

## SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

### COURSE OUTLINE

**COURSE TITLE:** FIELDWORK/FIELDWORK SEMINAR

**CODE NO. :** ADV 3180 - 05                      **SEMESTER:** FIVE AND SIX

**PROGRAM:** GRAPHIC DESIGN

**AUTHOR:** RITCHIE DONAGHUE

**DATE:** SEPT 2002    **PREVIOUS OUTLINE DATED:** SEPT 99

**APPROVED:**

	DEAN	DATE
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**TOTAL CREDITS:** 05 CREDITS

**PREREQUISITE(S):** ADV 2150, ADV 2210, ADV 2260, ADV 2240, ADV 2350, ADV 2270, ADV 2290, CMM 2150

**Hours /week** 3 hours class time per week  
14-16 hours placement time per week

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 School of Engineering, Technology and Trades  
 (705) 759-2554, Ext. 485*

**I. COURSE DESCRIPTION:**

The fieldwork portion of this course is a total of 112 hours minimum (128 maximum) which translates to 16 total days of 7 - 8 hours each in a workplace setting. The self promotion portion of the course is a total of 48 hours. Two hours per week for 16 weeks (one hour in-class, one hour independent). The course will also require the production of professional quality self promotional materials

**Field Work**

Field Work takes the third year level student from the classroom/studio setting to "real-life" workplace settings and/or situations. In addition to practicing skills and knowledge attained in the classroom/studio, students will experience the demands of the workplace, where deadlines, work performance and most importantly, work attitude, can mean the difference between getting a job or not getting one.

**Field Work Seminar**

Students will be required to hand in completed weekly time sheets that must be signed by their employer as well as a completed final assessment that must be signed by their employer

**Self promotion/portfolio development**

Students will be required to develop professional quality portfolios and self promotional materials. These materials will be produced in both hard copy and soft format.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Demonstrate an ability to apply certain skills and knowledge attained in the classroom/studio, according to the needs of a specific placement site or situation

Potential Elements of the Performance:

- Demonstrate an ability to translate classroom "theory" to a practical application in the workplace

2. Demonstrate the development of initiative and maturity by assuming responsibility in a work setting

Potential Elements of the Performance:

- Demonstrate an ability to learn and grow within the framework of the work setting

3. Demonstrate the development of a positive work attitude, whatever the project(s) assigned, in preparation for real-life work settings

Potential Elements of the Performance:

- demonstrate the ability to complete assigned tasks satisfactorily within a workplace setting.
- demonstrate an ability to accept constructive criticism and take direction from an employer
- demonstrate organizational skills such as scheduling, prioritizing, planning, and time management.
- demonstrate the ability to work within project restrictions and time limitations.

4. Demonstrate the development of the student's awareness to the needs and expectations of potential employers by exposure to them

Potential Elements of the Performance:

- demonstrate an awareness of the needs and demands of today's workplace
- demonstrate an ability to analyse their own strengths and weaknesses to help define a career path or area of speciality.

5. Demonstrate the ability to develop a professional quality portfolio/resume for future job searches.

Potential Elements of the Performance:

TBA

**III. TOPICS:**

1. Resume preparation
2. Portfolio preparation
3. Verbal presentation skills
4. Self analysis, acceptance of criticism
5. Workplace etiquette ( punctuality, attendance, demeanour etc.)
6. Work experience

#### IV. **REQUIRED RESOURCES/TEXTS/MATERIALS:**

The following items from the portfolio kit will be used throughout this course:

Professional portfolio case  
Completed resume

Students will need to purchase additional supplies as required to complete a “professional look” within their portfolios. Students should expect to budget \$200 for portfolio development.

#### V. **EVALUATION PROCESS/GRADING SYSTEM:**

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual – Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

**Fieldwork Evaluation:**

Fieldwork requirements will constitute 60 % of the students' final grade in this course and evaluated according to the following, and in accordance with college policies ( as noted above).

