



**I. COURSE DESCRIPTION:**

This course will provide a practical application to the theory learned in the graphic design curriculum. Students will complete a minimum of 112 hours in the workplace in a design or design related capacity. In addition to the industry component of this course there will be a 1 hour weekly session to discuss career building, job searches, professional ethics, and portfolio development.

See note regarding advanced standing in this course

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

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

1. Apply effective business practices and project management skills appropriate to his/her position in the graphic design field.

Potential Elements of the Performance:

Demonstrate the ability to keep track of project records in the workplace  
 Demonstrate the ability to work within the expectations of the workplace  
 Demonstrate an ability to work within designated deadlines and schedules  
 Demonstrate an ability to develop self promotional plans for finding suitable employment.

2. Develop and implement solutions to problems encountered in all phases of the graphic design process as their position in the field warrants.

Potential Elements of the Performance:

Demonstrate the ability to help the workplace creatively solve graphical problems  
 Demonstrate the ability to be a positive contributor to the workplace

3. Develop personal and professional strategies and plans to improve job performance and professional relationships with clients co-workers and supervisors

Potential Elements of the Performance:

Demonstrate the ability to work professionally in the industry as illustrated by keeping confidentiality, presenting a positive attitude and good work ethic, respecting start/finish times  
 Demonstrate the ability to self evaluate one's work abilities  
 Demonstrate an ability to make self improvement plans based on self analysis  
 Demonstrate an ability to identify self or professional improvement goals and plan the steps to reach those goals

**III. TOPICS:**

1. Professional practices
2. Creating applications
3. Job searches
4. Professional ethics
5. Operation styles in studio setting

6. Record keeping
7. Portfolio development techniques
8. Importance of networking

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

No text is required

Students will be required to purchase or fabricate a portfolio case to present samples of their own work to a potential employer.

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

- Fieldwork Placement = 50% of Final Grade
- Seminar Participation= 50% Final grade
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- The fieldwork component will be assessed based upon the submission of daily logbook entries by the student, and an employers assessment
- The Seminar component will be evaluated based on student participation in the seminar sessions .
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- 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. Students who proceed to find their own placement opportunities over the summer months may be granted advanced standing on the fieldwork portion of this course. Students will need to provide a daily logbook of their activities at the workplace along with a letter from their employer providing a final assessment of the students skills. Students must inform their employers that the instructor may phone to request additional information regarding the students activities and workplace performance. Students who find summer employment in the design field and are given credit for fieldwork must still be active participants in the seminar session each week.

The following semester grades will be assigned to students:

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

NR	requirements for a course.
W	Grade not reported to Registrar's office. Student has withdrawn from the course without academic penalty.

## VI. SPECIAL NOTES:

### 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.

### 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.

### Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

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

### Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

### Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

**Plagiarism:**

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. 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.

**Student Portal:**

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

**Electronic Devices in the Classroom:**

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

**Attendance:**

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. *It is the departmental policy that once the classroom door has enclosed, the learning process has begun. Late arrivers will not be granted admission to the room.*

**Attendance:**

Significant learning takes place in the classroom setting through an interactive learning approach; therefore students are expected to attend all classes and inform the instructor of an anticipated absence. Attendance is mandatory for this course to ensure the course requirements and objectives are met. A total absence of 3 classes for the semester will be tolerated. After 3 absences penalties will take effect, an additional 10% will be deducted from the final grade for this course per class missed ..

i.e. 4 classes missed = 10% deduction from final grade

**Tuition Default:**

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.