning in the middle of the quarter (Session II), the Schedule Adjustment Period ends on the Monday following the mid-session start.

### General Academic Performance Evaluations

During the fifth week of the quarter, students are given a mid-term assessment. Mid-term grades indicate the student's general academic performance and may be used as a tool in their scholastic success. Students are issued a final grade report at the end of each quarter. This report gives a grade evaluation for all courses completed that quarter. Students are encouraged to look up their mid-term grades via their OLS Account the sixth week of the quarter.

### Academic Advising

Academic Advisors serve students through partnerships in the Critical Thinking & Reasoning course and through a service area that is set up in the Academic Advising Department (North Campus, Ground Floor). Academic Directors and Academic Advising staff facilitate academic advising for day and evening students, helping them to complete the registration process correctly, understand their curriculum clearly, solve scheduling problems wisely, and address academic issues through problem solving.

Academic Directors and Academic Advising staff are also accessible to students through a published Directory of Advisors, which includes their names and contact information. The directory is published quarterly and is available in the Academic Advising Department.

### Portfolio Evaluation & Requirements

Graduating students from all departments must pass a required course where a portfolio is produced. The portfolio must meet the standard established by the faculty for entry-level employment. A committee may evaluate the portfolio in some departments. The grading system for all portfolio courses includes A, B, C, and F. Grades of D are not included.

An outline of portfolio standards, projects, and general criteria is separately provided to students within each program. These portfolio requirements are periodically reviewed. The Art Institute of Seattle reserves the right to alter or modify the portfolio requirements at any time it is deemed to be in the best interest of graduating students to enhance their career potential.

### Mid-Program Review

Mid-program review of students' artwork and academic progress occurs between the second to sixth quarter of study. This review is devoted to identifying strengths and weaknesses in order to direct attention to a student's needs for a successful portfolio.

### Portfolio Review

Portfolio Review is a celebration of the work and accomplishments of the graduating class. Graduating students' last day of coursework is dedicated to exhibiting their portfolios. This open review provides an environment for students to practice professional networking and challenges continuing student development.

### WHAT IS AN INTERNSHIP?

Interested students may participate in the Internship Program by working part-time with cooperating employers. Art Institute faculty advisors coordinate the program. In their last two quarters of study, students may, with departmental approval, take an Internship as a three-credit advancement course or nine-credit Distance Internship (beyond 80 miles from The Art Institute of Seattle.)

Students must be employed a minimum of 12 hours per week for each of the eleven weeks of the course.

The main objectives of internships are to have students observe and participate in the operation of successful businesses related to their fields of study and to help students gain an understanding of an outside working organization.

### Who is eligible?

All students who are in their final two (2) quarters of study and are in good standing with The Art Institute of Seattle may apply. Applicants must obtain approval from their respective Academic Director.

### Where do Internships come from?

Students are ultimately responsible for obtaining and facilitating their internship, subject to departmental approval.

Internships are developed through a variety of sources. Most internships are generated by the students themselves. Some internship opportunities come from within Academic Affairs and some are referred through the Career Services Department.

### **What types of employment are eligible for Internship?**

In order for employment to qualify for an Internship, the work must be deemed "professionally meaningful" by the Academic Director and must relate to the student's general career path.

### **What kind of pay goes with an Internship?**

Any monetary compensation for the Internship is determined by the employer.

### **How do employers submit potential Internships?**

The employer contacts the Academic Director to discuss available positions or submits an Employer Internship Description form.

The Academic Director will inform the employer if the position is eligible for an Internship for academic credit. Available positions will be discussed with students who have completed the Internship Application form.

### **How and when do students apply?**

The student fills out the Student Internship Application form (similar to an employment agreement). This must happen before the 8th week of the quarter preceding the quarter during which they wish to intern.

Upon successful completion of the Internship Course, the student receives a letter grade determined by the Academic Department Director or The Art Institute Internship Coordinator. The student will receive three (3) quarter credit hours towards graduation requirements or nine (9) quarter credits in the case of Distance Internship completed beyond 80 miles from The Art Institute.

## **ONLINE COURSES**

The Art Institute of Seattle offers selected online courses through a consortium agreement with The Art Institute of Pittsburgh – Online Division. This program is referred to as the Online-PLUS Program. Students can work on their courses at any time within a 24-hour period and are required to participate in the course 4 out of 7 days per week. Student participation in the course is required in addition to submitting formal assignments. Log-ins and postings are monitored.

An online course has the same course and exit competencies as the on-ground version. Online courses are designed to take advantage of technology, making the learning environment more efficient and maximizing relevance to a student's prior learning and experience. As in traditional on-ground courses, students are expected to complete all work and submit assignments within the time periods given by the instructor as listed on the course syllabus.

Portfolio courses and College Preparatory courses (MAT82 Basic Math and ENG83 College Preparatory Writing) cannot be taken online.

The Art Institute of Seattle charges the same tuition for online courses as it charges for on-ground courses. In addition, a \$100 technology fee is charged for each online course. The fee covers administration and technical support for students.

Students in any quarter of study at The Art Institute of Seattle are eligible to enroll in online courses. It is strongly recommended that students in their first quarter take a maximum of one online course and at least one campus based course.

To register for online courses students must be in good academic standing and possess a cumulative grade point average of at least 2.0. Students who are currently on Academic Probation or have re-entered from Academic Dismissal are not eligible to take Online-PLUS courses.

The online option should be considered as a supplementary option for students during their academic studies at The Art Institute of Seattle. No more than 40% of the total credits in a program may be completed online.

Online students have access to 24-hour online platform software support via a toll-free number throughout the class to assist them with any problems. Students will also have access to e-mail through The Art Institute of Pittsburgh – Online Division website to address any questions or concerns they may have.

### **Registration For Online-Plus Courses**

In order to prepare for registration for online courses, a student must visit The Art Institute of Seattle online course information website at <http://aisacademics.com/online.html> and complete the assessment that is linked at the bottom of the page. The assessment assists each student in determining if online courses are an appropriate choice. Next, a student must attend a 30 minute information session offered at The Art Institute of Seattle. Dates and times for the info session are listed on the same website. Directly after the information session, the student will meet with Academic Advising to complete the required paperwork and finish the Online-PLUS registration process.

Students can register for online courses during Week 7 at The Art Institute of Seattle. Students not registered for online courses a week prior to the start of the quarter are not able to add online courses to their schedule for the quarter. Students who are registered for online courses may use the Schedule Adjustment Period to drop online courses.

Most Online-PLUS courses are offered in 5 ½ week sessions. The first session begins on the first day of the quarter for on-ground courses and runs for 5 ½ weeks. The second session begins 5 ½ weeks from the start of the on-ground quarter. Students wishing to enroll in either or both online sessions must register during the registration period and no later than one week prior to the start of the quarter.

All students taking online courses are required to successfully complete an orientation online prior to the beginning of their course(s). This orientation reviews the expectations, policies,

and procedures associated with taking online courses. The orientation familiarizes students with the online platform. The orientation contains exercises that are designed to assure that students are knowledgeable and comfortable before the course begins.

Registration is considered to be final when a student has completed the required online orientation as well as submitted all required documents.

### **Online Academic Advising**

The Art Institute of Seattle provides a wide variety of support services to its students in order to assist them in completing their educational programs and reaching their career goals. All students who take online courses and remain enrolled at The Art Institute of Seattle are encouraged to take advantage of these support services.

### **Equipment**

Prior to Online-PLUS registration, students should review the technical specification for hardware and software that supports the online courses. The technology requirements specified for each course are available on The Art Institute of Seattle online course information website at <http://aisacademics.com/online.html> by clicking on the course description. Students purchase their own equipment with an outside vendor. They may also purchase equipment through The Art Institutes supply store that can be found at <http://www.aistudentstore.com>. The Art Institute of Seattle's computer labs are not available for online courses.

### **Withdrawal From Online-Plus Courses**

Students will be removed automatically from online courses if they fail to log-in and post activity within the first week of class.

A student wishing to withdraw from an online course must see Academic Advising. A student choosing to withdraw from a first session online course must do so by the Wednesday of week five of the quarter and will receive a "W" (withdrawal) for the course(s). A student who chooses to withdraw from a second session online course by the Friday of week ten will receive a "W" (withdrawal) for the course(s). Students withdrawing from either session after these deadlines will receive a "WF" (withdraw failure) in their respective course(s). Please note that no refunds are given for any online course withdrawals initiated after the Schedule Adjustment Period.

## **STUDY ABROAD**

The Art Institutes Study Abroad Program provides students the opportunity to expand and improve their learning through international study. The Study Abroad courses are led by instructors from The Art Institutes Study Abroad Consortium. Financial aid may be available for those who qualify. See Academic Affairs for more information.

## **THE ART INSTITUTE OF SEATTLE LIBRARY**

The Art Institute of Seattle Library fosters creative inspiration and intellectual development among students and faculty by providing research and teaching resources to support all of The Art Institute of Seattle

programs and Liberal Arts curricula. Located on the fifth floor of the North Campus, the library commands a superb view of Elliott Bay and the Olympic Mountains and furnishes work tables and desks, a computer lab, wireless internet, audio/visual equipment, and a satellite group work/video viewing facility. During each quarter, the library is open extended hours and staffed by a team of professional librarians in addition to student employees. Reduced operating hours are provided over break periods.

The library collection includes a diverse collection of books, trade and industry periodicals, videos and DVDs, and CD-ROMs in addition to providing electronic access to subscription databases, digital image resources, software training tutorials, and multimedia libraries. Full internet access and standard office software utilities are available from PCs and Macintosh computers in the library's computer lab.

Librarians offer information literacy services, such as training on library use and research processes, customized resource guides, subject-specific class presentations and one-on-one research assistance both in person and online. Students may search library holdings via the online library catalog and borrow materials using their current student identification card. The library's website is accessible at <http://ais.aiiresources.com>. Remote access to online databases, collections, and tools via the internet may require authentication through passwords which are distributed by the library.

The library's specialized and innovative collection focuses on resources and tools used by working professionals, visually-oriented materials that inspire creativity, and information-rich resources that encourage personal growth and stimulate learning.

#### **Resource Centers Auxiliary Resources**

Integral to the learning resources at The Art Institute of Seattle are several auxiliary departmental resource areas located throughout the facility. The Art Institute of Seattle emphasizes and provides these resources for specific skill development and independent work. For example, the resource area in the Photography Department includes cameras, tripods, studio lighting, meters, stands, etc., that may be checked out by students. In the Interior Design Department, a resource area is maintained with fabric and building samples, Sweet's Catalogues, reference floor plans and elevations for inclusion in student projects. Master tapes, demonstration tapes, and audio and video equipment are available for student checkout in the Audio/Video equipment cage. Other principle programs have similar resource areas specifically dedicated to their career field.

### **THE DEPARTMENT OF ACADEMIC ADVISING**

The mission of the Department of Academic Advising is to assist students in pursuing their educational goals by strengthening and supporting their academic and personal development. The Department of Academic Advising has five program specific advisors

available to students throughout their time of study at The Art Institute of Seattle. During the first quarter of study, students are required to meet with their designated Academic Advisor to discuss their academic plans and campus resources. The advising staff provides students with sound advice regarding academic policies, registration, Online PLUS program registration and administration, campus and community resources, as well as academic planning and goal setting. The Department of Academic Advising participates in the new student orientation process as well as provides ongoing workshops aimed at strengthening student's academic and life skills. The department creates opportunities for students to become effective decision makers and critical members of society through partnerships with Student Affairs and Academic Affairs. Appointments are not required, yet recommended due to the high volume of students utilizing the advising office. The directory of advising staff is available in the Department of Academic Advising and is published on a quarterly basis. The Academic Advising Office is located in the North Campus, Ground Floor, Alaskan Way entrance. Office hours: Monday – Thursday 7:30am – 6:00pm, Friday 7:30am – 5:00pm  
*\*No Weekend Hours*

### **TUTORING PROGRAM**

The Tutoring Program includes tutoring sessions in both one-on-one and group formats as well as in-class tutors. Sessions are offered by peer tutors and some faculty on either an appointment basis or during drop-in hours. Academic skills include math, reading, writing, history, basic computers, public speaking, test preparation, and note taking. Peer tutors also offer tutoring in core subjects that relate to students' programs through a Peer Tutor referral service. Peer tutors' specialties and contact information are available in Academic Advising and on the web at [www.peertutors.com](http://www.peertutors.com).