<b>FIELDWORK REQUIREMENT</b>	<b>Percentage breakdown</b>	<b>Percentage of total mark</b>
Weekly reports	10% Fieldwork reports 10% Visual Samples	20 %
Supervisor Evaluation		40 %
Assignments	20 % Self promotion 20 % Portfolio	40 %
<b>TOTAL</b>		100 %

**ATTENDANCE: (20 %)**

- 80 % attendance in both Fieldwork Seminar and Fieldwork is mandatory.
- 3 absences in Fieldwork Seminar and 3 absences in Fieldwork will be tolerated. Absences in excess of 3 in either will require documentation from a physician to prevent an R (Repeat) grade in Fieldwork.
- The student will be given points for attendance in both Fieldwork Seminar (maximum 10 points) and Fieldwork (maximum 10 points) according to the following:

<b>ABSENCES</b>	<b>POINTS</b>
0	10
.5	09
1.0	08
1.5	07
1.0	06
2.5	05
3.0	04
3.5	00 ( R GRADE)

- A student who is late for a Field placement day will be assessed a half day's absence.
- A student who is late for Fieldwork seminar will be assessed a half class absence. Late constitutes the arrival of a student anytime after the seminar session begins.
- A student who fails to report that he/she will be absent to the placement supervisor or Fieldwork co-ordinator will be assessed a double absence for that placement date.

**SUPERVISOR EVALUATION: 40 %**

- The placement supervisor's evaluation of the student's overall performance plays a major part in the overall evaluation. Please refer to the Student Evaluation Form for evaluation by the placement supervisor, according to the following:

<b>OVERALL PERFORMANCE</b>	<b>POINTS</b>
Superior	40
Very Good	35
Satisfactory	30
Marginal	25
Unsatisfactory	00

- It is the student's responsibility to ensure that the Fieldwork supervisor completes the evaluation form and returns it to the student or to the Fieldwork co-ordinator by the deadline date established by the co-ordinator for the semester. A late evaluation form will drop the points by one full category (e.g. Very Good = 35 points down to Satisfactory = 30 points). A missing evaluation form = Incomplete = R grade.

**ASSIGNMENTS: 60 %**

The student will be assessed points (maximum total 40) for assignments according to the following:

<b>ASSIGNMENT</b>	<b>POINTS</b>
Weekly Reports	10
Visual Samples	10
Resume/Self promo	20
Portfolio Presentation	20

**Placement attendance/Weekly Reports (10 %)**

- The student is required to complete a Weekly Progress Report, documenting all projects/ activities completed in placement. The report must be verified by the placement supervisor (via signature and comments) and submitted to the Fieldwork co-ordinator during Fieldwork Seminar on a weekly basis. The report will be considered incomplete (missing) unless verified (signed) by the Placement Supervisor. The student should encourage supervisors to write comments on each

weekly report. The weekly report should be a comprehensive and detailed accounting of the student's time in the placement site.

- The weekly reports will be evaluated (total 10 points) for content i.e. higher points for more comprehensive reports. Consistently late reports will result in lower points. A missing weekly report = 0 total points. Late submission of a weekly report (after established semester end deadline) = 0 total points.

### **Visual Samples (10%)**

- The weekly reports should be accompanied by as many concrete, visual samples as possible. The samples will be presented and shared during seminar sessions with the class and then submitted to the Fieldwork co-ordinator with the weekly report. Visual samples may be actual work samples, or photocopies, or photographs of projects completed on the field placement site. Samples submitted to the Fieldwork co-ordinator are not returned to the student and become part of the permanent Fieldwork record of the student. The more visual samples that accompany the student's weekly seminar presentations and weekly reports, the higher the points (total 10 points). No visual samples = 0 total points.

### **Resume/Self promo (20 %) & Portfolio Presentation (20 %)**

- Both a resume and portfolio presentation are requirements of Fieldwork. All students are required to compete for various placement positions by submitting a resume and cover letter to the applicable sites. Resumes will be assessed for creativity, layout, content, grammar, and spelling. Students selected for interviews for competition sites will be required to present a portfolio during the interview. Additionally, all students are required to make a portfolio presentation to the Fieldwork coordinator and the class during the seminar sessions. The portfolio will be assessed on overall presentation, quality and organization of work, and the student's ability to speak knowledgeably and confidently about both the creative and technical aspects of the work being presented. Students will be encouraged to critique each other's portfolio presentations. Late submission of the resume = 0 total points.

