



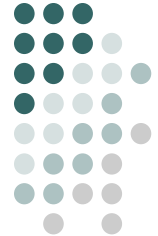
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
1	2	3	4	5	6	7	
WK 1	8	9	10	11	12	13	14
	First Day Winter Quarter	STEPS TO GRADUATION AND PORTFOLIO SHOW OVERVIEW Career Advisors visit class to review "Steps to Graduation"					
WK 2	15	16	17	18	19	20	21
	Martin Luther King Jr. Day (No School)	RESUME AND COVER LETTER PRESENTATION Career Advisors visit class to go over resume and cover letter basics				DUE: Email first draft of resumes to CSA <small>Word Document Only</small>	
WK 3	22	23	24	25	26	27	28
	TO DO: Schedule Career Consultation Sessions with CSA Attend Job Fair			Job Fair 10 UN 4th Floor 11:45AM - 1PM BE THERE!!!!			
29	30	31					



	Sun	Mon	Tue	Wed	Thu	Fri	Sat
WK 4				1	2	3	4
	MARKETING STATEMENT AND AI PORTFOLIO SITE OVERVIEW: ai.ourstudentportfolios.com/sanfrancisco CSA discusses Ai Portfolio Web Site. Discussion of Marketing Statements						
	5	6	7	8	9	10	11
WK 5	FACULTY PORTFOLIO REVIEWS Academic Director and Senior faculty visit class to review portfolios. DFVP, MAA, GAD, VGP must have DVD authored to show at this time.						
	12	13	14	15	16	17	18
WK 6	CONTINUE RESUME REVIEWS Marketing Statements DUE.				Industry Reviews - MAA Must have DVD authored to show at this time.		
	19	20	21	22	23	24	25
WK 7	INDUSTRY PORTFOLIO REVIEWS Industry Professionals AD and CSA visit class to review portfolios. GAD, DFVP, and VGP must have DVD authored to show at this time.				President's Day Holiday (No School)		
WK 8	26	27	28	29			
DUE: 20 industry specific companies emailed to CSA	INTRODUCTION AND OVERVIEW OF ALUMNI RESOURCES: alumniconnections.com/artinstitutes/						

Alumni Connections: alumniconnections.com/artinstitutes/
 Ai Portfolio Show Website: aiportfolioshow.com/sanfrancisco
 Ai Portfolio Site: ai.ourstudentportfolios.com/sanfrancisco/
 Optimal Resume: artinstitutes.optimalresume.com

Cori Miller Miyaki: comiller@aii.edu
 Larisa Dzwonczyk: ldzwonczyk@aii.edu
 Philippa Manley: pmanley@aii.edu
 Sara Cannon: secannon@aii.edu



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		28	29	1	2	3
WK 9 4 TO DO: Email 20 Port. Show Invitations to Industry Professionals	Loan Exit Meeting with Financial Aid 5–6pm	6	DUE: Resume, 7 images and demo reel uploaded to Ai Portfolio Website	Loan Exit Meeting with Financial Aid 12–1pm	9	10
Files for DFVP, MAA, GAD, VGP due by end of class wk 9 for Comp. Reel (Large uncompressed file)						
WK 10 11 DUE: Quick Time Files turned in to Instructors by 5pm on Wed.	Loan Exit Meeting with Financial Aid 5–6pm	12	13	14	15	16
			DUE: Complete upload of images, marketing statement, resume and reel to Ai Portfolio Website	NO HASSLE FOR THE TASSEL Location TBA 12–1pm	DUE: Final portfolio and DVD to CSA, Grad Clearance form to Registrar by 5pm	17
WK 11 18	19	20	21	22	23	24
				PORTFOLIO SHOW Hotel Whitcomb Set up: 1pm Return: 3pm Show: 4-8pm		FA Qtr End
WK 12 25	26	27	28	29	30	31
SCHEDULE WEEKLY MEETING WITH CSA FOR JOB SEARCH						

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