### **TESTING CENTER**

The college provides testing as a service to faculty and for students who have missed tests, who need disability accommodations, or who choose to take one or more assessment or proficiency tests. Make-up tests need to be arranged before students actually take the tests. All testing for students with disabilities must be coordinated with faculty. Students must have documentation on file with the Director of Disability Services. Placement as well as proficiency tests in English and Math are offered to students in the Testing Center. The Mathematics Proficiency Exam is given in room 112 at the North Campus during posted testing times. The CLEP English Proficiency Exam will be offered during weeks 5, 6 and 7 of each quarter. Students wishing to take the CLEP exam must schedule a testing time with the CLEP exam must schedule a testing time with the testing center prior to the exam period. There is a \$100.00 fee for grading and processing for the CLEP exam. Students currently or formerly enrolled in GE112 College Math and/or GE101 English Composition are ineligible to test for proficiency. A proficiency test for Introduction to Computer Graphics is also available upon request. Students who successfully meet the

requirements of the CLEP Exam will receive college credit for English Composition at The Art Institute of Seattle. Students who successfully meet the requirements of the Math Proficiency examination will receive college credit for College Math at The Art Institute of Seattle. Detailed testing schedules and procedures are posted in the testing center.

### **ADDITIONAL INFORMATION**

#### **Curriculum Development**

General academic affairs and course content in particular are regularly 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 Seattle has a committee structure in which academic freedom, inquiry, and communication are encouraged and promoted. Three committees, the Program Faculty Curriculum Committee, the Program Advisory Curriculum Committee and the Program Library Committee, are designed to speak to the multiplicity of issues that are a part of a dynamic and changing institution.

#### **Identification (ID) Badges**

All staff, faculty and students must wear an Art Institute photo ID badge at all times while on campus. In addition, the ID badge is required to pick-up grades, transcripts, schedules, and refund checks; to check out library books and resource materials; and for checking out training equipment (See "Property of The Art Institute" on page 102). ID cards are issued free to new students. Replacement ID badges cost \$5.00 and can be obtained at the North Campus Computer Technician Office. Students must obtain a current quarter sticker every quarter from the Registrar's Office to attach to their ID badge.

Additionally, all staff, faculty and students must have a proximity card key in order to enter any of The Art Institute's computer labs. Proximity card keys are issued free to new students. Replacement proximity card keys cost \$5.00 and can be obtained in the North Campus Computer Technician Office.

#### **Field Trips**

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 of Seattle 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 living accommodations. Students who participate in field trips are required to complete a travel release form to assure their understanding of the conditions established for such a trip.

#### **Out-of-State Students**

Students who maintain residency outside the state of Washington can pick up Non-Resident Student Cards in the Registrar's Office. This card prevents the student from having to re-register his or her car within the state of Washington.

## INTERNATIONAL STUDENTS

International students come from many different countries from all over the world to attend The Art Institute of Seattle. Seattle is a great city in which to live and study. It is large enough to offer outstanding cultural opportunities and an innovative business environment. At the same time, Seattle is small enough to make newcomers quickly feel at home. The Art Institute of Seattle enrolls International Students from over twenty different countries, and we are grateful for the unique perspectives and contributions they add to the student community.

## INTERNATIONAL STUDENT SERVICES

The International Student Services Office is the key contact point for all international students. This office, located in Student Affairs, provides a variety of support services and enrichment activities to meet the needs of international students.

International Student Advisors (ISAs) assist international students in the following ways:

- they provide guidance and assistance on non-immigration student visas, their policies, procedures, and federal government regulatory requirements,
- they organize student events and activities to assist international students in meeting other students, they assist with transitioning into the city of Seattle.
- they provide one-on-one advising to help students adjust academically and culturally in support of their overall student success.

It is mandatory that any new international students meet with the International Student Advisor and attend the International Student Orientation session(s) prior to beginning their classes. International students are also encouraged to attend school functions and International Student Activities.

## Housing Options

Three housing options are offered:

- **SCHOOL-SPONSORED HOUSING:** Living in school-sponsored housing is an excellent way to get acquainted with other Art Institute of Seattle students and the Seattle community and to become involved in college life. School Sponsored Housing staff members are available to help students in their adjustment to their new surroundings, and they strive to make new students feel welcome and comfortable. For more information on school-sponsored housing, please refer to "Student Housing" on page 94 or visit our website at [http://www.artinstitutes.edu/seattle/students\\_housing.asp](http://www.artinstitutes.edu/seattle/students_housing.asp)
- **INDEPENDENT HOUSING:** Housing resources are available for students looking to live independent of school-sponsored housing. More information is available through the Housing Office or Student Affairs.
- **HOME STAY:** Interested students complete an application and pay a fee to be matched with a family that has been interviewed by the Home Stay Provider. Monthly costs vary dependent on the type of Home Stay. For more information, contact your Admissions representative or ABODE at (206) 527-8654.

## INTERNATIONAL ADMISSIONS

### International Admissions Policy

All international (non-immigrant) applicants to The Art Institute of Seattle must meet the same admissions standards as all other students. (Please refer to Admissions Requirements for all students on page 100.)

### English Language Proficiency Policy

All applicants to The Art Institute of Seattle 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 Internet (iBT) equivalent. A minimum score of 480 on the written TOEFL or 55 on the TOEFL Internet (iBT) is required for diploma programs. A minimum of 500 on the written TOEFL or 61 on the TOEFL Internet (iBT) is required for all associate 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 non-immigrant 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 (secondary 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;
- Official credential evaluation of non-American educational credentials, if applicable; please note that official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services (NACES); see [www.naces.org](http://www.naces.org)
- 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 non-immigrant 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 non-immigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification: written confirmation of non-immigrant status at previous school attended before transferring to The Art Institute of Seattle
- Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute of Seattle must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant seeking to enroll in valid student non-immigrant 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 Seattle is authorized under federal law to admit non-immigrant students.

## ADMISSIONS

Our admissions process is all about you, the individual. Yes, we look at your academic background and work, but we also take the time to sit down and find out what's important to you. We help you assess your professional and artistic possibilities – what holds the most promise, what's realistic, and what isn't. Together we will define your goals and career objectives.

## ADMISSIONS REQUIREMENTS & PROCEDURES

Each individual who seeks admission to The Art Institute of Seattle is required to complete and submit the following:

### 1. Admissions interview (in person or over the phone)

The purpose of the interview is to

- explore the prospective student's background and interests as the student relates to the programs offered at The Art Institute of Seattle,
- assist prospective students in identifying the appropriate area of study consistent with their previous education, background, and stated or demonstrated interest in program offerings, and
- provide information concerning curriculum offerings and support services available at The Art Institute of Seattle.

### 2. An official copy of high school transcript, GED scores, or college transcripts indicating achievement of an associate's degree or



**higher** – High school graduation or General Education Development (GED) is a prerequisite for admission.

**3. Admissions application and \$50 application fee**

**4. Admissions Essay** – A written statement of approximately 150 words describing what the prospective student's career goals are and how The Art Institute of Seattle can help the student achieve those goals, as well as how the student will commit to and participate in his or her education to be successful.

**5. Enrollment Agreement**

**6. A \$100 tuition deposit** – (due within 10 days after the application is submitted).

**7. Previous college transcripts and course descriptions** – College transcripts and college course descriptions are required for consideration of advanced placement or transfer of credit.

**8. Test scores** – All degree seeking students are required to submit official scores of either the ACCUPLACER/Writeplacer, SAT, ACT, Compass or Asset. Transfer credit may be accepted in place of test scores.

**9. English Proficiency**  
(Please refer to the *English Language Proficiency policy*)

The Art Institute of Seattle does not discriminate on the grounds of race, color, creed, ancestry, national origin, sex, sexual orientation, religion, age, genetic marker, disability or any other characteristic protected by state, local or federal law in the administration of any of its educational programs, activities or with respect to admission and employment.

Applicants who have not yet submitted all transcripts and/or other required documentation may be allowed to begin class conditionally, but must provide all required transcripts or documentation by a date established by the Director of Admissions, not to exceed one quarter.

College Preparatory classes may be required for some students. Please see page 103 for more information about the College Preparatory classes and page 99 for the Department of Academic Advising.

The Art Institute of Seattle reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success.

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

Director of Admissions  
The Art Institute of Seattle  
2323 Elliott Avenue  
Seattle, WA 98121

Call toll-free 1-800-275-2471, or locally 206-448-6600, or email [aisadm@aii.edu](mailto:aisadm@aii.edu).

**Audio Production Program Requirements**

To be accepted into the Audio Production program, in addition to the general admissions requirements and enrollment procedure, an applicant must have achieved a minimum cumulative GPA of 2.5 from high school or have achieved the minimum 2.5 cumulative GPA in at least 24 semester or 36 quarter credits at an accredited college or university.

**Game Art & Design Program Requirements**

To be accepted into the Game Art & Design program, in addition to the general admissions requirements and enrollment procedure, an applicant must have achieved a minimum cumulative GPA of 2.5 from high school or have achieved the minimum 2.5 cumulative GPA in at least 24 semester or 36 quarter credits at an accredited college or university. Applicants must also submit for review a portfolio of original artwork. Entrance portfolios are required in order to assess a student's aptitude and placement in the program or if appropriate, to direct the student to a program for which he or she demonstrates a greater aptitude.

Carefully follow the instructions and criteria listed below. It is important that the applicants include the appropriate number of pieces in their portfolio and that it is submitted in a timely manner.

**Standard Portfolio Content**

1. Five (5) observational/life drawings
2. Five (5) pages from an applicant's sketchbook

**OR**

In lieu of a standard portfolio, applicants may prepare a portfolio by completing the following exercises.

1. Select, arrange, and draw three to five objects with consideration to composition, line weight, and value/light and dark. Draw these objects from three different directions or positions.
2. Create free-hand drawings of one corner of a room including at least three pieces of furniture. Draw this room from three directions or positions demonstrating an understanding of perspective, form/shape, and light values.
3. Draw a person using a model or a photograph demonstrating an understanding of form, lighting, line weight and -above all- proportions. Submit four drawings of the same person or drawings of four different people.
4. Additional drawings of real objects located out-of-doors may be submitted for consideration.

**NOTE:** Fantasy, manga, or anime drawings will not be considered. Drawings must be of real objects.

**Submission**

Label all pieces with:

- Name
- Date completed
- Dimensions and medium, if appropriate

- Approximate time it took to complete
- Do Not Submit Original Work; SUBMIT COPIES ONLY. Copies should be on 8.5 x 11 inch un-matted paper or on CD-ROM.

**Rejection Policy**

If an applicant's portfolio is rejected, the applicant may reapply for the following quarter by providing a new portfolio. Please speak to an Assistant Director of Admissions regarding the deadlines for portfolio submission.

**Admissions Decisions**

Admissions decisions are made by the Admissions Committee, which is comprised of members of the college's faculty and staff. The committee determines whether an applicant has a reasonable chance to be successful based upon his or her academic record, essay, and the appropriateness of the applicant's stated career goals as they relate to the chosen program of study. Applicants with a grade point average of 2.0 or higher and an acceptable essay may be referred to the committee chair(s) for review. All applicants with a grade point average less than 2.0 will be referred to the full committee. The committee may request additional information or require the applicant to meet with an academic director prior to making a final decision. The committee meets weekly and decisions are usually communicated to the applicant within two weeks.

**Admissions Requirements for Returning Students**

The Re-Admissions Office provides assistance to those students wishing to return to school after a leave of absence, withdrawal or suspension. For a smooth transition back into the academic mainstream, students must contact this office, located in the Admissions Department, for all information needed to return to classes.

**Orientation**

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.

**Student Body**

Students come to The Art Institute of Seattle from all over the world. The student body is comprised of men and women who have enrolled directly after completing high school, have transferred from colleges and universities, or have left employment situations to prepare for a new career. Our Fall 2009 student body consisted of approximately 2,400 students representing more than 41 states and more than 26 countries.

