

NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
IDS 285 – PORTFOLIO AND RESUME PREPARATION FOR INTERIOR DESIGNERS (3 CR.)

Course Description

Introduces the proper elements of a professional resume for employment in the field. Focuses on the preparation of portfolio content, recorded images, and construction methods. Introduces various methods of digital production of portfolio materials, as well as traditional formats. Includes detailed instruction on proper oral presentation skills, interview preparation and techniques, and professional dress and behaviors. Lecture 2 hours. Laboratory 2 hours. Total Contact 4 hours per week.

General Course Purpose

This course teaches students how to prepare a design portfolio and resume. In addition, students will learn interviewing techniques and business etiquette relative to in-person and digital interviews

Course Prerequisites/Corequisites

Prerequisites: IDS 105, IDS 106, IDS 245. Pre or corequisite IDS 215. This is a capstone class in the interior design program.

Course Objectives

Upon completing the course, the student will be able to:

- a) Create a digital portfolio.
- b) Present a hard copy of a portfolio.
- c) Prepare a resume for a job application.
- d) Develop cover letters, thank you letters and other written material related to an interview.
- e) Answer key questions about their portfolio.
- f) Become literate in the use of key software for use in portfolio preparation.

Major Topics to be Included

- a) Gathering Materials
- b) Organizing Your Portfolio
- c) Graphic Layout
- d) Software for Digital Portfolios
- e) Printed Portfolio Formats
- f) Resume preparation
- g) Employment and Promotional Strategies
- h) The Interview Process
- i) Presenting Your Portfolio