SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	FIELDWORK		
CODE NO. :	ADV318	**SEMESTER:**	FALL 2005
PROGRAM:	GRAPHIC DESIGN		
AUTHOR:	RITCHIE DONAGHUE		
DATE:	AUGUST 2005	**PREVIOUS OUTLINE DATED:**	AUGUST 2004
APPROVED:			

_____   _____
                                            DEAN   **DATE**

TOTAL CREDITS:	6 CREDITS
PREREQUISITE(S):	ADV 215, ADV 242, ADV 221, ADV240
HOURS/WEEK:	3 hours supervised

I.   COURSE DESCRIPTION:

This course will build upon the skills learned throughout the Graphic design Program. Students will complete a minimum of 112 hours within the professional workplace. This will allow students to receive "real life" experience within the design industry. Students will be responsible for having timesheets and evaluation sheets completed by their employer(s) and presenting a seminar to their classmates outlining their experiences. The final component of the class is designing and producing a digital portfolio of their work. These digital portfolios will become the property of Sault College for archival purposes and possibly promotional purposes.

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:
   - Develop an awareness of the needs and demands of today's workplace
   - Demonstrate an ability to analyze their own strengths and weaknesses to help define a career path or area of specialty.
   - Demonstrate the ability to develop a professional quality portfolio/resume for future job searches

5. **Professional Portfolio Development**
   - Demonstrate the ability to evaluate their work objectively for professional presentation purposes
   - Utilize a number of software programs to develop and assemble a professional digital portfolio
   - Demonstrate the ability to search out potential employers and use their digital portfolios for self-promotion

III. **TOPICS:**
Each student will develop a visual solutions using current industry standard software
1. **Résumes and covering letters**
2. **Seminar presentation formats**
3. **Evaluation and timesheet organization**
4. **Objective portfolio development**
5. **Digital assembly of portfolio**

IV. **REQUIRED RESOURCES/TEXTS/MATERIALS:**
No textbooks required
Students will be required to purchase or fabricate a professional portfolio for "hard copy" presentation purposes. Students will also need recordable CD's for burning final digital portfolios. Any further materials will be discussed prior to being required.

V. **EVALUATION PROCESS/GRADING SYSTEM:**
   Fieldwork Placement = 80% of Final Grade
   Portfolio Development = 20% Final grade
The 80% of the final grade for fieldwork placement will be divided as follows: 20% for weekly timesheets and employer comments, 40% for final employer assessment and 20% for Portfolio development.

NOTE: upon completion of second year studies, students are encouraged to procure their own placement studies during the summer months. Placements that are organized by the student may be paid or unpaid, depending upon the agreement with the employer. Summer placements should be approved by the instructor and students are responsible for all documentation that will make up 80% of their final grade.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

CR (Credit)	Credit for diploma requirements has been awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

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 professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 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/program, as may be decided by the professor/dean. 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.

Course Outline Amendments:
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 professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

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.