**ADMISSIONS EVENTS**

Every year, The Art Institute Admissions Department hosts several events that allow prospective students and their families, high school teachers, counselors, and other interested groups to get information about the college and meet Art Institute faculty and

staff. Our hope is that one or more of these activities will provide the information you are looking for in order to make an informed decision about choosing a college and will help you learn more about what The Art Institute has to offer.

### Open Houses

Several times a year, The Art Institute holds Open Houses at which students and their families can visit the college, meet with academic directors and faculty, and get first-hand information about our facilities, student housing, and curriculum. A typical Open House will also feature presentations about financial planning, the admissions process, and our Career Services department. General Open Houses usually occur on Saturdays. We also host several Open Houses specifically for our evening programs. These events are usually held during a weekday evening.

### College Previews

Because it isn't always possible or convenient for prospective students and their families to come to an Open House or make an in-person visit to the college, The Art Institute takes to the road with a series of College Previews. These events are much like an Open House in that prospective students can meet Art Institute staff, get information about our programs and services, and view portfolio work. College Previews are a great way to meet face-to-face with The Art Institute without traveling to Seattle.

### College Fairs

The Art Institute attends most of the major college fairs. At these events, several colleges will come together at a convention-style event, allowing prospective students the opportunity to visit a wide variety of educational institutions.

### High School Presentations

Our High School Representatives travel to high schools, counseling centers, and community colleges giving presentations about career opportunities and the programs at The Art Institute. The presentations last about an hour and give students a chance to see Art Institute student portfolio work and informational videos. If you would like to schedule a presentation, please call The Art Institute and ask for the Admissions office.

### Tours of The Art Institute of Seattle

Group tours of The Art Institute of Seattle are available for high school juniors and seniors between October and May. In addition to a tour of our facilities, prospective students will also receive information about our programs, student housing and other services. To schedule a tour, please email, fax or call (see the contact information inside back cover of this catalog) with the following items:

- Your name and school
- Phone number
- Size of your group
- Range of interests (i.e., design, culinary, fashion, etc.)
- Age range of your students
- Dates you wish to visit

We can also offer some suggestions about Seattle sightseeing and related activities your group may find interesting.

## STUDIO 101 SUMMER WORKSHOPS

These summer workshops are offered to high school students from around the U.S. and the world. These workshops give students an opportunity to take some classes in the area they are considering for a career.

The Studio 101 workshops have three goals:

- to provide attendees with a sense of what it is like to be an Art Institute student,
- to provide in-depth information to prospective students about the careers they are interested in, including typical work situations and keys to success, and
- to introduce students to the tools, techniques and theories utilized by professionals in the field.

Some social activities are also offered outside of the classroom to give students a chance to see Seattle.

### Digital Bookshelf and eBooks

The Art Institute of Seattle is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. Thus eventually most courses will have a digital resource fee associated with them. This mandatory fee is a flat rate per course and allows students access to an Electronic Library and HTML versions of textbook(s), and in some cases, other electronic media, which is integrated into the course. Students are responsible for reading the Digital Bookshelf and eBook User's Manual publication which describes the media, access to the materials and your rights and responsibilities related to Digital Bookshelf.

Students retaking a course are charged only once for the digital resources fee associated with the same course because students have access to the digital resources materials for five years. Provided the digital resources for the retaken course still uses the same digital books, students do not purchase additional textbook(s) for these courses. On average the price of the digital resource fee is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges and immediate access to the materials. When you register for a course, the course registration will display whether there is a digital resource fee or whether paper textbooks are required for each particular course.

### eCollege and VitalSource System and Hardware Specifications

The Art Institute of Seattle uses eCollege and Vital Source to deliver its digital resources. As with any software, the faster the processor, the more RAM, and the larger hard drive space you provide, the better the performance. Users wanting to move their material to their hard drive may need additional space. It is also important that users understand the process and benefits of maintaining their machines in top operating condition by keeping them current with the latest operating system updates, correctly configuring virus control, and other beneficial habits.

### Preferred Requirements:

Preferred Software Specifications:  
Mac OSX 10.5 or 10.6  
- OR -

Windows 7 or Vista with Microsoft .Net 3.5 SP1

- Latest version of Safari Browser, MozillaFirefox, or Internet Explorer

Preferred Hardware Specifications:

- 2.0 GHz INTEL processor
- 1 GB of RAM
- Graphics card capable of 1024x768 resolution or larger
- Soundcard & speakers
- High speed internet access

### Minimum Requirements:

Minimum Software Specifications:

Apple Mac OSX 10.4

- OR -

Microsoft Windows XP SP2 or higher with Microsoft .Net 3.5 SP1

- Safari browser 3.0.4 or higher, Mozilla Firefox 2.0 or higher, Internet Explorer 6 or higher

Minimum Hardware Specifications:

- 1.0 GHz processor
- 512 MB of RAM
- Graphics card capable of 1024x768 screen resolution
- Dial-up internet access is the minimum standard, however, a higher speed is recommended

### Recommended Plug-ins or Downloads:

Course instructor may employ technology in the eCollege classroom that requires one of these recommended plug-ins or downloads in order to function properly. If your instructor uses the ClassLive technology, Java will be required. If your instructor provides PDF files, Adobe Reader may be required to open and view those files. You can download these items at the time that they are deemed necessary.

- Java
- If Mac - MacOS Classic Java (MRJ 2.2.5) (<http://developer.apple.com/java/index.html>)
- If Window - Sun's Java 2 SDK (Java 1.5 or Java 1.6) (<http://www.java.com>)
- Adobe Reader (<http://get.adobe.com/reader/>)

### Recommendation regarding "Netbooks"

Students often see "Netbooks" (small laptop computers primarily designed for web browsing and emailing) as an affordable option when looking to purchase a computer for classwork. However, it is strongly recommend that students do not purchase a Netbook. Purchasing a low-price laptop or desktop computer that meets the system requirements outlined above is a much better solution for classwork. While newer Netbooks may meet resolution and screen-size requirements for reading your eBooks, much like some older laptops, some older Netbooks may not be able to graphically handle these sites. This means that reading e-texts and participating in the classroom could become difficult. It may be challenging to scroll through your readings and effectively and efficiently work through the material.

## POLICIES AND PROCEDURES

### Academic Placement

#### Placement In College Preparatory Courses

The Art Institute of Seattle recognizes that students come to college with various strengths and skill sets. To ensure proper placement in college-level courses, entering students are required to have tested for mathematics and English. Based on the results of academic placement tests, students may be required to take College Preparatory courses. The Art Institute of Seattle offers a diagnostic test, the Accuplacer, to help determine academic preparation. The Accuplacer may be taken only once during the admissions process and may not be retaken to achieve higher placement results.

Other tests are accepted as substitutes for the Accuplacer. The minimum scores required to test out of College Preparatory courses are listed below. Students with transferable college credits (grade of C or higher) in 100-level and above mathematics and/or English courses are exempted.

1. Accuplacer scores of 82 on reading and 87 on sentence skills and/or 70 on arithmetic.
2. As of 2006 SAT scores of 440 on the verbal portion and a 7 on the essay and/or 440 in the mathematics portion.
3. A composite score of 17 or higher on the ACT.
4. Advanced Placement (AP) scores of three or higher in English and/or mathematics.
5. A 74 average on writing and reading and 53 on pre-algebra for Compass.
6. A 42 average on writing and reading and 42 on numerical skills for Asset.
7. A score of 50 on the CLEP exam in English and/or mathematics.

#### College Preparatory Courses

These courses (ENG83 and MAT82) are designed to help build and strengthen foundation skills in mathematics and English. All College Preparatory courses must be attempted within the student's first two quarters. Students enrolled in College Preparatory courses may be required to take from three (3) to six (6) credits in addition to their standard program of study credit requirements. College Preparatory course credits do not count toward the total number of credits for graduation nor do they count in the Cumulative Grade Point Average (CGPA); however, they do count in determining the Incremental Completion Rate (ICR). (See the Satisfactory Academic Progress section.) Failure to pass a College Preparatory course with a grade of C or better after three (3) attempts will result in academic termination. These credits will be charged at the current per credit hour rate.

College Preparatory Writing ENG83 must be completed prior to attempting any communications, humanities, and social sciences courses.

Basic Math MAT82 must be completed prior to attempting any quantitative reasoning (mathematics) or science courses.

### MAT100

A student who has earned an associate's degree or higher or has 90 earned college credits may receive proficiency credit "P" for MAT100 Critical Thinking and Reasoning upon receipt of official transcripts. See the Transfer Credit section for details regarding official transcripts.

#### First Language

Foreign-language credit will not be granted either by proficiency examination or by course completion in a student's first language. "First language" shall be defined as the language spoken in the student's home during childhood and in which he or she received instruction through the seventh grade.

#### Advanced Academic Standing

Students may be awarded advanced academic standing in several ways: transfer credit, national examinations such as Advanced Placement examinations, portfolio evaluation, or proficiency examination. Advanced standing credits are applied to the total credits required for graduation, but have no letter or point value and are not computed in the Cumulative Grade Point Average (CGPA). Students may be granted as much as 75 percent of the total program credits required for graduation through advanced academic standing. Students must earn a minimum of 25 percent of the total program credits in residency at The Art Institute of Seattle. Students awarded advanced academic standing must observe course prerequisites and may be required to complete prerequisites for courses in which the student has received credit. All advanced course credit must be approved prior to matriculation (defined as the first day of scheduled attendance) at The Art Institute of Seattle. All exceptions must be approved by the Dean of Academic Affairs (or designee). The Art Institute of Seattle reserves the right not to accept any advanced course credit and the transfer of any credit based solely on its internal guidelines, and on a case-by-case basis.

#### Course Credit by National Examination

Proficiency credit, "P," will be given for designated Advanced Placement in which a student scores a three (3) or higher on an Advanced Placement Test. Also, proficiency credit will be given for designated international baccalaureate courses in which a student scores four (4) or above on the Higher Level (HL) International Baccalaureate Test. Proficiency credit will be awarded to a student that receives a score of 50 or higher on a designated CLEP examination.

#### Credit by Portfolio Evaluation or Art Institute of Seattle Proficiency Examination

Prior to the first day of attendance (matriculation) students may request proficiency credit, "P," for courses in their program of study in one of two ways: examination (test out) or portfolio evaluation. Students must pay a non-refundable fee of \$100 (USD) prior to each proficiency examination or portfolio evaluation. Proficiency examinations may be attempted only once. Students who have attended the course may not receive proficiency credit for the course.

### Transfer Credit

Transfer credit, "TR," may be awarded for courses taken at a postsecondary institution that is accredited by an accrediting association that is recognized by the U.S. Department of Education. Prior to the first day of attendance (matriculation) students must request that official transcripts be sent to Admissions of The Art Institute of Seattle. Official transcripts received after the student's first quarter of attendance at The Art Institute of Seattle may be considered for transfer credit at the discretion of the Dean of Academic Affairs (or designee). Only college-level courses (100-level courses or equivalent and not remedial courses) and courses with earned grades of "C" (2.0) or higher will be considered for transfer credit. Courses must be comparable to those offered at The Art Institute of Seattle and meet the expectations of the faculty, Academic Directors, and the Dean of Academic Affairs, and must be appropriate to the degree sought. Official course descriptions from the sending college or a college catalog and/or textbooks may be used to determine comparability and must be received prior to the first day of attendance. College courses taken within 10 years prior to admission will be reviewed as to applicability to the present course of study. Due to the frequent developments and upgrades that take place in technology-based courses (hardware systems, software, codes, etc.), academic credit earned in technology courses may be considered for transfer credit only if completed within three years prior to admission.

In addition to these requirements, students with degrees from international colleges and universities must submit an official translation and an evaluation from a NACES (National Association of Credential Evaluators) member such as World Education Services, [www.wes.org](http://www.wes.org).

Students may receive transfer credit for a course taken at another accredited college or university while taking courses at The Art Institute of Seattle. The student must be taking a minimum of 12 credits at The Art Institute of Seattle at all times during the concurrent enrollment at another college or university. Requests for concurrent enrollment must be approved by the Dean of Academic Affairs (or designee) prior to enrollment in the course. Transfer credit may be awarded if all other criteria for transfer of credit are met. Only one course per quarter in concurrent enrollment will be considered for transfer credit. Transfer credit is awarded for the course only when an official transcript is received by the Dean of Academic Affairs indicating that the course was successfully completed with a grade of "C" or higher. A concurrent enrollment course taken during the last quarter of Art Institute of Seattle enrollment will in all probability delay graduation by one quarter.