**NON-TRADITIONAL METHOD**

Students are eligible to receive credit for achieving Field Work objectives outside the regularly scheduled academic year. Third year students may complete Field Work requirements during the Spring or Summer, and/or during Christmas and Winter breaks. Students from out of town may wish to research and establish their own placement sites in their home towns.

- To apply for credit for Field Work, please make an appointment with the Field Work Co-ordinator. For this appointment, you will need:
- All pre-requisites for Field Work up-to-date (please refer to the Pre-requisite section of “ Departmental Policies and Procedures “).
- A Portfolio of art work completed or worked on at the placement site. If it's inconvenient to include originals (for example, too large), copies or photographs of work are acceptable.
- A daily journal (the Weekly Report forms may be used) which gives a detailed accounting of the time you spent on the site. To receive credit for one semester, you'll need to account for the equivalent of 16 (seven or eight hour) working days.
- A creative resume, which includes skills acquired at the placement site(s) for which you're applying for credit.
- A letter of verification and recommendation from the supervisor of the site where you worked. In the letter, the supervisor should verify the length of time you spent working at the site and should assess your overall performance while at the site. The “ Student Evaluation Form “ used by Placement Supervisors in the traditional mode of FieldWork may be used in place of the letter.
- Please note that successful candidates will receive a CR for credit on their transcript instead of a letter grade.

**VI. SPECIAL NOTES:****Special Needs:**

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.



Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

- transcript and course descriptions/outlines from another institution.
- interview and portfolio presentation.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.

**DEDUCTIONS - LATES & INCOMPLETES:****Lates:**

- An assignment is considered late if it is not submitted at the time and on the date specified by the instructor.
- A Late assignment will be penalized by a 5 % deduction for each week it is late. The total penalty will be deducted from the final grade eg 3 weeks late = 15 % deduction from the final grade.
- Maximum grade for a Late assignment is " C ".
- A Late assignment which is not executed to a minimum C (satisfactory) level will be assigned an Incomplete grade with additional penalties outlined below.

**Incompletes:**

- An Incomplete grade is assessed to an assignment which has not been executed to a minimum satisfactory (C grade) level or in which the directions have not been followed correctly.
- An Incomplete assignment must be entirely re-done or corrected according to the instructor's specific instructions and re-submitted within one week.
- An Incomplete assignment will be penalized by a 5 % deduction from the final grade.
- Maximum grade for an Incomplete assignment is " C ".

Incomplete assignments not submitted within the one week timeframe will be subject to 5 % late deductions for each week they are overdue.

**Homework:**

Because this course is 4 credits delivered in a 2 hour supervised studio format, the equivalent of 4 hour per week minimum of homework will be expected outside the scheduled studio class

**Preliminary Studies:**

- All assignments require preliminary or intermediate steps such as thumbnails, roughs, and preliminary comprehensive layouts.
- These intermediate steps are evaluated according to criteria established by the instructor and submitted according to established timelines. The final grade for each assignment will be an average of the grade achieved for all stages of the assignment. This reinforces the importance of the preliminary stages of each project.
- Preliminary studies which are late or incomplete will be subject to the same penalty deductions as final presentations. Maximum grade for late or incomplete preliminary studies is "C".

**ATTENDANCE:**

- 80% attendance is mandatory. A **maximum of 3 classes absent** (total 6 hours) will be tolerated.
- There will be a **10 % penalty** deduction from the final grade for each class missed after the maximum allowed of 3; a **5 % penalty** deduction will be assessed for half classes missed (before or after the break).
- A student who arrives any time after the class has begun will be assessed a **late** penalty of a half class missed - **5 %** deduction from final grade.

**MIDTERM ("S" or "U"):**

Midterm grades are "S" for Satisfactory progress, and "U" for Unsatisfactory progress. Unsatisfactory progress in two or more courses requires an appointment with the Program Co-ordinator or the School's Dean.