Requests for transfer of credit from accredited institutions of higher education for courses taken while a student was not in attendance at The Art Institute of Seattle, but after a student's initial matriculation may be made to the Dean of Academic Affairs. Transfer credit may be awarded if all other criteria for transfer of credit are met.

## Transfer From One Art Institutes School To Another

In order to transfer from one Art Institutes school to another a student must be in satisfactory academic and conduct standing. A student in good standing who wishes to transfer must contact the Registrar's office at the original campus and Admissions at the new campus for transfer procedures. A student who has been dismissed is not eligible for transfer.

## Transferability Of Art Institute Of Seattle Credits

The Art Institute of Seattle is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. NWCCU can be reached at 8060 165th Avenue NE, Suite 100, Redmond, WA 98052.

The Art Institute of Seattle is licensed under Chapter 28c.10RCW; inquiries or complaints regarding this or any other private vocational school may be made to the Workforce Training and Education Coordinating Board, 128 10th Avenue SW, PO Box 43105, Olympia, WA 98504-3105. 360.753.5662.

However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institute of Seattle is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by The Art Institute of Seattle is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of Seattle will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of Seattle may be transferable into that school's program.

If you are considering transferring to either another Art Institutes school or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute of Seattle credits. We encourage you to make this determination as early as possible. The Art Institute of Seattle does not imply, promise, or guarantee transferability of its credits to any other institution.

## Course Numbers

Course codes are numbered to delineate whether they are lower or upper division. Lower division courses are indicated with 100 and 200 course numbers and are typically taken in the beginning of a program. Upper division courses have 300 and 400 course numbers. College Preparatory Courses have course numbers below 100.

## Grading

The grading system incorporates letter grades and codes that have the following numeric equivalences and definitions:

LETTER GRADES	EQUIVALENT GRADE POINTS
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0

## Letter Codes Currently in Use

**IP** = In Progress. The "IP" code indicates work is in progress but assignment of a final grade is pending completion of coursework. The "IP" code does not equate to credit and therefore is not included in any calculations.

**P** = Proficiency credit by exam or portfolio. Proficiency credit is awarded on the basis of an examination and/or portfolio evaluation. Such credit is applied to the total credits required for graduation, but has no grade point value and is not computed in a grade point average.

**TR** = External transfer credit. Course credit transferred from another accredited postsecondary institution is assigned a "TR" code.

**W** = Withdraw from course. If a student withdraws from a course or from a program after the Schedule Adjustment Period and before the tenth week of the quarter, a "W" is assigned to each course. The "W" code is not used in the computation of a grade point average. There are no tuition refunds for course withdrawals after the end of the Schedule Adjustment Period.

**WF** = Withdraw failing from a course. If a student withdraws from a course or from a program during the tenth or eleventh week of a quarter, a "WF" is assigned to each course. The "WF" is used in the computation of a grade point average with a 0.0 equivalent grade point. There are no tuition refunds for course withdrawals after the end of the Schedule Adjustment Period.

## Letter Codes Not in Use

**I** = Incomplete  
**K** = Transfer  
**S** = Suspension from course  
**T** = Dismissal from the college  
**WV** = Course waived

## Repeating Courses

Every required course for which a student received an "F," "W," or "WF" grade/code must be repeated and completed with a passing grade prior to the final quarter of study. It is strongly recommended that any student receiving "W," "F" or "WF" grades register for the same courses in the subsequent quarter to improve academic progress. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade (not the original grade/code) will be computed in the cumulative grade point average, CGPA. Students may also retake courses in which they received a passing grade in order to improve their CGPA. A student cannot receive financial aid for a repeated course in which a passing grade was earned. Tuition is charged at the current per credit hour rate for repeated courses.

## Change Of Grade

When a final grade has been established and recorded in a student's record, the grade may not be changed without approval of the course instructor, Academic Department Director, and the Dean of Academic Affairs. Students who feel that they have received an erroneous grade may appeal that grade to their instructor. If the student and the instructor do not reach a resolution in the matter, the Academic Director, after consultation with the instructor and student, will make a final determination. A grade change will only be accepted by the Registrar's Office during the next quarter.

## Academic Performance Measures

Student academic performance is recorded, reported and monitored by the Registrar's office on a quarterly basis using the following calculations.

## Grade Point Average

A grade point average (GPA) is computed by multiplying the credit hours by the equivalent grade points associated with the earned grade for each course, summing these, and dividing by the total credits attempted.

## Cumulative Grade Point Average (CGPA)

A student's cumulative grade point average (CGPA) is calculated by a.) Multiplying the credit hours for each course by the equivalent grade points associated with the grade earned; b.) Summing the grade points earned for all the courses, and c.) Dividing the total grade points earned by the total number of credit hours.

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. Ex: 1.95=2.0, Ex: 1.94=1.9.



### Incremental Completion Rate (ICR)

A student's rate of progress in a program of study is measured by the incremental completion rate (ICR). ICR is the percentage of successfully completed credits at The Art Institute of Seattle relative to credits attempted.

### Quarter Credit Hour

All coursework at The Art Institute of Seattle is measured in quarter credit hours. One quarter credit hour is awarded for each 10 contact hours of classroom instruction, 20 contact hours of laboratory work, or 30 contact hours of externship/internship. One classroom contact hour is defined as 50 minutes of instruction. A student is to devote appropriate time to preparation and study outside of the classroom.

### Change Of Program

Students can change their program of study once. Changing from a day to an evening program of study is not considered a change of program. Changing from one degree level to another degree level in the same program is not considered a program change. A change of program must be approved by the Academic Director of the new program.

Courses taken in one program of study applicable to the second program of study are transferred with the grade. If a student has taken a course more than once, all grades relevant to that course apply to the second program of study. Grades earned in the original program of study count toward the cumulative grade point average.

### Criteria For Honor Designation

To promote academic excellence and to recognize exemplary academic achievement, the following honor designations are awarded by quarter and upon graduation.

### Quarter Honor Designation

Any student who enrolls for and completes 12 credits or more for a degree program and 9 or more credits for a diploma program and meets the following criteria may receive the corresponding designation:

QUARTER GPA	HONOR DESIGNATION
4.0	President's List
3.7–3.9	Dean's List
3.5–3.6	Honor Roll

### Honor Designation At Graduation

Any student who achieves a CGPA of 3.5 or better is designated as an Honor Graduate. (College Preparatory Courses are not considered when evaluating honor designations.)

### Satisfactory Academic Progress (SAP)

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early

intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses on a consistent manner. This ability is measured in two ways: cumulative grade-point-average (CGPA), and incremental completion rate (ICR). Failure to complete courses successfully for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

### Milestones And Evaluation Points For Satisfactory Academic Progress

#### Academic Standards For Diploma Programs:

1. At the end of first quarter (or the end of the third session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.

**NOTE:** If a student is on probation for ICR it will be very difficult for the student to meet the fourth quarter ICR milestone of 66.67%. In some cases the student may have to successfully complete all the hours attempted in the third and fourth quarter. Please consult with an academic advisor for the exact requirement.

4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.
6. The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Information System.
7. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from the Institute. If the student's appeal is granted, he or she will be placed on probation at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a permanent dismissal. The student would do this through the reentry process.

8. Failure to complete courses successfully, for any reason, may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.

#### Academic Standards For Degree Programs:

1. At the end of second quarter (or the fifth session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.  
**NOTE:** If a student is on probation for ICR it will be very difficult for the student to meet the fourth quarter ICR milestone of 66.67%. In some cases the student may have to successfully complete all the hours you attempt in the fourth, fifth and sixth quarters. Please consult an academic advisor for the exact requirement.
4. At the end of sixth quarter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. While we are bound by Department of Education requirements that a student be dismissed after his or her sixth quarter if the CGPA is below 2.0 and/or the ICR is below 66.67%, we are allowed to place a student on probation in subsequent quarters if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%. If the student is put on probation, the student will have to attain both a CGPA of 2.0 and an ICR of 66.67% at the end of the next evaluation point or be dismissed (note: evaluation points occur every other quarter after sixth quarter). This can only happen once after sixth quarter.
6. At any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be dismissed.
7. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.
8. Failure to complete courses successfully, for any reason, may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.
9. College Preparatory Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. College Preparatory course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. College Preparatory courses may be individually attempted no more than three times. Failing or withdrawing from a College Preparatory course three times will result in dismissal.
10. If a student appeals and is denied the appeal, he or she must remain out of

school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from the Institute. If the student's appeal is granted, he or she will be placed on probation at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a permanent dismissal. The student would do this through the reentry process.

#### Other Standards Of Academic Progress:

1. Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted academic progress:
  - a. Death of an immediate family member
  - b. Student illness requiring hospitalization (this includes mental health issues)
  - c. Illness of an immediate family member where the student is a primary caretaker
  - d. Illness of an immediate family member where the family member is the primary financial support
  - e. Abusive relationships
  - f. Divorce proceedings
  - g. Previously undocumented disability
  - h. Work-related transfer during the term
  - i. Change in work schedule during the term
  - j. Natural disaster
  - k. Family emergency
  - l. Financial hardship such as foreclosure or eviction
  - m. Loss of transportation where there are no alternative means of transportation
  - n. Documentation from the School Counselor and/or a Professional Counselor

Deans of Academic Affairs are responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Any consideration of conditions outside of the list provided should

be discussed with the EDMC VPAA. Student life issues and making the transition to college are not considered mitigating circumstances under this policy since students have at least two quarters in a diploma and three quarters in a degree program to adjust to college life.

Documentation from a professional counselor should not breach the student/counselor relationship. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that student issues are contrary to satisfactory academic progress will suffice as proof of mitigating circumstances.

2. Grades achieved in repeated classes will replace grades of 'F', 'W', or 'WF'. Grades of 'F', 'W', or 'WF' are included in the maximum allowable time frame and incremental completion rate requirements. Students may also retake classes in which they received a passing grade in order to improve their CGPA. However, a student cannot receive financial aid for repeating courses in which a passing grade has already been earned.
3. Transfer credits from other post-secondary institutions 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 number of attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation.  
**Example:** if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be:  
 $180 - 36 = 144 \times 1.5 = 216$  credits.

Grades for credits transferred from any post-secondary institution (including an Art Institute) will be recorded as "TR" in the Student Information System and will not affect the student's CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. Any student dismissed for academic progress cannot transfer to another Art Institute

until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress.

4. Students will be allowed only one change of program. On rare occasions and with good reason, the Dean of Academic Affairs may allow a student an additional change of program. Changing from day to evening in the same program is not considered a change of program. Changing from a diploma level to a degree level or an associate's level to a bachelor's level in the same program is not considered changes of program.

Courses taken in one program applicable to the second program shall be transferred with the grade. If students have taken a course more than once, all grades pertinent to that course shall apply to the second program. Grades earned in the original program shall count towards the cumulative grade point average.

However, in cases in which a student has graduated from the Institute in one program then subsequently begins work in a different program, grades used in the CGPA of the previous program will not be applied to the student's new program CGPA calculation. The grades will be recorded as TR.

For ICR purposes only, those courses transferred will apply to the new program. The maximum allowable timeframe shall be calculated as the total number of credits in the program minus the number of credits applied to the new program X 1.5. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be  $180 - 36 = 144 \times 1.5 = 216$  credits. Second example, if a student earned 36 credits in the original program that are applicable to the new program, but transfers 48 credits due to repeating failed classes then the maximum allowable timeframe is reduced to 198 credits.

5. In order for students to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

## Milestones And Evaluation Points

	EVALUATION POINT	MILESTONES(CGPA AND ICR)	REQUIRED ACTION
DIPLOMA	End of First Quarter	< 1.0 and/or 33.33%	Probation
	End of Second Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Second Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Fourth Quarter And every quarter thereafter	< 2.0 and 66.67%	Dismissal
DEGREE	End of Second Quarter	< 1.0 and/or 33.33%	Probation
	End of Third Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Third Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Sixth Quarter* And every other quarter thereafter	< 2.0 and 66.67%	Dismissal

If a student's CGPA falls below 2.0, but is at least 1.8 and/or the ICR is below 66.67% but at least 60%, the student may be placed on probation one time after he or she has moved beyond his or her sixth quarter. The student would then need to achieve the 2.0 and 66.67% milestones at the next evaluation point or be dismissed.

## ADDITIONAL LIMITATIONS AS THEY APPLY TO THE STUDENT ACADEMIC PROGRESS POLICY

### Advantage Grants & Excellence Awards

The Art Institute of Seattle has two main institutional scholarship programs. The Art Institute Advantage Grant is a primarily need-based award requiring a minimum 2.0 GPA to qualify. The Art Institute Excellence Award is for top scholars and requires a 3.5 CGPA to qualify. Applications can be obtained from Student Financial Services and must be submitted by the end of the first week to be considered for the quarter. Funds are awarded on an as available basis.

### Alaska Student Loans

- Students must be enrolled (at least six credits).
- Students must remain in good standing (maintain satisfactory academic progress) according to the General Satisfactory Academic Progress Policy of The Art Institute of Seattle.

### Washington State Need Grants

To maintain satisfactory progress for participation in the Washington State Need Grant Program, a student must meet the following conditions:

- Full-time students must complete a minimum of twelve credits each term they receive a grant.
- Three-quarter-time students must complete a minimum of nine credits each term they receive a grant.
- Half-time students must complete a minimum of six credits each term they receive a grant.
- Less than half-time students must complete a minimum of three credits each term they receive a grant.

Students not meeting the above conditions will be placed on probation or suspension from participation in the program as follows:

- Washington State Need Grant Probation
  - Full-time students who complete less than twelve but at least six credits will be placed on probation.
  - Three-quarter-time students who complete less than nine but at least six credits will be placed on probation.
  - Half-time students who complete less than six but at least three credits will be placed on probation.
  - Less than half-time students who complete less than three credits while receiving a grant will be suspended from receiving additional grants.

A student may not have more than two consecutive probationary periods in any one program of study.

- Washington State Need Grant Suspension
  - Full-time students who complete less than six credits while receiving a grant will be suspended from receiving additional grants.
  - Three-quarter-time students who complete less than six credits while receiving a grant will be suspended from receiving additional grants.
  - Half-time students who complete less than three credits while receiving a grant will be suspended from receiving additional grants.
  - A students who has more than two consecutive probationary periods in any one program will be suspended from receiving any additional grants.

### Art Institutes International Merit Award

Students who earn a CGPA of 2.5 or greater are also eligible to apply for the Merit Award.

## REQUIREMENTS FOR GRADUATION

### Degrees & Diplomas

The Art Institute awards a Bachelor of Fine Arts degree, Bachelor of Science degree or an Associate of Applied Arts degree to graduates of its degree programs and a diploma to graduates of its diploma programs. To graduate, students must have a cumulative grade point average of not less than 2.0. Students must also complete the required credits for each program in order to graduate. In addition, the candidate for graduation must have maintained satisfactory attendance in scheduled classes and have fulfilled all financial obligations.

### Requirements for Graduation

A student must fulfill the following requirements for graduation:

- Receive a passing grade or credit for all required coursework.
- Earn the required credits in each of the disciplines for the student's major.
- Achieve a minimum CGPA of 2.0.
- Meet portfolio and other requirements as outlined by the student's program.
- Satisfy all financial obligations to The Art Institute.
- Earn at least 25% of the required credits at The Art Institute of Seattle.

## WITHDRAWAL FROM THE ART INSTITUTE OF SEATTLE

Students who want to voluntarily withdraw from The Art Institute of Seattle must meet with their Academic Director or Adviser to generate the required paperwork, obtain all required signatures, and return the paperwork to the Registrar's Office.

Students who do not attend any courses by the first scheduled course of the second week of the quarter will be involuntarily withdrawn from The Art Institute of Seattle.

Students who wish to return to The Art Institute of Seattle must comply with the re-entry policy and procedure including a review of their academic performance and possible appeal. See the Re-entry section for details. All students wishing to return are subject to a tuition increase upon readmission.

## RE-ENTRY

Students who have left The Art Institute of Seattle for any period of time and wish to return must go through a formal re-entry process. To be readmitted students must contact the Re-Admissions Office. As part of the process a student's academic record must be reviewed. A student leaving with a cumulative grade point average (CGPA) less than 2.0, and/or an Incremental Completion Rate (ICR) less than 67% must appeal for re-entry. See the Academic Appeals section for details.

## ATTENDANCE

Students must notify the Registrar's Office if they will be missing two weeks of classes. After two consecutive weeks of absences in all classes, students are subject to being administratively withdrawn from school, regardless of notification.

Deadlines for submitting course work come under one of three policies. The instructor will inform students which one of the following policies pertains to the particular course:

1. **Deadline Policy 1:** All late work must be in before the end of the official class time on the last day the course meets. A penalty of "F" per project handed in after a deadline will be averaged in with overall grades (e.g., "B+" project and "F" deadline = "C-" average)
2. **Deadline Policy 2:** All late work must be in before the end of the official class time on the last day the course meets. A penalty of one (1) letter grade per week will be dropped from the letter grade of the project (e.g., "B+" project = "C+" first week, "D+" second week, "F" third week)
3. **Deadline Policy 3:** All late work must be in before the end of the official class time on the last day the course meets. Late work may be handed in the next time class meets, with a penalty of one (1) letter grade dropped from the project grade. After one week, the project will be given an "F" (e.g., "B+" = "C+" first week, "F" second week.)

## STUDENT CONDUCT POLICY

### SECTION I. GUIDING PRINCIPLES.

The Art Institute of Seattle recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute of Seattle provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

### SECTION II. SCOPE.

This Student Conduct Policy applies to all students and student organizations at The Art Institute of Seattle.

### SECTION III. REACH

The Student Conduct Policy shall apply to student conduct that occurs on College premises including online platforms, at College-sponsored activities, student organization sponsored events or in College Housing. At the discretion of the Chief Conduct Officer (Dean or Director of Student Affairs, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President of The Art Institute of Seattle). The Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

### SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

### SECTION V. DISCIPLINARY OFFENSES.

The offenses listed below are given as examples only. The Art Institute of Seattle may sanction other conduct not specifically included on this list.

#### 1. Scholastic Dishonesty

- a. Plagiarism
- b. Cheating on assignments or examinations
- c. Engaging in unauthorized collaboration on academic work
- d. Taking, acquiring or using test materials without faculty permission

- e. Submitting false or incomplete records of academic achievement;
- f. Altering, forging or misusing a College academic record;
- g. Fabricating or falsifying data, research procedures, or data analysis;
- h. Deceiving the College and/or its officials.

#### 2. Illegal or Unauthorized Possession or Use of Weapons

- a. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or at college sponsored functions, except where possession is required by law.

#### 3. Sexual Assault or Nonconsensual Contact

- a. Any form of unwanted sexual attention or unwanted sexual contact

#### 4. Threatening, Violent or Aggressive Conduct

- a. Assault, battery, or any other form of physical abuse of a student or college employee
- b. Fighting or physical altercation
- c. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
- d. Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student

#### 5. Theft, Property Damage and Vandalism

- a. Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
- b. Extortion
- c. Setting fires, tampering with fire safety and/or fire fighting equipment

#### 6. Disruptive or Disorderly Conduct

Disruptive Behavior, such as, Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)

- a. Disruptive Classroom Conduct, such as,
  - i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
  - ii. Use of cell phones and pagers during scheduled classroom times
- b. Disorderly Conduct, such as,
  - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student



or guest deemed to be lewd, indecent or obscene as determined by college officials

- ii. Breach of peace on college property or at any college-sponsored or supervised program
- iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of Seattle and/or its reputation

#### **7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol**

- a. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the college.
- b. Being under the influence of illegal or controlled substances on college property, or at any college function
- c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.
- d. Being under the influence of alcohol on college property or at any college function is also prohibited

#### **8. Verbal Assault, Defamation and Harassment**

- a. Verbal abuse of a student or college employee
- b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
- c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

#### **9. Hazing**

- a. Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

#### **10. Falsification**

- a. Willfully providing college officials with false, misleading or incomplete information
- b. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

#### **11. Abuse of The Art Institute of Seattle disciplinary system, including but not limited to:**

- a. Failure to obey the summons of a disciplinary body or college official
- b. Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding
- d. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
- e. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
- f. Failure to comply with the sanction(s) imposed under the student conduct policy
- g. Influencing or attempting to influence another person to commit an abuse of the disciplinary system

#### **12. Unauthorized Use or Misuse of College Facilities**

- a. Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

#### **13. Violation of Federal or State Laws**

- a. Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions

#### **14. Insubordination**

- a. Persistent or gross acts of willful disobedience or defiance toward college personnel
- b. Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
- c. Failure to exit during fire drill,
- d. Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties

#### **15. Violations of College Rules**

- a. Violations by guest of a student on college property. Students are responsible for the actions of their guests
- b. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- c. Smoking in classrooms or other college buildings or areas unless designated as a smoking area
- d. Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
- e. Any violation of the institutions policies on the responsible use of technology including but not limited to
  - l. The theft or abuse of computer, email, Internet or Intranet resources

- II. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
- III. Unauthorized transfer of a file
- IV. Unauthorized downloading of copyrighted materials in violation of law
- V. Unauthorized use of another individual's identification and/or password
- VI. Use of computing facilities to interfere with the work of another student, faculty member, or school official
- VII. Use of computing facilities to send obscene or abusive messages
- VIII. Use of computing facilities to interfere with normal operation of the school's computing system
- f. Failure to satisfy school financial obligations

***The above list is illustrative only, and The Art Institute of Seattle may sanction other conduct not specifically included on this list.***

#### **SECTION VI. SANCTIONS.**

The Art Institute of Seattle may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute of Seattle reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. Expulsion: The student will be expelled from The Art Institute of Seattle immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

*The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.*

## **SECTION VII. DISCIPLINARY PROCEDURES: Complaint**

Any member of The Art Institute of Seattle community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of Seattle policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless The Art Institute of Seattle determines that the circumstances do not warrant disclosure of some or all of the facts.

### **Search of Student's Property**

Students have no expectation of privacy in their personal property while on campus. The Art Institute of Seattle reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

### **Notification and Determination of violations that warrant Disciplinary Meeting**

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
2. The Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer

determines that there was no violation, that decision may be documented in writing to the student as well.

- a. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute of Seattle policies on the basis of the information available, and impose sanctions for such violations.

### **Notification and Determination of violations that warrant Disciplinary Hearing**

In some cases, involving serious violations, the Chief Conduct Officer or delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
  - a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
  - b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

### **Disciplinary Panel**

A Disciplinary Panel may consist of members of the college Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

### **Administrative Interim Suspension**

Students may be administratively suspended on an interim basis when:

1. serious allegations are being investigated
2. serious allegations are pending before a disciplinary panel
3. in advance of a disciplinary panel hearing; or
4. when a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

## **SECTION VIII. APPEAL PROCEDURES.**

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of Seattle policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institute of Seattle or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to [school name] policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal.

This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.

- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

### **Plagiarism**

Students are expected to meet academic standards of honesty in all aspects of their work at The Art Institute of Seattle. All work submitted, including papers and projects, written and oral examinations, and oral presentations and reports, must be free of plagiarism.

**Plagiarism is using the creations, ideas, or words of someone else without formally acknowledging the author or source through appropriate use of quotation marks, references, and citations.**

Examples of plagiarism include using another person's ideas as your own; copying words from a book or magazine without using quotes and citation; paraphrasing another person's work without citation; or presenting designs, art or digital files created by someone else as your own. Any student who is uncertain whether his or her use of the work of another will constitute plagiarism should consult the course instructor before submitting the course work involved. Citation standards and guidelines are available from your instructors and The Art Institute of Seattle Library.

### **The Art Institute of Seattle Policy on Plagiarism**

It is the policy of The Art Institute of Seattle that students who copy or otherwise plagiarize the assignments, examinations, artwork, media or projects of other individuals are subject to disciplinary action, including failure of the course in which the plagiarized work was submitted or possible termination from The Art Institute of Seattle.

## **STUDENT-RIGHT-TO-KNOW ACT**

According to regulations published by the Department of Education based on the Student-Right-to-Know Act, the graduation/completion rates for first time full-time students who entered school in the fall of 2002 and who graduated/completed within 150 percent of the normal time to complete the program is 40.5 percent.

Information on graduation/completion rates for first time full-time students is available through the Admissions office. These rates are calculated according to guidelines in the "Student-Right-To-Know-Act."

## **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 Seattle may disclose to third parties without receiving prior written consent from the student.

### **I. Procedure to Inspect Educational 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 Dean of Academic Affairs or the Director of Administrative and Financial Services. 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 his or her own education records. Those limitations include, for example, the following:

1. Financial information submitted by parents;
2. Confidential letters and recommendations placed in the student's file prior to January 1, 1975;
3. Confidential letters and recommendations placed in the student's file 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 his or her personal information.

## **II. Disclosure of Educational Records**

The Art Institute of Seattle 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 Seattle 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.

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 Seattle 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 non-forcible 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, 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 student(s)).
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).
14. Student Recruiting information as requested by the U.S. Military. Student Recruiting information includes ONLY the following: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It doesn't include and The Art Institute of Seattle will not provide the following: social security numbers, race, ethnicity, nationality, GPA, grades, low-performing students lists, religious affiliation, students with loans in default, veteran's status or students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

### III. Record of Request for Disclosure

Except with respect to those requests made by the student him- or herself, those disclosures made with the written consent of the student, or to requests by or disclosures to Art Institute of Seattle officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Seattle 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

Directory information is personally identifiable information which may be disclosed without the student's consent. The Art Institute of Seattle designates the following information as directory information:

1. Student's name
2. Address (local, e-mail, website)
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors or awards received
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at The Art Institute of Seattle 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 Seattle, 2323 Elliott Avenue, Seattle, WA 98121. 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 Education 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 Director of Administrative and Financial Services or the Dean of Academic Affairs to amend a record. As part of the request, the student should identify the part of the record he or she wants to have changed and specify why the student believes it to be inaccurate, misleading, or in violation of his or her privacy rights.
2. The Art Institute of Seattle 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.
3. Upon request, The Art Institute of Seattle 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 Seattle. 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 Seattle 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 Seattle 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 Seattle 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 school's decision.
7. If a statement is placed in the education records of a student under paragraph six above, The Art Institute of Seattle 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 Seattle 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

### NO HARASSMENT

The Art Institute of Seattle 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, genetic marker, 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 admission or of a person's status in a course program or activity, 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 deficiencies; leering; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures. The Art Institute of Seattle 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 him or herself in a professional manner at all times and to refrain from such harassment.

### Complaint Procedure

Students who feel they've 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 Seattle 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 Seattle will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

## STUDENT COMPLAINT PROCEDURE

If you have a complaint or problem, you are encouraged to follow this procedure:

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.
3. The appropriate Art Institute of Seattle staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or his assigned designee will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
4. If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.
5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to: Higher Education Coordinating Board, 917 Lakeridge Way, P.O. Box 43430, Olympia, WA 98504-3430. Students in diploma programs may direct their inquiries to the Workforce Training and Education Coordinating Board, Building 17, Airdustrial Park, P.O. Box 43105, Olympia, WA 98504-3105. Or you may contact: Northwest Commission on Colleges and Universities (NWCCU), 8060 165th Avenue NE, Suite 100, Redmond, WA 98052.

Please refer to the school's Arbitration Policy for additional information regarding disputes or claims.

### Student Grievance Procedures

#### *Procedure for Internal Complaints of Discrimination and Harassment –*

The Art Institute of Seattle does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, genetic marker, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been

designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: James Robson, Dean of Student Affairs, 5th Floor of North Campus, 206-239-2290. 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 Seattle 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 or academic matters with the Dean of Student Affairs, 5th Floor of North Campus, 206-239-2290. The complaint should be presented in writing and it should describe the alleged incident(s) 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 his designee.
2. The person accused of discrimination will have 14 calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Student Affairs or his designee.
3. The Dean of Student Affairs or his designee 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 at the investigator's sole discretion.
4. The Dean of Student Affairs or his designee will determine whether a violation of The Art Institute of Seattle's non-discrimination policy has occurred. The Dean of Student Affairs or his designee will issue a written determination as promptly as practicable. If the Dean of Student Affairs or his designee determines that the policy has been violated, the Dean of Student Affairs or his designee will also recommend corrective action.
5. The decision of the Dean of Student Affairs or his designee may be appealed by petitioning the President's Office of The Art Institute of Seattle. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Dean of Student Affairs or his designee. The President, or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. This decision shall be final.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures.

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 [www.ed.gov/ocredits](http://www.ed.gov/ocredits)

### Arbitration

You and The Art Institute of Seattle agree that any dispute or claim between you and The Art Institute of Seattle (or any company affiliated with The Art Institute of Seattle, or any of its officers, directors, trustees, employees or agents) arising out of or relating to the Enrollment Agreement or, absent such agreement, your enrollment or attendance at The Art Institute of Seattle, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute of Seattle's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either JAMS or the National Arbitration Forum (NAF) to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of Seattle intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institute of Seattle, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, The Art Institute of Seattle will select one. The Art Institute of Seattle agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, The Art Institute of Seattle reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

If either you or The Art Institute of Seattle chooses arbitration, neither party will have the right to a jury trial, to engage in discovery, except as provided in the applicable arbitration rules, or otherwise to litigate the dispute or claim in any court (other than in small claims or similar court, as set forth in the preceding paragraph, or in an action to enforce the arbitrator's award.) Further, you will not have the right to participate as a representative or member of any class of claimants pertaining to any claim subject to arbitration. The arbitrator's decision will be final and binding. Other rights that you or The Art Institute of Seattle would have in court also may not be available in arbitration.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial

district in which you reside. Upon your written request, The Art Institute of Seattle will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Seattle. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, [www.jamsadr.com](http://www.jamsadr.com), 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arb-forum.com](http://www.arb-forum.com), 800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other document.

## **ADDITIONAL INFORMATION**

### **Telephone Directory**

(see page 112 for extended phone list)

Police-Fire Emergency Ambulance Service:  
911 or dial 9 then 0 (for Operator)  
Weather: 526-6087

### **Inclement Weather Announcements**

In the event that The Art Institute of Seattle hours of operation are delayed or closed because of inclement weather, visit the website of Public/Private Schools and Colleges emergency communications system at [www.schoolreport.org](http://www.schoolreport.org) or listen to KIRO 710 news radio, 710KIRO.com or local news at KIRO TV channel 7. In addition, if the building hours of operation are altered, an update will also be placed in the college's voicemail box #2313, which can be reached externally by dialing (206) 239-2313.

### **Identification Cards**

All students must have a valid Art Institute of Seattle identification card, with a current quarter sticker, with them at all times while on campus. Students may be asked for identification at any time by security or staff.

### **Guests/Visitors**

All visitors must obtain and wear a visitor's badge and be accompanied by faculty, staff or student host. Guests, including family and children of students, are not allowed in the classroom. The classroom is a professional environment and guests can be a distraction from the educational goals at hand. Classroom space and equipment are for students only.

### **Burnley Gallery**

Annual gallery highlights will include the faculty show, the alumni exhibit and the summer student show. Gallery hours are 8:00 a.m. to 8:00 p.m. (with the exception of Friday, when the gallery will close at 5:00 p.m.). The gallery is also open on Saturday from 9:00 a.m. to 2:00 p.m.

The gallery may be closed on occasion to accommodate judging, exhibit installations or host special events.

### **Telephone Usage**

The Art Institute cannot operate a telephone message service for students. Only in case of a genuine emergency will a message be taken for a student. Students are expected to keep personal phones turned off during class time and to refrain from texting or other non-class-related activities while in class.

### **Property Rights**

The Art Institute is not responsible for the personal property of the students (e.g., books, supplies, equipment, clothing, etc.). 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/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 Art Institute 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.

### **Lost & Found**

Lost and Found is located in the Library (North Campus) and the Registrar Department (South Campus).

### **Spray Room**

Spray only in the designated spray area. Students caught spraying in areas not designated will be subject to disciplinary action.

### **Illness or Injury**

In the event of illness or injury to a student on The Art Institute premises or at a sponsored function of The Art Institute, the student may request to be transported to a local hospital emergency room or doctor for examination and treatment if necessary. The student should review personal and/or family insurance policies to determine whether appropriate coverage exists. First aid kits are available at the Reception Desk, Academic Affairs, and Registrar Department.

### **Supply Store**

The Supply Store located at The Art Institute is a very specialized retail outlet. It carries most of the art and photo supplies and books needed by students as recommended by the instructors and directors. This helps ensure that students purchase the right materials and supplies for each assigned project, at the right price and in the right quantity. The Supply Store also carries a variety of gift items.

The store accepts personal checks and major credit cards. Store hours are 7:00 a.m. - 8:00 p.m., Monday - Thursday, and 7:00 a.m. - 4:30 p.m. Fridays.

### **Café**

The Café carries a variety of foods and beverages. Students are cautioned, however, that beverages in the classroom are at the discretion of the instructor. Students may not have snacks or beverages in the library, computer rooms, labs or studios.

### **Smoking**

The Art Institute is a non-smoking environment. There is no smoking in classrooms, hallways, offices, or at the south entrance of the South Campus. There is no smoking in the stairwells, classrooms, hallways or offices unless it is a posted designated smoking area. There is no smoking inside the Bell Street building.

### **Parking**

The school does not own or control parking; therefore, the cost may increase without school notification. Daily/monthly permits may be purchased from the parking attendant. Students and staff park at their own risk.

### **Documenting Student Artwork**

Every quarter, the Public Relations Department documents student work, student achievement and campus activities. The archive built and maintained by the PR Department is and can be used for the following: any editorial, promotional, advertising, trade or other purposes. Images and/or artwork will be used only with student permission.

### **Average Class Size**

The average class size or student-to-teacher ratio is 19:1.

## **STUDENT FINANCIAL PLANNING**

Students understand that a college education is an investment in themselves. The Student Financial Services Department is here to make that investment not only possible, but accessible. We are somewhat unique in our approach: we take a holistic approach to develop a plan to meet the costs of your college education. We work with students and their families to develop a financial blueprint to take you from admissions through graduation and beyond, a plan that can meet both your direct and indirect educational expenses. We begin by carefully reviewing your needs and personal resources, and, because many of our students also rely on other sources to help with their educational needs, our experienced staff will present options available for your evaluation. We're available to guide you through the process and help you complete the federal and state applications for grants and loans applicable specific to your circumstances. Simply stated: we're your partners in the process.

### **Applicant Responsibilities**

In this section, you will find an overview of some of the financial aid programs, grants and scholarships available to Art Institute students. In considering these options, it is important to be aware of your responsibilities in accepting financial assistance. You must

- maintain satisfactory academic progress;
- maintain student financial records;
- inform staff of any address changes, schedule/program changes or any other status changes that might affect your eligibility for financial aid; and,
- initiate loan and grant renewal applications in advance of the second or third academic years, as applicable; and
- promptly respond to the request for documents needed to determine financial aid.

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 and state eligibility criteria are 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.

## STATE & FEDERAL FINANCIAL AID PROGRAMS

Eligible students may apply for financial assistance under various federal and state programs as follows:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Perkins Loan
- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal Work-Study (FWS)
- Alaska State Student Loan
- Federal PLUS (Parent) Loan Program
- Washington State Grant Programs
- Vocational Rehabilitation Assistance
- Veterans Administration Benefits
- Bureau of Indian Affairs
- Worker Retraining Program
- Federal Academic Competitiveness Grant (ACG)
- National Science and Mathematics Access to Retain Talent Grant (SMART)

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

The Art Institute of Seattle participates in the Washington State Need Grant Program.

Please reference the Student Accounting Return of Title IV Funds Section. Private institutions that participate in the Electronic Fund Transfer process should return state grant repayments directly to the HECB and collect from the students.

### Extended Payment Plans

The Art Institute of Seattle's Extended Payment Plans are designed to help students and their families if they are not able to completely meet their educational costs with other financial assistance. In the event there remains a balance of cost following the financial aid process, the Extended Payment Plan allows students/families to spread the balance of cost over a period of months to make payments easier. In order to be eligible for an extended 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 Extended Payment Plan,

students must adhere to their agreed upon payment schedule. In consideration of the Art Institute extending credit in the form of a payment plan, the student understands and agrees that he/she will be liable for interest charges that will be assessed on her/his 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 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 her/his 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.

## SCHOLARSHIPS & GRANTS

The Art Institute of Seattle offers scholarships based on merit, motivation, and financial need to qualified new and continuing students. Applications for these scholarships are reviewed by a selection committee. Students must meet a minimum standard of a 2.5 cumulative grade point average (CGPA) to be eligible for scholarship programs.

Scholarships cover tuition only. They do not cover books, supplies or miscellaneous fees, nor can they be used to create refunds. Students attending The Art Institute of Seattle on scholarship must maintain at least a 2.5 CGPA in order to retain eligibility.

For more information about scholarships available to qualified new and continuing students, contact either the Student Financial Services Department or your Admissions representative.

### Advantage Grant Program

The purpose of the Advantage Grant Program is to provide scholarships to Art Institute of Seattle 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 additional financial assistance.

To be considered for an Advantage Grant, the student must meet the following criteria:

- if less than one year of previous post-secondary education, a final high school cumulative grade point average (CGPA) of at least 2.0, or
- if less than one year of post-secondary education, a qualifying GED score of 260 or greater, or
- if a minimum of one year of post-secondary education, at least a 2.0 CGPA at the previous institution, or
- if presently an Art Institute of Seattle student, maintenance of at least a 2.5 CGPA while attending The Art Institute of Seattle, and

- financial need as demonstrated by completing the required financial aid forms and acceptance of all available financial aid (including loans).

Exceptions to the academic criteria will be made by The Art Institute of Seattle President based on other evidence of talent and motivation. Scholarship awards range from \$50 to \$450 per quarter.

### The Art Institute Excellence Award

The purpose of The Art Institute Excellence Award is to provide scholarships to Art Institute of Seattle students who show exceptional academic ability.

In order to be considered for an Art Institute Excellence Award, the student must meet the following criteria:

- if less than one year of previous post-secondary education, a final high school cumulative grade point average (CGPA) of at least 3.5, or
- if a minimum of one year of post-secondary education, at least a 3.5 CGPA at the previous institution, or
- if presently an Art Institute of Seattle student, maintenance of at least a 3.5 CGPA while attending The Art Institute of Seattle, and
- completion of the required financial aid forms and acceptance of all available financial aid (including loans).

Scholarship awards range from \$75 to \$500 per quarter.

### The Art Institutes & Americans for the Arts Poster Design Competition

The Art Institutes and Americans for the Arts Poster Design Competition tests the graphic design capabilities of high school seniors who are interested in pursuing a career in design. Competition winners receive tuition scholarships at The Art Institutes location they have chosen to attend. Scholarship awards range from \$3,000 to \$25,000. Details may be obtained by calling The Art Institute of Seattle Admissions Department.

### The Art Institutes Best Teen Chef Culinary Scholarship Competition

High school seniors may compete in The Art Institutes Culinary Scholarship Competition. Winners are awarded full- or partial-tuition scholarships to Art Institutes schools that offer a Culinary Arts program. Scholarship awards range from \$2,000 to \$43,200. Details may be obtained by calling The Art Institute of Seattle Admissions Department.

### The Art Institute Of Seattle Library Literacy Scholarship

This scholarship is offered annually to a currently enrolled student during the winter quarter. The award varies between \$200 and \$500. Application for the scholarship is required by the end of week 7 of the winter quarter. The application includes a brief essay of at least 750 words on a topic or issue related to literacy. The recipient is selected by committee and announced during week 11 of winter quarter. Details may be obtained from the Art Institute of Seattle Library.

### **The Art Institute of Seattle Portfolio Scholarship Competition**

High school seniors and international students may compete in The Art Institutes Scholarship Competition. Scholarship awards are based on the quality of projects submitted by students. Scholarship awards range from \$9,000 to \$74,880. Details may be obtained by calling The Art Institute of Seattle Admissions Department.

### **The Art Institutes Passion for Fashion Competition**

The Art Institutes Passion for Fashion Competition is open to high school seniors in the U.S. and Canada scheduled to graduate in 2009. The competition was created to encourage and recognize young fashion talent.

The winning students take home scholarships worth more than \$30,000 to study fashion at The Art Institutes and will also receive a trip to New York City for Fashion Week.

Details may be obtained by calling The Art Institute of Seattle Admissions Department.

### **Careers through Culinary Arts Program (C-Cap)**

C-Cap students may compete for one full-tuition, two-year scholarship to be applied at The Art Institutes location of their choice. Only students enrolled in a C-Cap program are eligible for this scholarship. Scholarship awards range from \$36,000 to \$48,000.

### **Evelyn Keedy Memorial Scholarship**

High school seniors who show dedication to their education and a desire for a creative career may apply for the Evelyn Keedy Memorial Scholarship. A \$30,000 tuition scholarship is awarded each year to a worthy high school senior that has enrolled at one of the 31 eligible Art Institute locations. Details and applications may be obtained by calling The Art Institute of Seattle Admissions Department.

### **IACP Foundation**

The Art Institutes supports the International Association of Culinary Professionals Foundation by offering a \$2,000 tuition scholarship from each Art Institutes location that offers a culinary program. For more information, call IACP at (502) 587-7953.

### **National Art Honor Society Scholarship**

High school seniors who also belong to the National Art Honor Society may apply for an Art Institutes National Art Honor Society Scholarship. There will be one full-tuition, two-year scholarship and two half-tuition, two-year scholarships awarded. Details may be obtained by calling The Art Institute of Seattle Admissions Department.

### **ProStart**

ProStart students may apply for a \$2,000 scholarship to be applied toward the completion of an Art Institutes Culinary program. One scholarship is awarded at each Art Institutes location that offers a Culinary Arts program. Only ProStart students are

eligible for this scholarship. For details, contact Bridget DeJesus at the National Restaurant Association at (800) 765-2122.

### **Scholastics Arts Competition**

One full-tuition, two-year scholarship and two half-tuition, two-year scholarships will be awarded by The Art Institutes for selected winners of the Scholastics Arts Competition. Art Institutes awards will be given on a first-come-first-served basis to Scholastic winners. Information may be obtained from Scholastics, Inc. at (212) 343-6100. National winners must contact Erika Orris or Julie Cubbins at The Art Institutes, (800) 275-2440. Scholarship awards range from \$18,000 to \$48,000.

### **Technology Student Association Competition**

Members of the Technology Student Association who win first place at the national championships in the high school category of Cyberspace Pursuit and Imaging Technology may be eligible for an Art Institutes scholarship. Winners will be permitted to choose their Art Institutes location on a first-come-first-served basis. Students who have questions regarding the organization or competition should contact the Technical Student Association at (703) 860-9000.

### **VICA Skills USA Championship**

Students who belong to VICA may compete in local, state and national championships. Winners at the national level are awarded a variety of scholarships. Full-tuition, two-year scholarships are awarded to the first place winners of the culinary, advertising design and photography fields. Half-tuition, two-year scholarships are awarded to first-place winners of the 3-D imaging/animation and the video production fields. Information about the VICA Skills USA Championships may be obtained from your local VICA chapter. Each Art Institutes location has a limited number of scholarships. Winners will be allowed to choose their Art Institutes location on a first-come-first-served basis. Scholarship award is for \$18,000.

## **STUDENT ACCOUNTING**

At the time of enrollment, a financial plan is developed for each student. The Student Accounting Department works with students to maintain the integrity of their accounts. We are here to provide information about your account, payments, loan check endorsement and refund eligibility. We welcome communication from our students, and if at any time you have questions, our accounting staff is available to provide clarification and answers. We are sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments.

The Student Accounting staff provides the following services: billing of student accounts, endorsement of all student/parent loan checks, issuance of student refunds and receipt of payments.

At the time of the 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 the 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. Regarding student refunds, please be advised that The Art Institute of Seattle may not write refund checks to students until after the schedule adjustment period. The policy was developed to ensure that all students in attendance are accounted for and properly reported. Once the class list has been confirmed, the Student Accounting Office can then proceed with the quarter billing process, assessing the current quarter charges. In addition, any student refund based on financial aid (federal, state or private) is dependent upon receipt of that financial aid.

The above does not apply to students who have overpaid their tuition account.

## **REFUND POLICIES**

### **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 the Enrollment Agreement will be considered a student.

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by applicants will be refunded if requested by them within five business days after signing the Enrollment Agreement and making an initial payment.
3. Applicants requesting cancellation more than five business days after signing the 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 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. Any student who cancels within five days of signing a contract or making an initial payment is entitled to a full refund [WAC 490-105-130(1)(b)]. Applicants who cancel after the fifth business day but prior to starting training are entitled to a full refund of all money paid minus the \$50 application fee [WAC 490-105-130(1)(c)].
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.

### **Refund Policy after Matriculation**

#### **- All Quarters**

In the event of withdrawal by the student or suspension by The Art Institute of Seattle from all courses registered during any quarter of study, the following refund policies will apply:



1. Prepaid tuition for any period beyond the student's current quarter will be refunded in full unless "Authorization to hold credit for future period" form is signed by the student. There is no refund for equipment, texts or supplies.
2. The school shall dismiss the student when the student has missed ten consecutive class days, and the school shall pay the refund within thirty (30) days of the date of notification. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
3. The student may voluntarily withdraw by notifying the Office of Registrar in person or in writing. Refunds will be made within thirty (30) days of the date that the student notifies the school, or the last date of class attendance, whichever is later. For a student who attended a previous quarter of study and did not indicate that he/she was not returning and fails to attend class, refunds will be made within thirty (30) days following the first day in 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 of Seattle may consider a tuition waiver to permit the student to retake these same classes again in the next quarter of study without incurring any additional tuition charges. Failure to return in the next quarter will cancel the tuition waiver privilege and the student will be considered a "drop" from the previous quarter.
5. A separate license agreement and refund policy exists for students who are leasing housing accommodations directly through The Art Institute of Seattle. The Art Institute of Seattle reserves the right to apply any non-Title IV funds, or any refund due to a student, to any student financial account that is in arrears, including housing.
6. The official date of dismissal of a student shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:
  - a. when the school receives notice of the student's intention to discontinue the training program;
  - b. when the student is dismissed for a violation of a published school policy which provides for dismissal;
  - c. when a student, without notice to The Art Institute of Seattle, fails to attend class for 10 consecutive school days.
7. Each academic quarter is 11 weeks in duration. The calculation of refunds is based on the last day of attendance within the quarter. Any portion of a week's attendance may be considered a full week of attendance for refund calculation purposes.
8. In the event The Art Institute of Seattle cancels or changes a course or program of study in such a way that a student who started the program or course is unable to complete it, The Art Institute of Seattle will refund all monies paid by the student for the course or program within thirty (30) days.

### Return of Federal Title IV Aid

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned include grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

Students who want to voluntarily withdraw from The Art Institute of Seattle must meet with their Academic Director to generate the required paperwork, obtain all required signatures, and return the paperwork to the Registrar's Office.

Students who do not attend any courses by the end of the Schedule Adjustment Period or who miss classes for 14 consecutive days will be involuntarily withdrawn from The Art Institute of Seattle.

### Adjustment of Charges

In accordance with state policy, the school will earn tuition and fees as follows:

Eleven-week courses:

Week One.....	10%
Week Two and Three.....	25%
Week Four through Six.....	50%
After Week Six.....	100%

Mid-quarter starts:

Week One.....	10%
Week Two.....	25%
Week Three.....	50%
After Week Four.....	100%

### Adjustment of Charges for the Washington State Need Grant Program (WSNG)

State Grant recipients who withdraw from the school, are expelled, or otherwise complete zero credits in any given term must repay state grants on a prorated basis.

If a student's last date of attendance can be verified and is prior to or on 50% of the quarter, the state grant repayment will be based on the percent of the quarter not completed. If the last date of attendance occurs after 50% of the quarter, the state grant award is considered 100% earned and no state grant repayment is due.

If a student attends a portion of a quarter and withdraws with no verified last date of attendance, the state grant repayment will be 50% of the grant amount with no additional adjustments.

If a state grant recipient never attends courses in the quarter for which the student received a state grant award, the state grant repayment is 100% of the award. If the school is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

Repayments will be returned directly to the Washington State Higher Education Coordinating Board (HECB) and the school will collect from the student.

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

### TUITION AND FEES

Please refer to the Catalog Addendum "Tuition and Fees" for current tuition and fees for all programs.

### Tuition Policy

The Art Institute of Seattle reserves the right to increase the tuition charge per credit hour throughout the duration of the program. The per credit hour rate is subject to an increase at least once per calendar year which will increase the total amount for the program. The adjustment to the per credit hour rate may occur before the student begins classes and the student's program will be calculated using the new rate. Any changes to tuition and fees will be published to students.

For students enrolled prior to October 31, 2006 who have tuition lock, the Art Institute of Seattle agrees not to increase the per credit hour tuition charge for the duration of the program provided that the student started classes on or before the quarter starting date on their Enrollment Agreement; remains enrolled and completes his or her education within 150% of the standard program length; and completes the program without interruption, including voluntary withdrawal, suspension or dismissal. Reentering students will be subject to the current per credit hour tuition charge at the time they sign their re-enrollment agreement.

### Culinary Lab Fees

A \$135 per three credit Culinary lab fee will be charged to any student that takes a Culinary lab class. The lab fee will be treated as a part of tuition for refunding purposes, which allows a student to get back a pro-rated portion of their lab fee back in the event they withdraw from the lab. Six credit Culinary labs will be charged \$270 and nine credit Culinary labs will be charged \$405.

### Digital Resource Fee

Student enrolled in a course for which an eBook is required will be charged a digital resource fee. For courses with one resource, the fee will be \$50. For courses with more than one resource, the fee will be \$75.

### Online Fees

A \$100 fee will be charged for each online course that is taken.

### Student Activity Fee

There is a \$50 student activity fee for bachelor's degree seeking students, a \$35 student activity fee for associate degree seeking students, and a \$25 student activity fee for students seeking a diploma. The student activity fee is used to fund extracurricular student activities. It is a one-time, non-refundable fee paid by new and transfer students only.

### Additional Information

1. First-quarter tuition and fees for new students become due 30 days prior to entry. A student may not register for succeeding quarters unless all tuition and fees that are due have been paid, or unless the student has made arrangements for an approved alternate payment plan.
2. Tuition is charged on a quarter-by-quarter basis. Students are not obligated beyond the quarter they are currently attending. Tuition for repeat courses is charged on a per-credit basis.
3. Please refer to your enrollment agreement for other fee details.

## COMMUNITY PHONE NUMBERS

The following is made available for informational purposes only. The Art Institute of Seattle does not endorse any of the services provided herein. All numbers are area code 206 unless otherwise noted.

### Help & Emergency Services

Emergency: Fire/Police/Medic .....	911
Alcohol/Drug 24-Hour Help Line .....	722-3700
Crisis Line .....	1-800-244-5767
or .....	461-3222
Domestic Violence Hotline .....	1-800-562-6025
Emergency Shelter .....	464-1570
Food: Northwest Harvest .....	625-0755
Poison Center .....	526-2121
Rape Relief .....	1-888-998-6423
Seattle Police Department (non-emergency) .....	625-5011
Sexual Assault Center/ Traumatic Stress .....	521-1800

### Information

Northsound 211: Health, welfare, social service agencies, etc .....	1-800-223-8145
Quick Information .....	386-4636
Language Bank (Red Cross) .....	323-2345
Interpreters, American Cultural Exchange, Translation Center... ..	1-800-829-4126
Learning Disabilities Association .....	425-882-0792

### AIDS Information Line

AIDS Prevention Project .....	205-7837
Dunshie House, home of Seattle AIDS Support Group .....	322-2437
Harborview STD Clinic .....	731-5100

### Alcohol & Other Drugs

Alcohol/Drug 24-hour Help Line .....	1-800-562-1240
or .....	722-3700
Center for Human Services .....	362-7282
Recovery Center of King County .....	322-2970

### 12 Step Groups

Adult Children of Alcoholics .....	1-800-562-1240
Al-Anon .....	625-0000
Alcoholic Anonymous (AA) .....	587-2838
Cocaine Anonymous (CA) .....	1-800-662-2463
Narcotics Anonymous (NA) .....	790-8888
Marijuana Anonymous (MA) .....	548-9034

### Childcare/Daycare Information

King County Childcare Program .....	296-2770
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### Counseling

Counselor, The Art Institute of Seattle .....	239-2309
Crisis Line .....	461-3222
or .....	1-866-427-4747
Asian Counseling & Referral Service .....	695-7600
Capstone Counseling Service (Christian) .....	1-800-433-8373
or .....	425-640-9777
Catholic Community Service .....	328-5774
Center for Human Services .....	362-7282
El Centro de la Raza (emergency only) .....	329-9442
Family Services .....	826-3050
Jewish Family Services .....	461-3240
Community Psychiatric Clinic .....	461-4544
Presbyterian Counseling Services .....	527-2266
Seattle Counseling Service for Sexual Minorities .....	323-1768
Seattle Mental Health Institute .....	324-2400
The Women's Therapy Referral Service .....	634-2682

### Dental Care

Georgetown Dental Clinic .....	461-6943
Seattle King County Dental, Referral .....	443-7607
Seattle King County Public Health Department Dental Clinics .....	205-8580
University of Washington School of Dentistry .....	543-5982

### Discrimination

Seattle Office for Civil Rights .....	684-4500
Welfare Rights Advocacy .....	324-3063

### Drivers Licenses

Drivers Licenses & State ID  
(See WA State Government in blue  
pages of phone book)

### Entertainment/Recreation

Gallery Walk in Pioneer Square: First Thursday of every month King County Parks .....	296-8687
Newspapers: Listings of movies, theaters, arts, music, dancing, special events, etc.	
Outdoor Recreation .....	470-4060
Seattle Aquarium .....	386-4320
Seattle Center Events Information .....	684-7202
Seattle Parks & Recreation .....	684-4075

### Family Planning

Planned Parenthood .....	328-7700
Seattle King County Public Health General Information .....	296-4772

### Grief/Loss/Bereavement Issues

Compassionate Friends .....	241-1139
Hospice of Seattle .....	320-4000

### Health/Medical Care Service

The Art Institute offers a student health plan. For information contact Student Affairs .....	239-2290
Country Doctor Community Clinic .....	299-1600
Harborview Hospital/Medical Center .....	731-3000
Pike Place Medical Clinic .....	728-4143
Public Health .....	386-6000
Swedish .....	386-6000
Swedish Providence Hospital .....	320-2000
University of Washington Medical Center .....	548-3300
WA Basic Health Plan .....	1-800-826-2444
Women's Health Center .....	323-9388

### Houses of Worship

(See Yellow Pages under: Churches, Mosques,  
Religious Organizations and Synagogues)

### Housing

Refer to The Art Institute of Seattle Housing Packet or call .....	239-2290
Youth Hostel of Seattle .....	622-5443
Green Tortoise .....	340-1222

### Legal Services

Columbia Legal Clinic (low income) .....	464-5911
Neighborhood Legal Clinics .....	340-2593
Northwest Women's Law Center .....	621-7691
Lawyer's Referral Service .....	623-2551

## Libraries

King County Library System.....(425) 462-9600  
Seattle Library Hours.....386-4636  
Seattle, Quick Information.....386-4636

## Men

Dads against Discrimination.....623-3237  
Men Working Against Abuse.....461-7824

## Sexual Minorities

Seattle Gay News.....324-4297

## Telephone

To order or change of service... 1-800-244-1111

## Transportation

Amtrak-Train..... 1-800-872-7245  
Greyhound Bus..... 1-800-232-2222  
or.....628-5526

Metro Transit.....553-3000  
Pierce Transit..... 1-800-562-8109  
Shuttle Express.....622-1424  
Trailways Bus Systems.....728-5955  
Washington State Ferries.....464-6400

## United States Postal Service

Main Branch & Zip Codes..... 1-800-275-8777

## Utilities

Puget Sound Energy..... 425-454-2000  
Seattle City and Lights.....625-3000

## Veterans

The Art Institute Registrar's Office.....448-0900  
Department of Veteran Affairs.. 1-800-827-1000  
Seattle Veteran's Action Center.....296-7656

## Voting

Election Information.....296-1565  
Registration and Absentee Ballots.....296-1600

## Women

National Organization for Women.....632-8547  
Shelter for Battered Women  
Information.....522-9472  
Women's Health Care.....323-9388

## Activities/Resources

### Not in this Handbook

Counselor, Student Affairs.....239-2290  
The Yellow Pages: Telephone Directory

## HOURS OF OPERATION

### SOUTH CAMPUS

2323 Elliott

	OPEN	CLOSE
Monday-Thursday	6:30 AM	Midnight
Friday	6:30 AM	9:00 PM (may vary)
Saturday	8:00 AM	5:30 PM (may vary)
Sunday	8:30 AM	5:30 PM

### NORTH CAMPUS

2600 Alaskan Way  
(AW level)

	OPEN	CLOSE
Monday-Thursday	6:00 AM	11:30 PM
Friday	6:00 AM	10:00 PM
Saturday	8:00 AM	7:00 PM
Sunday	9:30 AM	7:00 PM

## ACADEMIC CALENDAR

### FA10 Session I begins 10/4

Adjustment deadline 10/11

### FA10 Session II begins 11/11

Adjustment deadline 11/15

Last Day to Withdraw from a Class 12/3

Fall Quarter ends 12/18

### Winter Break 12/19-1/9

### WI11 Session I begins 1/10

Adjustment deadline 1/18

### WI11 Session II begins 2/17

Adjustment deadline 2/21

Last Day to Withdraw from a Class 3/11

Fall Quarter ends 3/26

### Spring Break 3/27-4/3

### SP11 Session I begins 4/4

Adjustment deadline 4/11

### SP11 Session II begins 5/12

Adjustment deadline 5/9

Last Day to Withdraw from a Class 6/3

Fall Quarter ends 6/18

### Summer Break 6/19-7/10

### SU11 Session I begins 7/11

Adjustment deadline 7/18

### SU11 Session II begins 8/18

Adjustment deadline 8/15

Last Day to Withdraw from a Class 9/2

Fall Quarter ends 9/17

### Fall Break 9/18-10/2

### FA11 Session I begins 10/3

Adjustment deadline 10/10

### FA11 Session II begins 11/10

Adjustment deadline 11/7

Last Day to Withdraw from a Class 12/2

Fall Quarter ends 12/17

### Winter Break 12/18-1/8

### WI12 Session I begins 1/9

Adjustment deadline 1/17

### FA12 Session II begins 2/16

Adjustment deadline 2/20

Last Day to Withdraw from a Class 3/9

Winter Quarter ends 3/24

### Spring Break 3/25-4/1

### SP12 Session I begins 4/2

Adjustment deadline 4/9

### SP12 Session II begins 5/10

Adjustment deadline 5/14

Last Day to Withdraw from a Class 6/1

Fall Quarter ends 6/16

### Summer Break 6/17-7/8

### SU12 Session I begins 7/9

Adjustment deadline 7/16

### SU12 Session II begins 8/16

Adjustment deadline 8/20

Last Day to Withdraw from a Class 9/7

Fall Quarter ends 9/22

### Fall Break 9/23-9/30

### FA12 Session I begins 10/1

Adjustment deadline 10/8

### FA12 Session II begins 11/8

Adjustment deadline 11/12

Last Day to Withdraw from a Class 11/30

Fall Quarter ends 12/15

### Winter Break 12/16-1/6

### WI13 Session I begins 1/7

Adjustment deadline 1/15

### WI13 Session II begins 2/14

Adjustment deadline 2/18

Last Day to Withdraw from a Class 3/8

Winter Quarter ends 3/23

### Spring Break 3/24-3/31



CREATE TOMORROW

2323 Elliott Avenue • Seattle, WA 98121-1642

Toll-Free: 800.275.2471 • Local: 206.448.6600

[www.artinstitutes.edu/seattle](http://www.artinstitutes.edu/seattle)